

**CITY OF  
WOLVERHAMPTON  
COUNCIL**

**HIGHWAY ASSETS**

**LICENCE APPLICATION PACK  
FOR TEMPORARY STRUCTURES  
ON THE HIGHWAY**

**GUIDANCE, APPLICATION & CONDITIONS**

**PLEASE RETAIN THE GUIDANCE & CONDITIONS  
AND RETURN  
FULLY COMPLETED APPLICATION FORM  
TOGETHER WITH  
PROOF OF MIN £5 MILLION PUBLIC LIABILITY INSURANCE  
&  
CHEQUE FOR NECESSARY FEES  
MADE OUT TO: CITY OF WOLVERHAMPTON COUNCIL**

SEE PAGE 6 FOR DETAILS

TO: - **Street Works - UTC  
City of Wolverhampton Council  
Civic Centre  
St Peters Square  
Wolverhampton  
WV1 1RP**

**Street Works Team 01902 555791**  
Email: [streetworks@wolverhampton.gov.uk](mailto:streetworks@wolverhampton.gov.uk)

**October 2018**

**(Not valid after October 31st 2019)**

# CITY OF WOLVERHAMPTON COUNCIL

## Highways Act 1980 - Section 169 & 172.

### CONDITIONS OF LICENCE TO PLACE A TEMPORARY STRUCTURE ON OR OVER THE HIGHWAY.

#### 1.0 Standard Conditions

- 1.1 The licensee will take all reasonably practical precautions to ensure that at no time is any member of the public put at risk by the working operations.
- 1.2 a) The Temporary Structure shall be erected and maintained to the satisfaction of the Head of City Transport or their representative.  
b) Where it is impossible to maintain a clear and unobstructed footway width of 1.5 metres an alternative footway shall be provided by means of a substantial platform and handrail fixed and maintained alongside the temporary structure to the satisfaction of the Head of Highways Network or their representative.
- 1.3 The Temporary Structure shall be well lit by the use of battery operated or 110volt amber bulkhead lights and be properly lighted during hours of darkness. Where with the prior approval of the Head of City Transport the Temporary Structure extends into the carriageway, the licensee shall comply with Chapter 8 (Traffic Safety Measures & Signs for Road Works and Temporary Situations) of the Traffic Sign Manual 1991 (Department of Transport HMSO)
- 1.4 a) The Temporary Structure shall at all times remain contained within the Licensed site (hereafter called the site).  
b) All machinery and materials for any purpose in connection with building operations shall be contained within the confines of the site.
- 1.5 The Site shall at all times during the term of this Licence be kept in a clean and tidy condition and the Licensee shall ensure that no nuisance is caused to any person at any time.
- 1.6 a) All works must be executed expeditiously and the structure cleared as soon as possible  
b) Upon completion of the work, notice shall be given to the Head of City Transport or their representative that he may cause the pavement to be reinstated and any other repairs or work required to the property of the Council to be effected by the Council at the expense of the applicant.
- 1.7 The licensee shall ensure that no obstruction of the highway takes place other than authorised by this Licence.
- 1.8 The licence shall be securely affixed in a prominent position to the Temporary Structure for the duration of the licence.
- 1.9 All sites must display a contact board in a prominent position on either the temporary structure or the building. The contact board should include the following details:
- (i) the title 'Contact Board';
  - (ii) the name of the main contractor working on the site;
  - (iii) names and contact numbers of staff who can take immediate action out of normal working hours.
- 1.10 No advertising signs or notices shall be displayed on either the temporary structure Site or adjacent highway.
- 1.11 The licensee shall give access to the site at all reasonable time if so required by an officer of the Council, any Statutory Undertaker or any other body, (either with the consent of the Council or in exercise of its own statutory powers) to carry out works on under or over the Site or adjoining highway.
- 1.12 a) The Licensee shall be responsible for all damage injury or loss of whatsoever kind and howsoever arising which may be caused to or suffered by any person or persons directly or indirectly by reason or in consequence of this Licence and shall keep the Council fully and effectually indemnified against all actions proceedings costs and expenses in respect of all such damage injury or loss as aforesaid.
- b) To give effect to the indemnity given by the preceding sub-clause the Licensee shall take out a policy of insurance in terms to be approved by the Council in the sum of not less than **five million pounds** (£5,000,000) in respect of any claim or series of claims arising out of one event and shall on demand produce the receipt in respect of premiums paid or such other evidence as the Council may require that such insurance has been effected and shall in addition cause such

policy to be endorsed noting the Council's interest therein. The Council shall at any time be entitled to call for the production of the said policy of insurance.

- 1.13 The Council may at any time cancel or suspend this licence in the event of the Licensee being in breach of any of the conditions herein contained.
- 1.14 The Council may terminate this licence and recover from the Licensee the amount of loss resulting from such cancellation if the Licensee shall have offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or having done or forborne to do any action in relation to the obtaining or execution of this Licence any other contract of the Council or for showing or forbearing to show favour or disfavour to any person in relation to this Licence or any other contract of the Council or if the like acts shall have been done by a person employed by the Licensee or acting on the Licensee's behalf (whether with or without the knowledge of the Licensee), or if in relation to the Licence or any other contract with the Council the Licensee or any person employed by the Licensee or acting on the Licensees behalf shall have committed an offence under the Prevention of Corruption Acts 1889-1916 or shall have given any fee or reward the receipt of which is an offence under Section 117(2) and 117(3) of the Local Government Act 1973.
- 1.15 Section 322 of the Highways Act 1980 shall apply to any notice required to be given by this licence and shall be deemed to be incorporated with and form part of it.
- 1.16 Fire hydrants must not be enclosed by any Temporary Structure without the consent of the West Midlands Fire Service.
- 1.17 At intersections and vehicular or pedestrian access points, the Temporary Structure shall be splayed to preserve the sight lines to the satisfaction of the Head of Highways Network or their representative.
- 1.18 Close boarded fans or screens shall be provided of such width as shall completely protect the public and prevent materials of any kind falling upon the carriageway or footway.
- 1.19 The design and construction of a Temporary Structure must take into account the need to resist reasonably foreseeable wind and weather conditions.
- 1.20 No mud or other substance shall be deposited by the licensee, his servants or agents, on the area of highway adjacent to the Temporary Structure at any time.
- 1.21 No work shall be undertaken between the hours of 7.30 - 9.30 & 15.30 - 18.30 hours that would affect the free flow of traffic.
- 1.22 No work shall be carried out which will reduce the available width of the carriageway to less than 7 metres unless permission has been obtained from Head of City Transport for the provision of temporary traffic signals, such signals are in place in accordance with the permission and a minimum width of 3.5 metres of clear carriageway is maintained at all times.

## Additional Conditions

### 2. Applicable to Scaffolds & Towers

- 2.1 Scaffolds shall be constructed and maintained in accordance with the requirements of Factories Act 1961 Construction (Working Places) Regulations 1966. All necessary documents shall be completed and kept.
- 2.2 No vertical scaffold pole or any putlog or any form of bracing shall be erected within 450mm of the outer edge of the street kerb nor at a height less than 4m 88cms above the level of the carriageway without the prior approval of the Head of City Transport or their representative.
- 2.3 Scaffold standards must be painted white up to a minimum height of 2m 44cm.
- 2.4 A clear protected passage for pedestrians shall be continuously maintained under and through the scaffold and no putlog, brace or other obstruction shall be fixed at a lower level than 2m 44cm from the surface of the footway.
- 2.5 No continuous timber boards shall be placed on the highway beneath the sole plates.
- 2.6 The end of any handrails or horizontal scaffold poles must be made safe whether by the use of plastic end caps or otherwise.
- 2.7 No building or cleaning materials, water or other substance, shall be allowed to fall on the highway outside the line of the Temporary Structure at any time.
- 2.8 The use of gin wheels and other forms of hoist over the highway is prohibited other than with the prior approval of the Head of City Transport or their representative.
- 2.9 **Licences will not be issued until the required fee has been paid. For current fee amount see Guidance page 5 in package to which the Application Form is attached.**

### 3. Applicable to Hoardings & Fences.

- 3.1 The hoarding shall be close boarded (except where otherwise directed by the Head of City Transport or their representative), painted a uniform colour and shall not be less than 2m 44 cm in height.
- 3.2 No door or gate formed in the hoarding is to open outwards over the highway.
- 3.3 Upon the site being cleared of buildings or excavation reinstated the Temporary Structure must be set back to the rear of the public highway to the boundary of the contractors' site pending the commencement of rebuilding.
- 3.4 The hoarding or similar structure shall be securely fixed at all times.
- 3.5 **Licences will not be issued until the required fee has been paid. For current fee amount see Guidance page 5 in package to which the Application Form is attached.**

# CITY OF WOLVERHAMPTON COUNCIL

## Guidance to Applicants for a Licence for the Placing of a Temporary Structure on or over the Highway

**Please note: These notes are for guidance only. You must satisfy yourself that you are complying with all relevant legislation and ensure that all reasonably practical precautions are taken to ensure the safety both of members of the public and your employees or agents.**

1. A licence for a temporary structure only confers consent to place that structure on or over the highway, and then only on the site authorised by the licence. At least 10 working days from the date of receipt of a completed application form is required to deal with the application. Any enquiry should be directed to Highways Assets (Tel: 01902 555680). Additional consents may be required in respect of associated works, for example:-
  - (a) Planning and Building Regulation approvals for works and / or Demolition.
  - (b) Placing of any skip, plant or materials on the highway.
  - (c) A street works licence may be required for excavation to the highway.
  - (d) Any special traffic arrangements associated with the placing of the structure. All traffic arrangements for the undertaking of works must be agreed in advance with Traffic Management (Tel: 01902 555791).
  - (e) Temporary traffic signals (at least 7 days written notice is required). If the works will reduce the available width of the carriageway to less than 7.0 metres, it will be necessary to provide temporary traffic signals (a request form must be duly completed), in which case a minimum width of 3.5 metres of clear carriageway must be maintained at all times and the agreement from Traffic Management (Tel: 01902 555791) must be obtained.
  - (f) Temporary Road closure orders - If it is not possible to maintain the minimum widths specified in 1(d) above, then discussions need to be held with Traffic Management to determine whether a Temporary Road Closure is required. A road closure application form will need to be submitted giving a minimum of 6 weeks notice before a closure can be implemented.
  - (g) Use of cranes, hydraulic platforms, cabins or cradles.

**It is your responsibility to check at the outset whether any other consents are required, and if so to make the necessary applications and obtain the necessary licences or permits prior to commencing any works.**

Enquiries regarding any of the above consents should be made to:-

**Network Co-ordination Urban Traffic Control, City of Wolverhampton Council  
Civic Centre, Wolverhampton WV1 1RP tel: 01902 555791**

2. **It is your responsibility to give separate notice to :**
  - (a) **all statutory undertakers whose apparatus may be affected by works and to comply with any requirements they may have.**
  - (b) **obtain a Permit to Work from Travel Midland Metro if intending to work in proximity to overhead cables. The contact telephone number is 0121 502 2006.**
3. A licence will only be issued to the main contractor responsible for carrying out the work on the temporary structure throughout the duration of the licence.
4. The licence will be valid for a maximum period of one month. If required an application for renewal must be made before the original licence expires. The grant of a renewal will be dependant upon the undertaking having been carried out in a satisfactory manner during the initial period of consent and the conditions of the original licence having been complied with.
5. Where it is impossible to maintain a clear and unobstructed footway width of 1.5 metres, an alternative substantial platform and handrail should be fixed and maintained alongside the temporary structure to the satisfaction of the Highways Management.
6. A specimen copy of the conditions attached to a licence to place a temporary structure on or over the highway is enclosed for your reference. Please read these carefully to ensure that you will be able to meet the conditions in the event of a licence being granted. Please note that further additional conditions may be imposed depending upon the nature of your application and proposed site for the temporary structure.

## Notes for Applicants:

A person who FAILS to obtain a licence for the placing of a temporary structure on or over the highway, or who fails without reasonable excuse to comply with the conditions of any such licence may be guilty of an offence and liable to a fine of up to (level 3) £1,000.

Licences are only issued for ONE MONTH.

Please complete both sides of Application Form and post or deliver to :

Network Co-ordination - Urban Traffic Control City of Wolverhampton Council Civic Centre St Peters Square Wolverhampton WV1 1RP
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together with the following items :

A : Fees	Scaffold & Tower	For first month	£130
		Renewal fee for any subsequent month	£50
	Hoarding & Fence	For first month	£130
		Renewal fee for any subsequent month	£50
	Crane Oversails, Cabins & Scissor Lifts	For one month	£130
		Renewal fee for any subsequent month	£50
	Hydraulic Platforms & Welfare Cabins	For one month	£130
		Renewal fee for any subsequent month	£50
	Mobile Crane Licence	For 1 day	£125
		For 2 – 28 days	£200
Other plant / Equipment		For one month	£130
		Renewal fee for any subsequent month	£50

**ALL RENEWAL FEES ARE TO BE PAID PRIOR TO EXPIRY OF LICENCE OR A NEW APPLICATION AND A NEW START FEE WILL BE REQUIRED**

**ALL THE ABOVE FEES DO NOT INCUR ANY V.A.T. CHARGES**

**Cheques to be made payable to – City of Wolverhampton Council**

**B : Proof of Public Liability Insurance for Contractor / Roofer and  
Proof of Public Liability Insurance for Supplier / Erector**

**To be for a minimum of £5 million.**

# **IMPORTANT NOTICE**

**FAILURE TO RETURN THIS APPLICATION**

**WITH ALL SECTIONS**

**FULLY COMPLETED**

**INCLUDING A COPY OF THE**

**PUBLIC LIABILITY INSURANCE**

**FOR A MINIMUM OF FIVE MILLION**

**POUNDS FOR BOTH CONTRACTOR  
AND SUPPLIER OR ERECTOR**

**WILL RESULT IN THE**

**REJECTION / RETURN**

**OF THE APPLICATION FOR**

**CORRECT**

**COMPLETION**

# CITY OF WOLVERHAMPTON COUNCIL

Network Co-ordination - Urban Traffic Control, City of Wolverhampton Council, Civic Centre  
St Peters Square, Wolverhampton WV1 1RP

## APPLICATION TO ERECT A TEMPORARY STRUCTURE ON OR OVER THE HIGHWAY

PLEASE TICK BOX TO IDENTIFY TYPE OF STRUCTURE PROPOSED.

<input type="checkbox"/> HOARDING	<input type="checkbox"/> SCAFFOLD	<input type="checkbox"/> OTHER
<input type="checkbox"/> FENCE	<input type="checkbox"/> TOWER	<input type="checkbox"/> WELFARE UNIT
<input type="checkbox"/> CRADLE	<input type="checkbox"/> HYDRAULIC PLATFORM / LIFT	
<input type="checkbox"/> CABIN	<input type="checkbox"/> CRANE	<input type="checkbox"/> OVER SAILING

NOTE: FOR INFORMATION ON FEES AND CHARGES PLEASE SEE PAGE 5 FOR DETAILS

APPLICANTS DETAILS BY OR ON BEHALF OF- CONTRACTOR / ROOFER	
NAME	CONTACT
ADDRESS	DAY TEL:
	MOB TEL:
	NIGHT TEL:
	FAX:

DETAILS OF SITE TO BE LICENCED	
LOCATION	CONTACT
ROAD	TEL:
DISTRCT	FAX:

Dimensions of proposed structure: Frontage(s) – ( Road Name )	Measurements in Metres				If Scaffold Will it be Load bearing	Pay and Display	Yellow Lines
	Footway Width	Width	Length	Height			
(1)	*	*	*	*	Y / N	Y / N	Y / N
(2)	*	*	*	*	Y / N	Y / N	Y / N
(3)	*	*	*	*	Y / N	Y / N	Y / N
(4)	*	*	*	*	Y / N	Y / N	Y / N

HIGHWAY DETAILS ADJACENT TO SITE : IS THE SITE AFFECTED BY ANY OF THE FOLLOWING :-					
METRO OVERHEAD CABLES / COLUMNS	Y/N	OTHER OVERHEAD CABLES			Y/N
STREET LIGHTING COLUMNS	Y/N	BUS STOPS IN CLOSE PROXIMITY	Y/N	REGULATORY ROAD SIGNS	Y/N

SUPPLIER / ERECTOR DETAILS	
NAME	CONTACT
ADDRESS	DAY TEL:
	MOBILE TEL:
	NIGHT TEL:
	FAX:

**PROPOSED WORKS – THIS BOX MUST BE COMPLETED OR LICENCE CANNOT BE ISSUED**



IS THE PROPOSED 'WORK' COVERED BY THE 'C.D.M.' REGULATIONS **YES**  **NO**

IF THE ANSWER IS **YES** – PLEASE FILL IN THE SUPERVISOR DETAILS IN THE BOX BELOW:

PLANNING SUPERVISOR DETAILS	
NAME -----	CONTACT -----
ADDRESS -----	DAY TEL: -----
-----	MOBILE TEL: -----
-----	NIGHT TEL: -----
-----	FAX: -----

HAVE ALL LEGISLATIVE APPROVALS REQUIRED TO CARRY OUT THE WORKS BEEN GRANTED?

(e.g. PLANNING, BUILDING CONTROL, DEMOLITION Etc.)

**YES**  **NO**

THIS FORM IS TO BE ACCOMPANIED BY POLICY DOCUMENTARY PROOF OF 'PUBLIC LIABILITY' INSURANCE TO A MINIMUM OF **FIVE MILLION** POUNDS,

AND TO BE **SIGNED** BY AN **AUTHORISED** SIGNATORY ON BEHALF OF THE COMPANY

THE APPLICANT UNDERTAKES TO INDEMNIFY THE COUNCIL AGAINST ANY AND ALL ACTIONS ARISING OR OCCURRING FROM THE ERECTION, USE OR REMOVAL OF A TEMPORARY STRUCTURE ON THE HIGHWAY.

THE APPLICANT WILL PAY FOR THE FULL COST OF REPAIRS IF DAMAGE HAS BEEN CAUSED TO THE PUBLIC HIGHWAY OR ANY EQUIPMENT THEREIN.

DATE PUBLIC LIABILITY INSURANCE EXPIRES Current requirement is a minimum of £5M	PROPOSED COMMENCEMENT	DATES COMPLETION

NOTE: AT LEAST **TEN (10) WORKING DAYS** ARE REQUIRED TO DEAL WITH THIS APPLICATION FROM THE DATE OF RECEIPT OF A FULLY COMPLETED FORM. **(SEE PAGE 7)**

PLEASE MAKE SURE YOU HAVE MADE YOURSELF FAMILIAR WITH THE CONDITIONS ATTACHED HEREWITH.

<b>AUTHORISED SIGNATURE</b>	<b>POSITION WITH COMPANY</b>
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FOR OFFICE USE ONLY			
DATE RECEIVED	<input style="width: 90%;" type="text"/>	CHEQUE No	<input style="width: 90%;" type="text"/>
O/S MAP NUMBER	<input style="width: 90%;" type="text"/>	REGISTRATION No	<input style="width: 90%;" type="text"/>
SITE VISIT CARRIED OUT BY		LICENCE No	
NAME	<input style="width: 90%;" type="text"/>	DATE	<input style="width: 90%;" type="text"/>
APPLICATION GRANTED BY		LICENCE APPROVED FOR	
NAME	<input style="width: 90%;" type="text"/>	DATE	<input style="width: 90%;" type="text"/>
EXTENSION GRANTED BY		TO	
NAME	<input style="width: 90%;" type="text"/>	DATE	<input style="width: 90%;" type="text"/>
		EXTENSION	
		<input style="width: 90%;" type="text"/>	