



THE ROYAL BOROUGH OF
KINGSTON
UPON THAMES

Application for a Temporary Structure Licence on/ or adjacent to a Street (Highways Act 1980)

This form is intended to facilitate proper administration of the statutory Approval and Consents under the Highways Act 1980 (as amended), The New Roads and Street Works Act 1991 and the Traffic Management Act 2004 having regard to relevant guidance.

Applications received without details of insurance will **not** be processed. Safety and security for highway users is our paramount consideration at all times. A plan/drawing or other technical details must also be attached as part of the application and references to Technical Guidance where relevant are required.

A minimum of 7 working days are required for licence processing (note: this period may be extended where a site meeting is required). In emergency situations, the Applicant is required to contact Kingston Council by telephone for permission to undertake emergency works.

Please ensure that you read and understand all the conditions attached to the front and back of this permit. **Please answer all questions and ensure that all other information required is provided with the licence application.**

1. Particulars of Applicant:

Full name of Applicant:		
Name of Company:		
Address of applicant/ Company:		
		Post code:
Email contact:		
Office and mobile contact:		
Contact number of site owner (if different)		
CDM Co-ordinator contact if appointed:		

2. Details of Site and Proposed Activity:

Location of site:	
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	Post code:
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3. Please tick the appropriate box for the type of structure you require:

SCAFFOLDING..... HOARDING..... MATERIALS..... MOBILE CRANE..... OVERHANGING CRANE.....

OTHER- Please Describe.....

4. Requested Period of Licence: *(A minimum of 7 days' notice is required)*

Proposed start date:	
Proposed Completion Date:	
Required period of Permit (<i>Duration of weeks on site</i>):	

5. Details of Temporary Structure:

Please attach a detailed drawing of the proposed activity, to include accurate dimensions of the activity i.e. area of occupation of the public highway. Also, any pedestrian or traffic management to be involved. A site specific method statement is to be included with all scaffolding applications. Applications received without a detailed plan of the proposed activity and copy of Public Liability insurance certificate will NOT be processed.

Description of works to be carried out:	
Dimensions of structure/obstruction:	Length: Width:



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	Height:
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6. Details of Insurance Company:

Name of Insurance Company:	
Policy Number:	
Policy Expiry Date:	

A copy of Public Liability (NOT Employers) insurance certificate MUST be submitted

7. Application Charges:

- A charge of £275 will be made to consider an application and for the first month.
- A charge of £275 will be made for every additional month that the license is required.
- The minimum refundable deposit is £400, depending on asset value, subject to site inspection evaluation.
- On completion of works the Compliance Team will inspect the site. If damage has occurred to the footway or carriageway as a result of the works, an estimate will be sent to the contractor and the full amount shall be deducted from the deposit including any additional costs for administration.

Fees Examples:

	Scaffolding/Materials/Crane/Other	
One Month	£275	
Two Months	£550	
Three Months	£825	

All cheques must be made payable to the Royal Borough of Kingston upon Thames (RBK)

All BAC'S Payments made to Lloyds Bank, Acct: 14717168, Sort: 308012 quoting: GC20 R17116-Scaffolding

For fees on Temporary banners, please refer to Kingston website

8. Deposits

Deposits must be reclaimed within one year of the expiry date of the licence. The request must be made in writing on completion of the works. Deposits will not be returned beyond this date or if damage has been caused to the Highway.



9. Declaration by Applicant:

***I/WE** undertake to pay on demand, all costs associated with the repair of any damage to the highway associated with the above mentioned activity that exceed the sum deposited. If the cost of any repair deposited a refund of the appropriate amount will be returned to ***ME/US**. ***I/We** hereby agree to accept full responsibility for any accidents or injury, claims or demands made by any person or bodies arising directly or indirectly from any activity covered by this application and confirm that the insurance policy shall remain in force without amendment for the duration of the entire activity hereby applied for. ***I/WE** have read and understood the "conditions for certain activities on the public highway" and agree to abide by them and any special conditions imposed as part of the terms of the licence. ***I/WE** accept that failure to comply with the terms and conditions of the licence will render it null and void and liable for enforcement penalties (*delete as applicable). ***I/WE** have read and understood the Guidance Notes accompanying this application.

Name (Print): **Position:**

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On Behalf of (Company):

Signature: **Date:**

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10. Terms and Conditions for a Temporary Structure (Various)

Terms and Conditions for placing a Scaffold, Tower, Platform or Gantry on the Highway (Highway Act 1980 Section 169)

1. There must be a minimum width/access for pedestrians walking under or passing a scaffold of 1.2 metres between standards.
2. There must be a minimum width/access of 1.2 metres between the scaffolding and kerb line for pedestrians. If the footway is too narrow to accommodate the above, the scaffolding must be erected on the kerb line and a temporary walkway with handrail must be constructed. If the above situation occurs contact the Compliance Team



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3. Standards must be erected 450mm from the face of the kerb .Where a scaffold is close to or on the carriageway you will be required to place and maintain appropriate barriers and signage.
4. Unless otherwise agreed by the Compliance Team, scaffolds must be lit at each end and every 4m thereafter. (S.169 Highways Act 1980)
5. All standards must be taped red & white at pedestrian height and where required a protectively covered pedestrian walkways are necessary, all standards must be boxed in. Standards must be housed in base plates.
6. All scaffolds must be double boards and polythene on the first lift.
7. Ladders must be within the framework of the scaffold and not obstruct pedestrians.
8. On construction and demolition works all scaffolds must be “fanned out” at 6M and brick guards must be used on all levels.
9. Statutory undertaker’s apparatus must not be obstructed.
10. You must comply with any instruction issued to you by the local authority. Unsafe scaffolds will be reported to HSE and if any condition are contravened the local authority may withdraw the licence and prosecute the applicant.
11. A copy of the licence must be displayed / affixed to the scaffold and a courtesy board must be fixed to the scaffold with the contact name and emergency phone number
12. Agreement should be reached by the applicant with any businesses / residents directly affected by the scaffolding

Terms and Conditions for Erecting a Hoarding or Protective Fence on or adjacent to a Street. Highway Act 1980 Section 172 & 173

1. A licence will be required even if the hoarding or protective fencing is on private property. If you are unsure contact the Compliance Team
2. There must be a minimum width/access of 1. 2 metres between the hoarding and kerb line for pedestrians. If the footway is too narrow to accommodate the above, the hoarding must be erected on the kerb line and a temporary walkway with handrail must be constructed.
3. Unless otherwise agreed with the Compliance Team all hoardings must be lit at each end and every 4m thereafter.
4. The hoarding is to be painted white, however the Compliance Team may permit an alternative colour upon request. No advertising will be allowed unless granted permission, Health & Safety signs and notices may be fixed to the hoarding.
5. Graffiti and Fly Posters must be removed within 24 hrs.
6. All hoardings must have a securely fixed courtesy board displaying the name of an emergency contact and telephone number. A copy of this licence must be displayed on the hoarding.
7. Statuary undertaker’s apparatus must not be obstructed.
8. All work must be carried out and materials stored behind the hoarding and it must be securely erected.
9. If any condition are contravened the licensing authority may withdraw the licence and prosecute the applicant.
10. Agreement should be reached by the applicant with any businesses / residents directly affected by the hoarding

Terms and Conditions for placing Materials on the Highway (Highway Act 1980 Section 171)

1. All materials deposited on a verge or carriageway must have barriers and/or cones. Barriers and/or cones must be lit at each end the hours of darkness.
2. Materials must not be placed over gullies or statutory undertaker’s apparatus or around trees.
3. Licences will not be granted for waste material removed from site – a skip must be used in these circumstances.



4. Materials must be kept within the boundaries of the site location. The designated area for the materials must be kept clean and tidy.
5. Materials must not be stored more than 1.2metres from the face of the kerb.
6. If any condition are contravened the local authority may withdraw the licence and may prosecute

Terms and Conditions for placing a Mobile Crane on the Highway (Highway Act 1980 Section 169)

1. The highway must be protected from jacks and stabilisers.
2. Jacks and stabilisers must not be placed over drainage covers or other Statutory Undertakers apparatus.
3. The crane must be banked at all times.
4. Care must be taken to avoid overhead wires and cables
5. Signing & Guarding must conform to Chapter 8
6. You must comply with all the instructions issued to you by the Compliance Team
7. You will be liable for any costs incurred for lane or road closure
8. You will be responsible for any damage to the highway, street furniture and statutory undertaker's equipment and apparatus.
9. You will be responsible for any damage to private property or claims for personal injury.
10. If in doubt contact the Street Works or the Compliance Team immediately.
11. You must indemnify the Council against any personal injury claims or damage to property. You must produce Public Liability Insurance for 5 Million.

11. FOR KINGSTON COUNCIL USE ONLY

Permit approved by:	Title:	Date:
Total Licence Fee:	Total Deposit:	Total Monies received:



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Permit Type:	Permit Number: HS	Receipt Number:
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Streetworks Inspector:

Permit approved by:	Title:	Date:
Total Licence Fee:	Total Deposit:	Total Monies received:
Permit Type:	Permit Number: HS	Receipt Number: