

(8)	Length of Highway on which it is proposed to erect the structure:
(9)	Maximum Working Platform Height of the proposed structure:
(10)	Purpose of the Proposed Structure: (i.e. Type of work to be undertaken)
(11)	State Type of Scaffolding Structure: (i.e. Putlog, Light Independent, Heavy Duty Independent, General Purpose, Independent, Bird Cage, Mobile Tower etc.)
(12)	Dimensions of Scaffolding/Hoarding: Length: Width: Height: Tick if you require Scaffolding <input type="checkbox"/> Hoarding <input type="checkbox"/> The application fee is charged for each licence
PUBLIC LIABILITY INSURANCE	
Name of Insurer:.....	
Policy No:..... Expiry Date:.....	
Cover (£10M minimum for Hoarding and £10M minimum for Scaffolding) Please note; The Council reserves the right to increase this amount if it is considered that the site location requires a higher degree of Cover:.....	
Your attention is drawn to the Schedule of Minimum Conditions attached to this form, that will apply if permission is granted.	
Additional conditions may be required in special circumstances, please read your Permit fully.	

Signed: _____ Date: _____

Position with Firm / Company: _____

A fee of £80.00 (VAT exempt) is required for each Licence and must accompany this application. Your remittance should be made out in favour of "Buckinghamshire County Council" and crossed with "A/C Payee only"

Special Parking Area (SPA) of High Wycombe:

The hoarding licence does not grant permission to park on the Highway. A dispensation must be purchased for vehicles that will be parked on the section of the highway which is enclosed within the hoarding. The current dispensations fees for each vehicle are: £12 per day, £20 per week and £50 per month. For further information, please contact the Parking Services Manager on 01494 475371 or email parking@buckscc.gov.uk

FOR OFFICE USE ONLY

Additional Conditions:-

BUCKINGHAMSHIRE COUNTY COUNCIL - WYCOMBE AREA

SCAFFOLDING / HOARDING LICENCE - SCHEDULE OF MINIMUM CONDITIONS

1. GENERAL

In these conditions the phrase 'the structure' shall refer to the hoarding and/or scaffolding as the case may be. The applicant shall observe and perform all the terms and conditions of Sections 169 and/or 172 and 173 of the Highways Act 1980.

It should be noted that these conditions are designed for the protection of the general public and powers exist to enforce them by stopping work on a scaffold or ordering it to be dismantled if the conditions are not complied with.

2. LICENCING

No structure may be erected on a public road (which includes the pavement) or public place (which includes private forecourts to which the public have access) unless it has been licenced. The Licence may have to be fixed to the scaffold so that it is visible.

3. CONSTRUCTION

The structure must be erected and dismantled in a safe manner and maintained in a safe condition in accordance with British Standard 5973, 1993.

4. MINIMUM DISTANCES

If any part of the scaffold/hoarding lower than 4.9m comes within 0.5m of the kerb, then a temporary kerb shall be provided to give 0.5m to the edge of carriageway. No tube etc may be lower than 4.9m above the carriageway.

5. PEDESTRIANS

If ground level bracing is necessary across the pedestrian way, then an unobstructed close-boarded or sheet timber walking platform is to be provided.

Where pedestrians will be required to use the carriageway a public walkway of 1.3m minimum width shall be provided, and a 1.5m high barrier handrail consisting of at least two evenly spaced horizontal members shall be erected between the walkway and carriageway.

There must be a clear passage continuously maintained for pedestrians under or through the scaffold, where there must be a 2.6m minimum headroom. It must be wide enough for a woman with a pram and child at side, i.e. 1.3m minimum. All fittings lower than 2.6m shall be adequately protected to prevent danger to pedestrians.

Warning signs with the legend ' DANGER - MEN WORKING ABOVE' must be displayed at each end of the structure.

6. TRAFFIC CONTROL

If the erection of the scaffolding reduces the carriageway width to less than 5.5m the carriageway is to be reduced to 3.7m and traffic light control installed.

Scaffolding in the carriageway is to be protected by large timbers secured independently of the scaffolding with 0.5m clearance. The ends of the timbers and bands at 6m intervals are to be marked with yellow paint.

7. BOARDING OUT AND FANS

It must be fully boarded out below the lowest working lift and up to 2.6m above pavement. Fans must be wide enough to completely protect the public and should come off at the same level as the scaffold is boarded out. Dust sheets or felt should be used if necessary.

8. SOLE PLATES

All scaffold tubes on the highway shall be supported on base plates. Sole plates must also be used where the loading may in any way damage the highway surface

No continuous timber or sole plates are allowed on the pavement. This may be waived for inside standards if the scaffold is built over pavement lights or cellars.

9. ENCLOSURE OF ROAD

No part of the road etc may be totally enclosed by the scaffold (If enclosure is required a hoarding licence is necessary).

10. OBSTRUCTION

No part of the road etc may be obstructed either by the scaffold or by scaffold materials during erection or dismantling. (A reasonable time is in fact usually allowed for obstruction during erection or dismantling). The actual time often depends on street conditions. If leaving of materials on the pavement or edge of road is permitted overnight they must be fenced off and properly lit.

11. PAINTING

All tubes up to a height of 1.6m must be painted white.

12. LIGHTING

The scaffold must be lit during the hours of darkness at each end with red warning lights and at every 6m. All projections must have red warning lights. A gantry must have white lights under it for pedestrians.

13. WATER

A scaffold used for washing buildings must be completely sheeted to protect the public, and provision must be made for the water to run away, so that slush does not form on the pavement.

Fire hydrants must not be enclosed by the structure or any part thereof without the prior written consent of the Fire Authority.

14. DISMANTLING

After dismantling the site shall be properly cleared and restored to the Highway Authority's satisfaction. Any damage to the highway shall be made good to the satisfaction of the Highway Authority at the applicant's expense.

15. PUBLIC LIABILITY INSURANCE

Public Liability Insurance giving minimum cover of £10M is required. However, it must be noted that the Council reserves the right to increase this amount if it is considered that the site location requires a higher degree of cover. You will be notified if this is the case and proof of increased cover will be required before the licence is granted.

16. HEALTH AND SAFETY EXECUTIVE

Scaffolding is a high risk activity and as such is of particular interest to the Health & Safety Executive due to the large number of annual incidents. The co-operation of Highway Authorities has been sought to implement a national initiative aimed at improving public safety during scaffolding activities. Accordingly, a copy of the HSE's Safe Erection and Dismantling Guidance is attached for information and implementation as necessary.