

Royal Borough Kingston
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Contact: Customer Contact - Environment

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

Location of site: _____ **Post code:** _____

Licence Applicant Details:

Name & Address of Company: _____

Post code _____ **Tel** _____ **Fax** _____

Person responsible licence _____ **Tel** _____ **E mail** _____

Please tick the appropriate box for the type of structure you require:

SCAFFOLDING HOARDING MOBILE CRANE OVERHANGING CRANE
 MATERIALS OTHER - Please Describe _____

Details of Temporary Structure:

Description of works to be carried out _____

Dimensions of structure/obstruction: Length _____ **Width** _____ **Height** _____

Required period of permit: Commencing/...../201..... **Finish**/...../201.....

Name of Insurance Company _____ **Policy Number** _____

Signed (person responsible) _____ **Print Name** _____ **Date**...../...../201...

Additional conditions/ existing damage _____

The applicant is the person responsible for ensuring compliance with all the conditions associated with this permit. Please ensure that you read and understand all the conditions attached to the front and back of this permit. The section of the permit below must be retained and returned to the address above before any refund can be made

FOR OFFICE USE ONLY

Permit Approved By: _____ **Title:** _____ **Date:** _____

Total Licence Fee £ _____ **Total Deposit** £ _____ **Total Monies Received** £ _____

Payment Type : _____

PERMIT NUMBER: HS **RECEIPT NUMBER:**

Terms and Conditions for a Temporary Structure (Various)

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. Statutory 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 1.2 metres from the face of the kerb.
6. If any condition are contravened the local authority may withdraw the licence and may prosecute the applicant.

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

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
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. Where 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 brickguards 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 Cranes Overhanging the Highway (Highway Act 1980 Section 178)

1. A copy of Public Liability Insurance for £6 million pounds must be produced before the Highway Authority can consider the application to overhang the highway.
2. You must supply a copy of the drivers accreditation and a full method statement.
3. You will be responsible for any damage caused by the crane to the highway, street furniture, private property and personal injury.
4. If the crane or the lifted materials are situated on the highway then appropriate traffic management is to be designed and implemented.
5. The licensee shall ensure that all codes of practice and legal requirements are complied with including the requirements of BS 7121, The Lifting Operations and Lifting Equipment Regulations 1998, and The Provision and Use of Work Equipment Regulations 1998.
6. A Site-Specific Risk Assessment shall be provided by the principal contractor, prepared in conjunction with any specialist sub-contractor, other than in exceptional circumstances.

Application Charges 2016 -17

- A charge of **£200** will be made to consider an application and for the first month.
- A charge of **£140** will be made for every additional month that the license is required.
- The minimum refundable deposit for the first month is **£400**, this will increase by **£100** for each month that the license is required.
- 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.
- All deposits must be reclaimed within one year of completion. Deposits will not be returned after this date.

Fee Example

One month = £200

Two Months = £340

Three Months = £480

Deposit Example

One month = £400

Two Months = £500

Three Months £600.

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

Deposits

Deposits must be reclaimed within one year of the expiry date of the licence.

The request should be made in writing on completion of the works. Deposits will not be returned beyond this date or if damage is caused to the highway.