



SCAFFOLD/HOARDING LICENCE GUIDANCE NOTES

The Permit itself consists of two parts:

1. **Derbyshire County Council Standard Conditions**
2. **Combined Application Form/Licence**

1. **Derbyshire County 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 County Council's standard conditions and return it with their initial Application Form, fee and any other documentation such as insurance certificate to **Derbyshire County Council, County Hall, Matlock, Derbyshire, DE4 3AG.**

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

The standard conditions will be updated as required when either legislation/codes of practice are amended or the requirements of the County Council change. Such amendments will only be carried out by the Highways Information Unit, County Hall, Matlock, Derbyshire.

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 and that a copy is kept on file at County Council Headquarters. 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, or email with the fee.

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 should be accepted without this section being signed. A cross reference should be made to ensure that the County Council has on file a copy of the current standard conditions signed and dated by the applicant.

Once satisfied that the application form is correctly completed, the County Council should 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 should be noted on the Application Form in the relevant section and the Application Form should then be signed and dated by the Highway Authority before being returned to the applicant as the Licence.

A copy of the Licence must be kept on file as should legal action be taken in regard to the scaffold/hoarding; this will be required as evidence.

Any amendments to the Application Form that may be required will be carried out by the Derbyshire Highways Hub at County Hall, Matlock, Derbyshire.

Receipt of Payments

Following the introduction of Local Authorities (Transport Charges) Regulations 1998 it is now practice for Highway Authorities to charge scaffold/hoarding companies for consideration of their applications to place scaffold/hoardings on the highway. Further requirements have also been imposed by the Traffic Management Act 2004 which has reinforced the importance which Highway Authorities place on relieving congestion and ensuring the safety of temporary obstructions on the highway. Derbyshire County Council has therefore introduced the non-returnable charge of £93.00 per application to cover this provision for payments made by cash, cheque or on-line.

All requests for approval must be accompanied by the payment at the time of submission.

All payments are non-returnable as they are made against consideration of the application and therefore the Highway Authority will incur costs even when permission is refused. This applies similarly when Licences are cancelled by scaffold/hoarding companies.