

Utility Applications Admin  
Civic Centre 3S/03  
High Street  
Uxbridge  
Middlesex UB8 1UW



## APPLICATION FOR PERMISSION TO CARRY OUT CERTAIN ACTIVITIES ON THE PUBLIC HIGHWAY

A minimum of 14 days should be allowed for the processing of an application and in some more complex cases where a site visit is required further time will be required.

Application number:

### 1. Proposed Activity

- ☐ Scaffolding or other temporary structure
- ☐ Hoarding on or adjoining the highway
- ☐ Building materials or other items deposited/Excavation of the highway  
Please state: - .....
- ☐ Mobile construction equipment i.e. Cranes/Cherry pickers etc  
Please state : - .....
- ☐ Other equipment i.e. Containers, Generators, Welfare Activities etc  
Please state : - .....
- ☐ Oversail of the highway with construction equipment
- ☐ Oversail of the highway with a part of a building

### 2. Particulars of Applicant

FULL NAME OF APPLICANT .....

FULL NAME OF COMPANY .....

ADDRESS OF APPLICANT/COMPANY .....

.....

.....

TELEPHONE NUMBER .....

EMERGENCY CONTACT NUMBER .....

EMAIL .....

### **3. Requested Period of Licence/Permission**

PROPOSED START DATE                      /        /

PROPOSED COMPLETION DATE                      /                      /

DURATION (No of WEEKS) .....

**4. Proposed location of activity – name of premises where possible**

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#### 5. Details of Public Liability Insurance:

NAME OF INSURANCE COMPANY .....

POLICY NUMBER .....

POLICY EXPIRY DATE .....

**A COPY OF THE CERTIFICATE OF INSURANCE MUST BE ATTACHED**

## 6. Fees and Deposits:

**APPLICATION FEES:**

SCAFFOLD	£253.00	.....
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HOARDING	£253.00	.....
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**MATERIALS**      £199.50 (resident) £202.00 (non-resident) .....

OTHER	£253.00	.....
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**Note:**

All licences are valid for 1 month only (except oversail by part of a building which are perpetual). For scaffolding and hoarding licences on the public highway further months will be charged at £50 per month thereafter.

Extra months x £50 per month .....

**DEPOSITS:**

**Note:**

Deposits are required for scaffolding and hoardings that are placed on or enclose the public highway. The deposit is £14.50 per square metre coverage of the highway.

Scaffold & hoarding Height.....(For information only)

Length ..... x Width ..... = ..... M2 x £14.50 = .....

TOTAL .....

## 7. Payments:

PAYMENT CAN BE MADE BY CHEQUE OR CREDIT/DEBIT CARD, CHEQUES SHOULD BE MADE PAYABLE TO 'LONDON BOROUGH OF HILLINGDON'.

**8. Return Address:**

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

The Application Processing Team

Utilities Applications Admin  
Civic Centre 3S/03  
High Street  
Uxbridge  
Middlesex  
UB8 1UW

E-mail [utilityapplicationsadmin@hillingdon.gov.uk](mailto:utilityapplicationsadmin@hillingdon.gov.uk)

**9. Indemnity:**

**Indemnity Clause:**

*I will on behalf of \_\_\_\_\_,  
accept the conditions provided and indemnify and keep indemnified the Council of the London Borough of Hillingdon from, and against, all legal liability in respect of loss, damage, actions, claims, proceedings, suits, demands, costs, damages and expenses in respect of any injury to, or the deaths of any person, damage to any property movable or immovable, the infringements or disturbance of any rights, easement or privilege or otherwise by reason of, or arising in any way directly or indirectly, out of the granting by the Council of the London Borough of Hillingdon of a permit for a vehicle to be placed on the highway at the location entered on the application form, or any relevant activities. I will effect or cause to be effected the necessary third party public liability insurance to cover this indemnity. The minimum limit of indemnity, afforded by such policy or policies of insurance, shall be FIVE MILLION POUNDS (£5,000,000).*

**I enclose a copy of the Insurance Policy, which covers this indemnity, and agree to the conditions on this application which will be (have been) agreed at a site meeting.**

**Signature** .....

**Name in Capitals** .....

**Position (In Capitals)** .....

**E-mail** .....

**Date**        /        /

### Detailed Plan

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

~~A SEPARATE MORE DETAILED PLAN MAY BE ATTACHED IF PREFERRED~~

- 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 (hereinafter in this section referred to as a 'relevant structure') unless he is authorised to do so by a Licence in writing issued for the purpose of this section by the Highways Authority (hereinafter in this section referred to as a 'permit') and complies with the terms of the permit; and a permit may contain such terms and conditions as the authority issuing it think 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 subsection 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 section 14 and 15 of the Water Act 1973 (which relates 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 £2000.
- 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 Highways 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 Hillingdon 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 Hillingdon 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 Hillingdon 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 be a representative of the London Borough of Hillingdon and included in the conditions of the permit.
  - (e) the activity being available for regular inspection by a representative of the London Borough of Hillingdon.
  - (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 Hillingdon.
  - (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 8 (b) above.
  - (i) the London Borough of Hillingdon holding the appropriate deposit as set out in section 8 (b) above, until it is satisfied that the area of public highway affected 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 a pre/post site visit by a representative of the London Borough of Hillingdon and also administration of the permit. This charge is non refundable.
  - (b) The deposit charge is the monies held by the London Borough of Hillingdon 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 Hillingdon has visited and agreed that the deposit should be returned.