



APPLICATION FOR SCAFFOLDING & HOARDING LICENCES

All licences and charges are applicable for 6 months.

Thereafter, a licence extension will be required and will be charged accordingly.

Applications for a licence should be received **5 working days** before the required start date.

Charges

Total length of Construction	Licence Charge (£)
Up to 10m	91.00
11m to 15m	127.25
16m to 20m	169.00
21m to 25m	212.00
26m to 30m	242.55
30m to 50m	333.55
Over 50m	667.00



Walsall Council

Request for Scaffolding and / or Hoarding Licence on the Highway

Section 169, 172, 173 & 178 Highways Act 1980

I / we request *Scaffolding Licence / *Hoarding Licence for the whole or part of the building or site located at: (*delete as appropriate)

.....
..... (address / location)

This will be *'Walk Through' / *'Walk Around' to ensure adequate pedestrian access is maintained. (*delete as appropriate)

The scaffolding / hoarding dimensions are:

Length..... Encroachment..... Height.....

The scaffolding / hoarding is required from to (dates).

I / we hereby confirm that I / we will *discuss / have discussed with adjacent neighbours* / owners*. I / we will inform any utility company who has access ducts, fixed apparatus etc. below or about the proposed site as follows:

British Telecom / Openreach	<input type="checkbox"/>	Virgin Media	<input type="checkbox"/>
Cadent Gas	<input type="checkbox"/>	Western Power	<input type="checkbox"/>
Severn Trent Water	<input type="checkbox"/>	Occupiers of any adjacent buildings	<input type="checkbox"/>
South Staffordshire Water	<input type="checkbox"/>	Street Furniture	<input type="checkbox"/>
Health & Safety Executive (if the building forms a part of special premises)	<input type="checkbox"/>	(Signs, Traffic Signals, Lighting Columns)	<input type="checkbox"/>

Name and Address of Scaffolding / Hoarding Company.....

.....
.....

Telephone number..... Email.....

Signed..... Print Name..... Date.....

For and on behalf of..... (Main contractor)

Address.....

.....
.....

Telephone number..... Email.....

A Copy of the Main Contractors Public Liability Insurance must be attached



Walsall Council

Form of Indemnity

Highways Act 1980

To Walsall Council
Highways and Transport
being the highways authority under the above Act.

I / We

Of

confirm that permission has been sought from Walsall Council Highway Authority to carry out the following works :

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

I / we understand that the company will accept all liability for the protection of public and private services apparatus, above and below ground, likely to be affected by the work, and will indemnify the council from and against all actions, incurred by the council and against any loss or damage caused to the council arising directly or indirectly from the installation and dismantling of the works.

Signed

PRINT NAME

For and on behalf of:-

Name of Company.....

Address.....

.....

Date **Tel. No.**



Scaffolding & Hoarding Licence Conditions and Safety Measures Agreed for Site

Highways Act 1980

SAFETY MEASURES (SCAFFOLDING)	COMMENT	✓
Method Statement (method of erection and use)		
Standards require red & white sleeve or painted white – set back 450mm from kerb		
Standards to have protection up to a height of 2 metres (town centre conditions)		
Proprietary illuminous sole plates to standards		
Debris netting : a) to form full enclosure b) specific to working platform		
Brick guards to working platform		
Working platform double boarded and polythene suitable to protect public passing below		
Any couplings on bracings to be bubble wrapped		
Mechanical extract where applicable		
Method of securing scaffold		
Street furniture (signs, traffic signals, lighting columns)		
Pedestrian walkway – set back 450mm from kerb		
Dilapidation survey undertaken before work starts		
Scaffolding to be erected & dismantled - Sunday AM only		

SAFETY MEASURES (HOARDING)	COMMENT	✓
Method statement to identify materials and method of erection		
Hoardings to be painted white		
Red horizontal line to be painted on centre of hoarding		
Red bulk head lights to be fitted to ends of hoarding		
Dilapidation survey undertaken before work starts		

**FAILURE TO COMPLY WITH THESE CONDITIONS MAY RESULT IN
SCAFFOLDING / HOARDING DEEMED UNSAFE AND MAY BE REMOVED
FROM THE HIGHWAY BY THE COUNCIL.**

Signed..... Print Name..... Date.....

Traffic Management and Coordination Team
Engineering & Transportation, Walsall Council
2nd Floor, Civic Centre, Darwall Street, Walsall, WS1 1DG



Scaffolding Licence Conditions

Highways Act 1980

CONDITIONS RELATING TO SCAFFOLDING TO BE SET UP WITHIN THE PUBLIC HIGHWAY

The scaffolding licensee hereby agrees to the following conditions:

1. The said scaffold and all works in connection therewith to be constructed and maintained to the satisfaction of the Head of Highways and Transport.
2. Gas, water and all drain pipes, electric cables and all other cables and fittings that have been interfered with shall be replaced, reinstated and made good to the satisfaction of the Head of Planning, Engineering and Transportation and the carriageway, footway, street lighting and sewers reinstated by the Council will be recharged to the person named in the signed form of indemnity.
3. If default is made in the reinstatement or making good of gas, water and drain pipes, street lighting, or other cables and fittings, the Head of Highways and Transport may execute all such work as necessary and the expenses shall be recharged to the person named in the signed form of indemnity.
4. No part of the scaffolding shall project within 450mm of the carriageway, unless by prior written permission of the Head of Highways and Transport.
5. In all cases where the erection of the scaffolding will not leave a clear space on the footway at least 1.2m wide and 2.3m high for use of pedestrians, a temporary footway of approximately 1.2m in width is to be provided in accordance with the Traffic Signs Manual (Chapter 8) and 'Safety at Street Works and Road Works' Code of Practice, October 2013 to the satisfaction of the Head of Highways and Transport.
6. Scaffolding poles up to 2m high to be painted white or made visible and clear using a suitable method.
7. Red warning lights to be provided each night during the same hours as the street lighting, at each end of the scaffold, or footway to the satisfaction of the Head of Highways and Transport.
8. All materials and equipment to be kept clear of the footway during the erection of, and whilst the scaffolding is in use. No advertisement notices, bills or placards shall be affixed except those of the main contractor or scaffolding supplier.
9. If at any time during the progress of the works the street is, in the Council's opinion, in a dangerous condition consequent upon such works, the necessary repairs will be executed by the Council without giving you further notice and the cost charged to the person named in the signed form of indemnity.
10. The said scaffolding is to be removed by the date stated in the permit, or required by the Head of Highways and Transport.
11. The licence shall be produced to any police officer or other duly authorized person whenever required.

IN THE EVENT ANY OF THE ABOVE CONDITIONS ARE DISREGARDED THIS LICENCE WILL BE IMMEDIATELY WITHDRAWN AND, UPON WITHDRAWAL, WILL BE CONSIDERED AS NULL AND VOID



Hoarding Licence Conditions

Highways Act 1980

CONDITIONS RELATING TO A HOARDING TO BE SET UP WITHIN THE PUBLIC HIGHWAY

The Applicant seeking the hoarding consent hereby agrees to the following conditions:

1. The said hoarding and all works in connection therewith to be constructed and maintained to the satisfaction of the Head of Highways and Transport.
2. Gas, water and all drain pipes, street lighting and all other cables and fittings that have been interfered with shall be replaced, reinstated and made good to the satisfaction of the Head of Highways and Transport and the carriageway, footway, street lighting and sewers reinstated by the Council will be recharged to the person named in the signed form of indemnity.
3. If default is made in the reinstatement or making good of gas, water and drain pipes, electric cables, or other cables and fittings, the Head of Highways and Transport may execute all such work as necessary and the expenses shall be recharged to the person named in the signed form of indemnity.
4. No part of the hoarding shall project within 450mm of the carriageway, unless by prior written permission of the Head of Highways and Transport.
5. In all cases where the erection of a hoarding, etc. will not leave a clear space on the footway at least 1.2m wide and 2.3m high for use of pedestrians, a temporary footway of approximately 1.2m in width is to be provided in accordance with the Traffic Signs Manual (Chapter Eight) and 'Safety at Street Works and Road Works' Code of Practice, October 2013 to the satisfaction of the Head of Highways and Transport.
6. Hoardings up to 2m high to be painted and made visible and clear using a suitable method.
7. Red warning lights to be provided each night during the same hours as the street lighting, at each end of the Hoarding, or footway to the satisfaction of the Head of highways and Transport.
8. All materials and equipment to be kept clear of the footway, during the erection of, and whilst the Hoarding is in use. No advertisement notices, bills or placards of any kind shall be affixed to the Hoarding.
9. If at any time during the progress of the works the street is, in the Council's opinion, in a dangerous condition consequent upon such works, the necessary repairs will be executed by the Council without giving you further notice and the cost charged to the person named in the signed form of indemnity.
10. The said hoarding is to be removed by the date stated in the consent, or as required by the Head of Highways and Transport.
11. The consent shall be produced to any police officer or other duly authorized person whenever required.

IN THE EVENT ANY OF THE ABOVE CONDITIONS ARE DISREGARDED THIS LICENCE WILL BE IMMEDIATELY WITHDRAWN AND, UPON WITHDRAWAL, WILL BE CONSIDERED AS NULL AND VOID



Town and District Centres

Guidance for the Introduction of Scaffolding & Hoarding

The following guidance should be adhered to for the compliance with sections 169, 172 & 173 of the Highways Act 1980. The conditions below have been agreed by the Council's Building Control Service and Highways, and agreed by the Highway and Transportation Committee on 9th November 1999.

The Applicant is advised that before works begin, all of the public safety conditions must be in place to the satisfaction of Walsall Council. Failure to comply will be deemed to be a breach of the Scaffolding / Hoarding licence.

1. The Applicant should, before any scaffold or hoarding is erected on the public highway, obtain a Scaffold Licence or Hoarding Consent and comply with the terms and conditions of that licence. Building Control can be contacted (see list below).
2. Where required, the applicant should provide a plan showing all the safety measures in place to protect the public from the works, including the line and arrangement of any hoarding.
3. The Applicant shall provide a site specific method statement and the dates of the commencement and completion for the works.
4. A statement of the method of erection to be adopted to secure stability of the scaffolding or hoarding must be specified. Materials used for construction and the method of maintenance will be regulated to minimise negative impact (in terms of noise, dirt and inconvenience).
5. Transport for West Midlands shall be informed by the Applicant of any requirement that affects Bus Stops. It will be the duty of the Contractor to seek agreements with Transport for West Midlands and Walsall Council regarding suitable alternative location(s). It should be noted that Transport for West Midlands require up to **6 weeks** to make alterations to the existing service.
6. The Applicant must seek agreement with property owners / tenants either side of the works, that the scaffolding / hoarding arrangement is acceptable both in terms of access and security of adjacent premises. If the scaffolding / hoarding is considered by Walsall Council to be detrimental to adjacent properties, evidence of a written agreement with the neighbours will be required.
7. The Applicant shall arrange and seek agreements to any material alteration to street furniture, signs or other obstructions which affect the works. The Applicant will be responsible for all expense incurred in removal, storage, replacement and repairs.
8. The Applicant may be required to provide a suitable walkway around the scaffolding or hoarding. The walkway will be required to be a minimum width of 1.2 metres (other widths may be specified by Walsall Council) and must be provided with access ramps suitable for wheelchairs and pushchairs at each entrance point. The barriers around the walkway should be recognised pedestrian barriers and be agreed by Walsall Council.
9. All hoardings and scaffolding to be erected on Sunday prior to any contractual work starting. Work other than on a Sunday requires the written agreement of the Walsall Council's Traffic Management & Coordination team.
10. All hoardings will be erected and maintained in accordance with the standard conditions as attached.



Walsall Council

11. Access for construction traffic (delivery vehicles) is normally restricted.
 - a. No construction traffic between 7.30 am to 6.30pm inclusive
 - b. No construction traffic before 8.30 am on a Sunday.
12. Skips where possible should be accommodated within the confines of the hoarding subject to a proper permit (Any damage to the highway or services shall be made good at the applicant's expense).
13. The applicant shall undertake a dilapidation survey of the public area affected by the works in conjunction with Walsall Council Traffic Management & coordination team (including a photographic survey), The making good of any damage will be at the applicants own expense. *Note a charge will be made for the dilapidation survey.*
14. The applicant shall inform the Council's Parking Enforcement Team (Tel 01922 652433) 48 hours before the works are to begin and will need to obey any order or directive given by our Civil Enforcement Officers.
15. All deliveries must be supervised by the applicant with due care and attention for public safety and protection.
16. Where any road closure is required, the Applicant shall consult with the Traffic Management & Coordination Team and obtain a temporary road closure order. It should be noted that a minimum period of **6 weeks** is required in advance of any road closure (all costs are to be met by the Client).

Building Control

Tel. 01922 652626

Traffic Management

Tel. 01922 654645 or 654646

**NRSWA
to include Scaffolding / Hoardings / Skip
permits etc**

Tel. 01922 652232 / 654675

PLEASE NOTE

Walsall Council will enforce the legislation relating to the above guidance where it is deemed necessary.