

Highways Act 1980 – Sections 169 172, 173

APPLICATION FOR LICENCE TO ERECT SCAFFOLDING OR CONSENT TO ERECT A HOARDING OR OTHER STRUCTURE ON OR OVER THE PUBLIC HIGHWAY IN POOLE and CHRISTCHURCH

TO: Building Control Services, BCP Council, Civic Centre, Poole, BH15 2RU

I (We) hereby apply for permission to erect scaffolding or consent to erect a hoarding or other structure on or over the Highway at the under mentioned premises for the purpose of carrying out the work referred to. Please complete in BLOCK CAPITALS.

Name: _____

Address: _____

_____ Postcode _____

Telephone Number: _____ Fax Number: _____

Mobile Number: _____ E-mail address: _____

I (We) enclose the sum of £_____ being the requisite charge as authorised for the issue of this licence. (see over for details of charges)

Date of application _____ Signature _____ Print _____

Note: This application should be made a minimum of 7 days prior to proposed erection.

Note: Submission of an application does not infer that a licence will be issued.

PARTICULARS OF APPLICATION

1	Situation (address) of premises where scaffold / hoarding / other structure is required.		
2	Nature of building works, alterations or decorations for which the scaffolding / hoarding / other structure is required.		
3	Width of footpath adjoining premises.		
4	Width of footpath proposed to be left outside / under scaffold / other structure.		
5	Length of frontage to be covered by scaffold / hoarding / other structure, if not the full frontage (attach sketch plan to show extent).		
6	Period for which scaffold / hoarding / other structure is required	From:	To:
7	If commercial, factory or warehouse premises, is access required for the general public during operations.		
8	Please provide a site plan indicating the position of the scaffold / hoarding / other structure.		

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Scaffold and Hoarding Licence Charges

The following Scaffold and Hoarding Scheme of Charges were introduced for Bournemouth, Christchurch and Poole Council from 1 April 2019

The structure contained within this scheme is based on recovering the costs associated with the administration, issuing and policing of scaffolding and hoarding licences, and also acts as an incentive for those erecting scaffolds to do so for the minimum period possible, in order to reduce impediments to the use of the public highway and foot paths.

Period of Licence	Charge
Per Calendar Week (7 Calendar days)	£50.00
Maximum period of 3 months (13 weeks)	£650.00

Notes:

1. Licence requests for periods over 3 months, (or any subsequent three month period), will be subject to a separate application immediately prior to the expiry of the original licence.
2. Requests for extension of a licence will be treated as new licence requests and subject to the payment of charges as if the request were a new application.
3. In certain circumstances, licence requests may not be able to be granted due to planned engineering work. In such cases the applicant will be informed as soon as possible.
4. BCP Council is collecting this information, via this form, in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.
In performing this service, we may share your information with other organisations or departments, but only when it is satisfied that it is necessary to perform a public task, or to exercise its statutory duties to do so. We may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law. Your details will only be used by BCP Council. Following our retention schedules your records will be held for 15 years, following completion of your project.
More details information about we handle your personal data can be found in our Privacy Policy which is available online and at our public counter.
5. Please contact us for further information and advice at:

Building Control Services
BCP Council
2nd Floor
Civic Centre
Poole
Dorset
BH15 2RU

Telephone 01202 633250
Fax 01202 633244
General Email bcpoole@bcpcouncil.gov.uk
Web www.bcpcouncil.gov.uk

Office Opening Hours:
Monday-Thursday 9.00am – 5.00pm
Friday 9.00am – 4.30pm
Sat/Sun/Bank Holidays Closed