Application for Erection of Temporary Structure on the Public Highway

April 2017 – March 2018

Important:

You have no authority to erect, place or obstruct any part of the highway maintained by the London Borough of Havering until informed so in writing by the aforesaid Local Authority, failure to comply will result in a fine not exceeding level 5 on the standard scale.

Additional separate licences must be applied for where the licensee intends to place a skip, place building/materials, crane or excavation on the public highway, failure to comply will result in a fine not exceeding level 5 on the standard scale.

An Erection of ‘Temporary Structure’ – Scaffolding/Close Boarded Hoarding/Fence/container/welfare licence will permit a company to erect and/or carry out prescribed works which are exempt from excavation to the public footway or carriageway in accordance with the Traffic Management Act 2004 & Highways Act 1980 – Section 169.
CONDITIONS FOR ERECTING SCAFFOLDING ON THE HIGHWAY
HIGHWAYS ACT 1980 SECTION 169

These are the conditions applying to the grant of the licence to erect scaffolding.

1. Work may not commence until the date specified.

2. The structure will be adequately lit at all times between half an hour after sunset and half an hour before sunrise.

3. The bottom 2 metres of any scaffolding shall be painted white. When newly painted ‘WET PAINT’ signs shall be erected.

4. The applicant will comply with all the directions issued by the Council with respect to the erection and maintenance of traffic signs in connection with the structure.

5. The applicant will afford and protect the rights of the statutory undertakers, to have access as and when reasonably required to that plant or apparatus, and will ensure that no damage is caused to such plant or apparatus.

6. The applicant will complete the work and remove the scaffolding as expeditiously as possible, making good any damage to the highway.

7. No unreasonable obstruction of the highway is caused. Scaffolding must be erected so that no ties or braces obstruct the highway below a height of 2.3 metres.

8. The applicant will fully indemnify the Highway Authority against all claims, demands, costs and expenses which may arise out of the erection or existence of the scaffolding, the subject of the licence, and to support this indemnity, will furnish proof of adequate insurance cover of £10,000,000.00 in respect of any one claim.

NOTES

1. The erection or retention of scaffolding on the highway without a licence issued by the Highway Authority is an offence. (Penalty not exceeding level 5 on the Standard scale – see Section 169 Highways Act 1980).

2. If any of the terms and conditions of this licence are not complied with the Council reserves the right to require the structure to be removed forthwith at the expense of the applicant without prejudice to any claim or right that may have arisen.

3. If the Council refuses to issue a licence or issues a licence on terms to which the applicant objects, the applicant may appeal to the local magistrates court against the refusal or terms.

Dear Sir / Madam,

**Application for Erection of Structure under Section 169 Highways Act 1980 on the public Highway**

In response to your recent request, please find enclosed an application form with notes and provisions relating to control & erection of Structure on the Highway.

A licence relating to the erection of Structure on the Highway is issued for a standard 28 day period, part days will not be accepted, and failure to complete the works within this timescale will require an extension of the licence for a further prescribed 28 day period at the same renewal charges as set out below. Failure to extend/obtain or hold a valid licence will incur fines not exceeding level 5 on the standard scale.

**Fees**
(Prices set as of 1st April 2017 to 31st March 2018 only, please check fee's/charges if they are outside of these prescribed dates)

- £75.00 per linear metre with a minimum site cost of £450.00 (equivalent to a 6metre site)
  - Example: 6mtr site = £450.00, 7mtr site = £525.00, 8mtr site = £600.00

- £195.00 Inspection Fee - This is as follows under the New Roads & Street Works & Traffic Management Act code of inspections, (3 x inspections A, B & C at the prescribed rate of £65.00 each visit).
  
  A) A site inspection undertaken prior to the progress of the works at application stage.
  
  B) An inspection undertaken within the prescribed 28 days, during progress.
  
  C) An inspection undertaken after the prescribed 28 days or following completion of works.

In addition to the above costs, a refundable bond is required and as set out below.

- The sum of £100.00 per linear metre with a minimum of £600.00 (equivalent to a 6mtr site)
  - Example: 1 - 6mtr site = £600.00, 7mtr site = £700.00, 8mtr site = £800.00 etc.

- For confirmation the bond will be considered for refund after the ‘C’ inspection & once removal of the structure is carried out, upon this inspection if council officials are satisfied there is no damage to the public highway only then will the refund be deemed, if remedial works are required this will be deducted from the bond.

**Payment Details**

Please complete the application form and return it to:
The London Borough of Havering,
Street Management, NRSWA Dept,
Mercury House, Mercury Gardens,
Romford, RM1 3DW

Cheques are no longer accepted for payment, cheques are only accepted for the bond holding if required.

- Pay by Debit/Credit Card: phone 01708 432504 or 01708 433612. Payment will only be accepted once the licence has been agreed in length & authorised.

Note that the completion of this application form does not grant permission to carry out the proposed works, the applicant is required to wait for confirmation & until the licence is granted and received in writing.

It is anticipated that the licence will be granted within 10 working days of receipt providing all the information, documentation & payment is received & correct.
Application for Erection of Temporary Structure on the Public Highway

& NRSWA@havering.gov.uk

Licence documentation requirements

Please find enclosed our Temporary Structure licence application, which must be completed in full.

Failure to complete or enclose the following information with valid documents will result in the application being returned to you without being processed:

1) Completed Opening notice
2) Full description and extent of works to be carried out
3) Completed Temporary Structure licence application
4) Method statement
5) Risk Assessment
6) Traffic management & Pedestrian management drawing
7) Public liability insurance – Minimum (10m)
8) Emergency Contact number (24HRS)
9) Signed & Completed Agreement form
10) Licence fee via card payment
11) Completed temporary traffic signal form (if required on site)
12) Copy of the Planning Approval (If required)
13) Confined spaces certificate (if applicable)

Please note*** A Temporary Structure licence will only be granted once all of the above documents have been received and approved by a London Borough of Havering Street Works Inspector/Engineer, failure to provide these will result in your application being returned.

*Important Note: Section 74 (Overrun charges)*
Section 74 of the New Roads and Street Works Act 1991 and the Street Works (Charges of Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2001 allow a Highway Authority, in certain circumstances, to charge an undertaker where the duration of works exceeds the prescribed period or a reasonable period, whichever is the longer. The prescribed daily charges are set out in the Regulations, with the amount varying depending on the road category with the maximum charge per day being £10,000.
Application for Erection of Temporary Structure on the Public Highway

NRSWA@havering.gov.uk

Note* Additional abortive or additional visits requested by you will be charged at the prescribed rate of £65.00.

Note** Any amendments to an already agreed licence in any form will incur additional administration costs of £45.00

Public Liability Insurance

Valid Copy of Public Liability insurance required in the sum of not less than £10 million in respect of any one accident; the number of accidents unlimited plus terms and conditions below.

Public Liability Insurance must be taken out by and in the name of the contractor in the sum of not less than £10 million in respect of any one accident with the number of accidents unlimited

The Policy Schedule Number and last renewal receipt valid for a minimum period of six months for these works on the highway should be enclosed, adequate length of cover/validity should be in place to cover the entire duration of works.

Attention is drawn to Chapter 8 & its code of practice ‘Safety at Street Works & Road Works (revised 2013) a copy can be purchased online at Tsoshop or free in PDF at Safety at Street Works - Gov.UK

Parking

Where there is a site in a metered parking bay or resident’s parking bay you will require a suspension of the designation of the parking bay. To acquire a suspension you must contact the Parking section on telephone number 01708 432254. A separate application and payment will be required for parking bay suspensions. It is an offence to place an obstruction in a parking bay which has not been suspended with the Council having the power to remove the obstruction and prosecute the person responsible.

Post/Contact Details

The London Borough of Havering
Temporary Structure Licence Application
New Roads & Street Works Section
10th Floor Mercury House, Mercury Gardens,
Romford, Essex, RM1 3DW
☎: NRSWA@havering.gov.uk
# Application for Erection of Temporary Structure on the Public Highway

## CONTRACTOR AND SITE DETAILS

<table>
<thead>
<tr>
<th>Your Works Reference Number:</th>
<th>(Local Authority Reference) LA Reference Number:</th>
</tr>
</thead>
</table>

### Site/Works Location:
(Please give exact address in full including House Name/number plus Eastings & Northings etc.)

<table>
<thead>
<tr>
<th>Eastings</th>
<th>Northings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
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</tbody>
</table>

(delete or strike through as appropriate)

<table>
<thead>
<tr>
<th>Carriageway:</th>
<th>Footway:</th>
<th>Verge:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes / No</td>
<td>Yes / No</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

### Nature & dimensions of Works:
(Description of work to be carried out in detail)

I/We propose to: (delete or strike through as appropriate)

/ Erect / Take down / Alter / Repair / Place /

The Temporary Structure will be:

- ………………………….metres in height
- ………………………….metres in length
- ………………………….metres out from the frontage of the building
- It will have / not have a covered platform and handrail to serve as a footway for pedestrians.

### Traffic/Pedestrian Management Details:
(to include drawings)

<table>
<thead>
<tr>
<th>Signing Lighting Guarding Only:</th>
<th>Temporary Traffic Signals:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes / No</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Road Closure:</th>
<th>Footway Closure:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes / No</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parking Suspension:</th>
<th>Bus Stop Suspension:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes / No</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

### Contractors name
(Contractor carrying out works)

*Contractor's Full address and Email address.*

<table>
<thead>
<tr>
<th>Postcode:</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

### Emergency Contact Number (24hr)
(Note this number will be checked for compliance)

<table>
<thead>
<tr>
<th>Day time telephone Number:</th>
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<tr>
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</table>

Valid between the following dates

<table>
<thead>
<tr>
<th>Estimated dates required for licence:</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Application for Erection of Temporary Structure on the Public Highway

✉️ NRSWA@havering.gov.uk

Conditions of Licence:

1. The works are carried out entirely at the applicant’s risk. The Council has no liability for the works or the maintenance of the works (either now or in the future) and has no liability for damage caused to private property by the works.

2. The applicant must satisfy him/herself that undertaker’s equipment will not be affected (by consultation and with trial holes where appropriate), or if such equipment is affected, the applicant shall carry out any works or take any necessary measures as required by the affected undertaker. **All reinstatements to be to the NRASWA 1991 code of practice.**

3. The works will be signed, guarded and lit to the standards detailed in Chapter 8 of the Traffic Signs Manual. Open excavations must also be covered when works are not taking place.

4. Operatives with NRSWA accreditation must undertake the works.

5. Safe access must be provided for pedestrians at all times, pedestrians must not be diverted across any carriageway.

6. Any service or structure constructed beneath the footway, or any repairs or alterations to a structure beneath the footway must be at least 450mm below the footway surface. **No footways or carriageways are to be closed unless agreed by the London Borough of Havering.**

7. The applicant must have public liability insurance to indemnify the Council against any claim in respect of injury, damage or loss arising from the execution of the works of the placing or presence in the street of apparatus.

8. The applicant must conform to any instructions given by any officer/inspector of the Council especially if the instruction relates to health and safety and especially in respect of condition 3.

9. This licence is issued for the purposes of section 169 of the Highways Act 1980 and Traffic Management Act 2004. It does not exempt the applicant from the need to obtain any other consent, licence or permission which may be required, nor does it relieve the applicant from compliance with any other part of those Acts, or other Acts, local Acts, bylaws, general statutory provisions or Regulations in force in the area.

10. If traffic management requires Temporary Traffic Signals/Lights or a Road Closure then the attached forms must be completed and returned, please be aware that a minimum of 8 weeks is required to process any Road Closure.
Application for Erection of Temporary Structure on the Public Highway

✉️ NRSWA@havering.gov.uk

AGREEMENT OF LICENCE FEES AND DEPOSITS

I agree to pay the full cost incurred by the Council in regards to carrying out any said works, on the public highway, including the cost of any necessary ancillary works to execute reinstatement of the public highway as necessary following the removal of builders’ materials, spoil etc.

To pay The London Borough of Havering the licence fee agreement.

(Prices set as of 1st April 2017 to 31st March 2018 only, please check fee’s/charges if they are outside of the above prescribed dates)

*Signature of contractor:  *Print: 

DECLARATION OF APPLICATION

Declaration by Contractor

I confirm that the above details in this Temporary Structure Application pack are correct, and acknowledge that the works referred to above must be conducted in accordance with the requirements of section 169 of the Highways Act 1980 and Traffic Management Act 2004 and the associated legislation and codes of practice, together with any other conditions imposed by the Street Authority in the relevant Licence.

I also acknowledge the statutory need for me to pay the above prescribed fees which are imposed by Havering Street Authority, including any Fixed Penalty Notices (FPN) Section 74 (overrun charges) and/or defect inspection fees with the cost of any necessary remedial works conducted by the Street Authority during the guarantee period being recharged back to the licensee listed or deducted from the bond.

*Company Name: ………………………………………………………………………………………………………

*Signed: ……………………………

*Print: ……………………………

Date: …………………………………

*Please provide full name & telephone number of recipient below this licence should be returned to if different from that above:

Print………………………………………Phone………………………………

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Application for Erection of Temporary Structure on the Public Highway

Your Works Reference Number:  

Section 74 Actual Start Notice

To be completed and returned to Havering Council within 1 working day of the start of works to confirm that the works have ‘actually’ started, failure to achieve this could result in the ‘road space’ being unavailable.

<table>
<thead>
<tr>
<th>Contractor Name &amp; Reference:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor who is carrying out works</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of works:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Actual Start date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>End date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Site/Works Location:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Exact location:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Traffic/Pedestrian Management Details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(to include drawings)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C/Way</th>
<th>F/Way</th>
<th>Verge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signing Lighting Guarding Only: Yes / No</td>
<td>Temporary Traffic Signals: Yes / No</td>
<td></td>
</tr>
<tr>
<td>Road Closure: Yes / No</td>
<td>Footway Closure: Yes / No</td>
<td></td>
</tr>
<tr>
<td>Parking Suspension: Yes / No</td>
<td>Bus Stop Suspension: Yes / No</td>
<td></td>
</tr>
</tbody>
</table>

Contractor site contact number

London Borough of Havering  
NRSWA Section  
Town Hall, Main Road  
Romford, Essex  
RM1 3BB  
☎: 01708 434645  
✉: NRSWA@havering.gov.uk
Application for Erection of Temporary Structure on the Public Highway

**CLOSING NOTICES**

<table>
<thead>
<tr>
<th>Your Works Reference Number:</th>
<th>(Local Authority Reference) LA Reference Number:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Section 74 Works Stopped Notice</th>
<th>Section 70 Registration of Works Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: Please retain copy of this document (Closing Notice) and submit on completion of works.</td>
<td></td>
</tr>
</tbody>
</table>

To be completed and returned to Havering Council on completion of works by 16:30 on the next working day after the end date.

<table>
<thead>
<tr>
<th>Contractor name / Address (Contractor who carried out works)</th>
<th>*</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Site/Works Location: (Please give exact address in full including House Name/no etc.)</th>
<th>C/Way</th>
<th>F/Way</th>
<th>Verge</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Works status:</strong></td>
<td>Complete</td>
<td>Interim</td>
<td></td>
</tr>
</tbody>
</table>

London Borough of Havering
NRSWA Section
Town Hall, Main Road
Romford, Essex
RM1 3BB
☎: 01708 434645
✉: NRSWA@havering.gov.uk
APPLICATION FOR THE USE OF
TEMPORARY TRAFFIC SIGNALS

London Borough of Havering: 01708 434645 Email: NRSWA@havering.gov.uk
*Minimum 3 days notice required, Contact NRSWA Manager Dean Martin 07903 923527*

<table>
<thead>
<tr>
<th>Statutory Undertaker/Contractor:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Supervisor:</td>
<td>Contact No:</td>
</tr>
<tr>
<td>Traffic Signal Supplier:</td>
<td>Fax. No:</td>
</tr>
<tr>
<td>24hr Emergency Phone Number:</td>
<td>Permit no.</td>
</tr>
</tbody>
</table>

| Type of Works | Standard | Minor | Major | Urgent/Emergency Works. *
|---------------|----------|-------|-------|-------------------|

**Exact Location:** *Please provide exact Site Location including house numbers or road junctions, failure to supply these will result in the application & permit being refused*

Please note: **Traffic sensitive road times are 9.30am till 15.00pm only unless agreed by L.A**

If Traffic Signals are not to be used 24 hours, please state times when they will be operational/required:

<table>
<thead>
<tr>
<th>AM till PM</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>2 way signals</th>
<th>3 way signals</th>
<th>4 way signals</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Start date of works:</th>
<th>End date of works:</th>
</tr>
</thead>
</table>

**Brief Description of Works to be carried out:**

**Please note:** A Traffic Management plan should be submitted with the application

Is site located on traffic sensitive road? – **yes** contact L.B Havering

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Is the site near existing traffic signals? - **yes** contact TFL - ATSSwitch@tfl.gov.uk

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Is the site near a pedestrian/zebra/toucan crossing? - **yes** contact L.B Havering

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Is there a road junction between the signal heads? - **yes** contact L.B Havering

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Is there a Bus Stop near or within the works – if **yes** contact TfL buses below for suspension application

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Out of hours: In the case of Urgent/ Emergency please inform the following:**

TfL(Buses) Steve Whitaker 07771 997278 or Fax 0208 534 6564 Email: steve.whitaker@tfl.gov.uk

Police Fax: 0208 345 4953 – Mark Deeming 07768 703273 mark.j.deeming@met.police.uk

Ambulance Fax: 01708 757740 – DSORomford@lond-amb.nhs.uk

Fire: (01708 448975 or 07584 150382) trafficmanagement@london-fire.gov.uk - Steven.Gray@london-fire.gov.uk

London Borough Of Havering – Call out after hours 01708 433224 – NRSWA@havering.gov.uk

**FOR HIGHWAY AUTHORITY USE ONLY**

<table>
<thead>
<tr>
<th>Authorised:</th>
<th>Not Authorised:</th>
<th>Contact Authority:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority Signature:</td>
<td>Name:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**Highways Comments:**

Submitted by: (Sign)

<table>
<thead>
<tr>
<th>Name (print)</th>
<th>Date:</th>
</tr>
</thead>
</table>
NOTES

Applications relating to Standard / Planned works

<table>
<thead>
<tr>
<th>Category of Work</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Works Traffic Sensitive</td>
<td>10 working days</td>
</tr>
<tr>
<td>Minor Works Non-Traffic Sensitive</td>
<td>7 working days</td>
</tr>
<tr>
<td>Remedial Works (Non-Dangerous)</td>
<td>10 working days</td>
</tr>
<tr>
<td>Standard Works Traffic Sensitive</td>
<td>10 working days</td>
</tr>
<tr>
<td>Standard Works Non-Traffic Sensitive</td>
<td>7 working days</td>
</tr>
<tr>
<td>Major Works / Projects</td>
<td>20 working days</td>
</tr>
</tbody>
</table>

These applications should be submitted by E-mail to NRSWA@havering.gov.uk or dean.martin@havering.gov.uk or hailey.ramana@havering.gov.uk or billy.scott@havering.gov.uk or post to:
London Borough Of Havering
NRSWA Section
Town Hall
Main Road
Romford
RM1 3BB

Applications relating to Emergency Works arising during normal working hours

<table>
<thead>
<tr>
<th>Category of Work</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Urgent and Remedial Dangerous</td>
<td>Telephone before set-up, plus send form.</td>
</tr>
</tbody>
</table>

Please contact Dean Martin the NRSWA Manager by telephone on: 07903 923 527 and/or send the completed application form a minimum 3 days before temporary traffic lights are to be used.

or

To discuss matters relating to the application please telephone 01708 434645 or 01708 432803

Applications relating to Emergency works arising outside normal hours

<table>
<thead>
<tr>
<th>Category of Work</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>Retrospective process</td>
</tr>
</tbody>
</table>

Please ensure that the Emergency Services and Bus Operators have been contacted for their comments before the application is submitted.

Buses: Steve Whitaker – 07771 997278 fax: 0208 534 6564
Police: Mark Deeming – 07768 703273 fax: 0208 345 4953

Plus Fax to: 01708 432799 or Email to NRSWA@havering.gov.uk
# ROAD CLOSURE APPLICATION

New Roads & Street Works Act 1991

**Environment**

✉️: NRSWA@havering.gov.uk

<table>
<thead>
<tr>
<th>Contractor Name &amp; Reference: (Contractor who is carrying out works):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractors address:</td>
</tr>
<tr>
<td>Telephone numbers</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

I hereby request the London Borough of Havering to give permission for a road closure notice, details of which are given below, and understand that this application must be received by the council at least six weeks before the proposed date of the road closure.

<table>
<thead>
<tr>
<th>Location:</th>
</tr>
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</table>

A 1/200 scale plan showing the area must be included with this application. It should clearly show the boundary of the proposed work area, and the locations of all temporary barriers and road signs. Also, a suitable scale plan should be included showing the proposed diversion route for vehicles and pedestrians. Adherence to this scale plan will form part of the licence agreement and any required changes by the applicant may result in the need for a new application being made along with the associated fees.

<table>
<thead>
<tr>
<th>Date of proposed road closure:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration of proposed road closure:</td>
</tr>
<tr>
<td>Estimated start date:</td>
</tr>
<tr>
<td>24 hour Emergency contact for duration of works:</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>
Payment of fees – please include payment of fees with application to the sum of £1,500.00 made payable to London Borough of Havering & post to NRSWA Dept. This will be refunded if your application is refused however charges may apply if the notice has already been sent to legal and/or advertisement.

(Prices set as of 1st April 2017 to 31st March 2018 only, please check fee's/charges if they are outside of the above prescribed dates)

Please note: Failure to provide payment will prevent this application from being processed, please attach payment or an invoice address.

Signed by applicant: _____________________________________________

(Print Name) _______________________________________________________

Date: __________________________________________________________________

Please ensure that all sections have been completed as failure to provide this information will result in a delay in processing your application.

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1. (1) Subject to subsection (6) of this section a person shall, in connection with any building or demolition work or the alterations, repair, maintenance or cleaning of any building, erect or retain on or over a highway any scaffolding or other structure which obstructs the highway (hereafter in this section referred to as a “relevant structure”) unless he is authorised to do so by a licence in writing issued for the purposes of this section by the highway authority (hereinafter in this section referred to as a “licence”) and complies with the terms of the licence and a licence may contain such terms as the authority issuing it thinks fit.

(2) If a person applies to a highway authority for a licence in respect of any relevant structure and furnishes the authority with such particulars in connection with the structure as the authority reasonably demands, it shall be the duty of the authority to issue a licence to him in respect of the structure unless the authority considers-

(a) That the structure would cause unreasonable obstruction of a highway; or

(b) That a relevant structure erected otherwise than as proposed by the applicant would cause less obstruction of a highway than the structure proposed by him and could conveniently be used for the work in question.

(3) If on an application for a licence in connection with a highway the highway authority refuses to issue a licence or issues a licence containing model conditions to which the applicant objects, the applicant may appeal to a magistrates’ court against the refusal or terms: and on such an appeal the court may –

(a) In the case of an appeal against a refusal, direct the highway authority to issue a licence in pursuance of the application:

(b) In the case of an appeal against the terms of the licence, alter the terms.

(4) Subject to subsection (6) of this section, it shall be the duty of a person to whom a licence is issued by a highway authority in respect of a relevant structure –

(a) To ensure that the structure is adequately lit at all times between half an hour after sunset and half an hour before sunrise:

(b) To comply with any directions given to him in writing by the authority with respect of the erection and maintenance of traffic signs in connection with the structure:

(c) To do such things in connection with the structure as any statutory undertakers reasonably request him to do for the purpose of protecting or giving access to any apparatus belonging to or used or maintained by the undertakers.

(5) A person who contravenes the provisions of subsection (1) of this section otherwise than by failing to comply with the terms of the licence or who fails without reasonable excuse to comply with the terms of a licence or to perform a duty imposed on him by the preceding subsection shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 5

(6) Nothing in the preceding provisions of this section applies to a relevant structure erected before the coming into force of this section or erected or retained by the British Railways Board, the London Transport Executive in the exercise of powers conferred on the body in question by an enactment: and
nothing in paragraph (a) and (b) of subsection (4) of this section applies to a relevant structure if no part of it is less than eighteen inches in a horizontal direction from a carriageway of the relevant highway and no part of it over a footway of the relevant highway is less than eight feet in a vertical direction above the footway.

(7) No civil or criminal proceedings shall lie in respect of any obstruction of a highway which is caused by a relevant structure if the structure is on or over the highway in accordance with a licence and the person to whom the licence is issued performs the duties imposed on him in respect of the structure by subsection (4) of this section: and a highway authority by which a licence is issued shall not incur any liability by reason of the issue of the licence.

APPEAL

The effect of Section 316 of the Highways Act 1980 is that an appeal to the Magistrates’ Court shall be by way of complaint for an order and shall be brought within 21 days from the date of service of the Council’s consent.

VARIOUS ADDITIONAL PROVISIONS CARRYING CRIMINAL PENALTIES IN RELATION TO OBSTRUCTION OF HIGHWAYS

HIGHWAYS ACT 1980

Under Section 131 if a person without lawful authority or excuse deposits anything whatsoever on a highway so as to damage the highway is guilty of an offence and liable to a fine not exceeding level 5 on the standard scale.

Under Section 148 if a person, without lawful authority or excuse deposits anything on highway to the interruption of any user of the highway is guilty of an offence and liable to a fine not exceeding level 5 on the standard scale.

Under Section 161 if a person, without lawful authority or excuse deposits anything whatsoever on a highway and in consequence a user of the highway is injured or endangered is guilty of an offence and liable to a fine not exceeding level 5 on the standard scale.

Section 168 provides for a penalty not exceeding level 5 on the standard scale, on summary conviction where an accident occurring in or near a street gives rise to the risk of serious bodily injury or would have given rise to such risk if the appropriate authority has not taken emergency measures to deal with such risk.

Section 170 provides with certain exceptions that a person who mixes or deposits on a highway any mortar or cement or another substance likely to stick to or stain the surface of the Highway or which, if it enters drains or sewer connected with the Highway, is likely to solidify in the drains or sewers is guilty of an offence and liable to a fine not exceeding level 5 on the standard scale.
NOTES

NOTE 1 — SCAFFOLD TO BE CONSTRUCTED AND TIED IN ACCORDANCE WITH EN 12810, EN 12811 OR TG20:08 OR IF APPLICABLE, AS SPECIFIED IN A BESPOKE SCAFFOLD DESIGN.

NOTE 2 — DEBRIS NETTING OR PLASTIC TYPE SHEETING TO BE INSTALLED UNLESS OTHERWISE AGREED WITH THE LOCAL AUTHORITY. (NOTE — DEBRIS NETTING OR PLASTIC TYPE SHEETING TO BE FIXED EXTERNALLY IN ACCORDANCE WITH TG20:08 UNLESS OTHERWISE SPECIFIED BY BESPOKE DESIGN)

NOTE 3 — THE TYPE OF PROTECTION FAN TO BE CONSTRUCTED SHOULD BE FIT FOR PURPOSE DEPENDENT ON INDIVIDUAL SITE REQUIREMENTS. REFER TO NASH TECHNICAL GUIDANCE TG20:08 FOR INFORMATION RELATING TO LOAD CLASSES AND DESIGNS OF VARIOUS PROTECTION FAN ARRANGEMENTS. ALL PEDESTRIAN GANTRY SCAFFOLDS SHOULD BE DESIGNED.

NOTE 4 — NUMBER, TYPE AND LOCATION OF TIES TO SUIT SITE CONDITIONS

NOTE 5 — SUITABLE FENDER OR BARRIER TO BE POSITIONED INDEPENDENT OF THE SCAFFOLDING.

NOTE 6 — LOCAL RESTRICTIONS MAY APPLY

ADDITIONAL NOTES:

HIGH VISIBILITY FOAM PADDING AND OR HAZARD TAPE TO BE FIXED 2.0m HIGH TO ALL UPRIGHTS ADJACENT TO PUBLIC ACCESS

DANGER — MEN WORKING ABOVE (OR SIMILAR) SIGNS TO BE FIXED EACH END OF SCAFFOLD DURING ERECTION AND DISMANTLING.

THE SCAFFOLD MUST BE ILLUMINATED DURING THE HOURS OF DARKNESS AT EACH END WITH WARNING LIGHTS AT 4m INTERVALS. ALL PROJECTIONS MUST HAVE RED WARNING LIGHTS. A GANTRY MUST HAVE WHITE LIGHTS FOR PEDESTRIANS.
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LIGHTING KEY PEDESTRIAN LIGHTING ———