

Scaffold & Hoarding Application Form
APPLICATION FOR PERMISSION TO ERECT HOARDING OR
SCAFFOLD ON OR OVER THE PUBLIC HIGHWAY
Highways Act 1980 Section 169, 172, 173

Application is for: ☐ New Hoarding application ☐ New Scaffold application
☐ Hoarding renewal application ☐ Scaffold renewal application

We hereby apply for consent to erect a HOARDING / SCAFFOLD (*delete as necessary*) on or over the public highway. This form must be completed in every case where it is proposed to erect the scaffold or hoarding on the highway (inclusive of grassed verges and footpaths etc) If you intend to apply for both a hoarding and scaffold then separate applications will need to be submitted. A minimum of seven days will be required to process this application.

Details of Applicant					
Name of Applicant					
Address of Applicant					
Name of Contact Person		Telephone:			
		Fax:			
Details of Scaffold or Hoarding Company					
Name of Scaffold/Hoarding Company					
Address of Scaffold/Hoarding Company		Telephone:			
		Fax:			
Details of Scaffold or Hoarding					
Address / Location of proposed scaffold / hoarding					
For what purpose is it required?			HOARDING / SCAFFOLD (delete as necessary)		
Pavement type (flags, tarmac, other)		Length of scaffold		Width of scaffold	
For what period of time is it required?	NOTE: For any first licence, the maximum permit period cannot exceed 3 months, after which a renewal application will be necessary	From:			
		To:			
Type of scaffold to be erected?		Site working hours?			
How will it be secured / tied?		How long will the scaffold/hoarding take to erect?			
Who will Supervise the scaffold/hoarding erection?	Name:	Phone Number:	Competence level		

In addition to the above information, please also submit with your application a Site Location Plan (dimensioned or to a scale of 1:1250) and a dimensioned Elevation Plan showing the position of the Scaffold or Hoarding.

Please also provide evidence of your Public Indemnity Insurance Cover to the value of at least £10million.

CHECKLIST BEFORE SUBMISSION:

We enclose:

- ☐ Application Fee* - Domestic: £175 for a new licence and £135 for a renewal
- ☐ Application Fee* - Commercial: £290 for a new licence and £245 for a renewal
- ☐ Site location plan and dimensioned elevations
- ☐ Copy of current Public Indemnity Insurance cover

**Cheques to be payable to Slough Borough Council*

Declaration: We hereby undertake to comply with the provisions of the Acts in force, the conditions upon which any permission is granted and pay any fees where applicable to erect or retain a scaffolding or hoarding on the highway. We also agree not to commence the erection of the hoarding or scaffolding until we receive a permit licence from Slough Borough Council.

Signed.....Name.....

Date.....

(To be completed by representative of main contractor)

PLEASE RETURN THIS COMPLETED APPLICATION AND THE CORRECT FEE TO THE FOLLOWING ADDRESS :

**Slough Borough Council
Observatory House
25 Windsor Road
Slough
SL1 2EL**

DEMOLITION WORK PROPOSED?

Notice to the Local Authority is required under section 80 Building Act 1984 **before** any demolition of a building (or part of a building) commences. Application forms for demolition are available [Demolition notices – Slough Borough Council](#).

The following is intended as general guidance on some of the conditions that may be imposed on a licence to erect a scaffold or other structure over or near a highway:

- 1.** The Scaffold will require to be lit at each end and at 6m intervals by lamps fixed at 1.8m above ground and the lamps must operate at all times between half an hour after sunset and half an hour before sunrise.
- 2.** Provisions may need to be made in connection with the statutory undertakers as required for the purpose of protection or giving access to any apparatus belonging to or maintained by them. Also, due consideration should be paid to allow adequate and safe access for pedestrians and disabled people. The Highways Authority must agree any temporary road closures or diversion in advance. You should ring 01753 875616 For advice on this matter.
- 3.** The scaffold will need to be painted white to a height of 1.8m from the ground.
- 4.** Any scaffold lift(s) above the footpath must be covered in a double layer of boards with polythene/debris sheets or similar between them.
- 5.** No materials should be stored on the Highway adjacent to the scaffold.
- 6.** Any passage under the scaffold must be protected by 50mm close boarding to a height of not less than 2.4m from the ground.
- 7.** The scaffold may need to be erected and dismantled only on Sunday or before 07.30 hours and after 18.30 hours Monday to Saturday.
- 8.** The loading and off-loading of materials must be before 07.30 hours, between 09.30 hours and 15.30 and after 18.30 hours.
- 9.** The scaffold may need to be fully sheeted with a suitable material.
- 10.** Adequate boarded fantails may need to be incorporated to the scaffold at various lift levels.
- 11.** You may be required to provide supporting structural calculations for tall or complex scaffold structures.
- 12.** The scaffold may be limited to how far it extends beyond the boundary of the premises.