

**Development Services**
**Highways Act 1980 – Section(s) 169, 172 and 173**
**Application for a licence to erect temporary scaffolding or hoarding on or over the highway**

**Important:** Please complete this form in full using block capitals – failure to complete all sections may result in unnecessary delays or refusal

Information about the latest roadworks and road closures in Shropshire can be found on:  
<http://www.shropshire.gov.uk/hwmaint.nsf>

Name of applicant:																					
Address:																					
Telephone numbers:																					
Office hours: .....	Outside office hours: .....																				
Name of scaffolding contractor:																					
Address: (enter name and address if different from above)																					
Telephone numbers:																					
Office hours: .....	Outside office hours: .....																				
Precise location of site: (including house number and street name)																					
O.S. 12 number grid reference:	<table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																				
Type of premises: (e.g. house, shop)																					
Nature of work to be carried out:																					
Length of the frontage of the premises: ..... metres																					
Length of the frontage to be taken up by the scaffolding or hoarding: ..... metres																					
Is any part of the scaffolding/hoarding on the footpath?	Yes <input type="checkbox"/> No <input type="checkbox"/>																				
If yes what is the remaining minimum width of footway available for pedestrians? ..... metres																					
State type of scaffolding structure: (i.e. putlog, light independent, heavy duty independent, general purpose, independent, bird cage, mobile tower, etc.)																					
Is any part of the scaffolding or hoarding on the carriageway?	Yes <input type="checkbox"/> No <input type="checkbox"/>																				
If yes, what is the remaining minimum width of carriageway available for vehicles? (bearing in mind that safety barriers may need to be provided 0.4m from scaffold as a safety zone) ..... metres																					

Dates for which permission is required:

**Both dates inclusive** From: ..... To: .....

**Please note that at least 5 working days notice is required**

**Public liability insurance details:**

Name of Insurer:

.....

Policy number: ..... Expiry date: .....

Cover (£5m minimum) .....

**A fee of £50 per month is required and must accompany this application – a form for credit card payment is attached to this application**

**Important note:** Your attention is drawn to the **General Conditions**, attached to this form, which will apply if permission is granted. **Special Conditions** may be required in certain circumstances – please read your permit fully – any **Special Conditions** will be shown.

Signed: ..... Date: .....  
 Print name: ..... Position within company: .....

**Please return this form to the appropriate Divisional Office:**

**North Division**

Shropshire Council Coordination Manager Park Hall Whittington Oswestry Shropshire SY11 4AH	or	Shropshire Council Coordination Manager Hearne Lane Depot Hodnet Market Drayton Shropshire TF9 3NG
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**Central Division**

Shropshire Council  
 Coordination Manager  
 107 Longden Road  
 Shrewsbury  
 Shropshire  
 SY3 9EL

**South Division**

Shropshire Council Coordination Manager Stourbridge Road Depot Bridgnorth Shropshire WV15 6AN	or	Shropshire Council Coordination Manager Craven Arms Business Park Craven Arms Shropshire SY7 8NR
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If you have any queries please telephone our Customer Service Centre on 0345 678 9006

## Development Services

Please read this carefully:

### **General conditions for the erection of a scaffolding or hoarding on or over a public highway**

1. The scaffolding/hoarding must be erected and maintained to the satisfaction of the Coordination Manager and in strict conformity with the following conditions and any special conditions that may accompany any licence issued.
2. The erection of a scaffolding or hoarding and any other work carried out on a public highway must comply with the Traffic Signs Manual, Chapter 8 – 2006 (Parts 1 & 2), in particular the following sections:
 

2.3.10	Interference with Pedestrian Movement	3.2.4.	Road Narrows and Lane Restrictions
2.5	Safety Clearances at Road Works	3.4.4.	Barriers
3.2.1	Traffic Signs – General	3.4.5.	Road Danger Lamps
3. Where the scaffolding/hoarding is on a footway, adequate measures shall be taken to ensure the safe passage of pedestrians, particularly the visually impaired and disabled (Chapter 43 of the Disabled Persons Act 1981 refers), by either of the following methods:
  - (a) Maintaining a free passageway under the scaffolding not less than 1.0 metre wide with a minimum headroom of 2.1 metres. The first lift of the scaffolding must have the gap between building and scaffolding closed and must be double boarded with canvas or polythene between boards wherever pedestrians are able to pass beneath.
  - (b) Maintaining a free passageway around the scaffolding/hoarding of 1.5 metres wherever possible, but never less than 1.0 metre. A minimum carriageway width of 5.5 metres for two way traffic and 3.0 metres for one way should be maintained. If this is not possible the Coordination Manager must be consulted. Barriers and a safety zone must be provided in accordance with the Traffic Signs Manual, Chapter 8 – 2006 (Parts 1 & 2).
4. All scaffolding and hoardings must be erected and used in conformity with the Health and Safety at Work Act 1974 and The Construction (Health, Safety & Welfare) Regulations 1996. Scaffolding must also comply with BS 5973 – withdrawn 2004 N.A.S.C.-TG20.
5. The scaffolding (and hoarding if required by the Coordination Manager) including any barriers, shall be adequately lit at all times between half an hour after sunset and half an hour before sunrise, in accordance with the Traffic Signs Manual, Chapter 8 – 2006 (Parts 1 & 2).
6. Adequate protection must be provided to all projections and sharp edges to a height of 2.1m.
7. No door from any hoarding shall be allowed to open outwards onto the highway.
8. No material shall be allowed to fall onto the highway and any material taken down or to be used shall be placed so as not obstruct vehicular or pedestrian movement, or cause damage to the highway. A separate licence is required for placing a builder's skip on a public highway (Traffic Signs Manual, Chapter 8, Appendix 2 and 3 refers).
9. No manhole covers, or their like, are to be obstructed in any way, and access to statutory undertakers apparatus must be maintained at all times.
10. The Licence must be displayed and protected from the weather in a prominent position on the site of the works and will show names and telephone numbers of the applicant's representatives who must be contactable in an emergency on the aforesaid numbers on any day and at any time.

The licence is issued on the understanding that the applicant has adequate Third Party Insurance cover.

over .../

## **Notes to accompany the application for a licence to erect a scaffolding or hoarding**

1. Any person desiring to erect scaffolding or hoarding on or over a public highway must apply for a licence from the relevant Authority in accordance with the *Highways Act 1980, Section 169* for scaffolding, and *Sections 172 and 173* for hoardings.
2. A public highway includes public roads, footways, footpaths and other public rights of way.
3. Applications must be made at least 4 working days, excluding Saturdays, before the proposed date of erection, except for emergency work which has to be carried out sooner, in which case the Coordination Manager must be contacted as soon as possible and before any erection takes place.
4. Applications must be made to the Coordination Manager for the area in which the scaffolding or hoarding is to be erected.
5. The Coordination Manager may either refuse to issue a licence if he does not consider that all the conditions for the issue of a licence can be met or if he considers that there is a reasonable alternative to the proposals with less disruption to the public.
6. An appeal against a refusal of an application, or against any conditions imposed on the issue of a licence, can be made to a magistrate's court no later than 21 days from the date on which notice of the Coordination Manager's decision is served on the applicant.
7. It is an offence under the Highways Act 1980 (*Sections 169, 172 and 173*) to erect a scaffolding or hoarding on or over a public highway without a licence.
8. It is also an offence to fail to comply with any conditions of the licence.

