



To confirm address to return application
please telephone: 01926 412515

APPLICATION FOR A LICENCE TO ERECT AND USE A TEMPORARY STRUCTURE
ON OR OVER THE HIGHWAY

(HIGHWAYS ACT 1980: Section 169)

On completion this application must be returned to the above address **at least 3 working days** before date required. **Also a cheque for £100 per 3 months, made payable to Warwickshire County Council, should be submitted with this application.**

The following must be completed in full to avoid delay. A licence, if granted, will give details of the required standard of signing and guarding to be provided and the clearances to be maintained on and over the highway. Please note that if a licence is granted the structure must not obstruct access to statutory undertakers equipment and plant.

1a State the full name and address of the applicant in whose name the permission is required (if a limited company, give the registered name and address, together with the name of the company secretary).

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.....
.....

PLEASE STATE YOUR TELEPHONE NUMBER:

FAX NUMBER:

1b State the full postal address of the property at which the works are to be carried out:

.....
.....
.....

1c State the names of the highways on or over which the structure is required:-

Road (i)

Road (ii)

1d State the type of structure(s) to be used (please tick boxes)

Scaffolding

Hoarding

Access Arm

Crane

1e State the period over which the licence is required:

from.....to.....

2 Public Liability Insurance

The following information is required:-

State the name and address of your Insurance Company

.....

and; the expiration date of the period covered by the last payment of premium

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3a In consideration of a licence being given for the erection and use of the temporary structure(s) as aforementioned, I/We undertake to ensure that all necessary precautions are taken for the protection of the public against hazards arising directly or indirectly from the exercise of the said permission. Further, I/We will indemnify and keep indemnified in the sum of £5,000,000 (Five Million Pounds) at least the Council its servants or agents from and against all costs, claims and demands arising from anything done by virtue of this Agreement. I/We will maintain in force during the life of this licence public liability insurance cover of not less than £5,000,000 (Five Million Pounds) and shall produce evidence that such insurance is in force on being requested to do so by the Council.

3b I/We accept that any damage to the highway or underground services or plant caused by the erection, presence or removal of the structure/s or by the works will be made good at my/our expense.

Signed..... Witness.....

Position or Occupation..... Address.....

On behalf of

4 Provide below or on a separate sheet of paper, a sketch or plan showing the proposed location of the structure(s) including the following:-

a The width(s) & length(s) of the structure(s) width.....length.....

b The width(s) of the footway(s) width.....

c The width(s) of the carriageway(s) width.....

d The location of any road junctions or vehicle accesses within 15m of the proposed site

e In the case of scaffolding or hoarding the location of any hydrants, street lighting columns, bus stops, traffic signs or signals or other items of street furniture within the area of the proposed structure or within 5.0m of it.

If a separate sheet of paper is used it must be securely fixed to this application.

STANDARD CONDITIONS

1. Minimum Clearances

(a) The vertical clearance over any footway shall be not less than 2.05m (6'9") and over any carriageway not less than 5.4m (17'6").

(b) No part of the scaffold below a height of 5.4m (17'6") shall be closer than 600mm (2'0") to any carriageway.

(c) No part of the scaffold shall obstruct access to any plant or equipment placed in or on the highway, e.g. hydrants, stop valves, manholes or inspection chambers, jointing cabinets or pillars etc.

2. Design and Maintenance of the Scaffold

- (a) Covers and guards shall be provided to ensure that no fluids, materials, tools or equipment can fall onto the highway.
- (b) Any projections or projecting parts of the scaffold shall be covered or padded to prevent possible injury to the public using the highway.
- (c) No advertising materials, other than the name/s and address/es of the contractor/s involved shall be displayed on the scaffold, any such notices shall be securely fixed.
- (d) No part of the scaffold shall obstruct the view of any traffic signal nor the lighting of the highway.

3. Warning Lighting and Guarding

- (a) All parts of the scaffold shall be whitened to a height of 2.3m (7'6").
- (b) Amber warning lamps showing a steady light shall be mounted at each corner of the scaffold and along the frontage; the spacing of the lamps shall not exceed 3m (10'0") and a maximum height of 2.3m (7'6"). These lamps shall be illuminated at all times between half an hour after sunset and half an hour before sunrise, and during other periods of poor visibility as a warning to pedestrians and drivers.

4. Storage of Materials

- (a) Any materials for use in connection with the construction or removal of the scaffold and temporarily stored on the highway must be properly marked and guarded. The period of any such storage must be kept to a minimum and no materials shall be left overnight. The movement of pedestrians must always be provided for.

5. Reinstatement of the Highway

- (a) Any reinstatement of the highway occasioned by the works will be carried out by the Council and the costs charged to you.

NOTE: Your attention is drawn to the provision of Part 1 of Health and Safety at Work Act 1974 and to the Construction (Working Places) Regulations 1966 S.I. 1966 No.94.