

ISLINGTON'S APPLICATION PACK PROVIDES YOU WITH INFORMATION ON HOW TO APPLY FOR A SCAFFOLDING LICENCE, WHICH WILL GIVE PERMISSION TO PLACE SCAFFOLDING ON THE HIGHWAY.

# SCAFFOLDING LICENCE APPLICATION PACK

### WHY YOU NEED A LICENCE

The aim of licensing is to balance the needs of businesses and residents with the public expectation of an unobstructed footway. We have provided this pack to help you make your application.

Because the licences are issued in accordance with various legal requirements, we are sometimes obliged to quote the relevant legislation. **Highways Act 1980**, Local Government Act 1982, Licensing Act 2003 and Local Government Act (Miscellaneous Provisions) 1982) Traffic Management Act 2004, and Disability Discrimination Act 2005 **Scaffolding is not permitted to be placed on the highway until a licence has been agreed and issued.**

### THE APPLICATION PROCESS

In order to process the licence and ensure the co-ordination of works you will need to apply at least **TWO WEEKS** in advance. Failure to enclose the correct documentation could delay the process

### WHAT YOU HAVE TO SEND BACK TO US

- a. Completed Street works request of details form
  - ❖ Exact location of where scaffold is to be erected ( **Please attach drawing** )
  - ❖ Exact site address if different from placement of scaffold being erected
  - ❖ Complete description and extent of works carried out on site
  - ❖ Estimated dates licence is required
- b. Signed Agreement forms for fees, deposits and public liability. All applicants must hold a public liability policy in for the sum of **£5 million** or above.
- c. Licence fee and deposit amount (**Cheques payable to Islington Council**)
- d. Traffic Management plan (Where traffic flow is affected during erection of scaffold, whilst in operation and when scaffolding is being removed.) (**If applicable**)
- e. Pedestrian Management plan (where pedestrians may be affected during erection of scaffold, whilst in operation and when scaffolding is being removed.) (**If applicable**)
- f. Emergency Contact number (24HRS)
- g. Parking suspension details - Contact the parking section to request - 0207 527 1337/6262 (**If applicable**)

### CONTACT AND ADDRESS DETAILS

Network Management Team - Seb Lall or Sarah Bennett, Public Realm

Highways, Scaffolding Licence Application

4<sup>th</sup> Floor, MO

222 Upper Street, London, N1 1YA Telephone No: 020 7527 2860 (Application queries). Email [streetworks@islington.gov.uk](mailto:streetworks@islington.gov.uk) . Contact Islington - 0202 7527 2000 (Future application packs)

### DEPOSITS

£30 per scaffolding pole on the highway. A deposit is held to cover the costs of any damage caused to the highways that may occur during works. Deposits are held for the period of the licence and refunded on a written request once the site has been inspected. Failure to request an inspection could result in a non-refund of your deposit. The deposit will only be returned to the original payee unless a valid header letter from the payee agreeing to pay a third party.

### LICENCE FEES SCHEDULE

Deposits up to £1,500 licence fee will be £265.00 - licence granted is up to a six month period.

Deposits up to £3,000 licence fee will be £390.00 - licence granted is up to a six month period.

Deposits up to £6,000 licence fee will be £700.00 - licence granted is up to a six month period.

Deposits up to £6,001 licence fee will be – On application.

### EXTENSIONS/OVERSTAY CHARGES

If an extension of the licence is required applications need to be received 14 days before expiry of the existing licence. Extension will be subject to a fee of £125.00 per month. Overstays will be charged £150.00 overstay fee, plus £125.00 per month extension fee.

### COMPLAINTS

Any inspection carried out following a valid complaint, however received, will be subject to a £150.00 inspection fee which will be deducted from the deposit.

### COMPLETION OF WORKS PROCESS

On completion of works when site is clear the council needs to be informed in writing stating the date of site clear so that inspection can be arranged.

### PAYMENTS

Payments can be made by cheque made payable to Islington Council or credit card. Please complete the attached credit card form for this method of payment .

### PARKING

Where the scaffold is to be sited in a metered parking bay or resident's parking you will require a suspension of an on-street parking place. To require a suspension you must contact the Parking section on telephone number 020 7527 1337. A separate application and payment will be required for parking suspensions. It is an offence to place an obstruction in a parking bay, which has not been suspended the Council has the power to remove the obstruction and prosecute the person responsible. If a footway closure is required and approved and a temporary route is provided in the carriageway this may result in the works being affected by the Traffic Management Act 2004. This will be determined at the site inspection prior to works.

**SITE AND APPLICANT DETAILS REQUEST FORM**

Name of Applicant	
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Address of Applicant	
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Telephone No. Office Mobile Fax Email	
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**SITE DETAILS**

Company name if different from applicant name	
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<b><u>Site Address</u></b> Scaffold address if different from above	
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Nature of Works to which licence applies. Purpose for scaffold	
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Estimated dates required for licence:

<b>Start Date</b>		<b>End Date</b>

**SCAFFOLDING LICENCE APPLICATION PACK**
**DETAILS OF SCAFFOLD AND MEASUREMENTS**

<u>Street Name</u>	<u>Width</u>	<u>Width</u>	<u>Length</u>	<u>No of poles</u>	<u>Deposit</u>	<u>Licence Fee</u>	<u>Total cost</u>
Separate details for each street are required.	Please supply the full width of the footway.	Please supply the full Width of structure that will be on the highway.	Please supply full length of structure that will be on the highway.	Scaffold poles that are to be erected on public highway	£30 x per pole	See schedule for amount	Total amount that applies to licence

**SCHEDULE OF FEES AND DEPOSIT**

**DEPOSITS @ £30.00 per pole**  
**The total figure for the poles will determine the licence fee as in the table.**

**LICENCE FEES**

<b>Deposit</b>	<b>Fee</b>
<£1500	£265
£1501 - £3000	£390
£3001- £6000	£700
>£6001	On Application

**London Borough of Islington Licence Application Credit card payment details**

**You may now pay for a Licence with your credit or debit card, please give your details below. Please write clearly using capital letters in black ink.**

I wish to pay by Credit/Debit Card

Please delete as appropriate Visa/ MasterCard / Delta / Switch / Maestro

WE DO NOT ACCEPT AMERICAN EXPRESS CARDS

Credit/Debit Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ start date: \_\_\_\_\_

Delta/ switch /Maestro users only : Issue Number: \_\_\_\_\_

Security Code \_\_\_\_\_ (The last three digits from the signature strip)

Name of cardholder: \_\_\_\_\_

Address: of cardholder \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel No: \_\_\_\_\_

Site Address of application \_\_\_\_\_

The payment will only be taken when the application has been inspected and agreed. Please debit the above card to the sum of

Deposit £ \_\_\_\_\_

Fee £ \_\_\_\_\_

Total £ \_\_\_\_\_

The signatory below is the person accepting responsibility for the compliance of all conditions of the attached licence application

**Signature of Cardholder:** \_\_\_\_\_

Date: \_\_\_\_\_

**Please ensure that the form is fully completed. Should the credit/debit card be declined for any reason, then a cheque will be required and this may delay the processing of your licence.**



**AGREEMENT OF LICENCE FEES AND DEPOSITS**

**DEPOSITS**

Any damage to the public highway caused by the works of the licence will be repaired by the council and full costs will be taken from the deposit. I agree to pay the full costs for any damage on the public highway.

**LICENCE FEE**

I agree to pay the cost of the licence fee.

**Signature of applicant:**

**Date**

**AGREEMENT OF OWNERSHIP OF A PUBLIC LIABILITY INSURANCE DOCUMENT**

I agree that I hold a Public liability insurance policy for the said amount of £5million and that will cover for the period in which I occupy the public highway as required in the conditions.

**Signature of applicant:**

**Date:**

**DECLARATION OF APPLICATION**

I confirm that the above details are correct, and acknowledge that the above must be conducted in accordance with the requirements of the legislative acts and the associated legislation and codes of practice, together with any other conditions imposed by the Street Authority.

I also acknowledge the need for me to pay the prescribed fees that are imposed by the Highway Authority.

**Signature of applicant:**

**Date:**

**CONDITIONS OF LICENCE**

In accordance with the Highways Act 1980, we **MAY** grant permission for the use of Scaffolding on the highway. The licence does not relieve the licensee from compliance with or being subject to the London Building Act. The Town and Country Planning Act, or any other Acts, Regulations, other by laws and General Statutory provisions in the area and shall not be regarded as dispensing with such compliance.

Any disturbance or damage to utility plant will be the responsibility of the licensee.

The signatory of this application is the person accepting responsibility for the compliance of all conditions and regulations associated with scaffolding on the highway.

The licence agreement will become invalid if any of the conditions are not adhered to or the licensee no longer has an interest in the project.

The licence granted will be exercised in such a manner as not to cause a nuisance, disturbance or danger to the occupiers of adjoining property or the users of the highway.

The highway will at all times be kept in a neat and tidy condition and free from obstructions.

Any form of pedestrian management must have clear signage agreed with the Highways Officer.

The council is indemnified against all claims resulting from a incident caused by the scaffold or during its operation. All applicants must have public liability insurance of £5 million to work on the public highway. Failure to have insurance would result in your licence becoming invalid.

All licences issued **MUST** be displayed on site. A laminated copy will be supplied.

All licences must comply with Islington's Code of practice for Construction of Sites.

The licensee must comply with any direction or instruction given by the Streetworks Department

**The conditions below relate specifically to scaffolding and must be adhered to as part of the licence :-**

The scaffold is erected and used in accordance with the manufactures guidelines and compliance with the relevant safety legislation and standards. There must be compliance with the H.S.E (Heath and Safety Executive) conditions .

The scaffold is of a fixed nature and not mobile of either standard putlog type.

No Horizontal or diagonal struts to be placed across the footway between ground level and first lift level,

The first level is close boarded and all levels of work have kick/toe boards.

Outer standards must be taped red and white to minimum of 2.6 meters.

No tubes, boards or associate fittings must be stored on the highway during erecting and dismantling.

The scaffold must be lit during the hours of darkness. Standards must be lit at all times with bulk head lights (60 watt minimum) at 3 meters spacing white lights must placed at the back of the footway and red lights facing the carriageway.

The use of debris sheets or “snake/elephant’s trunk” type chutes will be directed by the Highways Officer. Scaffold boards etc. are not placed under standard poles or under standard pole base plates.

Where temporary walkways are provided in the carriageway these are to have access ramps.

Where the scaffold incorporates a designated walkway the scaffold is hoarded as directed by the highways officer (tunnels will not be permitted).

The scaffold is erected and dismantled in accordance with HSE guidelines . For the latest guidance/information please visit the HSE website [www.hse.gov.uk](http://www.hse.gov.uk) or telephone 08453450055.

Clear headroom of 2.6meters must be provided above sections of the footway that must have pedestrian access. Permission for scaffolding does not extend to the parking of vehicles loading or unloading scaffolding or fittings. The measurement and position of the scaffolding shall be specified.

The licensee shall make no claim against the Council in the event of the scaffolding being lost, stolen or damaged in any way from whatever cause.

You are reminded that wilful obstruction of the public highway is an offence (s137, Highways Act 1980). Recent legislation changes now allow the Council to issue a FPN (Fixed Penalty Notice) to persons deemed to be responsible for such obstructions. The current level of fine is £100, £50 if paid within 28 days of issue.

**REFUNDS**

Refunds can take up to three to four weeks to process. Please ensure to include the following information when applying for a refund.

Name, address, Licence number, email address, contact telephone number.

A Bacs payment will be made to the person/company who paid the deposit. If the name is different then a signed letter, with full bacs details, must be provided to verify the payment.

