

LBB Scaffolding and Hoarding Licence FAQ's (382)

Q1. Who needs one?	
A.	<p>Wherever there is building works occurring that use the highway For example: Shops with scaffold up on the footpath</p> <ul style="list-style-type: none"> • Cranes working on loft conversions <i>For cranes we issue an indemnity not a licence however it follows the same procedure as a licence, costs etc are all the same.</i> • Hoarding fencing off a site from the footway • Building materials being stored on the highway • HGV vehicles crossing the footway to enter a site
Q2. How much does it cost?	
A.	<p>You will need to pay an admin fee and a deposit in case of any damage:</p> <p>The Licence Fee is a <u>non refundable fee</u> which is required prior to processing the licence request : £162.00 which can be paid with credit/debit card or cheque. Deposit varies depending on the size of the site and work being undertaken. The amount of deposit will be determined by a site visit from a Highways Inspector, the minimum amount of deposit taken is £500</p>
Q3. Who is responsible?	
A.	<p>We accept applications from scaffold companies only on behalf of the landowner; however the land owner is ultimately responsible in making sure licences are in place. Hoarding licences are accepted by all parties.</p>
Q4. How do I apply?	
A.	<p>Please call our First Contact Service on 020 8359 3000 Please detail the company name, the site address and the date that the works are commencing.</p>
Q5. How long does it take?	
A.	<p>We aim to send out the relevant documentation on the same day the application is received. The customer then has 5 days to return the paperwork to us with the necessary payment.</p> <p>Once the payment has been received the licence can be issued.</p> <p>Providing documents and payments are returned promptly the process should take 5-7 working days.</p>
Q6. Anything else I should be doing?	
A.	<p>See guidance notes (PDF Document).</p> <p>Liaising with other council departments e.g. planning, have the relevant planning procedures been followed.</p>