

Building Licence Application Form



Application for a building licence to erect structures on or to open up the public highway or to create a temporary vehicular crossover.

Engineering Service
London Borough of Camden
Floor 4, 5 PS
Judd Street
London
WC1H 9JE

GLC (General Powers) Act 1970
Health & Safety at Work Act 1974

Tel 020 7974 5960
www.camden.gov.uk/building-licence
buildinglicences@camden.gov.uk

Highways Acts 1980

Under the provision of the Highways Act 1980 and the GLC (General Powers) Act, 1970, Part V, Section 15, persons erecting structures on the public way must obtain the prior approval of the local authority. Non-compliance of any requirements of the local authority will make the said person liable to penalties.

What is the location of the property/site where you will be working?

Road Name Post Code

Location / Building Number

What works will you be carrying out?

Please describe the works you will be carrying out that requires you to have this licence.

When would you like the licence to start and for how long you will you need it?

Start Date Duration (maximum 6 months) months

Was planning consent required for the works you are carrying out?

Yes No Planning Consent Ref.

Construction Management Plan submitted/approved? Yes Not required

What type of licence(s) are you applying for?

Please tick the appropriate boxes on the following pages and answer the questions as appropriate. If the works are taking place on more than one road give details for both elevations.

Scaffold (If the scaffold is going to be situated inside a hoarding you only need to apply for a hoarding licence)

	First elevation	Second elevation
Road Name	<input type="text"/>	<input type="text"/>
Length of area of footway to be taken up by the scaffold	<input type="text"/> metres	<input type="text"/> metres
Projection from building line over the footway	<input type="text"/> metres	<input type="text"/> metres
No of poles to be placed on the public footway	A <input type="text"/>	B <input type="text"/>
Full width of public footway from building line to kerb	<input type="text"/> metres	<input type="text"/> metres
Length of area of carriageway to be taken up by the scaffold.	<input type="text"/> metres	<input type="text"/> metres
Projection from building line over the carriageway	<input type="text"/> metres	<input type="text"/> metres
No of poles to be placed on the public carriageway	C <input type="text"/>	D <input type="text"/>
Height of scaffold	<input type="text"/> metres	<input type="text"/> metres

Hoarding

	First elevation	Second elevation
Road Name	<input type="text"/>	<input type="text"/>
Length of footway to be taken up by the hoarding	E <input type="text"/> metres	G <input type="text"/> metres
Projection from building line over the footway	F <input type="text"/> metres	H <input type="text"/> metres
Length of carriageway to be taken up by the hoarding	I <input type="text"/> metres	K <input type="text"/> metres
Projection from building line over the carriageway	J <input type="text"/> metres	L <input type="text"/> metres
Height of the hoarding	<input type="text"/> metres	<input type="text"/> metres
Full width of public footway from building line to kerb	<input type="text"/> metres	<input type="text"/> metres
Full width of public carriageway from kerb to kerb	<input type="text"/> metres	<input type="text"/> metres

Gantry

	First elevation	Second elevation
Road Name	<input type="text"/>	<input type="text"/>
Length of footway to be taken up by the gantry	M <input type="text"/> metres	O <input type="text"/> metres
Projection from building line over footway	N <input type="text"/> metres	P <input type="text"/> metres
Lengths of carriageway to be taken up by the gantry	Q <input type="text"/> metres	S <input type="text"/> metres
Projection from building line over the carriageway	R <input type="text"/> metres	T <input type="text"/> metres
Height of gantry	<input type="text"/> metres	<input type="text"/> metres
No of poles to be placed on the public highway	<input type="text"/>	<input type="text"/>
Full width of public footway from building line to kerb	<input type="text"/> metres	<input type="text"/> metres

Temporary Crossover

Note: The construction of the crossover itself must be supervised by a person holding a New Roads and Street Works Act accreditation. We will need a photocopy of this accreditation certificate before we can issue the licence, and this should be sent to us with this application form.

What are the dimensions of the temporary crossover that you wish to construct?

Road Name Location/Building number

Dimensions of the crossover you wish to construct

Width **U** metres

Length **V** metres

Full width of public **footway** from building line to the kerb metres

What are the parking restrictions at this location?

- | | | |
|---|---|---|
| <input type="checkbox"/> Residents parking bays | <input type="checkbox"/> Double yellow line | <input type="checkbox"/> Pay and display bays |
| <input type="checkbox"/> Single yellow line | <input type="checkbox"/> Loading bay | <input type="checkbox"/> Red route |
| <input type="checkbox"/> Bus stop | <input type="checkbox"/> Other (please specify) | <input type="text"/> |

Container

How many containers would you like to put on the public highway?

**It is only in exceptional circumstances that we will permit more than one container per site.*

Where would you like to locate the containers and what are their dimensions?

	Container 1	Container 2	Container 3
Road Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Location	<input type="text"/>	<input type="text"/>	<input type="text"/>
Length	<input type="text"/> metres	<input type="text"/> metres	<input type="text"/> metres
Width	<input type="text"/> metres	<input type="text"/> metres	<input type="text"/> metres
Height	<input type="text"/> metres	<input type="text"/> metres	<input type="text"/> metres

What are the parking restrictions at the location where you wish to place the container(s)

- Residents parking bays
 Double yellow line
 Pay and display bays
 Single yellow line
 Loading bay
 Red route
 Bus stop
 Other (please specify) _____

What will the container be used for?

If container is placed in a bay, the bay must be suspended via Parking Services at: www.camden.gov.uk/parking-bay-suspensions The suspension number must be provided below.

Parking suspension number: _____

To open up the public highway

Note: The excavation itself must be supervised by a person holding a New Roads and Street Works Act accreditation. We will need a photocopy of this accreditation certificate before we can issue the licence, and this should be sent to us with this application form.

Give details of the opening that you will be making?

	Footway	Carriageway
Road Name	<input type="text"/>	<input type="text"/>
Location	<input type="text"/>	<input type="text"/>
Width of excavation	W <input type="text"/> metres	Y <input type="text"/> metres
Length of excavation	X <input type="text"/> metres	Z <input type="text"/> metres
Depth of excavation	<input type="text"/> metres	<input type="text"/> metres
Full width of public footway from building line to the kerb	<input type="text"/> metres	<input type="text"/>
Full width of public carriageway from kerb to the kerb	<input type="text"/>	<input type="text"/> metres

What type of traffic management do you intend to use?

- | | | |
|--|---|---|
| <input type="checkbox"/> None/Signing only | <input type="checkbox"/> Lane Closure | <input type="checkbox"/> Multi-way signals |
| <input type="checkbox"/> Road Closure | <input type="checkbox"/> Priority Working | <input type="checkbox"/> Two-way signals |
| <input type="checkbox"/> Contra-Flow | <input type="checkbox"/> Give and Take | <input type="checkbox"/> Stop and go boards |

If you are opening up the carriageway what are the parking restrictions at this location?

- | | | |
|---|---|---|
| <input type="checkbox"/> Residents parking bays | <input type="checkbox"/> Double yellow line | <input type="checkbox"/> Pay and display bays |
| <input type="checkbox"/> Single yellow line | <input type="checkbox"/> Loading bay | <input type="checkbox"/> Red route |
| <input type="checkbox"/> Bus stop | <input type="checkbox"/> Other (please specify) _____ | |

Other

- | | | |
|---|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Scaffold Tower | <input type="checkbox"/> Raking Shore | <input type="checkbox"/> Trestleing |
| <input type="checkbox"/> Cradle | <input type="checkbox"/> Fans | <input type="checkbox"/> Jenny Wheel |

Traffic Management

- | | | |
|--|--|--|
| <input type="checkbox"/> Lane Closure | <input type="checkbox"/> 2 Way Temp Signals | <input type="checkbox"/> Pedestrian Walkway in C/W |
| <input type="checkbox"/> Footway Closure | <input type="checkbox"/> 3 or 4 Way Temp Signals | <input type="checkbox"/> Stop & Go |

How would you like to pay?

The application fees and deposit you will need to pay can be calculated using the question and answers detailed in section 12 of the guidelines. The applicant that signs the application/indemnity is the person/company responsible for the payment.

Note: We are unable to process your application until a payment has been received.

Please contact on to take a payment by credit/debit card.

Who can be contacted regarding this licence?

It is important that we are able to contact someone about the works/licence if we need to or in the case of an emergency.

Often this can be someone other than the licensee.

Note: 24hr Contact details must be provided; they will be included on the licence, which will be prominently displayed on the structure. This forms part of the terms and conditions of your licence. These details will be publicised on the Council website for the duration of the licence.

Please state who we should contact.

Contact Name(s)

Contact Numbers Daytime: Emergency (24 hour)

Who will be the licensee?

The licensee (applicant) will undertake to and agree to erect, set up, maintain and continue the said opening/structure in all respects to the satisfaction of the Council, and in accordance with the Council's reasonable requirements.

INDEMNITY:

The applicant, on signing and submitting this application form also agrees to indemnify and hold harmless the LONDON BOROUGH OF CAMDEN, its officers and agents from and against, in law and in equity, all actions, claims, proceedings, damages (including and damages or compensation paid by it on the advice of its legal advisers to compromise or settle any claim), statutory and common law losses, costs (including legal costs), charges and expenses arising in any manner whatsoever out of or in connection with the transportation, erection, dismantling and or use of equipment or machinery enabled by any licence issued by the LONDON BOROUGH OF CAMDEN as a result of this application form being submitted.

Please give details of who will be the licensee and obtain their signature.

To be completed by applicant or authorising agent:

Name (Please print):	_____	Signature	_____	Date	_____
Company Name (If applicable)	<input type="text"/>				
Position in Company (If applicable)	<input type="text"/>				
Address	<input type="text"/>				Postcode
	<input type="text"/>				
Email	<input type="text"/>				
Tel number	<input type="text"/>				

Works should NOT commence until official consent has been granted, all licences will be sent to you via email.

Supporting documentation

All applications

All applications will need to be accompanied by a photograph of the property that the structure will be associated with.

Traffic Management Plans

Proposals that require specific traffic management to be put in place to maintain traffic flow, both vehicular and pedestrian, will need to be accompanied by a detail traffic management plan.

Privacy Statement and Data Protection

As a Local Authority and Data Controller, London Borough of Camden collects holds and processes a considerable amount of information, including personal information about residents, people it provides services to, and other people. It does this to provide its services in the most effective and efficient way that it can

The Council recognises that it has a duty to people whose information it holds to treat that information responsibly, keep it safe and secure, and process it correctly and proportionately. This privacy notice explains how we use any personal information we collect about you

If you would like general information about Data Protection, the law and good practice please see the Information Commissioner's website. The Information Commissioner is the Data Protection statutory governing body for England and Wales.

Who is the data Protection Officer?

The name and contact details of the Data Protection Officer:

London Borough of Camden

Judd Street

London

WC1H 9JE

0207 974 4444

The Council's Data Protection Officer is Andrew Maughan who is the council's Borough Solicitor. He can be contacted at: dpo@camden.gov.uk

What information do we collect about you and for what purpose?

We may collect personal or company data about you, which covers basic details such as name, address, telephone number, postcode and email address. We will always explain to you why and how this information will be used.

We process personal or company information to enable us to provide a range of services within the Streetworks Team, which are governed by government legislation.

We will process personal or Company data for the following purposes:

For the purpose to which you provided the information. (e.g., processing information for the purpose of processing your application forms), and to monitor the Council's performance in responding to your request

To allow the Council to be able to communicate and provide services appropriate to your needs,

Where necessary for the Council's Law Enforcement functions, e.g., licensing, planning enforcement, trading standards, food safety, etc. where the Council is legally obliged to undertake such processing

Where you have consented to the processing or for the purpose of a contract/application you have entered into with us

Where otherwise permitted under data protection legislation e.g., disclosure to comply with legal obligations.

Departments in Camden that have personal and sensitive information on you will only allow designated officers to access or process this information. If an external agency asks us to provide any information that is sensitive and personal to you, we will only disclose it once we have your specific consent to do so or where we are legally required or legally able to do so.

Camden Council may also use your personal or company data, after it has been anonymized, to allow the statistical analysis of data to allow the Council to effectively target and plan the provision of services

The legal basis of processing:

It is necessary for the performance of a contract or application form

It is necessary for the compliance of Government legislation

When do we share your personal data with third parties?

The Council may disclose personal or company data to third parties, but only where:

It is necessary to comply with a legal obligation, or

Where permitted under data protection legislation, e.g., where the disclosure is necessary for the purposes of the prevention and/or detection of crime; or

Where it is necessary to allow a third party working for or on behalf of the Council and/or to provide services to you.

The information you provide us may be shared with other Local Authorities, the Department of Work and Pensions (DWP), HMRC and the Home Office. There will be times that the information will be disclosed to our partner organisations that provide services on behalf of Camden. Once your details are no longer required, they will be deleted securely. The Council will take all reasonable steps to make sure personal data we hold is kept safe. Were your information is disclosed to a third party, the Council will seek to ensure they have sufficient systems and procedures in place to keep your data safe and prevent its loss.

If you choose to complete any of our online forms, Camden Council will not use the personal information you give us for marketing purposes without first gaining your consent. We may pass your details on to third party service providers who are contracted to Camden Council in the course of dealing with your request E.g., a homecare

agency. These third parties are obliged to keep your details secure, will use them only to fulfil the request and will dispose of the information at the appropriate time

No personal information you have given us will be passed on to third parties for commercial purposes

Our policy is that all information will be shared among officers and other agencies where the legal framework allows it, if this will help to improve the service you receive and to develop other services.

How long do we keep your personal data?

We keep your personal or company data for no longer than reasonably necessary and in line with our corporate data retention schedule

Security of your information

In deciding what personal data to collect hold and use, the Council is committed to ensuring that it will:

Recognise that any personal data handled by Camden is held on behalf of that person and that we ensure we respect that responsibility

Adopt and maintain high standards in respect of the handling and use of that personal and company data

Only collect, hold and use personal data where it is necessary and proportionate to do so

Securely delete any personal data when no longer needed

Keep your personal data secure and safe

Not unnecessarily and without good reason, infringe the privacy of those upon behalf we hold data

Consider and address the privacy risks first when planning to use or hold personal information in new ways, such as when introducing new systems

Be open and transparent with individuals about how we use their information and who we give it to

Make it easy for individuals to access and correct their personal information (see Your rights)

Provide training to staff who handle personal information and treat it as a disciplinary matter if they misuse or do not look after personal and company information properly

Have a robust data breach reporting procedure that effectively manages the risks and includes actions to minimise a similar breach occurring again.

Transfer of data abroad

We will not transfer your personal information outside the EU.

Your Rights

Unless subject to an exemption under data protection legislation you have the following rights with respect to your personal data:

The right to request a copy of your personal data, which the Council holds about you

The right to request that the Council correct any personal data if it is found to be inaccurate or out of date

The right to request your personal data is erased where it is no longer necessary for the Council to retain such data

The right to withdraw your consent to the processing at any time, but only if we have relied on your consent to process your data when you supplied it to us

The right, in certain circumstances, to request that the Council provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability). [Note: this only applies where the processing is based on consent or is necessary for the performance of a contract with you and in either case the Council processes the data by automated means]

The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing

The right, in certain circumstances, to object to the processing of personal data. [Note: this only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority)]

The right to lodge a complaint with the Information Commissioners Office. Website: www.ico.org.uk

I consent to the collection, use and disclosure of my personal or company information in accordance with the Privacy Statement above.

Name (Please print) _____ Signature _____ Date _____

Building Licence Application – Guidance Notes (PLEASE RETAIN)



Information relating to licences for building works affecting the public highway

Thank you for your enquiry regarding a licence relating to building works affecting the public highway.

The following guidance should tell you all you need to know in order to provide us with the information we need to process your application as quickly as possible.

An application form accompanies this document, which you should complete and send back to us.

You should read and understand this document before completing the accompanying application and save it for future reference.

Please comply to the Legal statutes and local government regulations below:

- Highways Act 1980 – Legislation.gov.uk
 - Health and Safety in Construction HSG150 – HSE Books
 - Protecting the Public: Your next move HSG151 – HSE Books
 - National Access and Scaffolding Confederation (NASC) note SG4:15 - The use of fall arrest equipment whilst, altering & dismantling scaffolding. TG20:13 - Guide to Good Practice for Tube and Fitting Scaffolding. SG6:15 - Manual Handling in the Scaffolding Industry. Construction Industry publications
 - BS 5973:1993 Code of Practice for access and working scaffolds and special scaffold structures in steel. - BSI publication.
-

At least **ten clear working days** are required to process your application form from the day we receive your form and the necessary payment.

Applications will be refused where:

- traffic conditions cannot accommodate the structure
- the structure would unreasonably affect adjacent property or users of the highway
- the structure can be accommodated off the highway

If you have any questions at any time, please do not hesitate to contact the Streetworks Authorisations and Compliance Team on 020 7974 5960 or email buildinglicences@camden.gov.uk

1 Calculation of fees

How much does the licence cost?

Each application must be accompanied by payment comprising of an administration fee and a deposit.

Please see this Section below; this will help you to calculate the fees and deposit you will need to pay. However, if at any stage you need assistance calculating the fees, please call 020 7974 5960.

Administration Fee

This fee is non-refundable as it covers the cost to process your application. Administration fees are determined by the category of works; Standard and Major works are charged at a higher rate as they have a greater impact on road and footway users and more work has to be done to coordinate these works with others that may be taking place in the area.

Minor = **£464.80**

Standard = **£711.50**

Major = **£1548.16**

Standard works are defined by the following:

- the structure accommodates more than 10m² of public highway
- the works involve a new build/development
- a footway or carriageway closure is required
- the public highway will be excavated
- the structure or pedestrian access will involve taking up part of the carriageway(road)
- a gantry is erected
- the licence application is for longer than 3 months
- the structure is placed on a high category road (see a list of high category roads below)

Major works are defined by the following:

- the application is for more than one structure
- the application involves placing structures on more than one road
- the licence application is for longer than 6 months
- the structure(s) accommodates a total area of more than 20m² of public highway

All other licences will be classed as Minor

We will inspect the proposed site before the works commence to assess your proposal and to ascertain the condition of the public highway before you begin your work. Once works have finished, we will inspect the site again to assess if any damage has been done to the public highway.

Any additional inspections that we carry out during the life of your works will be charged an additional fee – see sections 3 and 4

Roads in Camden that are classified as high category

Abbey Road	Delancey Street	Kentish Town Road	Russell Square
Adelaide Road	Drake Street	Kilburn High Road	Shaftesbury Avenue
Albany Street	East Heath Road	Kingsway	Southampton Place
Avenue Road	Fitzjohn's Avenue	Lidlington Place	Southampton Row
Bayham Street	Fortess Road	Maida Vale	Spaniards Road
Bedford Square	Goodge Street	Midland Road	St Giles Circus
Bloomsbury Square	Gordon House Road	New Oxford Street	St Giles High Street
Bloomsbury Street	Gower Street	North End Way	Tavistock Square
Bloomsbury Way	Grafton Place	Osnaburgh Street	Theobald's Road
Calthorpe Street	Grafton Way	Osnaburgh Terrace	Torrington Place
Cambridge Circus	Gray's Inn Road	Pancras Road	Tottenham Court Road
Camden High Street	Guilford Street	Parkway	Upper Woburn Place
Camden Street	Harrington Square	Pratt Street	Vernon Place
Castlehaven Road	Hawley Road	Prince Albert Road	West End Lane
Chalk Farm Road	Heath Street	Princes Circus	Woburn Place
Charing Cross Road	High Holborn	Procter Street	York Way
Clerkenwell Road	Highgate High Street	Red Lion Square	
College Crescent	Highgate Hill	Rosebery Avenue	

Deposit

We need to hold a deposit for the duration of the works in order to protect the integrity of the public highway. The deposit will be refunded to you at the end of the works as long as no damage is caused to the public highway during the life of the works; any extension fees and/or additional inspection fees accumulated during the works will be deducted from your deposit before refund.

For all applications where the total area taken up by the structure(s) is less than 80m² the deposit is calculated based on the type of works as follows:

Minor = **£785.56** Standard = **£1702.09** Major = **£4582.58**

For structure(s) exceeding 80m² a deposit of £119.17/m² will be taken.

If the deposit held does not cover the costs incurred to rectify any damage done to the highway by the activities undertaken during your work, you will be invoiced for any outstanding costs once the remedial works are complete and costs are finalised.

2 The application process

Where should I send my application form?

Scan your application form and email it to buildinglicences@camden.gov.uk

What happens next?

Once we have received your completed application and payment, we will carry out an initial site visit to assess your proposal and to ascertain and record the condition of the public highway before you begin your work.

We aim to have a decision for you within 10 working days after which we will either issue the licence or inform you of the reasons why we are unable to grant you a licence at that time.

It may be necessary to meet you or your representatives on site to discuss your proposal.

3 Licence extensions

What if the work takes longer than anticipated, how do I extend my licence?

Licences will only be issued for a maximum of 6 months. After this you will need to apply for an extension by emailing buildinglicences@camden.gov.uk. The cost for the extension is **£172.81** for a **2-month period**. Please state at the time of applying for your extension if you would prefer the fee to be deducted from your deposit. Once your licence has been extended, we will send you an amended licence

- Note:** It is your responsibility to ensure that your licence is extended when needed so as to avoid additional cost such as inspection fees.
- If your licence expires and your works are found by an inspector to be ongoing, your licence will automatically be extended for a period of **one month** and the extension cost will be deducted from your deposit.
 - The costs of any site visits made to your site as a result of expired licences will also be deducted from your deposit.

4 Additional costs

Inspection fees

Inspections fees can be applied throughout the lifetime of the licence as follows:

- Sites are inspected once works have begun and during the lifetime of the works to assess the site against the details contained in your application.
- If, at any time during the works, a Council officer has to visit the site following the receipt of a valid complaint or because of enforcement issues*
- If a Council officer has to visit the site following expiry of your licence to assess if the licence is still required

*Enforcement issues include breach of any condition associated with the licence, failure to display your licence on the structure and allowing your licence to expire.

The cost of any inspections will be deducted from your deposit before it is refunded to you at the end of the works. Each inspection is charged at **£77.47**

Bus Stop Suspensions – London Buses/Transport for London

You will need to contact TfL Bus Operations, central.rsm@tfl.gov.uk if you wish to suspend a bus stop/stand.

5 Completion of works

How do I get my deposit back?

You must email buildinglicences@camden.gov.uk to inform us when the structure has been taken down and works are complete. We will then inspect the site to assess if any damage has been done to the public highway.

If no damage has been done, we will return your deposit to you less any inspection or extension fees accumulated during the life of your works.

If any damage has been caused to the public highway during the course of the works, your deposit will be used to repair the public highway. Once the costs of the remedial works have been finalised you will be invoiced for any additional costs or refunded the difference depending on the sum you initially deposited.

6 Transferring the licence to another company

What happens if another company takes over the site?

If during the works the site is going to be taken over by another company it is your responsibility to inform us of this, and to ensure that the company taking over the site applies for a licence.

We will not return your deposit to you until the new licence has been issued.

You will also remain legally responsible for the site until the new licence has been issued and you will need to ensure that the licence remains current (see section 3) until a new licence has been issued.

Any cost incurred to carry out remedial works for damage caused to highway between the start of the licence and when the new licence is in place will be taken out of your deposit. Remedial works will not be carried out until the works are complete, therefore, there may be a delay in issuing you with the remainder of your deposit or an invoice for additional costs (see section 5).

7 Working out of hours

What happens if I want to erect/remove the structure or carry out works on site outside of normal working hours?

The Noise and Licensing Enforcement Team gives advice about domestic and commercial noise and provides the Weekend Noise Service. If you have to work outside of the normal working hours of **8am – 6pm Monday to Friday and 8am to 1pm on Saturday**, you will need to get permission from the Environmental Health Team.

You will need to make an online application at: www.camden.gov.uk/noisy-building-works

Your Building Licence will not be issued until Environmental Health approval is granted. It is your responsibility to ensure this is place and your application is processed

8 General conditions for all building licence

London Borough of Camden standard conditions and advisory notes

- 1 This consent does not allow the enclosure of any public highways or the obstruction of any part of a public highway by any plant, materials, rubbish or other items. (For details see *Guidance Note GS* issued by the Health and Safety Executive *General Access to Scaffold (Section 55-56)*).
- 2 Proper precautions must be taken to prevent building materials, water or any other substance falling onto the public highway, or adjacent land. Double boarding first lift and providing adequate sheeting must be provided.
- 3 Adequate access to all utility plant, street furniture including lamp columns, or signage must be assured at all times. This can be provided by use of removable or kick out panels.
- 4 Structures should only be erected immediately prior to work commencing and dismantled immediately on completion of works. Unnecessary delays must be avoided.
- 5 All ladders and climbing aids must be locked away or secured to the structure in a horizontal position, at or above the first list level of the scaffold
- 6 In circumstances where the owners of property adjacent to the scaffold are placed at risk or their security reduced, special measures may be required to reduce liability.
- 7 Lighting on all structures affecting the highway should be maintained on a regular basis.
- 8 No advertisements are permitted on any structure without prior planning consent.
- 9 Any welfare facilities requirements must be discussed at the time of application.
- 10 On receipt of licence the licence must be displayed in a prominent position(s) on the structure.
- 11 Applicants must form a substantial walkway of not less than 1.4m wide for pedestrians Either outside, or under, the hoarding or structure. The walkway should be constructed as to comply with Traffic signs Manual Chapter 8. It must be adequately lit during the hours of darkness and always maintained in a good, safe condition.
- 12 No chute is to be erected over either the footway or the carriageway without prior consent from the Council. No Roll on/Roll off containers are allowed in the London Borough of Camden.
- 13 Adjacent properties must be notified of impending works. Any copies of correspondence must be supplied.

Opening of the highway & Temporary Crossovers

Before the public highway is opened the contractor is responsible for checking with all statutory undertakers what services and plant exist in the area to be developed (a requirement of the Health and Safety at Work Act 1974). They must also carry out an electro location survey of the area to be excavated.

Containers, Portacabins and Site Huts

- 1 Unless agreed otherwise the container/structure shall not be deposited on any part of the footway or verge at any time nor shall any part of the transporting vehicle be on the footway when depositing or uplifting the container/structure.
- 2 Any container/structure shall be removed from the public highway or repositioned if required by the Police or Head of Engineering Service.
- 3 All structures shall be lit during the hours of darkness and clearly visible to all traffic. Additional safeguards for road users may be required with respect to guarding lighting and temporary walkways as a condition of the licence.
- 4 Other than in exceptional circumstances, only two cabins will be permitted on a gantry.

Scaffolds and Gantries

- 1 No vertical scaffolding poles shall be erected less than 450mm from kerb edge. Any projection over the carriageway shall not be lower than 5.1 metres.

- 2 A clear passage of 1.4 metres for pedestrians must be maintained continuously. Should it run under and through the scaffold, no cross or sway bracing or other construction shall be fixed at a lower level than 2.5m from the surface of the footway.
- 3 To allow pedestrian traffic on the footway to be seen from the road. All scaffolds must be adequately lit during the hours of darkness to BS 5489 – 1:2013 (Code of Practice)
- 4 During construction trailers are only to be left on the public highway for the maximum loading and unloading period. In all cases Parking Services must be informed on 0207 974 4444.
- 5 Any hoarding protecting a pedestrian walkway beneath a gantry must not be greater than 1.2 metres in height on the carriageway side. There should be 1 slope of no less than 1:12 to the carriageway side of Hoarding.
- 6 Poles to be painted white, hazard taped or foam covered
- 7 Structure must be double boarded and adequately sheeted.
- 8 Kick boards must be placed from first floor level of structure and above
- 9 If four or more scaffold standards are grouped together then they will need to be encased in a timber frame.

Hoardings

- 1 No doors or gates shall be constructed in such a way that they may be opened outwards onto the public way.
- 2 Any requirements for recesses must be discussed and agreed at the time of application. Recesses must be individually illuminated. It is recommended that the recesses and blind corners be fitted with convex mirrors.
- 3 It is essential that the contractor provides adequate shoring, to the satisfaction of the Head of Engineering Service or his representative, that maintain full support to the road, footways and adjacent properties during the works.
- 4 Hoardings may not enclose any illuminated sign or public lamp. Any hoardings affected by such apparatus must be recessed allowing access at all times to the apparatus.
- 5 All hoardings must be painted a single colour and should only bear the name of the main contractor. It is the applicant's responsibility to ensure that any structure remains free of graffiti. Any graffiti must be removed as soon as possible. Please note, however that the authority may request the use of clear materials to ensure visibility and light penetration.

Fans

Fans cannot be placed less than 2.5m above the surface of the footway, and if one projects nearer than 2.5m to the outer edge of the street kerb, then it shall not be fixed at a height less than 5.1m above the surface of the carriageway.

Cradles

No cradle rope or other tackle can be lowered to a height less than 2.5m above the surface of the footway.