

**Solihull Metropolitan Borough Council
Highway Services**

APPLICATION FOR PERMISSION TO ERECT HOARDING/SCAFFOLD/CRANE/ACCESS ARM

2025/26

(Highways Act 1980: Section 169)

Cost Centre: 01-220340-I20000-HW0008 (£258.00)

Name of Address of Applicant: (i.e. Developer/Builder) Email ; Telephone Number:
Name & Address of User: (i.e. Scaffold Company) Email ; Telephone Number:
Details of Proposed Hoarding/Scaffolding/Crane/Access Arm: Location / Property No; Length: Height: Width: (over 6m refer to condition 8)
Will scaffolding be sheeted?
Duration of Work for which Hoarding/Scaffolding/Crane/Access Arm will be required: From Date : To Date :

I,

on behalf of

agree to abide by the conditions printed on page 2 of this document and acknowledge my responsibility under the Health & Safety at Work Act 1974, the Factories Act 1961 and other associated legislation.

Signed Date

FOR OFFICE USE ONLY		
	COMMENT	Initials
TG 20 Compliance		
Structural Stability		

CONDITIONS FOR 2025/26

1. The Contractor shall, if required so to do by the Authority's representative, adequately fence off such portion of the adjacent carriageway as may be directed to provide a safe passage for pedestrians, such fence or barrier to be adequately lighted during the hours of darkness.
2. All scaffolding shall be properly and securely erected, and all necessary steps shall be taken during the erection and dismantling to prevent any material, tools or other equipment falling on to the footway or carriageway. Such hoarding or scaffolding shall be provided with a safety sheet or other apparatus or device at a height of not less than 2.5 m from ground, which shall effectively prevent any materials, tools, water or other liquid falling on to the footway or carriageway during the course of the work.
3. Every hoarding or scaffold support which rests on the footpath or carriageway shall be painted white up to a height of 2.5m from the ground and the positions of such supports shall be clearly indicated by sufficient red lamps during the hours of darkness.
4. No bar, rail or beam shall be erected over the footpath at a lesser height than 2.5m.
5. The Contractor shall bear the cost of restoring the footway or carriageway if damaged as a result of the erection of the hoarding or scaffold or of work incidental thereto.
6. If the hoarding or scaffold is to be illuminated by electricity at night, the electrical installation must be approved by the appropriate Electricity Undertaker before it is made "live".
7. In the event of any of the above conditions not being observed, this permission will be withdrawn and the said Contractor shall bear the cost of restoring and making good the said streets and footways.
8. A plan of the proposed site must be attached with this application and if the height exceeds 6.0 metres then structural calculations must be provided, and the use of TG 20 from N.A.S.C. is encouraged.
9. Allow at least 10 working days for the application to be processed.
10. If the scaffold/hoarding is situated within a pedestrian area this may incur additional charges for access to the frontage concerned.
11. A Permit Fee of £258.00 for 2025/26 (NOT VATABLE) must be submitted with the application form. Retrospective applications are charged at 1.5 times the normal fee but could lead to prosecution under the Highways Act 1980. Additional charges will be applied after the first month of £83.00 per month or part thereafter.
Once a completed application form has been received and approved, an online payment can be made using the supplied Payment Reference. Go to the Solihull Council website www.solihull.gov.uk/epay select Highway Licence, enter the Payment Reference and click pay. Please keep a record of the receipt number for confirmation of payment.

Alternatively Cheques are to be made payable to Solihull M.B.C. and returned for the attention for:

**Permit Team
Economy and Infrastructure
Solihull M.B.C.
Council House
Solihull
B91 3QT**

**Telephone: 0121 704 6720
E-mail: highwaypermits@solihull.gov.uk**