

Street hoarding licence terms and conditions

The applicant must ensure the following:

1. The safety of the general public must be your primary consideration at all times.
2. Payment should be included with the application. Alternatively leave your contact details. We'll call you to take a credit or debit card payment. Applications will not be processed or accepted unless payment has been taken.
3. Ensure that care and attention is paid to public safety when erecting and dismantling the structure, when placed on the highway. The public must be excluded from the work area, whilst ensuring free passage is maintained.
4. Ensure that the scaffolding or hoarding is secure. Make sure it is of adequate strength for its required purpose and is well maintained.
5. Ensure base plates are fitted at any point the scaffold or hoarding is in contact with the highway.
6. Ensure that the scaffolding or hoarding is erected by a competent person.
7. The hoarding must be set back 600mm from the edge of the carriageway and at least 2.44m high. It must consist of smooth, close-boarded timber. No other material is to be used. It must be protected by a temporary pedestrian walkway of at least 1.5m (5 feet) width. This is to provide a protected footway for pedestrians. It must have handrails and non-slip ramps at the kerb. This footway must be adequately lit during the hours of darkness.
8. Ensure compliance with the Construction (Health and Welfare) Regulations 1996. The safety inspection report must be completed every fortnight. It must also be made available to the council on request. Any major issues or changes must be reported to the council.
9. Public liability insurance to a value of £5m must be obtained that includes the public highway.
10. The structure is sited as directed on the licence.
11. A minimum headroom clearance of 2.44m (8 feet) must be maintained under the scaffolding for pedestrian access. Obstructive diagonal cross bracing or putlogs must not be fixed below this height. Ensure that protective caps are fitted to the ends of any tubes to a height of 2.44m (8 feet).
12. Standards must be painted white, or have red and white covers. Alternatively they must have protective foam padding up to the first lift at minimum height of 2.44m (8 feet).
13. Continuous timber sole plates must not obstruct passage along the highway.
14. Any coupling below 2.44m must be fixed. This is so that any projecting clamp is situated on the opposite side to the pedestrian access. Horizontal scaffold poles below 2.44m, e.g. handrails, must be fitted with plastic end caps or otherwise made safe.
15. Close any gap between the scaffolding and the building at the first level.

16. Fit kick boards to the perimeter of the first and any subsequent levels.
17. Ensure the first lift on the scaffolding is double boarded with canvas or polythene. It must be placed between the boards of any point where it is possible for pedestrians to walk underneath.
18. Lights are to be placed no more than 3m apart at a height of 2.44m from the surface of the highway. Ensure the scaffolding and protected footway are adequately lit during the hours of daylight.
19. The structure is to be removed on or before the expiry date of the licence, unless the council grants an extension. If payment is not received it will be deducted from the deposit.
20. The highway in the vicinity of the structure must be kept clean and clear of any unauthorised obstructions to pedestrians and traffic at all times.
21. The full cost of any necessary clearance and repairs to the highway, street furniture or statutory undertakers' equipment resulting from your activities will be deducted from the deposit. Any outstanding fees will be paid on demand.
22. Harrow Council is indemnified against any third-party claim arising from your presence on the highway.
23. Date stamped photographs are to be taken of the highway where the hoarding or scaffolding is located before and after it is erected on the highway. This is to ensure that no damage is caused to the highway by its placement. The photographs should be sent to the council within 3 months after the hoarding or scaffolding has been removed from the highway.
24. Refunds will only be made upon the council receiving a written request with a copy of the photographs. Failure to do this will result in refunds being withheld.
25. A copy of the licence is to be displayed on the hoarding or scaffolding.
26. You must not alter the dimensions or position of the hoarding or scaffolding after its erection without consent from the council.
27. Advertising material must not be placed on the hoarding without written consent from the council. Any fly posting must be removed promptly.
28. Where necessary, you are required to put up "footway closed, please use opposite" signs at either end of the hoarding.
29. Access points in the hoarding must not open outwards over the public highway.
30. White bulkhead lights must be fixed at the top of the boarding at intervals of 3m.
31. Hoardings must be painted in a uniform colour, and any graffiti painted over promptly.
32. Consent from the relevant authority must be obtained to enclose fire hydrant, gully, statutory undertakers and local authorities access cover, services, or apparatus within the hoarding.
33. A [street works licence will be required](#) when breaking the surface of the highway to install posts for the hoarding

Please note any additional special conditions attached to the licence, subject to a site meeting.

Notes For Applicants:

1. Inspections are carried out periodically both in and out of normal working hours. Anyone acting in breach of the conditions of any licence will be reported for possible legal action.
2. The licence is valid for the period stated. Applications for renewal must be received at least 7 working days before the expiry of the existing licence. If payment is not received it will be deducted from the deposit.