



Highways, Transportation and Waste Streetworks

East Kent

Ashford Highway Depot, Henwood Industrial Estate
Javelin Way, Ashford, TN24 8AD
Tel: 03000 418369 – Fax: 03000 422835

Mid Kent (Canterbury & Swale)

Faversham Highway Depot
Canterbury Road, Faversham, ME13 8LY
Tel: 03000 418338 – Fax: 03000 422833

Mid Kent (Maidstone and Tonbridge & Malling) and West Kent

Aylesford Highway Depot, St Michaels Close
Aylesford, ME20 7BU
Tel – Mid Kent (Tonbridge & Maidstone): 03000 418333
Tel – West Kent: 03000 418319
Fax: 03000 422833

KCC Highways Contact Point: 03000 418181

Dear Sir / Madam

Placing of a Scaffold on the Highway

I refer to your request for information on the above. A licence has to be obtained from Kent County Council Highways, Transportation and Waste to permit the placing of a scaffold on the highway.

Please find enclosed for your information:

- An application form for a licence, to be completed and returned to the KCC Highways, Transportation and Waste Office appropriate to the site at which the scaffold will be placed, along with full payment as follows.
- **£34 initial licence application - 7 Day duration** and £34 per renewal licence application - 7 Day duration

Please note that the above administration charges are for processing an application and are non-refundable. Please make cheques payable to Kent County Council. Additional charges may apply to any works on lane rental streets. Further information on the Kent Lane Rental Scheme can be found at www.kent.gov.uk/lanerentalscheme

<https://www.gov.uk/apply-for-a-licence/occupation-of-the-road-in-connection-with-building-work/kent/apply-1>

- A copy of the Control of Scaffolding – Conditions of Licence form
- A copy of Scaffold and Site Requirements note

Please note that it is necessary for KCC Highways, Transportation and Waste to receive an application for a scaffold licence at least 5 working days prior to the intended placing of the scaffold on the highway.

If you have any further queries, please contact KCC Highways, Transportation and Waste on 03000 418181.

Yours faithfully

Toby Howe
Senior Highway Manager
Highway Operations



Licence to Place a Scaffold on the Highway

Section 1 – To be completed by the Applicant

Location of Scaffold:	New Application	<input type="checkbox"/>
	Renewal	<input type="checkbox"/>
Full Name and Address of Scaffolding Company	Operative Period	
	From	To
Emergency Tel No:		

I have read, understood and will comply with the Conditions of Licence form supplied to me and agree to pay for the issue of this licence for 7 days or alternatively agree to pay for the issue of a renewal licence for 7 days.

Signed: Tel No: Fax No:

Name: Date: Email:.....

Kent County Council will only use the information provided in conjunction with the processing, management and the compliance of your licence. The information may be shared with the relevant district, borough or city councils or statutory regulators for compliance and monitoring purposes as necessary.



The Council, pursuant to the powers conferred by Section 169 of the Highways Act 1980 and the Road Traffic Regulation Act 1984, Section 67 (3) hereby grants permission to the above Owner in accordance with the above dated application for the operative period as stated above (or as shown in the special conditions) subject to the following:

1. The type and the position of the scaffold shall be:
2. The standards of the scaffold shall be painted white.
3. The scaffold shall be sufficiently lit with amber lights during the hours of darkness.
4. Prominent notice boards shall be displayed indicating that overhead work is in progress.
5. The scaffolding shall be removed immediately, once its purpose has been served, and in any case, not later than the date requested above unless an appropriate renewal has been granted.
6. Any damage to the highway arising from the erection of the scaffolding is to be made good to the Council's satisfaction immediately after the scaffolding is removed.
7. The Council is to be indemnified up to the value of £5 million by the Licensee from and against all actions and claims arising out of the erection of the scaffolding. You are required to submit proof of this prior to the commencement of the work along with a copy of your 5 million public liability insurance.
8. Warning signs for traffic shall be provided where necessary and in accordance with the Council's requirements.
9. Debris nets must be installed where necessary and in accordance with the Council's requirements.
10. Your attention is drawn to the special conditions indicated below:

THIS LICENCE IS NOT VALID UNTIL SECTION 2 IS COMPLETED

Section 2 – To be Completed by Streetworks Team

Special Conditions:

Signed: Dated:

For and on behalf of KCC Highways, Transportation and Waste

Paid in full:	Yes / No	Agreed by:		Insurance & Indemnity checked:	Yes / No
Agreed:	Yes / No	Licence No:		Renewal:	Yes / No

Assessed by: Streetworks Team

Tel No: Fax No:

Scaffold and Site Requirements Note

1. Company telephone number, contact name and emergency out of hours number to be clearly displayed.
2. Men working overhead signs to be clearly displayed.
3. If within 450 mm of carriageway, vertical standards to be lit between half an hour before sunset and half an hour before sunrise.
4. If within 450 mm of carriageway, white sleepers with attached cones to be placed besides scaffolding in carriageway.
5. The standings of the scaffold to be painted white.
6. Damage to be made good by your Company – N.B. photographic evidence will be taken.
7. Signage and guarding in accordance with current legislation.

Other

If scaffold is walk around:

8. Minimum distance of 1 metre between the structure and carriageway for pedestrian access.

If scaffold is walk under:

9. No bar, rail or other obstruction shall be erected over the footway at a height less than 2.5 metres (8 feet) in such a manner as to cause injury to pedestrians or damage to vehicles. All scaffold couplers below 2.5 metres in height shall be fixed in a position least likely to create an injury to pedestrians. Additional protection may be necessary to cover couplers or connectors with suitable padding.
10. Minimum width of 1 metre to allow for pedestrian access.

Control of Scaffolding – Conditions of Licence SC2

1. Each scaffold shall, while on or within the highway comply with the Traffic Safety Code (Part 1 – Lighting and Guarding of Obstructions) and shall be marked, guarded and lit in accordance with the following requirements:
 - a) Each scaffold sited in the carriageway shall be guarded in accordance with Chapter 8 of the Department for Transport's Traffic Signs Manual.
 - b) Company name, day time telephone number and emergency out of hours contact telephone number to be clearly displayed at all times.
 - c) At night (that is to say, between 30 minutes before sunset and 30 minutes after sunrise) and if sited in or within 450 mm of a carriageway, each vertical standard shall be lit. Each lamp shall remain lit throughout the night.
 - d) If sited within 450 mm of carriageway, white painted sleepers with cones attached to them are to be sited next to the structure.
 - e) Vertical standards are to be painted white for a minimum of 2.5 metres from pavement level.
2. Each structure shall be positioned so that it does not impeded the surface water drainage of the highway nor obstruct access to any manhole or the apparatus of any utility or the Council.
3. Any damage sustained by highway surfaces during erection, use and removal of the scaffold shall be made good by the Owner, to the satisfaction of Kent County Council.
4. If the scaffold is walk around, there must be a minimum distance of 1 metre between the scaffold and carriageway for pedestrian access.
5. If scaffold is walk under, there must be:
 - a) No bar, rail or other obstruction shall be erected over the footway at a height less than 2.5 metres (8 feet) in such a manner as to cause injury to pedestrians or damage to vehicles. All scaffold couplers below 2.5 metres in height shall be fixed in a position least likely to create an injury to pedestrians. Additional protection may be necessary to cover couplers or connectors with suitable padding.
 - b) A minimum width of walkway of 1 metre.
6. No scaffold shall remain on the highway for longer than is necessary and in any event, shall be removed or repositioned if required by a Police Officer in uniform or by an officer from Kent County Council Highways, Transportation and Waste.
7. No scaffold shall remain on the highway, pursuant to this permission, after the period of this permission, as specified on the licence, has expired.

8. Upon removal of the scaffold from the highway, the Owner is to ensure the highway is thoroughly cleaned of any residue; including cleansing of any road gullies is needed. All necessary cleansing works will be to the Owner's cost.
9. The Owner will indemnify the Kent County Council to the value of £5 million through Public Liability Insurance against any liability, loss or damage, claim or proceeding whatsoever arising under Statute or Common Law, in respect of the placing and maintaining scaffold on the highway and their removal therefrom.
10. All applications, including renewals should be submitted 5 working days prior to the intended licence commencement date.
11. It will be necessary to check the site location as to suitability before a licence is issued. Spot checks will be made to ensure compliance.
12. Any location given on the licence application shall be unambiguous and will include property numbers wherever possible, rather than proper names of private properties or businesses.
13. Should the scaffold be in a position on the public highway where payment is necessary for parking (for example in a Pay and Display Zone), it is the responsibility of the Owner of the scaffold to place any monies with the relevant authorities, prior to placement of the scaffold on the highway.
14. Your attention is drawn to Section 169 of the Highways Act 1980 concerning the placing of scaffolds on the highway. It will be the owner's responsibility to ensure that the scaffold placed on the highway complies with the Highways Act 1980 in all respects.
15. This licence is being issued on the understanding that the scaffold is being used in connection with work at the premises named in the application and for no other purpose.
16. The licence owner will be charged fees of £47.50 if, following a routine inspection, any infringements of the licence, or problems arising out of the use of the site are found. Any additional visits to the site, which have to be carried out by KCC Highways, Transportation and Waste, will be charged at £47.50 per visit.
17. If a site inspection is required to assess safety and condition of highway prior to placing and removal of scaffolding a £50 inspection fee may be charged.



Legal Note:

Section 169 of the Highway Act 1980 provides:

- a) For fines in the event of non-compliance with licence conditions; and*

- b) In the event of refusal of a licence or a particular condition in a licence granted, the applicant may appeal to a magistrate's court.*



CONTROL OF SCAFFOLDING ON HIGHWAYS
FOR OFFICE USE ONLY

COMPANY NAME	
LOCATION OF SCAFFOLD	
PERMIT NUMBER	

Company telephone number, contact name & emergency out of hours contact telephone number to be clearly displayed.

Men working overhead signs to be clearly displayed

If within 450 mm of carriageway, vertical standards to be lit between half an hour before sunset and half an hour after sunrise.

If within 450 mm of carriageway, white sleepers with attached cones to be placed besides scaffold in the carriageway.

Vertical standards to be either painted white or bound with red and white tape.

Debris sheeting to be secure on the entire structure.

Plastic sheeting and signs to be adequately secured.

Damage to be made good by your Company N.B. photographic evidence will be taken

Signing and guarding in accordance with the current legislation

Other

If scaffold is walk under:

Minimum width if 1 metre between sole plates to allow for pedestrian access

Minimum head height of 2.1 metres to allow for pedestrian access

If scaffold is walk around:

Minimum distance of 1 metre between scaffold structure and carriageway for pedestrian access