

## SCAFFOLD/HOARDING LICENCE – GUIDANCE NOTES

The Licence itself consists of two parts:-

1. North East Lincolnshire Council Standard Conditions
2. Combined Application Form/Licence

### 1. North East Lincolnshire Council Standard Conditions

These set out the requirements and legal obligations that an applicant will have to fulfil in order to place a scaffold/hoarding on the highway.

The scaffold/hoarding company is required to sign and date a copy of the Council's standard conditions and return it with their initial Application Form and any other documentation such as insurance certificate, CISRS card to North East Lincolnshire Council, New Oxford House, George Street, Grimsby, North East Lincolnshire DN31 1HB

Once a signed copy of the standard conditions is held on file (valid for 12 months) any future applications made by that applicant during that period will only require the submission of the Application Form as this makes reference to the applicant having understood the standard conditions.

Applications from a Scaffolding Company who do not have current approved conditions, will be required to "register" with North East Lincolnshire Council as identified above.

The standard conditions will be updated as required when either legislation/codes of practice are amended or the requirements of the Council change.

Any applications for scaffold/hoarding Licences made after the issue of amended standard conditions will need to be treated as a new application. The applicant will be required to sign, date and return a copy of the amended standard conditions to the address stated above.

It is important to note that all applicants must sign and date a copy of the standard conditions which will be held on file at North East Lincolnshire Council. Any possible legal action in relation to a scaffold/hoarding on the highway will require the submission of the completed standard conditions as evidence to a court of law.

## **2. Combined Application Form/Licence**

The form should be submitted by the applicant via hand, post, fax or email.

The Applicant should fill in the details requested on the Application Form and they must sign and date the section confirming that they have received and signed a copy of the standard conditions. No Application Form will be accepted without this section being signed. (A cross reference will be made to ensure that North East Lincolnshire Council has on file the current standard conditions signed and dated by the applicant).

Once satisfied that the Application Form is correctly completed, the Council will carry out the normal checks to ensure that the proposed location for the scaffold/hoarding is acceptable. Should there be a requirement for additional conditions these will be noted on the Application Form in the relevant section and the Application Form will be then authorised and dated by the Highway Authority and a copy returned to the applicant as the Licence.

The original Licence will be kept on file and in the event of legal proceedings with regards to the scaffold/hoarding; this will be produced as evidence.