



**Engineering Services**

Hardshaw Brook Depot  
Parr Street  
St. Helens  
Merseyside  
WA9 1JR

Contact : Chloe Page  
Tel: 07592 383 984  
Email:  
Chloepage@sthelens.gov.uk  
Our ref:  
Your ref:

Dear Sir/Madam,

**Application for a scaffolding/hoarding permit**

Further to the above please find enclosed a scaffolding/hoarding permit application form as requested.

The charge for a permit is £150.00 for the first 28 days, then £100 for every additional 28-day period, which will be invoiced in due course.

Please note that to further your application you are required to attend a site meeting with the Council's Street Works Inspector. To make the necessary arrangements please contact the above-named officer.

The Council requires a minimum of **3 days advance notice** of the commencement of works and can dictate the timing of the works depending upon particular circumstances.

Yours faithfully

Steven Walker  
Head of Highways and Infrastructure



**St. Helens Council  
Environmental Protection**

**Scaffold & Hoarding Application Form  
APPLICATION FOR PERMISSION TO ERECT HOARDING/SCAFFOLD**

**Highways Act 1980 Section 169**

I hereby apply for consent/permission to erect and retain scaffolding/hoarding on or over the public highway.

This form must be completed in every case where it is proposed to erect a scaffold or other structure on the highway (inclusive of grassed verges and footpaths etc.,) and returned together with a drawing/plan detailing the layout to: **St. Helens Council, Environmental Protection Department 4<sup>th</sup> Floor, Wesley House, Corporation Street, St. Helens WA10 1HF**

A minimum of three days notice will be required to process this application and issue a permit.

Details of Applicant					
Name of Applicant/ Organisation/Client/ Contractor (as applicable)					
Address of Applicant					
Name of Contact Person		Telephone:			
Details of Scaffold Company					
Name of Scaffold Company					
Address of Scaffold Company		Telephone:			
Details of Scaffold or Other Structure					
Address/Location of proposed scaffold/hoarding					
For what purpose is it required?		HOARDING/SCAFFOLD (Delete as necessary)			
Pavement type (flags, tarmac, other)		Length of scaffold		Width of scaffold	
For what period of time is it required? (Days/Weeks/Months)	From:				
	To:				
Type of scaffold to be erected?	Site working hours?				
How will it be secured/ tied?	How long will the scaffold take to erect?				
Who will Supervise the scaffold erection?	Name:	Phone Number:	Competence Level		

**Declaration**

I acknowledge that I have read, understand and agree to abide by the guidance notes contained in the Local Authority protocol and that the works referred to above must be conducted in accordance with the requirements of the Highways Act 1980, the New Roads & Street Works Act 1991 and associated legislation and codes of practice, together with any other conditions imposed by the Highway Authority (St. Helens Council).

I also acknowledge that the licence is granted on the condition that I will indemnify the Highway Authority against any claim in respect of injury, damage or loss arising out of this application.

Scaffold Permit Local Authority No. (Permit number to be entered here when permit issued)

Signed ..... Name ..... Date .....

**Section 1 – Contact Details**

(To be completed by person or organisation in **control** of construction, applying for the permit and submitted to the Approved Permit Issuer).

- a. Details of company completing this appendix. **Refer to Section 1 of guidance.**

Company Name:	
Address:	
Postcode:	
Telephone number:	
Fax:	
E-mail	
Contact	
<i>Name and number of contact person)</i>	

- b. Name of scaffolding contractor. **Refer to Section 5 of guidance.**

Company Name:	
Address:	
Postcode:	
Telephone number:	
Fax:	
E-mail	
Contact	
<i>Name and number of contact person)</i>	

- c. Details of who is responsible for completion of weekly scaffold inspections. **Refer to Section 6 of guidance.**

Company Name:	
Address:	
Postcode:	
Telephone number:	
Fax:	
E-mail	
Contact	
<i>Name and number of contact person)</i>	

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## Section 2 – Scaffold Details

1 Scaffold Plan	Refer to guidance under heading scaffold plan – see Section 7. The Plan should be appended to this Permit.	Details of other reference documents/ drawings.
2 Signage, lighting and guarding	See Section 1 – Highway Requirements  Refer to guidance under headings Scaffold Sign, Security Procedures, Physical Protection, Raising and Lowering of Materials, Lighting for Scaffold and Hoarding, Electrical Hazards – see sections.	Details of other reference documents/ drawings.
3 Method to tie scaffold to structure/building including: details of type of ties and locations/number	Refer to guidance under heading Stability, Bracing and Testing – Section 10, Scaffold Design – Section 9. The scaffold plan <u>MUST</u> clearly show the position of the ties.	Cross reference to drawings.

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## Section 3 – Confirmation of Details

- a. I hereby declare that the details in Section 1, 2 and 3 are correct at the time of completion of this appendix.

Signature:		For and on behalf of:	
Print Name:		Date:	

### Data Protection Information

Personal data may be processed, shared and retained in order to carry out the performance of a public task and fulfil our legal obligations. To view our Privacy Notice in respect of personal data under the General Data Protection Regulations (GDPR) please visit [www.sthelens.gov.uk/council/data-protection-freedom-of-information/](http://www.sthelens.gov.uk/council/data-protection-freedom-of-information/)