



**WOKING BOROUGH COUNCIL**  
 APPLICATION FORM FOR PERMISSION TO  
 PLACE SCAFFOLDING OR HOARDING  
 ON THE PUBLIC HIGHWAY.  
 (Highways Act 1980 Section 169/172)



APPLICANTS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ POSTCODE: \_\_\_\_\_

DAYTIME TELEPHONE NUMBER: \_\_\_\_\_

TRADING NAME OF SCAFFOLDING CONTACTOR: \_\_\_\_\_

ADDRESS (IF DIFFERENT FROM ABOVE): \_\_\_\_\_  
 \_\_\_\_\_ POSTCODE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ TELEPHONE NUMBER : \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

TRADE ASSOCIATION MEMBERSHIP: Name of body: \_\_\_\_\_ Member No: \_\_\_\_\_

EMERGENCY CONTACT NUMBER (out of office hours): \_\_\_\_\_

Please draw your proposals fully dimensioned with a plan and sections and send this in with the application. Please use the page 3 for your diagram and provide the measurements required.

PROPOSED DATE OF (a) ERECTION: \_\_\_\_\_ (b) REMOVAL: \_\_\_\_\_

NATURE OF THE WORK TO BE CARRIED OUT: \_\_\_\_\_  
 \_\_\_\_\_

LOCATION WHERE THE SCAFFOLDING IS TO BE SITED (full address and postcode):  
 \_\_\_\_\_

- Please attach to this application:
1. A copy of Public Liability Insurance for a minimum of £5 million in respect of any one incident
  2. A cheque payable to 'Woking Borough Council' for the cost licence fee of £104 per 28 day period and refundable deposit.
  3. Diagram of the layout and dimensions

I have read and agree to comply with the conditions overleaf:

Name (please print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

For Authority Use Only:

Date received: \_\_\_\_\_

Reference No: \_\_\_\_\_

Please send your completed application form with your attached documents and payment to:  
 e-mail: [Town.Centre@woking.gov.uk](mailto:Town.Centre@woking.gov.uk) post: **Engineering Team**, Woking Borough Council, Civic Offices, Gloucester Square,  
 Woking, Surrey, GU21 6YL

**Erection of scaffolding**  
 This application should be completed and sent to Woking Borough Council so it is received at least seven days before the date on which the scaffolding / hoarding is to be erected. Applications for heavy duty scaffolding will be referred to local Building Control.



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1. Scaffold to conform to BS EN 12811-1:2003 (Temporary works equipment. Scaffolds. Performance requirements and general design). Competent person to inspect scaffold to be named overleaf.
  2. The siting of the scaffolding, together with the safety precautions necessary, shall be to the approval of the Local Highway Manager.
  3. The scaffolding shall, at a minimum, be painted white up to at least 1.8m with a minimum of 2.05m distance between standards dependent on design loadings. Scaffolding must be signed and adequately lighted during the hours of darkness, to the approval of the Local Highway Manager.
  4. With regard to headroom, the minimum clearance to the underside of scaffolding must be:
    - For footways, footpaths and areas restricted to pedestrians: 2.4m
    - For carriageway and shared surfaces where vehicles have access: 5.41m
    - For bridleways and horse margins: 3.5m
- In addition, the scaffolding must not be closer than 0.5m from the edge of the traffic lane. Refer to Chapter 8 Section D3 of the Traffic Signs Manual.
5. The scaffolding must be lit, and a pedestrian walkway of minimum width of 1.2m provided to the satisfaction of the Local Highway Manager. The scaffolding shall not reduce the effective width of the footway.
  6. The scaffolding shall not obstruct access to Statutory Undertakers underground chambers, boxes, manholes, hydrants etc.
  7. Adequate maintenance of the scaffolding shall be carried out and precautions taken, to the satisfaction of the Local Highway Manager, to prevent materials, or anything whatsoever, falling from the scaffolding onto the highway.
  8. Woking Borough Council, as the Highway Authority shall be indemnified against any claims arising in the consequence of the erection, existence or removal of the scaffolding.
  9. Proof of £5,000,000 Public Liability Insurance is required before a scaffold licence is issued.
  10. The scaffolding shall be erected for only the minimum time necessary to carry out the works.
  11. Traffic Management details must be submitted and approved prior to the issue of a licence, where there is potential for encroachment onto the highway. All signing shall be carried out in accordance with the Traffic Signs Manual (Chapter 8).
  12. Vertical and horizontal highway sight lines shall be maintained at all times.
  13. Any damage to the highway resulting from the erection, operation or removal of the scaffolding, shall be made good. A refundable deposit is payable on issue of the licence. This deposit is to protect against potential damage to the public highway caused by the scaffolding installation.

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### Erection of Hoarding

1. The siting of the hoarding and all safety precautions necessary shall be to the approval of the Local Highway Manager.
2. A Minimum of 1.2m clear width of the footway should be maintained at all times for pedestrian usage.
3. Where a 1.2m clear width of footway cannot be maintained, a signed and guarded walkway must be provided for pedestrians to the approval of the Local Highway Manager.
4. The hoarding must be lit either as a pedestrian walkway and/or for warning purposes to the satisfaction of the Local Highway Manager.
5. The hoarding shall not obstruct access to Statutory Undertakers underground chambers, boxes, manholes, hydrants etc.
6. Any excavation in the Public Highway to erect a hoarding shall be subject to the prior agreement of the Local Highway Manager, and an additional licence is required (Streetworks permit). It should be noted that a further fee and refundable deposit would be required in these circumstances.
7. No works on or to the public highway are permitted within the limits of the hoarding without prior approval of the Local Highway Manager and will be on the basis of a Private Opening Licence (if applicable).
8. Woking Borough Council, as the Highway Authority shall be indemnified against any claims arising in consequence of the erection, existence or removal of the hoarding.
9. Proof of £5,000,000 Public Liability Insurance is required before a hoarding licence is issued.
10. The hoarding shall be erected for only the minimum time necessary to carry out the work.
11. Traffic Management details must be submitted and approved prior to the issue of a licence, where there is potential for encroachment onto the highway. All signing shall be carried out in accordance with the Traffic Signs Manual (Chapter 8).
12. The hoarding must be painted in colour(s) agreed by the Local Highway Manager.
13. Vertical and horizontal highway sight lines shall be maintained at all times
14. Any damage to the highway resulting from the erection, operation or removal of the hoarding, shall be made good. A refundable deposit is payable on issue of the licence. This deposit is to protect against potential damage to the public highway caused by the hoarding installation.

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	Maximum	Minimum
Length of proposed structure on the highway		
Projection width on or over the highway		
Width of footway left available to the public inside the structure		
Width of footway which will be left unobstructed outside the structure		

Is the scaffolding structure to be sheeted / netted? \_\_\_\_\_

SKETCH OF THE PROPOSED LAYOUT:

This application should be completed and sent to Woking Borough Council so it is received at least seven days before the date on which the scaffolding / hoarding is to be erected. Applications for heavy duty scaffolding will be referred to local Building Control.