

**LICENCE TO ERECT HOARDING ON THE HIGHWAY**  
**Under the HIGHWAYS ACT 1980 - SECTION 169 & 172**

Issue Date: **21/01/2019**

Extension Number:

Public Liability expiry date **30/04/2019**

Licence Ref Number: **MCHHD210112**

This is to certify that: **APT SCAFFOLDING LTD**

Of: **3 COMMERCE ROAD**  
**BRETFORD**  
**TW8 8LE**

Telephone Number: **07740280661/07712889983**

Is authorised to erect temporary Hoarding at:

**142 – 144 MIDLAND ROAD, LUTON LU2 0BL**

From:	<b>22/01/2019</b>	Until:	<b>27/12/2019</b>
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Luton Borough Council, pursuant to the powers conferred by Section 172 of the Highways Act 1980 and the Road Traffic Regulation Act 1984, Section 67(3) hereby grants permission to the above applicant in accordance with the dated application for the operative period stated above to allow Scaffolding to be placed in accordance with the conditions stated in the schedule of minimum condition (Page 2&3) and agreed additional site specific conditions below:-

**You are taking over the hoarding from ECS Groundwork Ltd, any damage to the footway/highway or any repairs needed after the hoarding have been removed will be your responsibility. All hoarding must be kept in good order for the duration of the licence.**

Authorised by:  
**MARCELLA HENRY**  
**STREETWORKS COMPLIANCE OFFICER**  
**Issue Date: 21/01/2019**

<b>HOARDING LICENCE - SCHEDULE OF MINIMUM CONDITIONS</b>	
<b>GENERAL</b>	
1.	The licence is issued for permission to occupy the public highway. It is the responsibility of the contractor to design, construct and maintain the hoarding in accordance with <b>current standards (CDM Regulations 2015, 13 &amp; 27)</b>
2.	Section 169 of the Highways Act 1980, states that 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 the highway any hoarding or other structure unless they are authorised to do so by a licence in writing issued by the highway authority.
3.	A licence to erect or retain a hoarding or other structure on a street will normally only be issued to the Company responsible for actually erecting the hoarding or other structure.
4.	If the licensee objects to any of the following conditions of the licence, the licensee may appeal to a Magistrates' Court within 21 days of the date of receipt of the licence.
5.	The licensee is reminded that it is their responsibility to ensure that the hoarding or other structure, is structurally sound, is properly erected to current standards and maintained, and that adequate provision is made for the safe passage of highway users.
6.	Prior to the erection of the hoarding or other structure, the licensee must inform their Client of the following conditions which may affect the way they conduct their works.
7.	Work may not commence until the date specified <i>and should be carried out within any specific limitations of time and date</i>
<b>CONSTRUCTION</b>	
8.	The hoarding must be designed, erected and dismantled in a safe manner and maintained in a safe condition in accordance with <b>current standards (CDM Regulations 2015)</b> . The erection, alteration and dismantling of all hoarding must meet the requirements of the Work at Height Regulations 2005
9.	The hoarding or other structure, <i>or portion of, to be erected that day</i> , shall be securely erected on the day of the delivery, in a safe and considerate manner, by or under the immediate supervision of a person competent and experienced in carrying out such work. Similarly, all scaffolding, hoarding or other structure, must be removed from the highway on the day it is dismantled, upon expiration of the licence, when the need for the hoarding becomes redundant or if the hoarding is deemed dangerous.
10.	The licensee must do such things in connection with the hoarding, or other structure that any highway authority or statutory undertaker reasonably requests for the purpose of protecting or giving access to any apparatus belonging to or used or maintained by them.
11.	Wherever practicable, hoarding shall be kept back 450mm from the carriageway edge.
12.	If any part of the hoarding is closer than 450mm to the carriageway edge, or the proposed site of the hoarding is considered to be particularly liable to impact damage by passing vehicles, then adequately secured and properly signed & guarded barriers shall be provided along the face of the structure such as "Evo Safety Barrier filled with Water/sand " approved by the local highway authority. Please Note: this Authority will not allow the use of Railway sleepers to protect the structure.
13.	The hoarding must be lit during the hours of darkness at each end with red warning lights and at every 6m. All projections must have red warning lights. A gantry must have white lights under it for pedestrians.
14.	The name, address and telephone number, including "out of hours" emergency contact number, of the contractor for the site, shall be legibly displayed on a board measuring 600 x 450 mm. No other notice, placard, advertisement or anything in the nature of an advertisement, shall be printed, posted, pasted, drawn, painted, shown or displayed in any way, on or from such hoarding or other structure, without the written consent of the local planning authority (if required) and of the local highway authority, and then, only subject to the terms of such written consents.
15.	The issuing of the licence does not exempt any vehicle in connection with the erection or dismantling from any existing traffic regulation order.
<b>PEDESTRIANS</b>	
16.	The applicant must provide and maintain a 1.2m walkway for pedestrians; to aid those <b>pedestrians in particular those who have reduced mobility through or around the hoarding, this is also a requirement under the Safety at Street Work and Road Works</b> (A code of Practice) This applies during the erection, use, and removal of the hoarding or other structure.
17.	If proper provision of <b>1.2m</b> cannot be made for pedestrians to pass safely past the hoarding or other structure on the existing footway, then an adequately signed and guarded walkway shall be erected outside the hoarding or other structure, to the satisfaction of the local highway authority. A joint site inspection may be required and additional conditions applied.
18.	Measures shall be taken to distance/segregate/minimise the public from the area of work where the hoarding materials are being deposited, handled and erected.
<b>TRAFFIC CONTROL</b>	
19.	Traffic management issues such as the use of temporary traffic signals and temporary road closures must be discussed with the local highway authority. Additional fees may apply if positive traffic management is required. Extra restrictions may be imposed by the local highway authority on routes designated as traffic sensitive.
20.	The licensee shall comply with Chapter 8, of the Traffic Signs Manual, together with such other conditions as the local highway authority may require. A requirement when carrying out any work on the highway is that the works are

	adequately signed, guarded and lit as stipulated in the "Safety at Street Works and Road Works Code of Practice" stated underneath.
21.	To meet the traffic management standards, personnel involved must be trained and accredited in the "Signing, Lighting and Guarding" module as prescribed in the New Roads and Street Work Act 1991. A Company must have at least: (a) One Accredited Supervisor (who does not have to be on site) and b) A minimum of one Accredited Operative on site at all times when the work is being carried out.
<b>MAINTENANCE</b>	
22.	During the period in which the hoarding is allowed to stand, the whole Structure shall be kept and maintained in good order and condition, and so as not to be injurious to the amenities of the neighbourhood and or users of the highway. All hoarding material, and associated fixtures and fittings, (including rubbish chutes, chains, ropes and lifting gear, etc.) must be of good condition, sound material, and adequate strength and free from patent defect. When chutes, lifting gear or other devices are used for the removal of debris all necessary precautions must be taken for the safety of all highway users. During this operation the skip or lorry body must be sheeted down to minimise dust levels.
23.	Hoarding structures must be inspected daily before use by a competent person. In addition, as per HSE guidelines, the hoarding should be inspected before it is used for the first time and then every 7 days, until it is removed. It should also be inspected each time it is exposed to conditions likely to cause deterioration (for example – adverse weather conditions or following substantial alteration). The results of the inspections (including any faults found) should be recorded and kept on file for duration of 3 months and made available to this Authority upon request.
24.	At the expiration of the time for which the licence is granted, or when the work for which this consent is granted, is completed, or if the consent is revoked, whichever is first, the hoarding shall be immediately taken down, and notice shall be given in writing to the local highway authority.
25.	The licensee is responsible for ensuring that the hoarding is kept free from fly posting and graffiti. Any occurrences must be removed within 48 hours.
26.	A duplicate copy of the licence should be kept on site at all times during which the hoarding is erected, and must be readily available for inspection by authorised officers upon demand.
<b>TIME EXTENSIONS</b>	
27.	When submitting an application, if that application extends beyond the currency of the insurance certificate, the licence will be issued up to the end date of the certificate. A new certificate will need to be submitted before an extension will be considered to maintain the hoarding on site. You will not be reminded that your certificate is due for renewal.
<b>REMOVAL</b>	
28.	Upon removal of the hoarding, the pavement will be inspected and any damages to the highway will be made good by the local highway authority at the expense of the licensee in accordance with the provisions of Section 133 of the Highways Act 1980. The local highway authority shall have the right to revoke the licence at any time by appropriately served notice if any of the conditions subject to which the licence is granted are not complied with and the licensee shall forthwith remove the scaffolding, hoarding or other structure. In default, and after giving notice, the Council may themselves remove the scaffolding, or other structure and any reasonable expenses incurred by the Council in doing so shall be recoverable from the licensee. Also it should be noted that failure to comply with conditions set by the local highway authority and the HSE may lead to a fine of up to £2000 being imposed (Section 169 (5) of the Highways Act 1980).
<b>PUBLIC LIABILITY</b>	
29.	Public Liability Insurance giving minimum cover of £10 Million for hoarding is required. However, it may be noted that the Council reserves the right to increase these amounts if it is considered that the site location requires a higher degree of cover. You will be notified if this is the case and proof of increased cover will be required before the licence is granted.
<b>FEES</b>	
30.	The Applicant shall pay to the Street Authority the sum of £170.00 for the Permit. <b>In the event of the permit being cancelled after the licence has been issued an administration fee of £50:00 will be charged to the applicant to cover administrative costs.</b>

Luton Council is committed to protecting your privacy when you use our services. We'll make sure we hold records about you (on paper and electronically) in a secure way, and we'll only make them available to those who have a right to see them. If you want to know more about how the council keeps your data safe please see our main privacy statement at [www.luton.gov.uk/privacy](http://www.luton.gov.uk/privacy)