

## APPLICATION FORM

**For the Control of Scaffolding, Hoarding or Other Structure(s) On the Highway**  
HIGHWAYS ACT 1980, SECTION 169 & 172

Scaffold Company Contact Details (the applicant)		
Mr Mrs Ms	First name:	Surname:
Name of Company:		
Address:		
		Postcode:
Tel No:	Fax No:	Email:
Emergency contact details		
24 hour Contact Name:		
24hr telephone Number:		

I/We hereby apply for permission to erect or retain: (please tick)		
	Over the highway	On the highway
a scaffolding	<input type="checkbox"/>	<input type="checkbox"/>
A mobile scaffold tower	<input type="checkbox"/>	<input type="checkbox"/>
A hoarding	<input type="checkbox"/>	<input type="checkbox"/>
Reason for scaffolding		
Brief description of proposed works (eg house renovation etc)		
.....		
.....		
Note - 10 working days notice are required to process this application		
Only applications that are considered to be an Emergency will be processed with less than 10 working days notice.		
A licence is valid for a maximum of <b>12 weeks</b> . If you require a scaffold for longer than 12 weeks you must apply for additional licences.		
Proposed Start Date:	Anticipated Finish Date:	
Please comment if the scaffold is likely to be required for longer than 12 weeks. Note that it is your responsibility to apply for subsequent licences.		
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.....		

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<b>Location details for where the scaffold, scaffold tower or hoarding will be placed</b>
Property name / number
Street
Town
Postcode
6 Fig Grid ref:

<b>Measurement (in metres) of scaffolding or other structure:</b>		
Length:	Width:	Height:

<b>Site details: Please indicate the following as appropriate.</b>	
Will the scaffold/hoarding be on the carriageway, footway, both carriageway and footway, or on the verge.	carriageway footway carriageway & footway verge
Is the scaffold/hoarding a one way street?	Yes / No
Is there street lighting in the street?	Yes / No
Are there any waiting or parking restrictions in the street?	Yes / No
Are there any traffic signals or pedestrian crossing points close to the location? (also consider school crossing patrols).	Yes (Specify**) / No
Will a rubbish chute be attached to the structure?	Yes / No
Will the scaffold prevent access to adjoining properties?	Yes (Specify**) / No
Will positive traffic management be required to maintain the scaffold/hoarding. (if yes please specify, for example temporary traffic lights or road closure).	Yes (Specify**) / No
Are there any road works present in the same street?	Yes (Specify**) / No
**Specific comments.	

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**Please provide a sketch location plan indicating road/footway/verge width, proximity of road junctions, bends, accesses and any other physical restrictions.**  
(Failure to provide sufficient information may result in a delay in processing the application)

**Method of delivery and erection:** (please indicate with a circle)

Lorry	Trailer	Demountable Lorry Butt
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**What type of traffic management will be used whilst the scaffold is being erected and dismantled?**

None	Give & Take	Stop/Go Boards	Temporary Traffic Lights	Road Closure
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**What type of traffic management will be used whilst the scaffold is in-situ?**

None	Give & Take	Stop/Go Boards	Temporary Traffic Lights	Road Closure
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**Declaration and Payment**

I/We apply for permission to place a scaffold / scaffold tower / hoarding, (delete as appropriate), on the public highway as per the details above.

I/We agree to comply with the standard schedule of conditions for the placement of a scaffold / scaffold tower / hoarding on the public highway, plus any further conditions specific to this licence application.

I/We confirm that the scaffold / scaffold tower / hoarding will be placed / collected by a person suitably trained to comply with the requirements of Chapter 8 of the Road Traffic Signs Manual and the Code of Practice, Safety at Street Works and Road Works.

I/We confirm that we have sent Devon County Council a copy of valid public liability insurance certificate, value £5mil, and that I/We indemnify Devon County Council against all third party claims that may arise relating to this licence.

I/we acknowledge that Devon County Council reserves the right to carry out an inspection of licenced scaffolds / scaffold towers / hoardings and to charge an inspection fee where breaches of the licence conditions are identified and proven.

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I/We, enclose a cheque for:		
(a) £40 for an application giving 10 or more working days notice from receipt of application.		
(b) £60 for an emergency* application giving less than 10 working days notice from receipt of application.		
towards the County Council's Administration costs in processing this application, and understand that this sum will be refunded if permission is refused. * <i>Delete which does not apply</i>		
A further £65 will be charged where a site visit is required during consideration of application for permission to place a scaffold on the highway or where an inspection is made in respect of a non compliant scaffold.		
Payment enclosed: Yes / No	Order No:	Insurance Cert No:
Applicants Name:	Position:	
Signed:		Date:
For and on behalf of:		Owner of scaffolding or other structure

**Note: If the application is incomplete or information provided is inadequate, the application will be rejected prior to processing.**

\***Emergencies** are defined as "An occurrence involving public safety which demands immediate action".

All completed applications should be returned to:

Skips & Scaffolds Applications  
Lucombe House  
County Hall  
Topsham Road  
Exeter  
EX2 4QD