



# APPLICATION FOR A SCAFFOLD TOWER LICENCE PERSUANT TO SECTION 169(1) HIGHWAYS ACT 1980

**Please note:** You are required to have a licence to place a scaffold tower on any part of the highway within the jurisdiction of the City of York Council. All applications for a licence must be made on this form at least **five** working days beforehand.

*The licence will be sent to the applicant within three working days of receipt.*

**1**

**Applicant details**

**Name and address:**

.....  
**Post code:**

.....  
**Telephone number:**

.....  
**Email address:**

**2**

**Address/location where scaffold tower is to be erected:**

**State reason:**

Building work /alteration of building / demolition work (delete as appropriate)

**4**

**For this location state:**

.....  
width of footway

\* delete to suit

.....  
metres

.....  
width of verge (if any)

.....  
metres

.....  
width of carriageway

.....  
metres

.....  
Is it a bus route?

.....  
Yes / No \*

.....  
Is it a footstreet?

.....  
Yes / No \*

**5**

**Is it intended that pedestrians will have free movement through the scaffold?**

.....  
Yes / No (delete as appropriate)

**6****State scaffold dimensions:**Overall length metresOverall width metres**7****State the sole position of the scaffold tower:**footway Yes / No (delete as appropriate)carriageway Yes / No (delete as appropriate)**8****Start date:****9****Duration:****10****Payment:**

- The fee for the licence is £203 for 28 days permission and each additional month or part thereof is £103 – this charge is not subject to VAT.
- Late notification fee £62 (less than 5 working days)
- An invoice for the fee will be raised at the end of the calendar month within which the start date for the licence falls
- Charges will be applied for failure to comply with the terms of the licence (£123 and for dealing with any unlicensed scaffolding (£404)

**11****Declaration**

I confirm to my best knowledge and belief, the information given above is correct and accurate, and as such will be used by City of York Council in conditioning any licence they issue. It will be my/our responsibility to make any scheme amendments required by council officers based on later inspections which shows the above information to be incorrect. I have read the terms and conditions relating to Scaffolding on the Highway (available on the website).

Signature of applicant:

Name (please print):

Date: