

APPLICATION FORM

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

Applicant Contact Details		
Mr Mrs Ms	First name:	Surname:
Company / Organisation:		
Address:		
		Postcode:
Tel No:	Fax No:	Email:
Emergency contact details		
24 hour Contact Name:		
24hr telephone Number:		Fax Number:
Email:		
Name and Address of property owner/occupier (if different to Applicant)		

I/We hereby apply for permission to erect or retain: (please tick)		
	Over the highway	In the highway
a scaffolding		
other structure*		
*Please be specific		
dispense with the erection of a hoarding		
Reason for erecting a scaffold/other structure on the highway or dispense with a hoarding		
Brief description of proposed works (eg house renovation etc)		
Duration – 10 days notice is required to process this application		
Failure to give 10 days notice may result in the application being returned. Only applications that are considered to be an Emergency will be processed with less than 10 days notice. A licence is valid for a maximum of 12 weeks .		
Proposed Start Date:	Anticipated Finish Date:	
Please specify if works are to be continuous or carried out in phases. Note: Scaffolds will not be permitted to be retained indefinitely if not specifically required for undertaking work.		

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Location details
Town/Village:
Street Name/Number:
Location:(outside No 16)
6 Fig Grid ref:

Measurement (in metres) of scaffolding or other structure:		
Length:	Width:	Height:

Site details:	
Please indicate the following if appropriate:	
Is a rubbish chute to be attached to the structure?	Yes/No
Is it a one way street?	Yes/No
Is it a single or dual carriageway?	Single/Dual
Area there any waiting restrictions?	Yes/No**
Is there street lighting?	Yes/No
Are there permanent traffic signals or pedestrian crossings nearby?	Yes/No
Is there a School crossing patrol in the vicinity?	Yes/No
Will the scaffold prevent access to adjoining properties?	Yes/No
Are any roadworks present in the same street?	Yes/No
**Please be specific:	

Please provide a sketch 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)

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Method of delivery and erection: (please indicate with a circle)				
Lorry	Trailer	Demountable Lorry Butt		
What type of traffic management will be used whilst the scaffold is being deposited?				
None	Give & Take	Stop/Go Boards	Temporary Traffic Lights	Road Closure
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

Declaration and Payment		
<p>I declare that I will erect the scaffold/hoarding/other structure on the Highway as detailed above and in accordance with the agreed traffic management plan and by qualified operatives. Any temporary traffic lights or road closures have been applied for under a separate application. I understand that I am responsible for the 24 hours signing and guarding and maintenance of the site in accordance with Chapter 8 and the Code of Practice for Safety at Street Works and Road Works. I declare that my public liability insurance is current and operatives erecting any traffic management are Chapter 8 accredited. I have read and understood the guidance notes provided to me and will adhere to all responsibilities/conditions/duties required by Devon County Council.</p>		
<p>I/We, enclose a cheque for:</p> <ul style="list-style-type: none"> (a) £35 for an application giving 10 or more days notice from receipt of application. (b) £50 for an application giving less than 10 days notice from receipt of application will only be considered for emergencies.* (c) £35 for an extension to a permit. <p>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></p> <p>A further £55 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.</p>		
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”.

Please return the completed application form to:

Skip & Scaffold Applications
Lucombe House
County Hall
Topsham
Exeter
EX2 4QW