



HIGHWAYS ACT 1980: APPLICATION TO ERECT SCAFFOLDING/HOARDING ON THE PUBLIC HIGHWAY

IMPORTANT:

- (i) 7 WORKING DAYS ARE REQUIRED TO PROCESS AN INITIAL LICENCE FROM RECEIPT OF A VALID APPLICATION AND FEE
- (ii) 3 WORKING DAYS ARE REQUIRED TO PROCESS A RENEWAL FROM RECEIPT OF A VALID APPLICATION AND ADDITIONAL FEE
- (iii) PAYMENT MUST BE MADE WITH APPLICATION BY CHEQUE, CASH OR ON-LINE
- (iv) LICENCE WILL ONLY BE GRANTED FOR A MAXIMUM OF 14 DAYS

RENEWAL

Is this request to renew an existing Licence? Yes No If yes please state previous Licence number

£55 £93

APPLICATION

Address at which the scaffold is to be erected

.....
.....

Scaffold type

Hoarding type

Lengthm Heightm Widthm

Width of footwaym Footway width available after scaffold/hoarding erectedm

What measures will be installed to enable pedestrian & vehicular traffic to pass the site safely?

.....
.....
.....

Proposed erection date/...../..... Removal date/...../.....

(Please note the Licence will only be granted for a maximum period of 14 days)

Will the scaffolding or hoarding obstruct or obscure?

- a) Traffic signal YES/NO
- b) Traffic signal controller YES/NO
- c) Traffic sign YES/NO
- d) Waiting restriction sign YES/NO
- e) Highway drainage gully YES/NO
- f) Any other ironwork in the highway YES/NO

PLANS AND DRAWINGS

Scaled plans and drawings for scaffold/hoarding applications are not essential but will greatly assist in the consideration of your proposals. However, they may be requested by the Highway Authority if it is deemed necessary to process your application.

Plans/drawings attached: Yes No Plans/drawings ref. nos.....

DECLARATION & INDEMNITY

Declaration

I/We have received and signed a copy of the Derbyshire County Council Standard Conditions for the erection of scaffolding/hoarding on the highway giving my/our undertaking to observe and abide by the conditions contained within that document as well as any other additional conditions which may be listed as part of this Licence including payment of the associated fees.

I/We declare that a valid Public Liability Insurance with a limit of no less than £5,000,000 is held by me/us, evidence to be provided with the application if not previously provided. I/We also declare that the Utilities have been consulted by me/us and agree to the proposals. I/We understand that the responsibility for ensuring compliance with the Health and Safety and any other legislation.

I enclose a copy of my Public Liability Insurance Certificate: the sum insured is for no less than £5,000,000 Tick box

Indemnity

In the event of Derbyshire County Council granting permission sought herein I/we agree to indemnify and hold harmless the Council from and against all actions in law or in equity, damages, statutory or common law losses, costs charges and expenses arising in any manner whatsoever out of the erection, maintenance, use and dismantling of the scaffolding/hoarding on the Public Highway.

Signature of ApplicantPlease print name

Name of companyPosition in company
(if applicable)

Company address

Tel. No.

Date /...../.....

NASC Member Yes No

PAYMENT METHOD

By Cheque – made payable to Derbyshire County Council the sum of £

By Cash – in person only

On-line

**Return form to: Director of Environmental Services, County Hall, Matlock, Derbyshire DE4 3AG
For telephone enquiries ring 01629 538665**

Fax: 01629 538698 or 01629 538126

NOTE: Applications cancelled due to no fault of the County Council will not be refunded

APPROVAL

FOR OFFICE USE ONLY

Derbyshire County Council in exercise of their powers pursuant to Sections 169, 172, 173 & 174 of the Highways Act 1980 **GRANTS/REFUSES*** permission for the erection of scaffolding/hoarding specified above the stated in accordance with the said Standard Conditions (***delete as appropriate**).

The following special conditions apply

Payment received Yes

Enquiry Number

Licence Number

Signed (on behalf of the Highway Authority)

Print name

Date / /

INSTRUCTIONS TO PAY AN INVOICE ON-LINE

There is now a facility to process your payment using Derbyshire County Council website. If you wish to pay on-line please follow the instructions stated below.

1. Log onto the website at www.derbyshire.gov.uk.
2. On the homepage in the bottom left hand corner there is a box displayed which states 'do it on-line'. Click the arrow to bring up the menu. Click on 'pay invoice'. Press GO.
3. On the next page – on-line payments – go to the bottom of the page and select the 'other payments' option. This will show the screen – payment details - to enter your details.
4. In service box click the menu arrow and choose 'other highway payments'.

In item box click the menu arrow and choose 'scaffolds fee'.

Complete account name, address, and enter amount.

It is important to complete the following section for your payment to be processed. In the message box – enter the following details

1. Company name
2. Location of scaffold
3. Date of scaffold erection
4. If it is a renewal of existing application please state previous payment number

Press 'continue'. This will show your current basket details.

If details are incorrect press 'to add another item or go back'.

If details are correct press 'continue'.

6. Payment details screen will be shown. Enter card details and other relevant information.

You will receive a receipt on-line if you enter your e-mail address.

If details are incorrect press 'back' or 'reset'.

If details are correct press 'continue'.

7. Confirm details screen will be shown. Your details will be displayed.

If details are incorrect press 'back'.

If details are correct press 'make payment'.

8. Payment confirmation screen will be shown. Your payment details will be displayed.

If you require a paper copy of confirmation of payment press 'print this page confirmation of payment'.

Press 'make another payment' if you have another payment to make.

Press 'end payment process' to complete your payment transaction.