

**Scaffolding/Hoarding on the Highway – Application Pack.**

**Application form to place Scaffolding/Hoarding on/over the public highway.**

**Highways Act 1980 – Section 169/172&173**



Amey Highways  
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A licence to erect or retain a scaffold or other structure on the highway will only be issued to the Company responsible for the structure.

Gloucestershire County Council will collect personal information to fulfil the application process for the licence applied for and will not use the information outside of this. For full information on how we use and store your information please see the Highways Privacy Notice which can be found at [www.gloucestershire.gov.uk/highways-privacy-notice](http://www.gloucestershire.gov.uk/highways-privacy-notice) and the section relating to Licences, Permits and Permissions

**GLOUCESTERSHIRE COUNTY COUNCIL REQUIRE A COPY OF THE PERMIT/LICENSE TO BE DISPLAYED THROUGHOUT THE DURATION OF THE WORKS.**

Please complete this application in **BLOCK CAPITALS**

**Part A: Your details**

Company Name	
Address	
	Postcode
Company Contact	
Contact No.	
Email	

I can confirm we hold Public Liability insurance to the value of \_\_\_\_\_ (minimum value £5 million) and this is held with \_\_\_\_\_ (name of insurance company) on policy number \_\_\_\_\_ which is due to expire on \_\_\_\_\_

I enclose a traffic management plan.

We wish to apply for a new license

We wish to apply for an extension (please provide current permit number): - \_\_\_\_\_

### Part B: What type of operation would you like to carry out?

Refer to parts one and two of the terms and guidelines document. Tick the appropriate box to indicate what type of operation you wish to carry out:

Scaffolding

Hoarding

Scaffolding and Hoarding

### Part C: What works will you be carrying out?

Please describe the work you will be carrying out that will require this equipment to be placed on the public highway:

### Part D: Where will you be working?

Address of premises where scaffold/hoarding is required:

### Part E: When would you like to carry out the operation?

Please indicate the dates and times you would like the equipment in place. **Note: Applications received stating "ASAP" or "To be confirmed" will not be progressed. Dates to be in format DD/MM/YYYY e.g. 02/04/2018.**

Date from:

Date to:

Position:  Carriageway  Footpath  Verge

### Part F: How would you like to pay?

Information on fees and ways to pay are detailed in parts one and six of the terms and guidelines document. Let us know how you would like to pay by ticking the appropriate box below:

- I have enclosed a cheque for the sum of \_\_\_\_\_ to cover my application.
- Please contact \_\_\_\_\_ on \_\_\_\_\_ to take a payment by credit/debit card. The best day/time to call (during working hours) is: \_\_\_\_\_
- I have a credit account, please add this application to my monthly invoice.

## Part G: Who can be contacted regarding this licence?

We may need to contact a representative about the works when they start or in the case of an emergency, often this can be someone other than the person who made the application. **Note: These contact details will be placed on your licence which will need to be clearly placed on the scaffolding/hoarding is sited on the public highway and on the Council website for the duration of the works.** Please state who we should contact:

Contact Name(s):

Contact Numbers(s):

## Part H: Agreement and Indemnity

We confirm that the details given in parts A to G above are correct.

We hereby agree to indemnify and save harmless Gloucestershire County Council, their servants and agents against all liabilities, costs, expenses, damages and losses suffered or incurred by Gloucestershire County Council arising out of or in connection with the transportation, erection, dismantling and/or use of equipment or machinery, whether by means of defect (latent or otherwise) in the said equipment or otherwise, pursuant to the authority of Gloucestershire County Council granted as a result of this application.

I confirm on behalf of the company named in Part A that I have read and understood the terms and guidelines document and that they will abide by these terms and guidelines and any decision made by Gloucestershire County Council. We acknowledge that Gloucestershire County Council may **at any time** check the information we have provided in our application form/compliance with the terms and guidelines. Where non-compliance is found, remedial action will be taken .

Name:

Signature:

Position in company:

Date:

## What happens next

Details of how to submit your application are given in **part seven** of the terms and guidelines document.

You will need to submit supporting documentation with your application (Traffic Management Plans) as stated in **part four** of the terms and guidelines document. It is important these are submitted with your application form.

Once we have received your completed application, supporting documentation and payment we will begin to process your application. We will contact you for payment if you have stated in **part F** of this application form that you wish to pay by credit/debit card.

## Whilst waiting for permission to be granted

Refer to the terms and conditions.