



London Borough of Hounslow

Application For Consent To Carry Out Certain Activities On The Public Highway

1, Particulars of Applicant:

FULL NAME OF APPLICANT

FULL NAME OF COMPANY

ADDRESS OF APPLICANT/COMPANY

.....

POST CODE

TELEPHONE NUMBER OFFICE/HOME

EMERGENCY CONTACT NUMBER

EMAIL

2, Details of Proposed Activity:

LOCATION OF PROPOSED ACTIVITY

.....

POST CODE

PROPOSED ACTIVITY

SCAFFOLDING OR OTHER TEMPORARY STRUCTURE

HOARDING OR FENCE

BUILDING MATERIALS, OR OTHER ITEMS DEPOSITED

OTHER (PLEASE GIVE DETAILS BELOW)

DESCRIPTION OF PROPOSED ACTIVITY

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.....

.....

3, Requested Period of Licence:

PROPOSED START DATE / /

PROPOSED COMPLETION DATE / /

DURATION (No of WEEKS)

4, Details of Insurance:

Name of Insurance Company

Policy Number.....

Policy Expiry Date

A copy of the certificate of insurance must be attached

5, Fees And Deposits

CONSIDERATION/APPLICATION FEE:

<input type="checkbox"/>	SCAFFOLD	£100.00
<input type="checkbox"/>	HOARDING	£100.00
<input type="checkbox"/>	MATERIALS	£100.00
<input type="checkbox"/>	OTHER	£100.00

SITE INSPECTION FEES (per week):

PRE ACTIVITY INSPECTION FEE	£65.10				
ALL ACTIVITIES	£32.60	X	WEEKS

DEPOSIT:

ALL ACTIVITIES	£81.00	X	M2
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TOTAL

6, Payments:

PAYMENT CAN BE MADE BY CHEQUE OR CREDIT CARD, CHEQUES SHOULD BE MADE TO "LONDON BOROUGH OF HOUNSLOW".

DEPOSITS PAID BY CHEQUE MAY TAKE 4-6 WEEKS TO REFUND

7, Return Address:

THIS APPLICATION FORM, ALL REMITTANCES, COPIES OF INSURANCE POLICIES AND A DETAILED PLAN OF THE ACTIVITY SHOULD BE RETURNED TO;

London Borough of Hounslow
Street Works Team, Highways Maintenance
Civic Centre
Lampton Road
Hounslow
TW3 4DN

Declaration By Applicant:

***I/WE** undertake to pay on demand, all costs associated with the repair of any damage to the highway caused by acts associated with the above mentioned activity that exceed the sum deposited. If the cost of any repairs is less than the sum deposited a refund of the appropriate amount will be returned to ***ME/US**. ***I/We** hereby agree to accept full responsibility for any accidents or injury, claims or demands made by any person or bodies arising directly or indirectly from any activity covered by this application and confirm that the insurance policy shall remain in force without amendment for the duration of the activity hereby applied for. ***I/WE** have read and understood the "conditions for certain activities on the public highway" and agree to abide by them and any special conditions imposed as part of the terms of the licence. ***I/WE** accept that failure to comply with the terms of the licence will render it null and void. (* delete as applicable)

NAME (print):..... **Position:**.....

On Behalf Of (company):.....

Signature:..... **Date:**.....

Detailed Plan

IN THE BOX BELOW THE APPLICANT SHOULD PRODUCE A DETAILED PLAN OF THE PROPOSED ACTIVITY, TO INCLUDE ACCURATE DIMENSIONS OF THE ACTIVITY, THE PUBLIC HIGHWAY AND ANY PEDESTRIAN OR TRAFFIC MANAGEMENT.

A large, empty rectangular box with a black border, intended for the applicant to draw a detailed plan of the proposed activity, including dimensions, public highway, and pedestrian or traffic management.

Conditions For Certain Activities On The Public Highway

Section 169 of the Highways Act 1980 and the conditions of this licence provide that;

- 1 Subject to subsection (6) below no person shall, in connection with any building or demolition work or the alteration, 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 (hereafter in this section referred to as a "permit") and complies with the terms of the permit; and a permit may contain such terms as the authority issuing it thinks fit.
- 2 If a person applies to a highway authority for a permit in respect of any relevant structure and furnishes the authority with such particulars in connection with the structure as the authority reasonably demand, it is the duty of the authority to issue a permit to him in respect of the structure unless the authority consider -
 - (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 permit in connection with a highway the highway authority refuse to issue a permit or issue a permit 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 permit 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) below, it is the duty of a person to whom a permit 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 to the erection and maintenance of traffic signs in connection with the structure; and
 - (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.

in this subsection and in section 171 (2) below "statutory undertakers" means any of the following, namely, any body who are statutory undertakers within the meaning provided by section 329 (1) below, the post office, any public authority exercising functions by virtue of any provision of sections 14 and 15 of the water act 1973 (which relate to sewerage) and any person entitled to the benefit of a licence in respect of the highway in question under section 181 below.
- 5 A person who contravenes the provisions of section (1) above otherwise than by failing to comply with the terms of a permit or who fails without reasonable excuse to comply with the terms of a permit or to perform a duty imposed on him by subsection (4) above, is guilty of an offence and liable to a fine not exceeding £2,000.
- 6 Nothing in the preceding provisions of this section applies to a relevant structure erected before 14 February 1977 or erected or retained by the British Railways Board, the British Waterways Board or London Regional Transport or any subsidiary of theirs (within the meaning of the London Regional Transport Act 1984) in the exercise of powers conferred on the body in question by any enactment; and nothing in paragraph (a) or (b) of subsection (4) above applies to a relevant structure if no part of it is less than 18 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 8 feet in a vertical direction above the footway.
- 7 No civil or criminal proceedings lie in respect of any obstruction of the highway which is caused by a relevant structure if the structure is on or over the highway in accordance with a permit and the person to whom the permit is issued performs the duties imposed on him in respect of the structure by subsection (4) above; and a highway authority by whom a permit is issued do not incur any liability by reason of the issue of this permit
- 8 A permit will be issued subject to;
 - (a) The applicant completing all sections of the permit application and returning with full payment.
 - (b) A representative of the London Borough of Hounslow visiting the location of the proposed activity and recommending an appropriate deposit and any other special conditions.
 - (c) A representative of the London Borough of Hounslow visiting the location prior to and upon completion of the proposed activity and photographing the area of public highway affected by the activity, this information will be held by the London Borough of Hounslow and when necessary used as evidence as proof as to the condition of the public highway.
 - (d) The applicant agreeing to abide to any special conditions as laid down by a representative of the London Borough of Hounslow and included in the conditions of the permit.
 - (e) The activity being available for regular inspection by a representative of the London Borough of Hounslow.

- (f) The applicant agreeing to amend any areas of their activity within reason as and when requested by a representative of the London Borough of Hounslow.
- (g) The applicant supplying a copy of their current insurance document to cover all areas of the activity
- (h) The applicant agreeing to ensure the activity is guarded and lamped in accordance with any recommendations/special conditions as set out in section 8 (b) above.
- (i) The London Borough of Hounslow holding the appropriate deposit as set out in section 8 (b) above, until it is satisfied that the area of public highway effected by the activity has been returned to the original condition that is to say the condition before the activity was undertaken.

9 Fees and Charges;

- (a) The application/consideration fee includes one pre site visit by a representative of the London Borough of Hounslow and also the administration of the permit. This charge is non refundable.
- (b) The site visit fee is the weekly charge for a representative of the London Borough of Hounslow to visit/inspect the activity whilst in progress. This charge is non refundable.
- (c) The deposit charge is the monies held by the London Borough of Hounslow as a guarantee to the protection of the area of public highway affected by the activity. This charge is refundable once a representative of the London Borough of Hounslow has visited the location and agreed that the deposit should be returned.
- (d) Non return of metal plate will incur a charge of £50 and this amount will be deducted from the deposit.

LBH Office Use

Pre-Activity Site Visit:

Officers assessment as to the condition of the public highway

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Traffic or pedestrian management proposals

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Other special requirements/conditions

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Photographs attached (three different angles) Yes/No

Recommended deposit (based on the current rate per M2) £

Plate Number

On behalf of LBH Signed.....

Print name Date

Post-Activity Site Visit:

Officers assessment as to the condition of the public highway

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Deposit to be returned Yes/No.

Comments

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On behalf of LBH Signed.....

Print name Date