

**Application for a Scaffold/ Hoarding Licence- Highways Act 1980,  
Section 169/172**

**Important Information**

Please take a few minutes to read the information below as it contains important information relating to your application

- Please read the **Scaffold/ Hoarding Licence Guidance** which accompanies this form before completing it.
- It is the licensee's responsibility to ensure that the scaffolding or other structure, is structurally sound, is properly erected to current standards and maintained, and that adequate provision is made for the safe passage of highway users.
- This application is for a licence to occupy the public highway only.
- **The Highway Authority has a duty of care to Highway users including pedestrians and motorists. The Council is primarily concerned with maintaining the safe, unobstructed passage along the highway and will impose conditions which limit the amount and time of obstruction of the highway by a scaffold or hoarding.**
- All licence applications for scaffolding structures must comply fully with the Council's standard conditions.
- This form helps you supply all the information we will need to process your application, please complete in full. Your application will only be considered complete when the Council has received all the information requested.
- Please complete the form in block capitals and provide as much information as possible.
- Please ensure that you have enclosed either a purchase order or the correct fee.
- Information about the latest roadworks and road closures in North Yorkshire can be found on our website.
- If you have any queries concerning your application, please contact North Yorkshire Council on 0300 131 2 131

- This application should be returned so as to be **received at least seven days before the date on which the scaffold/ hoarding is to be erected.**
- Return email your completed form to [Customer.Services@northyorks.gov.uk](mailto:Customer.Services@northyorks.gov.uk)

**Section One: Applicant Details**

**Details of Scaffolding Contractor**

**Name of Scaffolding Contractor**

**Contact Name**

**Company Address**

**Telephone (office hours)**

**Emergency telephone**

**Email address**

**Purchase Order number**

**Are you included on NYC's list of registered Scaffold Companies?**

**Yes**

Note: You must be registered to obtain a scaffold licence. For details on how to register please see Section C

**No**

**Details of Principal Contractor (if applicable): For Information Only.**

**Name of Principal Contractor**

**Contact Name**

<b>Company Address</b>	
<b>Telephone (office hours)</b>	
<b>Emergency telephone</b>	
<b>Email address</b>	

<b>Section two: Site Specific Information</b>		
<b>Application is for a licence to permit the erection of:</b>	<input type="checkbox"/> <b>Scaffolding</b>	<input type="checkbox"/> <b>Hoarding</b>
	<b>From:</b>	<b>To:</b>
<b>Precise location where scaffolding structure is to be sited</b> full address including street name, number & post code  <b>OS Grid ref:</b>		
<b>Type of scaffolding structure to be used</b> e.g. light independent, heavy duty independent, general purpose, independent bird cage, access tower, putlog, etc.		
<b>Purpose(s) of the use of the scaffolding</b> e.g. new build, demolition, painting, etc.		
<b>Base dimensions of proposed scaffolding structure (in metres).</b>  Note: For applications with multiple elevations, details are to be provided on drawings.	m long x	
	m wide x	
	m high	
<b>CISRS or PASMA card of Scaffolder on site</b>		
<b>Expiry date of CISRS or PASMA card</b>		

Item	QUESTION (tick appropriate column)	Yes	No	N/A
A.	<b>Will the scaffolding structure be closer than 450mm to the edge of carriageway?</b>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/>	
B.	<b>Will there be a minimum width of 1.125m (5 boards) of <u>UNOBSTRUCTED</u> footway for pedestrian access maintained?</b>	<input type="checkbox"/>	<input type="checkbox"/> <sup>1</sup>	
C.	<b>Will the scaffolding structure obstruct or obscure any of the following: traffic signal, traffic signal controller, bus stop, pedestrian or controlled crossing, junction sight line, road lighting column, and traffic sign, parking bay, waiting restriction sign, highway drainage gully, any other ironwork in the highway or other street furniture?</b>	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/>	
D.	<b>Will any part of the highway require closure during erection or dismantling operations?</b>  Note: Road closures require a minimum notice period of 8 weeks	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/>	
E.	<b>Will hoarding be attached to the scaffolding?</b>  Note: the scaffold design will be required; there may also be the requirement for an additional hoarding permit.	<input type="checkbox"/> <sup>1</sup>	<input type="checkbox"/>	
F.	<b>Has a scaffold plan been submitted?</b> (to include detailed site layout drawing, risk assessment & method statement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup>A site meeting is required between the Applicant and a Highway Authority representative to discuss and agree a solution before a licence is issued. This will be detailed in the traffic management plan.

Contact District Councils for details of street cleansing, refuse collection and parking zones and charges etc.

**Declaration**

I agree to indemnify the Council against all claims, proceedings, costs and expenses arising from or in connection with any licence issued. Public Liability Insurance giving minimum cover of £5m for Scaffolding is in place. This amount may be increased if the Council considers that the site location requires a higher degree of cover.

**I agree that I am responsible for the safety of the scaffold; this responsibility is for all aspects of the scaffold in its entirety including design, erection, dismantling, ties to buildings, lighting, netting and foundations. I am further responsible for ensuring that the scaffold design, construction and maintenance is in compliance with BS EN 12810/12811 or NASC guidance TG20:21 and that the scaffold is erected, altered and dismantled in accordance with the Work at Height Regulations 2005.**

Work may not commence until the date specified on the licence *and should be carried out within any specific limitations of time and date.*

**Please sign below to declare that the information you have provided on this form is correct and that you acknowledge and accept the terms of the licence and have read and understood the Council's Guidance.**

**Signed:**

**Date:**

**Print Name:**

**Job Title:**