

# Scaffold Licence Application

## Including Scaffold Towers, Hoists.

Companies wishing to place a scaffold on a public highway must apply for a licence under Section 169 of the Highways Act 1980.

Scaffold licence applications require up to 15 working days to process from the date of receipt. Incomplete applications may take longer to process.

Once the application has been reviewed by the highways licensing officer, you will be contacted with confirmation of the required fees and deposit. Payment can be made online or by phone once we have sent you an invoice. No licences will be issued until payment has been received.

The cost of a scaffold licence is:

- Scaffold licences (up to 10 metres in length) per month - £509.30
- Scaffold licences (between 10 and 50 metres in length) per month - £679.10
- Scaffold licences (over 50 metres in length) per month - £922.30
- A deposit of £100 per metre will be taken. This will be returned when an inspection has taken place after works are complete and there has been no damage to our highway.
- If there are special materials on site we may request an additional deposit amount.

Please note that all payments should be made by the applicant. Refunds will be paid directly back to the applicant only. The applicant must be the same as the holder of the liability insurance and all details including address must match. The applicant must also be the signatory on the indemnity form.

Renewal and change requests of existing licensed scaffolds must also be made on this application form. Renewals require 15 days to process.

All of the following documents are required as part of the scaffold licence application.

1. A completed & signed application form
2. A signed letter of Indemnity
3. A copy of your company liability insurance
4. Company Bank Details, VAT number and company number on letter headed paper. This is needed to set your company up on our systems and to pay back any deposits on your account.
5. All relevant site plans or diagrams
6. Confirmation of road closures / parking bay suspensions / planning permissions applied for (if applicable) Apply for parking suspensions online:  
<https://www.southwark.gov.uk/parking/guide-to-parking/suspension-of-parking-bays>

**Complete applications must be submitted via either:**

**Email:**  
[highwayslicensing@southwark.gov.uk](mailto:highwayslicensing@southwark.gov.uk)

Southwark Council, Network Management,  
Highways Licensing,  
Environment, Neighbourhoods and Growth,  
Floor 3 Hub 1  
PO BOX 64529,  
London, SE1P 5LX

**Post:**

**Additional Notes:**

- Licences are issued in increments of full calendar months only.
- Parking bay suspensions and temporary traffic orders for road closures require notice to be given before they can be approved. The applicant must allow at least 2 weeks for parking bay suspensions to be approved and 12 weeks for the road closures. These have to have been agreed prior to the highway licence being issued.
- Where an invalid licence or failure of compliance to licence conditions is found Southwark Council can issue a Fixed Penalty Notice under the Local London Authorities Act 2003 and the Highways Act 1980. If a Fixed Penalty Notice is issued, you have 28 days to pay £50.00 at a discounted amount. If you fail to pay the discounted amount of £50.00 you then have an a further 14 days in order to pay the Fixed Penalty Notice at the full cost of £100.00. If you fail to pay the Fixed Penalty Notice within the 42 day period the London Borough of Southwark may wish to prosecute.

<b>Applicant Details</b>	
Full name of applicant	
Full address of applicant	
Office contact telephone number	
Mobile number	
24 hour contact number	
Email address	
Name of company providing/constructing the scaffold	
Address of scaffold placement	
Start Date	
End Date	
Are you renewing an existing licence? If so provide the current licence number.	
Total length and height of scaffolding	
How many metres of clear highway will remain when the scaffold is in place? (footway and/or carriageway)	
<b>Will any of the following be affected by the placement of the scaffold?</b>	
Parking restrictions	
Traffic Signals	
Pedestrian crossings	
Access to adjoining properties	
Street lighting	
<b>Will traffic management be required for the following? If yes, provide details.</b>	
Safe vehicle passage	
Safety during the installation of the scaffold	
Safe pedestrian passage	
Do you have public liability insurance for placing a scaffold on the highway?	
Additional Information:	

## Terms and Conditions

**Any failure to comply with the terms and conditions listed below will render your license invalid. Please read and ensure you fully understand these conditions before signing the agreement.**

### **Scaffold Licence Terms and Conditions**

1. The highway under the scaffold will be kept in a neat and tidy condition and clear of materials.
2. No vertical scaffolding poles shall be erected closer than 450mm from kerb edge unless agreed by Southwark Council.
3. Any projection over the highway which extends closer than 450mm to the kerb must have at least 5.10 metres clearance above the surface of the carriageway and only installed once agreed with Southwark Council.
4. No putlog bracing or other construction shall be fixed at a lower level than 2.5m from the surface of the footway. After the scaffolding has been erected, any diagonal cross-bracing used at ground level must be removed at once to allow unobstructed pedestrian access unless required for structural safety.
5. **Maximum footway width must be maintained when designing and erecting any scaffold.** A minimum of 1.5 metres and a headroom clearance of at least 2.44 metres are required for pedestrians to pass at all times, unless other arrangements are agreed by Southwark Council. If it possible to provide more footway space once a scaffold is erected the Council may request the scaffold to be removed.
6. No hoarding covered scaffolding placed on the kerb side of the footway should exceed 1 metre in height so as to allow pedestrian traffic on the footway to be seen from the road.
7. Where agreement has been obtained to erect the scaffold nearer than 450mm to the kerb edge, baulk timbers 300mm x 300mm must be placed on the carriageway for the full length of the scaffolding. These timbers must be painted red and white and fitted with red bulkhead lights at 3 metre intervals unless otherwise specified by Southwark Council. Water filled barriers may be used in certain situations and locations, their use must e stipulated during the application process.
8. Scaffolding must be lit from half an hour before sunset to half an hour after sunrise.
9. Standards must be either painted white or fitted with red, white yellow plastic sleeving up to a height of at least 2.44 metres.
10. Any couplings below 2.44 metres must be fixed so that any projection, or threaded or clamp fixing, is on the opposite side to pedestrians.
11. Horizontal scaffold poles, such as handrails, must be fitted with plastic end caps or otherwise made safe.
12. Fans or screens must be wide enough to provide complete protection to the public, and to prevent material of any kind from falling onto the public highway.
13. Fans that project to within 450mm of the kerb edge must have at least 2.44 metres clearance above the surface of the public highway. Fans projecting beyond this line must have at least 5.10m clearance.
14. Where a scaffold is longer than 3 metres, 'escape routes' for pedestrians must be provided at regular intervals and be kept clear at all times.
15. Scaffolding, scaffold boards, temporary roofs and sheeted scaffolds must be properly secured to resist high winds. Sheeted scaffolds are particularly vulnerable to wind damage from the 'sail effect'.
16. Scaffolding must not obstruct access by emergency services vehicles.
17. All traffic and pedestrian management must comply with the Safety at Street Works and Road Works Code of Practice.
18. 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.

19. All licences issued MUST be displayed on site at all times.
20. The scaffold must be erected and used in accordance with the manufactures guidelines and compliance with the relevant safety legislation and standards. There must be full compliance with H.S.E (Heath and Safety Executive) conditions.
21. The licensee shall make no claim against Southwark Council in the event of the scaffolding being lost, stolen or damaged in any way from whatever cause.
22. This licence is issued for the purposes of section 169 of the Highways Act 1980, but does not relieve the applicant from compliance with any other part of that Act, or any other Act, by laws, statutory provision or Regulation that may apply.
23. The applicant shall remove all scaffolding and equipment from the highway immediately if requested to do so by Southwark Council, its agents and contractors and the Police or by a statutory undertaker. Additionally, the applicant must abide by instructions from Officers on behalf of Southwark Council, In these circumstances a request must be made to Southwark Council before scaffold is returned to site. (No refund or extension will be granted as a result of this action for the time required for the scaffold to be removed).
24. Southwark Council retain the right to cancel this licence at any time if it is felt that the licensee is not abiding by the terms and conditions, or indeed if other issues are experienced by any third party as a result of this licence. In these circumstances no refund or any other monies will be returned to the licensee or any other third party.
25. Any obstruction caused to any third party premises or items (including emergency exit / access routes) must have prior written approval from the third party.
26. If any structure is to be placed on a cellar a weight distribution test must have been completed. Structure must not be placed on utility covers.
27. At any time the Council may request a construction management plan from the developer or licensee.

<b>Agreement to comply with the scaffold licence terms and conditions as listed above.</b>
<b>Name</b>
<b>Company</b>
<b>Signature</b>
<b>Date</b>

### **Traffic and Pedestrian Management Plans**

Please enclose a plan/illustration which shows the area of the highway to which the application relates to. Please state all dimensions of scaffold in relation to the site and where appropriate please indicate where scaffold comes within proximity of premises, adjacent buildings, light columns or trees.

## Scaffold Licence Indemnity

“The Company” (as detailed and signed below) hereby agree to indemnify, the London Borough of Southwark (“The Council”), their officers and agents from and against all actions in law or equity, damages, statutory or common law losses, costs, charges and expenses arising in any manner whatsoever:

( i ) in respect of personal injury or death of any person or persons and

( ii ) in respect of damage or injury to any property whether real or personal(including the property of the Council) arising out of the transportation, erection, dismantling and or use of the equipment whether by means of defect(latent or otherwise) in the equipment or by an act (omitted or committed) the Company, its officers, its servants or its agents.

The above indemnity shall be enforceable against the Company in its operation (aforesaid) of the equipment, whether such information was a result or express authority from the Council or otherwise, unless due to any act or neglect of the Council or any person for whom the Council is responsible.

In the above indemnity, “the equipment” means any scaffolding, equipment, machinery, or load which is or was, at the time of any scaffold operation on the highway in the Council’s administrative area and is the responsibility of the company or being used by the Company, its officers or its agents, for any such scaffolding operation.

The above indemnity shall be in force from the date of signature below. The Company undertakes to give the council advance notice of any proposed scaffolding operation on any highway in the Council’s administrative area.

The Company undertakes to maintain public liability insurance for at least five million pounds sterling for any one accident with a reputable insurance company and to produce a copy of the policy and evidence of payment of premium as and when requested from time to time the Council.

I also confirm that I have the authority to issue the above indemnity on behalf of the Company.

### **Indemnity agreement on behalf of the company applying for the scaffold licence;**

Name:

Signed:

Job Title/Position:

Company:

Date: