

**ENFIELD COUNCIL
HIGHWAY SERVICES**

**APPLICATION FORM FOR SCAFFOLD/HOARDING/PROJECTION
TO BE COMPLETED BY THE SCAFFOLD / HOARDING / PROJECTION COMPANY**

In accordance with the Highways Act 1980 Section 169, 172 and 178, this application form is for the following licence (please tick as applicable):

Scaffolding **Hoarding** **Highway Projection**

Company Name.....

Company Correspondence Address.....

Contact No Email

I wish to apply for a licence to erect or place in, upon or over the highway at (state location)

This scaffold/hoarding/projection* (*delete as appropriate) will be at the above location for a period of

..... days/weeks (*delete as appropriate)

All applications are considered on a 30 days basis, renewal fees apply after initial 30 days

commencing on (date)

DETAILS:

Height Length Projection

Recharge numbers for payment are granted upon receipt of application. You must quote the Recharge No. when making payment and send all payment receipts to

Highway.licensing@enfield.gov.uk

DESCRIPTION: A description and sketch showing measurements of the proposed structure and its location in conjunction with the building must either be given below or attached:

Cont.

APPLICATION FORM FOR SCAFFOLD/HOARDING/PROJECTION

Please note the following:

- Failure to erect scaffolding/hoarding/projection without first applying for a licence will make you liable to prosecution under Section 169 of the Highways Act 1980 and may incur a fine of up to £5000.
- This application form is to be **completed and returned together with a copy of the public liability insurance certificate of the scaffold/hoarding/projection company** erecting the scaffolding/hoarding/projection. The insurance must provide cover of at least £5 million.
- **The application will be processed only once the full application fee has been received (see List of Charges, included).** You may pay the application fee online only on the Council's website at enfield.gov.uk **Upon receipt of your application a recharge number will be created for the application fee payment to be made. Once application fee payment is received the application will be assessed for approval and costs(licence fee & deposit)**

Please always advise the Licensing Desk once you have paid by emailing highway.licensing@enfield.gov.uk with your payment receipt

- **The applicant must meet with a Highway Officer on site before approval can be given and works commence** in order that the site may be inspected and condition of the highway agreed by both parties. You will be contacted by a Highway Officer to arrange a meeting once your application and fee have been received. Please be aware that you may be requested to provide a method statement if the Highway Officer considers the proposed location to be high risk due to heavy vehicular or pedestrian traffic.
- - Please read the attached Schedule of Conditions.
 - All other charges associated with the Licence can be found on the attached sheet entitled 'Highway Services, List of Current Charges'.
 - We aim to give you a decision on your application within five days of receiving it.

In the event Enfield Council ("the Council") grant the Licence herein sought, I/we agree to meet the Schedule of Conditions appended to this form and 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 and removal of the scaffold/hoarding/projection or any works carried out using such equipment.

Signed

Print Name

Date Payment Reference No (if applicable)

Please return with Public liability insurance details via email to highway.licensing@Enfield.gov.uk

SCHEDULE OF CONDITIONS

1. The scaffolding/hoarding/projection shall be adequately lit at all times between half an hour after sunset and half an hour before sunrise.
2. The scaffolding/hoarding/projection shall be erected, maintained and dismantled in compliance with Part 1 of the Health & Safety at Work etc. Act 1974 and the Working at Height Regulations 2005, and be to the satisfaction of the Council throughout the period during which it remains upon or over the highway.
3. All damage to the highway caused by or arising from the acts authorised by this licence shall be reinstated at the expense of the licensee to the satisfaction of the Council.
4. The licensee shall comply with any special conditions given to him in writing by the Council with respect to the erection of the scaffolding/hoarding/projection. (Any special conditions will be attached to the Licence). Issue of a licence by the Council does not imply that the structure has been checked or approved by them, nor does it absolve the licensee from any other consent which he may require.
5. The licensee shall do such things in connection with the scaffolding/hoarding/projection 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 undertaker.
6. The scaffolding/hoarding/projection shall be removed from the highway upon completion of the work in connection with which it is authorised or upon the expiry of the licence, whichever is the earlier, unless an extension to the said licence has been approved. The licensee shall inform the Council of the removal date of the scaffolding/hoarding/projection two days beforehand to arrange a final inspection to confirm the condition of the footway. **Failure to arrange a final inspection could result in non-refund of your deposit.**
7. The scaffolding/hoarding/projection erected or placed shall in all respects comply with the descriptions and measurements submitted by the licensee to the Council before the issue of this licence.
8. LBE reserve the right to use the deposit held under the R number to re licence an unlicensed site if that site has been unlicensed for 3 or more days without notice that the scaffold/hoarding/projection has been removed.

NOTES

1. A person erecting or placing scaffolding/hoarding/projection etc. otherwise than in accordance with a licence under Section 169, 172 or 178 of the 1980 Act or contravening any of the conditions of any such licence is guilty of an offence under Section 169 of the Highways Act 1980 and liable to a fine of up to £5000.
2. Any person aggrieved by the Council's refusal to such licence or by the terms or conditions laid down by any such licence may appeal to Enfield Magistrates Court, The Court House, Lordship Lane, London N17 6RT by complaint made within twenty-one days from the date of notification of the refusal of the licence, as the case may be.
3. This licence is not an authorisation under any other statute than Section 169, 172 or 178 of the Highways Act 1980 and it does not give any relief from common law liability. The Council will not be responsible for any third party claims made on account of the scaffolding/hoarding/projection.
4. This licence is not transferable. It must be displayed in a weatherproof sleeve on the scaffolding/hoarding/projection to which it applies, in a position to permit accessible viewing. The Council reserve the right to withdraw any issued licence at their discretion, should it be deemed necessary.

(cont.)

SCHEDULE OF CONDITIONS (cont.)

The scaffold must:

- be netted from the first lift upwards
- be double-boarded with plastic sheet between the boards
- be lit with bulkhead lights, with red lights facing the carriageway and white lights at the back of the footway, using a mains power supply
- be tied back to the building using Hilti ties or another comparable product
- have standards painted white, or be red and white hazard taped
- have standards on metal or plastic sole plates - no timber sole boards
- have the lower sway brace capped or taped
- have a minimum 1.3 metre wide unobstructed pedestrian walk-through
- have clear headroom of 2.6 metres above the footway.

The scaffold must not:

- restrict pedestrian access to the footway
- have any cross members
- restrict access to service manholes or valve covers
- display any advertisement other than the contractors name and telephone number, and the board shall not measure more than 1.0 square metre
- have any permanent ladders attached within 2.5 metres of ground level.

The hoarding must:

- be lit with red or white lights, as directed by the Council's Highway Officer, using a mains power supply
- allow a 1.3m unobstructed width at any given point along the footway for pedestrian access
- be painted in a light colour or left in its natural timber state
- have hazard tape placed on all its corners
- have doors that open inwards only.

The hoarding must not:

- have any sharp edges
- restrict access to service manholes or valve covers.

HIGHWAY OPERATIONS List of Current Charges 2025

**Below is a list of charges & fees relating to services provided by
Highway Operations.
These charges are subject to change and are revised periodically.
Charges are as of 1 April 2025 and correct at time of publication.**

S E R V I C E	F E E
VEHICLE CROSSOVERS	
Application Fee – non-refundable (No application fee is required for works to improve a disabled person’s access to a public building, or to improve their access, safety, health or comfort at their own home. You will need to provide a copy of your Blue Badge confirming this with your application.)	£264.00
The application fee includes up to three site visits; at least one is to assess your application and, if approved, a second will be to carry out a works check if required. If any more than three visits are required, these will be charged	
per half hour of officer time	£56.00
Construction	per square metre £297.00
Vehicle Crossover Planning Application Fee (where necessary).plus planning portal administration fee currently £60 subject to change	£293.00 + £60
Uplift for constructing a crossover on a traffic sensitive street.	
per square metre	£45.00
Provision of a vehicle crossover when constructed as part of a planned footway reconstruction scheme – (20% discount on full price shown above)	
per square metre	£238.00
NB. Crossover specification to comply with scheme construction. There will be no discount where it is identified that a resident is crossing the footway illegally and contributing to damage to the pavement.	
Removal/Replanting of a Shrub Bed	per square metre £162.00
Removal/Replanting of a Grass Verge	per square metre £133.00
Removal of Bollard	£184.00
Application to request a tree removal in accordance with the Tree Strategy	£452.00
Removal of Disabled Parking Bay NB. Should the disabled bay no longer be required due to the death of the applicant, or the applicant has moved, there is currently no charge. Otherwise, the charge opposite applies.	Price on application
Removal/Remarking of a Parking Bay	Price on application
Relocation of a Traffic Sign/Street Name Plate	Price on application
Cost associated with amending a Traffic Management Order to facilitate a vehicle crossover in a CPZ	£195.00
Provision of Information including Solicitor & Developer Enquiries	£83.00
Per hour (min. 1 hr)	
White Line Entrance Marking / Renewal of a White Line Entrance Marking	£210.00

MISCELLANEOUS CHARGES		
Call-out charge - levied for making safe a potential danger on the highway, e.g. building materials left unlit and un-coned on the carriageway after the hours of darkness.		Will recover true cost
SKIP LICENSING		
14 Day Initial Licence		£97.00
14 Day Extension Licence		£97.00
Inspection fee for a skip placed off the highway		£97.00
Unlit Skip Call-out Charge NB. This fee is charged to the skip company who may pass it on to the hirer if the hirer has been advised that lamping of the skip is the hirer's responsibility.		£230.00
Off-road deposit to place a skip on front garden without a council constructed vehicle crossover - taken against possible damage to the pavement		£400.00
SCAFFOLD LICENSING		
Application Fee – non-refundable		£175.00
Licence Fee - for up to 30 days (if approved) Min £320 - Max £3020 per square metre		£32.00
Licence Extension Fee - for each 30 day period (if approved) Min £320 - Max £3020 per square metre		£32.00
Deposit - refundable against damage to the highway up to 10 square metres for each additional square metre		£550.00 £50.00
NB. If parking restrictions need to be suspended whilst the scaffold is being delivered/collected, further charges may be incurred. For information, please call Parking Enforcement on 020 8379 6406.		
CRANE LICENSING & OVER-SAILING		
Administration Fee – non refundable		£260.00
Licence Fee Approved	Per Day of Licence	£260.00
Licence for Over-sail over the Highway Per Day		Price on Application
	Deposit - refundable against damage to the highway	£5,000.00
Charge for additional inspections regarding equipment on the public highway - complaints/enquiries. (min. 1 hr)	Per Hour	£93.00