



Office use only

Licence no.:

**Wandsworth Council**

Housing and Community Services  
PO Box 56518  
London SW18 9BS

Tel: (020) 8871 8871

Fax: (020) 8871 8399

Email: [highwaylicences@wandsworth.gov.uk](mailto:highwaylicences@wandsworth.gov.uk)

**Highways Licensing Application**

Pursuant to Highways Act, 1980

Please complete application form in **block** capitals and in **black** ink. Tick (✓) all appropriate boxes.

**Application type:**     New application                       Renewal licence no. \_\_\_\_\_

**Form required for each application type. \*See notes overleaf before submitting the application form.**

**NOTE: The form should be signed in the name of an individual. If the application is made by a limited company or a firm the relationship of that person to the company/firm should be stated.**

Full name of applicant:

Company name and address:

Full postcode:

Email:

Telephone no.:

Mobile no.:

I/We, the undersigned, hereby make application for a licence to erect a:

- Single/double-fronted scaffold (10 m and under)     Hoarding                       Fencing                       Container  
 Multiple-fronted scaffold (over 10 m)                       Portable cabin                       Portable toilet                       Conveyor belt

at:

Full postal address:

for the purpose of:

Give concise details:

Period required:    From: \_\_\_\_\_                      To: \_\_\_\_\_

Street in which structure is required (details to be given in separate columns for each street) <b>1</b>	Length <b>2*</b>	Height <b>3*</b>	Projection over public highway measured from back line of public footway <b>4</b>	Height over public highway from ground level (must be min 2.3 m) conveyor belt only <b>5*</b>	Number of poles to be erected on public footway <b>6</b>
	metres	metres	metres    cm	metres    cm	
	metres	metres	metres    cm	metres    cm	

**2\*** Please indicate whether any part of the proposed structure will interfere with the access of any statutory undertaker to its apparatus. No  Yes  (If yes provide details on a separate sheet.)

**3\*** I/We undertake and agree to erect, set up, maintain and continue the said structure in all respects to the satisfaction of the council, and in accordance with the statutory provisions set out on form EC.20 and the conditions made by council in conformity therewith, set out on form EC.26 which I/we acknowledge to have read carefully. For EC.20 and EC.26 please go to [www.wandsworth.gov.uk/highwaylicences](http://www.wandsworth.gov.uk/highwaylicences)

**5\*** **Must be completed for conveyor belt.**

**NOTE:** The special attention of applicants is drawn to the Town and Country Planning (Control of Advertisements) Regulations 1992 relating to the placing of advertisements on licensed structures.

*Application continued, please turn over*

## Scaffold Company (if applicable)

Name:

Address:

Full postcode:

Telephone no.:

Mobile no.:

### DECLARATION

- By ticking this box, I confirm that (a) the information given on this form is complete and accurate; and (b) I have read and understood, and agreed to comply with, the relevant terms and conditions stated on this form and in the guidance notes, and any additional conditions that may be included in the licence.

Print name:

Date:

Relationship to the company/firm (*where applicable*)

### Please read the following carefully before submitting your application form.

**When applying for a portable toilet, container, portable cabin, hoarding, fencing or scaffolding licence, that encroaches any part of a parking space, a bay suspension will be required.**

**Please see the fee sheet for charges that apply.**

A separate form must be completed for each licence type and must be completed fully to avoid delay in the processing of the application. The licensee must ensure that the public liability insurance is valid at all times.

The appropriate licence fee(s) must accompany the application form. For details see online:

**[www.wandsworth.gov.uk/highwaylicences](http://www.wandsworth.gov.uk/highwaylicences)**

**The following documents must be attached with the application for each licence type:**

<b>Scaffolding, Hoarding, Portable Cabin, Storage Container, Fencing Licence Application</b> <ul style="list-style-type: none"><li>• Public liability insurance minimum £5,000,000</li><li>• Plan of structure</li><li>• Photograph of location</li></ul>	<b>Portable Toilet Licence Application</b> <ul style="list-style-type: none"><li>• Public liability insurance minimum £5,000,000</li></ul>
	<b>Conveyor Belt Licence Application</b> <ul style="list-style-type: none"><li>• Method statement</li><li>• Risk assessment</li><li>• Public liability insurance minimum £5,000,000</li></ul>

It is the responsibility of the licensee to ensure that the required documents are attached to the application to avoid delays in the processing of the licence.

The council reserves the right to refuse applications where it deems the location unsuitable.

All initial applications must be submitted a minimum of five clear working days before the licence is required to commence. Requests to renew an existing licence may be made by phone, giving a minimum of three clear working days notice prior to the expiry of the initial licence. Failure to do so will result in a new application form needing to be submitted.

Please note the day of submission is not included in the notice period.

For refund information please refer to the guidance notes online: **[www.wandsworth.gov.uk/highwaylicences](http://www.wandsworth.gov.uk/highwaylicences)**