

This is a user-fillable PDF form - please save and return it with all attachments to:

[nrswa.admin@walthamforest.gov.uk](mailto:nrswa.admin@walthamforest.gov.uk)

Your licence payment must also be submitted – see the instructions below. Allow at least five working days for processing. Once approved, the licence number will be sent to you. Contact Highway Network Operations via the above email address if you have any enquiries about your application or the payment process.

### 1. APPLICANT (The licence is issued in your name, and you are responsible for ensuring all conditions are met)

Name:

Application Date:

Email:

Contact Tel (daytime):

Company Name and Address (including postcode):

### 2. LICENCE DETAILS

Site Address (including postcode):

Start Date:

End Date:

Purpose of works:

Length of frontage affected (in metres):

- For all applications, please attach a site plan or sketch including all measurements.
- A risk assessment; method statement; and proof of public liability insurance may also be required.
- Full details of any traffic-management must be provided, including parking restrictions. If temporary traffic signals are required 24hr contact details are needed in case of equipment failure. **Please note 3-months' notice may be necessary if a road-closure and traffic diversions are proposed.**
- Please note a refundable\* deposit payment may also be required before the licence is issued. This amount will be notified after the application is assessed.  
\*For scaffolding, hoarding, container & compound licence deposits a 5% admin charge is made prior to refund.

### 3. PAYMENT

Payment must be made on-line at the appropriate link in the table below:

<u>Charges and duration of licence</u> (tick as required) If a licence is required for a longer period it must be renewed before the expiry date.				<u>On-line payment form:</u> in <i>Customer Reference</i> - enter your contact name / company name in <i>Message box</i> - enter your site address and start date.
Scaffolding licence	30 days	£640	<input type="checkbox"/>	<a href="http://www.walthamforest.gov.uk/pay-crane-scaffolding-hoarding">www.walthamforest.gov.uk/pay-crane-scaffolding-hoarding</a>
Hoarding licence	30 days	£640	<input type="checkbox"/>	
Crane licence	5 days	£640	<input type="checkbox"/>	
Container licence	30 days	£975	<input type="checkbox"/>	<a href="http://www.walthamforest.gov.uk/pay-container-compound">www.walthamforest.gov.uk/pay-container-compound</a>
Compound licence	30 days	£975	<input type="checkbox"/>	
Materials licence	14 days	£135	<input type="checkbox"/>	<a href="http://www.walthamforest.gov.uk/pay-highwayservice">www.walthamforest.gov.uk/pay-highwayservice</a>

(Use this space to provide additional information if required)

Scaffolding	– page 1
Hoarding	– page 2
Compound / Container / Materials	– page 3
Crane	– page 3

## SCAFFOLDING

(Highways Act 1980 – Section 169)

1. The Licence shall be for an initial period of 30 days.
2. A footway width of not less than 1.5 metres and a height of at least 2.44 metres shall remain clear to provide unobstructed pedestrian access, unless other arrangements are agreed with the Highway Authority and confirmed in writing.
3. The scaffolding (and the footway) shall be maintained in a good condition to the Council's satisfaction until such time as the Council shall require or consent to the removal thereof and shall be adequately lit at all times between half an hour after sunset and half an hour before sunrise.
4. The Licensee shall comply with any written direction of the Highway Authority with respect to the erection and maintenance of traffic signs in connection with the scaffolding.
5. While a scaffold is being erected, signs should be prominently displayed stating, "Scaffolding is incomplete".
6. Scaffolding must not obstruct access by emergency services vehicles.
7. All standards up to a height of 2.44 metres should be sleeved or wrapped with red and white warning markings.
8. Reasonable requests from Utility Companies for the purpose of protecting or giving access to any apparatus belonging to or maintained by the said companies must be complied with.
9. No part of the fencing / scaffolding erected on highway land may be used for the purpose of advertising other than the particulars of the contractor on site. The company responsible for the scaffolding must have their sign with address and or telephone number erected on the scaffolding.
10. All scaffold erection, alteration and dismantling work to be performed in line with (NASC) Guidance document SG4 'Preventing falls in scaffolding'; and the Work at Height Regulations 2005.
11. Licensee shall indemnify the Highway Authority for the cost of repair and reinstatement of the highway as a result of any damage caused by or resulting from the use of the scaffolding.
12. Licensee shall indemnify the Highway Authority against all third party claims resulting from the erection or use of the scaffolding.
13. Debris netting to be fitted to the scaffold as standard.
14. The scaffold must comply with the standards laid down in the Work At Height Regulations 2005.
15. All street lighting, signs and furniture are not to be enclosed within or obscured by the scaffolding.

## HOARDING

(Highways Act 1980 – Section 172)

1. The Licence shall be for an initial period of 30 days.
2. A width of not less than 1.5 metres and height of not less than 2.1 metres on the footway shall be free of obstruction, or if not practicable shall provide a footway for pedestrians.
3. The hoarding (and the footway) shall be maintained in good condition to the Council's satisfaction until such time as the Council shall require or consent to the removal thereof and shall be adequately lit at all times between half an hour before sunset and half an hour before sunrise.
4. The Licensee shall comply with any written direction of the Highway Authority in respect to the erection and maintenance of traffic signs in connection with the hoarding.
5. Shall do any things in connection with hoarding as any statutory undertakers reasonably request for the purpose of protecting or giving access to any apparatus belonging to or used or maintained by the undertakers.
6. Indemnify the Highways Authority for the cost of repair and reinstatement of the highway as a result of any damage caused by or resulting from the use of the hoarding.
7. The hoarding must be placed in such a position that it does not impede access to nor prevent lifting of manhole or inspection pit covers at any time.
8. No part of any hoarding erected on or over the highway shall be used for the purpose of advertising or other than particulars of the contractor on site.
9. All street lighting, signs and furniture are not to be enclosed within or obscured by the hoarding.

**COMPOUND; CONTAINER or MATERIALS**  
(Highways Act 1980 – Section 138,139 & 143)

1. The Licence shall be initially for a period of 30 days.
2. The compound/container/materials shall be maintained in a good condition to the Council's satisfaction until such time as the Council shall require consent to the removal thereof.
3. The Licensee shall comply with any written direction of the Highway Authority in respect to the erection and maintenance.
4. Shall do any things in connection with the compound/container/materials as any statutory undertakers reasonably request for the purpose of protecting or giving access to any apparatus belonging to or used or maintained by the undertakers.
5. Indemnify the Highways Authority for the cost of repair and reinstatement of the highway as a result of any damage caused by or resulting from the use of the compound/container/materials (deposit obtained).
6. The compound/container/materials must be placed in such a position that it does not impede access to nor prevent lifting of manhole or inspection pit covers at any time.
7. No part of any compound/container/materials erected on or over the highway shall be used for the purpose of advertising other than particulars of the contractor on site.
8. All street lighting, signs and furniture are not to be enclosed within the compound.

**MOBILE CRANE**  
(Highways 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 Undertaker's 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 Street Works Officer.
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. You must indemnify the Council against any personal injury claims or damage to property.
11. You must provide proof of Public Liability insurance for 5 Million Pounds
12. Method statement and risk assessments must be provided.