

**APPLICATION FOR PLACEMENT OF SCAFFOLDING / HOARDING / CHERRY PICKER / SCISSOR LIFT / CRANE ON THE PUBLIC HIGHWAY**

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| --- |
| **For Office Use Only** |
| Application Received: |
| Fee Paid: |
| Notes: |

Application is made for permission under the Highways Act 1980, Section 169, to place any of the above structures on the Public Highway. Charges for the erection of these structures are covered under The Local Authorities (Transport Charges) Regulations 1998 (S. I. 1998 no 948).

Carriageway

**\*\*\* OFFICE USE ONLY \*\*\***

**£**

**Site Address & Location** Please specify:

………………………………………………………………………………………………

………………………………………………………………………………………………

(Include full address and any other roads / locations affected by the proposal. A plan may also be required.)

**Company Details** (This must be the company who will be placing the structure on the public highway)

**Name & Address:** ……………………………………….

………………………………………

**Telephone:** ...................... **Emergency/Out of Hours:** ……………………..

**Email:** ……………………………………………………………

**Additional Conditions:**

**Type of scaffold or apparatus:** ………………………… **Nature of Work:** ………………………

**Licence start date:** …………………………………….

**Licence end date:** …………………………………….

**Estimated total duration:** ………………………………….

**Dimensions of Equipment (metres):**

**£**

**Width:**

**Height:**

**Length:**

**SIGNED: ….……………………PRINTED:** pp. **……………………… DATE:.…..**

**Conditions**

**Insurance**

**Permission is hereby granted for the placement of the structure as specified above**

**Licence No.: ………………**

This permission is granted in accordance with, and subject to, the conditions specified by Oxfordshire County Council and the Highways Act 1980. Placement of the structure is conditional on you maintaining **public liability insurance cover in the sum of £10,000,000** (ten million pounds) for the duration of the licence.

Verge

Footway

**Fee payment: New Application: Renewal Application:**

**Signed:** **Print Name:** ………. **Date:** ……

**Licence Terms and Fees**

**[1st April 2024 – 31st March 2025]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Licence** | **Fee** | **Licence Term** | **Notice Required** |
| Scaffold Licence | £230 | 1 calendar month | 5 working days |
| Scaffold Licence-Renewal | £230 | 1 calendar month | 5 working days |
| Fine – Non-compliance | £350 | + £51 per hour enforcement rate |  |
| Hoarding Licence | £220 | 1 calendar month | 5 working days |
| Hoarding Licence– Renewal | £210 | 1 calendar month | 5 working days |
| Fine – Non-compliance | £300 | + £51 per hour enforcement rate |  |
| Tower Scaffold | £190 | 2 days | 5 working days |
| Cherry Picker | £190 | 2 days | 5 working days |
| Scissor Lift | £190 | 2 days | 5 working days |
| Fine – Non-compliance | £400 | + £51 per hour enforcement rate |  |
| Crane | £565 | 1 day | 5 working days |
| Fine – Non-compliance | £670 | + £51 per hour enforcement rate |  |

**PLEASE NOTE**

If you require the licence for **more than one term**, please submit payment for the entire duration.

All applications need to be made at least **five working days** **before start date** or **expiry** **of the original licence**. Insufficient notice will incur a fine in addition to licence fee.

Fee payment may be made by BACS, or online via [Gov.uk/WorldPay](https://www.gov.uk/apply-for-a-licence/occupation-of-the-road-in-connection-with-building-work/oxfordshire/apply-1/form),

Bank transfer details:

|  |  |
| --- | --- |
| A/C NAME | OCC - Licensing & Streetworks DCI |
| SORT CODE | 308012 |
| A/C NUMBER | 15190568 |

Please use the licence address as payment reference and forward a copy of your transaction confirmation to [licensingteam@oxfordshire.gov.uk](mailto:licensingteam@oxfordshire.gov.uk) for information.