

Building Licence Application Form



Engineering Service
 London Borough of Camden
 Camden Town Hall
 Argyle Street
 London
 WC1H 8EQ

Application for a building licence to erect structures on or to open up the public way or to create a temporary vehicular crossover.

GLC (General Powers) Act 1970
 Highways Acts 1971-1980
 Health & Safety at Work Act 1974

Tel 020 7974 5960
 Fax 020 7974 5585
 Minicom 020 7974 6866
camden.gov.uk/buildinglicences

Under the provision of the Highways Act, 1980, Section 172, and the GLC (General Powers) Act, 1970, Part V, Section 15, persons erecting structures on the public way must obtain the prior approval of the local authority. Non-compliance of any requirements of the local authority will make the said person liable to penalties.

Please complete this application in **BLOCK CAPITALS**.

What is the location of the property/site where you will be working?

Road Name	<input type="text"/>	Post Code	<input type="text"/>
Location / Building Number	<input type="text"/>		

What works will you be carrying out?

Please describe the works you will be carrying out that requires you to have this licence.

When would you like the licence to start and for how long you will you need it?

Start Date	<input type="text"/>	End Date	<input type="text"/>
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What type of licence(s) are you applying for?

Please tick the appropriate boxes on the following pages and answer the questions as appropriate. If the works are taking place on more than one road (elevation) give details for both elevations.

Scaffold (If the scaffold is going to be situated inside a hoarding you only need to apply for a hoarding licence)

	First elevation	Second elevation
Road Name	<input type="text"/>	<input type="text"/>
Length of area of footway to be taken up by the scaffold	<input type="text"/> metres	<input type="text"/> metres
Projection from building line over the footway	<input type="text"/> metres	<input type="text"/> metres
No of poles to be placed on the public footway	A <input type="text"/>	B <input type="text"/>
Full width of public footway from building line to kerb	<input type="text"/> metres	<input type="text"/> metres
Length of area of carriageway to be taken up by the scaffold	<input type="text"/> metres	<input type="text"/> metres
Projection from building line over the carriageway	<input type="text"/> metres	<input type="text"/> metres
No of poles to be placed on the public carriageway	C <input type="text"/>	D <input type="text"/>
Height of scaffold	<input type="text"/> metres	<input type="text"/> metres

FOR OFFICE USE ONLY

T Number:	<input type="text"/>
Date passed to TO:	<input type="text"/>
Deadline for inspection:	<input type="text"/>

Special Conditions recommended:

Hoarding

	First elevation	Second elevation
Road Name	<input type="text"/>	<input type="text"/>
Length of footway to be taken up by the hoarding	E <input type="text"/> metres	G <input type="text"/> metres
Projection from building line over the footway	F <input type="text"/> metres	H <input type="text"/> metres
Length of carriageway to be taken up by the hoarding	I <input type="text"/> metres	K <input type="text"/> metres
Projection from building line over the carriageway	J <input type="text"/> metres	L <input type="text"/> metres
Height of the hoarding	<input type="text"/> metres	<input type="text"/> metres
Full width of public footway from building line to kerb	<input type="text"/> metres	<input type="text"/> metres
Full width of public carriageway from kerb to kerb	<input type="text"/> metres	<input type="text"/> metres

Gantry

	First elevation	Second elevation
Road Name	<input type="text"/>	<input type="text"/>
Length of footway to be taken up by the gantry	M <input type="text"/> metres	O <input type="text"/> metres
Projection from building line over footway	N <input type="text"/> metres	P <input type="text"/> metres
Length of carriageway to be taken up by the gantry	Q <input type="text"/> metres	S <input type="text"/> metres
Projection from building line over the carriageway	R <input type="text"/> metres	T <input type="text"/> metres
Height of gantry	<input type="text"/> metres	<input type="text"/> metres
No of poles to be placed on the public highway	<input type="text"/>	<input type="text"/>
Full width of public footway from building line to kerb	<input type="text"/> metres	<input type="text"/> metres

Temporary Crossover

Note: The construction of the crossover itself must be supervised by a person holding a New Roads and Street Works Act accreditation. We will need a photocopy of this accreditation certificate before we can issue the licence and this should be sent to us with this application form.

What are the dimensions of the temporary crossover that you wish to construct?

Road Name Location/Building number

Dimensions of the crossover you wish to construct

Width **U** metres

Length **V** metres

Full width of public **footway** from building line to the kerb metres

What are the parking restrictions at this location?

- | | | |
|---|---|---|
| <input type="checkbox"/> Residents parking bays | <input type="checkbox"/> Double yellow line | <input type="checkbox"/> Pay and display bays |
| <input type="checkbox"/> Single yellow line | <input type="checkbox"/> Loading bay | <input type="checkbox"/> Red route |
| <input type="checkbox"/> Bus stop | <input type="checkbox"/> Other (please specify) | <input type="text"/> |

Container

How many containers would you like to put on the public highway?*

*It is only in exceptional circumstances that we will permit more than one container per site.

Where would you like to locate the containers and what are their dimensions?

	Container 1	Container 2	Container 3
Road Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Location	<input type="text"/>	<input type="text"/>	<input type="text"/>
Length	<input type="text"/> metres	<input type="text"/> metres	<input type="text"/> metres
Width	<input type="text"/> metres	<input type="text"/> metres	<input type="text"/> metres
Height	<input type="text"/> metres	<input type="text"/> metres	<input type="text"/> metres

What are the parking restrictions at the location where you wish to place the container(s)

<input type="checkbox"/> Residents parking bays	<input type="checkbox"/> Double yellow line	<input type="checkbox"/> Pay and display bays
<input type="checkbox"/> Single yellow line	<input type="checkbox"/> Loading bay	<input type="checkbox"/> Red route
<input type="checkbox"/> Bus stop	<input type="checkbox"/> Other (please specify) _____	

What will the container be used for?

To open up the public highway

Note: The excavation itself must be supervised by a person holding a New Roads and Street Works Act accreditation. We will need a photocopy of this accreditation certificate before we can issue the licence and this should be sent to us with this application form.

Give details of the opening that you will be making?

	Footway	Carriageway
Road Name	<input type="text"/>	<input type="text"/>
Location	<input type="text"/>	<input type="text"/>
Width of excavation	W <input type="text"/> metres	Y <input type="text"/> metres
Length of excavation	X <input type="text"/> metres	Z <input type="text"/> metres
Depth of excavation	<input type="text"/> metres	<input type="text"/> metres
Full width of public footway from building line to the kerb	<input type="text"/> metres	
Full width of public carriageway from kerb to the kerb		<input type="text"/> metres

What type of traffic management do you intend to use?

<input type="checkbox"/> None/Signing only	<input type="checkbox"/> Lane Closure	<input type="checkbox"/> Multi-way signals
<input type="checkbox"/> Road Closure	<input type="checkbox"/> Priority Working	<input type="checkbox"/> Two-way signals
<input type="checkbox"/> Contra-Flow	<input type="checkbox"/> Give and Take	<input type="checkbox"/> Stop and go boards

If you are opening up the carriageway what are the parking restrictions at this location?

<input type="checkbox"/> Residents parking bays	<input type="checkbox"/> Double yellow line	<input type="checkbox"/> Pay and display bays
<input type="checkbox"/> Single yellow line	<input type="checkbox"/> Loading bay	<input type="checkbox"/> Red route
<input type="checkbox"/> Bus stop	<input type="checkbox"/> Other (please specify) _____	

Other

Scaffold Tower

Raking Shore

Trestleing

Cradle

Fans

Jenny Wheel

How would you like to pay?

The application fees and deposit you will need to pay can be calculated using the question and answers detailed in section 12 of the guidelines.

Let us know how you would like to pay by ticking the appropriate box below. **Note:** We are unable to process your application until a payment has been received.

Cheques should be crossed and made payable to 'London Borough of Camden'.

Please tick as appropriate:

I have enclosed the sum of £ to cover the cost of my application(s).

Please contact on to take a payment by credit/debit card.

Who can be contacted regarding this licence?

It is important that we are able to contact someone about the works/licence if we need to or in the case of an emergency.

Often this can be someone other than the licensee. **Note:** These contact details will be placed on the licence board notice, if applicable, to be displayed clearly on the structure and on the Council website for the duration of the licence.

Please state who we should contact.

Contact Name(s)

Contact Numbers Daytime: Evening:

Who will be the licensee?

The licensee (applicant) will undertake to and agree to erect, set up, maintain and continue the said opening/structure in all respects to the satisfaction of the Council, and in accordance with the Council's reasonable requirements.

INDEMNITY:

The applicant, on signing and submitting this application form also agrees to indemnify and hold harmless the LONDON BOROUGH OF CAMDEN, its officers and agents from and against, in law and in equity, all actions, claims, proceedings, damages (including and damages or compensation paid by it on the advice of its legal advisers to compromise or settle any claim), statutory and common law losses, costs (including legal costs), charges and expenses arising in any manner whatsoever out of or in connection with the transportation, erection, dismantling and or use of equipment or machinery enabled by any licence issued by the LONDON BOROUGH OF CAMDEN as a result of this application form being submitted.

Please give details of who will be the licensee and obtain their signature.

To be completed by applicant or authorising agent:

Name (Please print):	Signature	Date
_____	_____	_____
Company Name (If applicable)	<input type="text"/>	
Position in Company (If applicable)	<input type="text"/>	
Address	<input type="text"/>	
	Postcode	<input type="text"/>
Email	<input type="text"/>	
Tel number	<input type="text"/>	

Supporting documentation

All applications

All applications will need to be accompanied by a photograph of the property that the structure will be associate with.

Excavation works

Any works that involve breaking up the highway will need to be carried out by a person holding a New Roads and Street Works Act accreditation. We will need a photocopy of this accreditation certificate before we can issue the licence.

Traffic Management

Proposals that require specific traffic management to be put in place to maintain traffic flow, both vehicular and pedestrian, will need to be accompanied by a detail traffic management plan.

Submitting your licence

Send your completed application by email or post to:

Engineering Service
London Borough of Camden Town Hall
Argyle Street
London WC1H 8EQ

buildinglicences@camden.gov.uk

Thank you for your enquiry regarding a licence relating to building works affecting the public highway. The following guidance should tell you all you need to know in order to provide us with the information we need to process your application as quickly as possible.

An application form accompanies this document which you should complete and send back to us.

You should read and understand this document before completing the accompanying application and save it for future reference.

This briefing is in 12 parts:

- 1 Calculation of fees - administration fees and deposits
- 2 The application process – where to send your application and what happens next
- 3 Licence extensions
- 4 Additional charges; inspections and parking suspensions
- 5 Completion of works – how to get your deposit back
- 6 Transferring the licence to another company

Various statutes and local government regulations apply to the granting of licences and the work that they cover. Your particular attention is drawn to:

- 7 Standard Conditions regarding building licences
- 8 A Copy of Section 168 of Highways Act 1980
- 9 London Local Authorities Act 1991 – Section 24
- 10 A guide to the safe erection and dismantling of scaffolds Produced by the H&S Executive
- 11 Useful contacts at the Council
- 12 Calculating your admin fee and deposit

At least **five clear working days** are required to process your application form from the day we receive your form and the necessary payment.

Applications will be refused where:

- traffic conditions cannot accommodate the structure
- the structure would unreasonably affect adjacent property or users of the highway
- the structure can be accommodated off the highway

If you have any questions at any time, please do not hesitate to contact the Asset Management on 020 7974 5960 or email buildinglicences@camden.gov.uk

1 Calculation of fees

How much does the licence cost?

Each application must be accompanied by payment comprising of an administration fee and a deposit. Section 12, page 14 of the application guidelines will help you to calculate the fees and deposit you will need to pay. However, if at any stage you need assistance calculating the fees please call 020 7974 5960.

Administration Fee

This fee is non refundable as it covers the cost to process your application.

Administration fees are determined by the category of works as follows:

Minor = **£334.18**

Standard = **£512.41**

Major = **£1113.95**

Standard and Major works are charged at a higher rate as they have a greater impact on road and footway users and more work has to be done to coordinate these works with others that may be taking place in the area.

Standard works are defined by the following:

- the structure accommodates more than 10m² of public highway
- the works involve a new build/development
- a footway or carriageway closure is required
- the public highway will be excavated (includes temporary crossovers)
- the structure or pedestrian access will involve taking up part of the carriageway(road)
- a gantry is erected
- the licence application is for longer than 6 months
- the structure is placed on a high category road (see a list of high category roads below)

Major works are defined by the following:

- the application is for more than one structure
- the application involves placing structures on more than one road
- the licence application is for longer than 12 months
- the structure(s) accommodates a total area of more than 20m² of public highway

All other licences will be classed as Minor

The administration fee includes fees for two inspections that will be carried out in every case:

- before the works commence to assess your proposal and to ascertain the condition of the public highway before you begin your work
- once works have finished to assess if any damage has been done to the public highway

Any additional inspections that we need to carry out during the life of your works will be charged an additional fee – see sections 3 and 4

Roads in Camden that are classified as high category:

Abbey Road	Gower Street	Prince Albert Road
Adelaide Road	Grafton Place	Princes Circus
Albany Street	Guilford Street	Procter Street
Avenue Road	Harrington Square	Red Lion Square
Bayham Street	Hawley Road	Rosebery Avenue
Bedford Square	Heath Street	Russell Square
Bloomsbury Square	High Holborn	Shaftesbury Avenue
Bloomsbury Street	Highgate High Street	Southampton Place
Bloomsbury Way	Highgate Hill	Southampton Row
Cambridge Circus	Kentish Town Road	Spaniards Road
Camden High Street	Kilburn High Road	St Giles Circus

Camden Street
Castlehaven Road
Chalk Farm Road
Charing Cross Road
Clerkenwell Road
College Crescent
Drake Street
Fitzjohn's Avenue
Fortess Road
Goodge Street

Kingsway
Lidlington Place
Maida Vale
New Oxford Street
North End Way
Osnaburgh Street
Osnaburgh Terrace
Pancras Road
Parkway
Pratt Street

St Giles High Street
Tavistock Square
Theobald's Road
Torrington Place
Tottenham Court Road
Upper Woburn Place
Vernon Place
West End Lane
Woburn Place
York Way

Deposit

We need to hold a deposit for the duration of the works in order to protect the integrity of the public highway. The deposit will be refunded to you at the end of the works as long as no damage is caused to the public highway during the life of the works; any extension fees and/or additional inspection fees accumulated during the works will be deducted from your deposit before refund.

For all applications where the total area taken up by the structure(s) is less than 80m² the deposit is calculated based on the type of works as follows:

Minor = **£600**
Standard = **£1300**
Major = **£3500**

For structure(s) exceeding 80m² a deposit of £100/m² will be taken.

2 The application process

Where to send your application form

By Post: Send your application to: Engineering Service
London Borough of Camden Town Hall
Argyle Street
London WC1H 8EQ

By Email: Scan your application form and send it to buildinglicences@camden.gov.uk

What happens when we receive your application

Once we have received your completed application supporting documentation and payment, we will carry out an initial site visit to assess your proposal and to ascertain and record the condition of the public highway before you begin your work.

We aim to have a decision for you within 5 working days after which we will either issue the licence, or inform you of the reasons why we are unable to grant you a licence at that time.

It may be necessary to meet you or your representative(s) on site to discuss your proposal.

We are unable to issue a licence where parking suspensions are in required until you have confirmed that you have arranged for parking suspension and provided a valid parking suspension reference to buildinglicences@camden.gov.uk. Refer to part 4 of the guidelines for Parking Suspensions.

Receiving your licence

All approvals and your licence will be sent to you by email wherever possible.

The licence will need to be displayed in a prominent position on the structure. This will help the public and other Council officers to identify what is licensed, and the nature of your works. It will clearly show your contact details to be used in the case of an emergency. You may be asked to display the licence in several places on the structure depending on its size. We will inform you of this at the time of approval.

Displaying the licence on the structure is part of the terms & conditions of the licence (see section 7)

Note: Works should NOT commence until official consent has been granted.

3 Licence extensions

Extending your licences if the work take longer than anticipated

The cost to extend your licence is **£72.41** for a **2 month period**. Any request to extend your licence should be sent to buildinglicences@camden.gov.uk, quoting your licence number, how long you wish the licence to be extended for and must state why the works are taking longer than planned. The fee to extend the licence will be deducted from your deposit.

Once your licence has been extended we will send you an amended licence, this will need to be displayed in a prominent position on your structure.

- Note:** It is your responsibility to ensure that your licence is extended when needed so as to avoid additional cost such as inspection fees.
- If your licence expires and your works are found to be ongoing, your licence will automatically be extended for a period of **one month** and the extension cost will be deducted from your deposit.
 - The costs of any site visits made to your site as a result of expired licences will also be deducted from your deposit.
 - You remain responsible for ensuring any necessary parking suspensions are in place for the full duration of your works.

4 Additional costs

Inspection fees

If, at any time during the works, a Council officer has to visit the site following the receipt of a valid complaint or because of enforcement issues, you will be charged an inspection fee for each visit made.

Enforcement issues include breach of any condition associated with the licence, failure to display your licence on the structure and allowing your licence to expire.

The cost of any inspections will be deducted from your deposit before it is refunded to you at the end of the works. Each inspection is charged at **£55.70**

Parking Suspensions

You will need to apply and pay separately to suspend parking bays if you wish to occupy a designated parking bay(s). The minimum notice period required to suspend a parking space is 14 calendar days advanced warning period, plus 3 working days processing time. **Apply online at camden.gov.uk/parkingsuspensions**

A suspension number will be issued to you which you will need to supply to the Asset Management team before your works commence. Failure to do so may impact your application. Email your suspension number to buildinglicences@camden.gov.uk

You **must** inform Parking Services when your works finish **by calling 020 7974 5800**, so they can return the bay(s) back to use.

You will need to contact TfL Bus Operations, graham.stump@tfl.gov.uk if you wish to suspend a bus stop/stand.

5 Completion of works

How to I get my deposit back?

You must email buildinglicences@camden.gov.uk to inform us when the structure has been taken down and works are complete. We will then inspect the site again to assess if any damage has been done to the public highway.

If no damage has been done, we will return your deposit to you in the form of a cheque less any inspection or extension fees accumulated during the life of your works.

Where damage is caused to the public highway during the works

We will always assess the condition of the public highway at the end of the works against photos and inspection records taken on initial inspection of the site taken before your work began.

If any damage has been caused to the public highway during the course of the works, your deposit will be used to repair the public highway. Once the costs of the remedial works have been finalised you will be invoiced for any additional costs or refunded the difference depending on the sum you initially deposited.

6 Transferring the licence to another company

What happens when another company takes over the site

If during the works the site is going to be taken over by another company it is your responsibility to inform us of this, and to ensure that the company taking over the site applies for a licence.

We will not return your deposit to you until the new licence has been issued.

You will also remain legally responsible for the site until the new licence has been issued and you will need to ensure that the licence remains current (see section 3) until a new licence has been issued.

Any cost incurred to carry out remedial works for damage caused to highway between the start of the licence and when the new licence is in place will be taken out of your deposit. Remedial works will not be carried out until the works are complete, therefore, there may be a delay in issuing you with the remainder of your deposit or an invoice for additional costs (see section 5).

7 General conditions for all building licence

Various statutes and local government regulations apply to the granting of licences and the work that they cover.

Your particular attention is drawn to:

- London Borough of Camden Standard Conditions and advisory notes
- Section 168 of Highways Act 1980, copies of which are attached

The following advisory notes have been compiled with the assistance of the Metropolitan Police who have aided in the preparation of these guidelines intended to safeguard property and equipment on construction sites in Camden

- Structures should only be erected immediately prior to work commencing and dismantled immediately on completion of works. Unnecessary delays must be avoided.
- All ladders and climbing aids must be locked away or secured to the structure in a horizontal position, at or above the first lift level of the scaffold.
- Adequate measures shall be taken to prevent unauthorised persons from gaining access to the structure. Where required, the structure should be surrounded by a hoarding, having a minimum height of 3 metres.
- On sites where tools, materials or other objects of value have been stored, security in the form of an audible alarm or security lighting should be provided at all levels on the scaffold.
- In circumstances where the owners of property adjacent to the scaffold are placed at risk or their security reduced, special measures may be required to reduce liability.

London Borough of Camden standard conditions and advisory notes

1. This consent does not allow the enclosure of any public highways or the obstruction of any part of a public highway by any plant, materials, rubbish or other items. (For details see *Guidance Note GS* issued by the Health and Safety Executive *General Access to Scaffold (Section 55-56)*).
2. Proper precautions must be taken to prevent building materials, water or any other substance falling onto the public highway, double boarding first lift and providing adequate sheeting.
3. Proper and sufficient notice must be given if any structure or part of the structure is likely to encroach onto any controlled parking area. If parking suspensions are required please contact the suspensions office on 020 7974 4444

4. Any street furniture including utility apparatus that is affected by the works the council should be informed at an early stage. Charges will be levied for removal, storage and replacement. Particular care should be taken to maintain street nameplates, many of which are listed.
5. Please refer to the Highways Act 1980 Section 168 extract attached regarding precautions to be taken during building operations affecting public safety.
6. Lighting on all structures affecting the highway should be baulk head lights supplied by a 110 volt supply, all lighting to be maintained on a regular basis.
7. No advertisements are permitted on any structure.
8. The Council makes every effort to reduce to a minimum the amount of accommodation placed on the highway to aid building construction activities. Any accommodation requirements must be discussed at the time of application.
9. No portacabin shall be placed on the public highway without prior agreement.
10. 24hr contact details must be prominently displayed on all temporary structures.
11. On receipt of licence the licence must be displayed in a prominent position(s) on the structure.
12. If asked to do so by any representative of the Head of Engineering Service, applicants must form a substantial walkway of not less than 1.4m wide for pedestrians outside the hoarding or structure. The walkway should be constructed from 300mm x 300mm bulk timber fenders with a smooth handrail. It must be adequately lit during the hours of darkness and always maintained in a good, safe condition.
13. No chute is to be erected over either the footway or the carriageway without prior consent from the Council.
14. No Roll on/Roll off containers are allowed in the London Borough of Camden.

Containers, Portacabins and Site Huts

1. The structure shall not be placed within 18.3 metres (60ft) of a road junction, bus stop (stand or terminal), traffic lights, pedestrian crossing, entrance to or exit from schools and hospitals.
2. A minimum of 3.5 metres of carriageway must be maintained at all times.
3. Unless agreed otherwise the container/structure shall not be deposited on any part of the footway or verge at any time nor shall any part of the transporting vehicle be on the footway when depositing or uplifting the container/structure.
4. Any container/structure shall be removed from the public highway or repositioned if required by the Police or Head of Engineering Service.
5. Single structures shall be lighted by at least four lights or at each corner during the hours of darkness and clearly visible to all traffic. Where consent for two or more structures are granted they shall be in a row, no double stacking. The distance between adjacent corners shall not exceed 1 metre and shall be lit during the hours of darkness by one lamp at each corner. These shall be clearly visible to all traffic. Additional safeguards for road users may be required with respect to guarding lighting and temporary walkways as a condition of the licence.
6. The structure shall, when deposited, be clearly and indelibly marked with the owners name with his telephone number or address and have affixed strips of striped material in accordance with the Builders Skips (Markings) Regs 1984 i.e. have broad red fluorescent and yellow reflecting stripes which shall at all times be kept clean.
7. No structure on the highway shall contain any inflammable, explosive, noxious or dangerous material, which is likely to putrefy, or which is likely to become a nuisance to users of the highway.
8. The structure may not be used as a waste container.
9. Other than in exceptional circumstances, only two cabins will be permitted on a gantry.

Scaffolds and Gantries

1. No vertical scaffolding poles shall be erected less than 450mm from kerb edge. Any projection over the carriageway shall not be lower than 5.1 metres.
2. A clear passage of 1.4 metres for pedestrians must be maintained continuously. Should it run under and through the scaffold, no putlog bracing or other construction shall be fixed at a lower level than 2.5m from the surface of the footway.
3. No hoarding placed on the kerb side of the footway should exceed 1 metre in height so as to allow pedestrian traffic on the footway to be seen from the road.
4. All scaffolds must be adequately lit during the hours of darkness to BS5489 part 3/1.
5. During construction trailers are only to be left on the public highway for the maximum loading and unloading period. In all cases Parking Solutions must be informed on 0207 974 6231.

6. Any Hoarding protecting a pedestrian walkway beneath a Gantry must not be greater than 1.2 metres in height on the carriageway side. There should be 1 slope of no less than 1:12 to the carriageway side of the Hoarding.

Hoardings

1. No doors or gates shall be constructed in such a way that they may be opened outwards onto the public way.
2. No recesses will be allowed on Hoardings, wherever possible. Any agreed recesses must be individually illuminated. It is recommended that the agreed recesses and blind corners be fitted with convex mirrors.
3. It is essential that the contractor provides adequate shoring, to the satisfaction of the Head of Engineering Service or his representative, that maintain full support to the road, footways and adjacent properties during the works.
4. Hoardings may not enclose any illuminated sign or public lamp. Any hoardings affected by such apparatus must be recessed allowing access at all times to the apparatus.
5. All hoardings must diagonally slatted with 15cm spacing made from planed or rounded wood to avoid injury or damage to clothing of pedestrians.
6. All hoardings must be painted a single colour and should only bear the name of the main contractor. Any graffiti to be removed as soon as possible. Please note, however that the authority may request the use of clear materials to ensure visibility and light penetration.
7. The authority may request the hoarding to be removed and replaced with Heras Fencing when appropriate.

Temporary Crossovers

1. The kerb and footway paving being taken up must be stored on site. 150mm in situ concrete should be laid and the last 450mm bowled over the channel.
2. The surface crossover shall be maintained level with the surface of the surrounding footway.
3. No vehicle shall at any time be permitted to stand on the crossover or obstruct the footway.
4. The reinstatement of the footway will be carried out by the Council's contractors, the cost of which you will have to pay.

Fans

Fans cannot be placed less than 2.5m above the surface of the footway, and if one projects nearer than 2.5m to the outer edge of the street kerb, then it shall not be fixed at a height less than 5.1m above the surface of the carriageway.

Cradles

No cradle rope or other tackle can be lowered to a height less than 2.5m above the surface of the footway.

Opening of the highway

1. Before the public highway is opened the contractor is responsible for checking with all statutory undertakers what services and plant exist in the area to be developed (a requirement of the Health and Safety at Work Act 1974). They must also carry out an electro location survey of the area to be excavated.
2. Please be aware that opening licences will only be issued to contractors who have or employ an operative with the appropriate New Road & Street Work Act accreditations. A copy of these accreditations must be included with your application for all operatives and supervisors who will be working at this site.

8 Highways Act 1980 – Section 168

Precautions to be taken in doing certain works in or near streets or highways Building Operations Affecting Public Safety.

1	<p>If in the course of carrying out of any building operation in or near a street, an accident occurs, being an accident which:-</p> <ul style="list-style-type: none"> a) Gives rise to the risk of serious bodily injury to a person in the street, whether or not the death or disablement of any person is caused thereby; or b) Would have given rise to such risk but for the fact that a local authority or highways authority had in the exercise of their powers under section 25 of the Public Health Act 1961 (emergency measures to deal with dangerous buildings) or any other enactment taken to ensure that if an accident occurred, it would not give rise to such risk. Then subject to the provisions of this section, the owner of the land or building on which the building operation is being carried out shall, without prejudice to any liability to which he or any other person may be subject apart from this section, be guilty of an offence and liable on summary conviction to a fine not exceeding £2,000.
2	<p>Where the commission by any person of an offence under this section is due to the act or default of some other person, that other person shall be guilty of the offence by virtue of this subsection whether or not proceedings are taken against the first mentioned person.</p>
3	<p>In any proceedings for an offence under this section it shall, subject to subsection (4) below, be a defence for the person charged to prove:-</p> <ul style="list-style-type: none"> a) that he took all reasonable precautions to secure that the building operation was so carried out as to avoid causing danger to persons in a street; or b) that the commission of the offence was due to the act or default of another person and that he took all reasonable precautions and exercised all due diligence to avoid the commission of such an offence by himself or any person under his control.
4	<p>A person charged with an offence under this section shall not without leave of the court, be entitled to rely on the defence provided by subsection (2) (b) above unless, within a period ending seven clear days before the hearing, he has served on the prosecutor a notice in writing giving such information identifying or assisting in the identification of that other person as was then in his possession.</p>
5	<p>In this section “building operation” means the construction, structural alteration, repair or maintenance of a building (including re-pointing, external redecoration and external cleaning), the demolition of a building, the preparation for, and laying the foundations of, an intended building and the erection or dismantling of cranes or scaffolding.</p>

9 London Local Authorities Act 1991 – Section 24

Without prejudice to the generality of subsection (1) of section 169 of the highways Act 1980 (Which provides for licensing of scaffolding on or over highways), where a highway authority (being a borough council) grant a license under section they may include among the terms contained in the licence requirements to take such measures as may be therein specified –

- a) to prevent unauthorised persons from having access to the scaffolding or climbing it; and
- b) to protect the security of the building in respect of which the scaffolding is required, or any adjacent building.

Produced by Health and Safety Executive

1 Introduction

Erecting and dismantling scaffolds remains a high risk activity, not only to those carrying out the works, but to other workers and the general public. The following guide sets out steps which need to be considered by anyone involved in such work. It is aimed not only at those working directly in the scaffolding industry but also to clients, planning supervisors and principal contractors. Set out below are a number of key issues you will need to consider to ensure scaffolding operations are undertaken safely.

2 The Law and planning for safety

Health and Safety at Work Act 1974
Construction (Health, Safety and Welfare) Regulations 1996
Management of Health and Safety at Works regulations 1999
Control of Substances Hazardous to Health 2002
Construction (Design and Management) Regulations 2007

This guide is not designed to explain the above legislation in detail. However, it is important to remember that a wide range of people from clients through to the self-employed have legal responsibilities. In simple terms the law requires that scaffolding operations are properly planned and then, carrying forward the results of the planning, to ensure the work is carried out safely on site.

3 Scaffold Licences

A licence is required from the local highway authority before a scaffold can be erected on a public highway. An additional licence is usually required if you plan to install a protective fan. A licence may set down standards on such matters as lighting, painting a scaffold or for a fan. It may restrict the height to which the fan may be set. For further advice you should contact your local highway authority.

4 Protection of the Public

When scaffolding operations are in progress the public must be excluded from both the area of work and a sufficient area around it. Steps to ensure this will include:

- obtaining a temporary pavement or street closure whilst operations are carried out
- undertaking operations in "quiet hours" i.e. early morning, at night or at weekends
- incorporating fans, crash decks and tunnels as early as possible into a scaffold
- erecting barriers and signs diverting the public away from operations
- storing scaffold clips and other loose materials safely on the scaffold
- not raising or lowering materials over members of the public or other site workers.

Also consider that disabled persons need proper access along pavements covered by scaffolding.

5 Scaffolders working at height

Scaffolders must follow safe systems of work to prevent people or objects falling. In particular:

- when lifting or lowering materials, scaffolders must be clipped on or working within a handling platform that is fully boarded, with double guardrails and toe boards
- a minimum 3 board working platform together with a single guardrail is provided as erection or dismantling works progress; safety harnesses to be worn at all times by scaffolders and fitted with a 1.75m length lanyard and a 55mm opening scaffold hook or similar for one handed operation

- harnesses should be clipped onto a secure anchorage point where falls of 4 metres or more are possible. A secure anchorage point requires the following minimum conditions:
 - the scaffold must be tied in to a sound structure as work progresses
 - attachment can be made to a ledger, transom or guardrail supported with load bearing couplers or a transom supported by ledgers in a lift above fixed at both ends by single couplers
- at least one bay of a scaffold should remain boarded out as work progresses and this should be used for ladder access for the full height of the scaffold
- safe ladder access for scaffolders should be incorporated as early as possible into the erection process scaffolders should not be clambering up and down scaffolds without proper ladder access and safe working platforms provided on each lift being worked on.

6 Stability of Scaffolds

Each year there are a number of scaffold collapses across the country. To make sure your scaffold does not collapse you should ensure that:-

- The anchors specified to tie to a scaffold are suitable for the base material and that they are installed correctly
- Scaffold anchors or ties are installed as the erection work progresses. Conversely, they should not be removed too early during dismantling operations
- More ties will be needed on a sheeted or netted scaffold to ensure its stability
- Scaffolds are not overloaded with equipment, especially tub and fittings, during erection or dismantling operations.

7 Training, Supervision and Monitoring

Effective training of scaffolders is possibly the most essential factor in preventing accidents on site. In addition do not forget the importance of monitoring the scaffold contractor. Clients, principal contractors and others in control should take reasonable steps to ensure that any work being carried out on their site or premises is undertaken safely. Simple steps to take include;

- Checking the training levels of scaffolders and those who will supervise them on site
- Site monitoring of scaffolders to ensure they follow proper safety standards.

8 References and Further Information

Health and Safety in Construction HSG150 – HSE Books – Tel: 07787-881165

“Protecting the Public; your next move” HSG151 – HSE Books

National Access and Scaffolding Confederation (NASC) note SG4:00 “The use of fall arrest equipment whilst, altering & dismantling scaffolding” Construction Industry publications – Tel: 0121-722-8200

BS5973:1193 Code of Practice for access and working scaffolds and special scaffold structures in steel. BSI publication – Tel: 020 8996-9001

11 Useful contacts at the Council

Switchboard

For all other departments and enquiries contact the Council Direct

Phone 020 7974 4444

Fax 020 7974 6209

Website www.camden.gov.uk
www.camden.gov.uk/contact

The Asset Management team issue licenses for scaffolding, hoardings, and other building structures, and for the construction of temporary crossovers and to open up the highway. Also responsible for the co-ordination of road works, crane operations and road closures for temporary works.

Phone 020 7974 5960
Email buildinglicences@camden.gov.uk
Website www.camden.gov.uk/buildinglicences
Address London Borough of Camden Town Hall
Argyle Street
London WC1H 8EQ

Building Control

The Building Control Team ensures that all building work, both meets the requirements of the Building Regulations, which include structural and fire safety, thermal and sound insulation, drainage, and access and facilities for disabled people and also deals with reports of dangerous structures.

Phone 020 7974 6941
Fax 020 7974 5603
Email building.control@camden.gov.uk
Website <http://www.camden.gov.uk/buildingcontrol>
Address London Borough of Camden Town Hall
Argyle Street
London WC1H 8EQ

Parking Services

Parking Services will put in place parking suspensions to ensure that you have the relevant area available to erect your structure on or to excavate.

Phone 020 7974 4444
Email parkingsuspensions@camden.gov.uk
Website <http://www.camden.gov.uk/parkingsuspensions>
Address London Borough of Camden Town Hall,
Argyle Street
London WC1H 8EQ
End of works To inform Parking Services that you have finished works please call 020 7974 5800

Development Control

The Development Control Service deals with applications for planning permission and listed building consent, and provides an information and advice service on planning matters.

Phone 020 7974 1911
Fax 020 7974 1680
Email env.devcon@camden.gov.uk
Website www.camden.gov.uk/planning
Address London Borough of Camden Town Hall
Argyle Street
London WC1H 8EQ

Environmental Health Pollution Team

The Environmental Health team gives advice about domestic and commercial noise, and provides the Weekend Noise Service. The team also gives advice on a wide range of pollution issues including dust from building sites, industrial air pollution and contaminated land.

Phone 020 7974 2090
Fax 020 7974 6955
Email env.health@camden.gov.uk
Website www.camden.gov.uk/environmentalhealth
Address London Borough of Camden Town Hall
Argyle Street
London WC1H 8EQ

12 Calculating your admin fee and deposit

Answer the questions below to determine what category of licence, Major, Standard or Minor, you are applying for and to determine the admin fee and deposit you'll need to pay. If at any stage you need assistance calculating the fees please call 020 7974 6954.

1. Will the structure accommodate more than 80m² of public highway in total?

Yes Major licence. Admin fee = £1113.95, Deposit = £100 per m² of public highway occupied.
No Go to next question

2. Is the application for more than one structure?

Yes Major licence. Admin fee = £1113.95, deposit = £3000
No Go to next question

3. Will the application involve placing structures on more than one road?

Yes Major licence. Admin fee = £1113.95, deposit = £3000
No Go to next question

4. Is the licence application for longer than 12 months?

Yes Major licence. Admin fee = £1113.95, deposit = £3000
No Go to next question

5. Will the structure(s) accommodate a total area of more than 20m² of public highway?

Yes Major licence. Admin fee = £1113.95, deposit = £3000
No Go to next question

6. Will the structure accommodate more than 10m² of public highway?

Yes Standard licence. Admin fee = £512.41, deposit = £1300
No Go to next question

7. Do the works involve a new build/development?

Yes Standard licence. Admin fee = £512.41, deposit = £1300
No Go to next question

8. Will a footway or carriageway closure be required?

Yes Standard licence. Admin fee = £512.41, deposit = £1300
No Go to next question

9. Will the public highway be excavated?

Yes Standard licence. Admin fee = £512.41, deposit = £1300
No Go to next question

10. Will the structure or pedestrian access involve taking up part of the carriageway(road)?

Yes Standard licence. Admin fee = £512.41, deposit = £1300
No Go to next question

11. Will a gantry be erected?

Yes Standard licence. Admin fee = £512.41, deposit = £1300
No Go to next question

12. Is the licence application for longer than 6 months?

Yes Standard licence. Admin fee = £512.41, deposit = £1300

No Go to next question

13. Will the structure be placed on a high category road (see a list of high category roads in part 1 of the application guidelines)?

Yes Standard licence. Admin fee = £512.41, deposit = £1300

No Minor licence. Admin fee = £334.18, deposit = £600