

Application for use of a mobile elevated work platform on/over the highway

Highways Act 1980, Section 169

Please complete the following in capitals and return to the address below. Mobile elevated work platform equipment should not be operated on/over the highway without confirmation in writing that a permit has been authorised by North Somerset Council. You must give a minimum notice of five working days before you wish to operate mobile elevated work platform equipment on or over a highway.

Proposed location of mobile work platform		Applicant's details	
Name:		Name:	
Address:		Address:	
		Contact tel. number	
		Fax Number	
Tel. number:		Email:	

Details of work operations	
Date from:	Date to:
Time from:	Time to:

Other Details	
Equipment make:	
Equipment model:	
Details of public liability insurance:	

Safety Arrangements

Details of barriers to be used around work area(s):

Details of safety training for operatives of the mobile work platform

Details of safe working arrangements to be deployed at the site

I/We hereby apply to North Somerset Council to operate a mobile elevated work platform on/over* footpath/carriageway* in connection with the building/demolition/alteration/repair/maintenance/cleaning* of the building stated and I/we hereby agree to comply with conditions applied to the permit which will be specific to the work activity being carried out and with all other statutory rules and regulations which may apply in these circumstances. (*delete items not applicable)

Fee enclosed	£
Signed	
Position in company	
Name (Block Capitals)	
Date	

Data Protection Act 1998

The personal data you provide on this form will be used by North Somerset Council to administer your permit. In order to protect public safety, this may include the use of sensitive personal data (criminal offences) to help assess whether you are a fit and proper person to hold a permit.

We may occasionally share your personal data with other Council departments and with other bodies (notably Housing Benefits, the Police, Inland Revenue) for the purposes of protecting public money, preventing and detecting crime and/or fraud and ensuring public safety. Such sharing will only occur on a case-by-case basis where a justifiable purpose in line with legislation has been demonstrated. The information may also be used for internal training.

Office Use Only

Licence Number				Confirm Ref:	
Granted		Refused		Receipt No.	

The Licensing Team, Warne Road Depot, Warne Road, Weston-super- Mare, North Somerset, BS23 3ND.
Tel: 01934 426 800, Fax: 01934 426 230, email licensing@n-somerset.gov.uk LHA05

Application Notes

1. General

A Mobile Elevated Work Platform Permit is required when work is undertaken using a mobile elevated work platform (MEWP) on or over the highway. The term highway includes both footpaths and roads. It is an offence under the Highways Act 1980 to operate MEWP equipment on or over the highway without first obtaining a permit from North Somerset Council. Failure to obtain the required permit could result in legal action being taken by the Council for which the current maximum fine on conviction is £5,000.

2. Application Procedure

A completed application along the permit fee and a copy of a valid certificate of public liability insurance must be submitted to the Licensing Office before MEWP equipment is operated on or over a Highway. The application can be made in person or by post (see below for our contact details).

3. Conditions attached to Permits

Conditions generally will be attached to permits that we issue and will be specific to the nature of the work activities taking place. The following gives an indication to the type of conditions that we attach to permits:

1. Use of barriers to prevent public access into the work area(s).
2. Specification of start/finish times.
3. Use of trained operators only, with a safety person at base of platform whilst in operation.
4. Notifications by fax to the Licensing Office when a MEWP is to be used.
5. Work areas to be adequately lit at all times between half an hour after sunset and half an hour before sunrise.
6. All work to be completed expeditiously, making good any damage to the highway.

4. Notification of completion of works

Included with permissions issued will be a separate sheet (form LHF05) for completion and return to the Licensing Office. This form should be completed and preferably faxed to the Licensing Office no later than three working days after use of the MEWP equipment has ceased. The fax number for the Licensing Office is given below. Failure to notify us of the cessation of the use of MEWP equipment may result in an additional permit fee being charged for any period of use beyond the expiry of the permit.

5. Extension of a Permit

All permits issued are time specific and expire on the date stated on the permit. If a further time is required beyond the period of use granted on the permit, a further application will

have to be made to North Somerset Council. The application must be made no later than five working days before the expiry of the current permit.

6. Further Information

If you require any further information regarding applying for a permit, or assistance in regard of a permit that has been granted, please contact us as detailed below:

Address: The Licensing Office
Warne Road Depot,
Warne Road,
Weston-super-Mare,
North Somerset,
BS23 3ND

Telephone: 01934 426 800

Fax: 01934 426 230

Email: licensing@n-somerset.gov.uk