

**Scaffolding/Hoarding Licensee:**

JAKU SCAFFOLDING LTD  
Fitzhardinge House  
Kemerton Road  
Beckenham  
BR3 6NJ

Surrey Highways  
Surrey County Council  
Hazel House  
Merrow Lane  
GUILDFORD  
GU4 7BQ

Competent Person: Artur Jaku

09 May 2025

**Licence No: RB25-021-225347**

**Payment Ref: SH-171817**

**HIGHWAYS ACT 1980 – SECTION 169  
ERECTION OF SCAFFOLDING/HOARDING**

With reference to your application permission is hereby granted for you to erect **Scaffolding** at

11, Holmesdale Road, Reigate, RH20BA

for a period from **12/05/2025** to **09/06/2025** inclusive,

in accordance with the Conditions of Permission scheduled on the following page(s).

In addition, thereof:

- i. An absolute minimum footway width of 1.2m must be kept clear for passage of pedestrians at all times
- i. The scaffolding must be:
  - double boarded; - tied into the building
  - lit with lamps during hours of darkness
  - uprights must be wrapped in a hi-viz/reflective covering at pedestrian level
  - uprights must have surface protection at base of every pole
  - be at least 0.5m away from the edge of the traffic lane.
- ii. The scaffolding shall not obstruct access to fire hydrants, street lighting or illuminated signs, utility inspection covers and cabinets – please refer to condition 16 & 7 for further details

Approving Officer:

Michael Dawson Technical Support & Communication Manager  
Highway Operations & Infrastructure  
Surrey Highways & Transport



**SURREY**  
COUNTY COUNCIL

[www.surreycc.gov.uk/contacthighways](http://www.surreycc.gov.uk/contacthighways)

# Erection of Scaffolding on the public highway – Conditions of the Permission

## **Before you start**

1. Scaffolding to conform to [BS EN 12811-1:2003](#) ('Temporary works equipment. Scaffolds. Performance requirements and general design').
2. Proof of £10,000,000 Public Liability Insurance is required, covering the full period of the work.
3. Scaffolding location, layout and planned safety precautions must be approved by the Highway Authority (Surrey County Council) before any work starts.

## **Scaffolding design**

4. The scaffolding shall not obstruct people undertaking statutory duties from accessing underground chambers, boxes, manholes, hydrants, utility cabinets etc.
5. No scaffolding shall be erected that will surround or otherwise interfere with a public lamp column or illuminated road sign. If a scaffold cannot be erected without interfering with a lamp column or illuminated sign, the County Council's electrical highways partner, Milestone Infrastructure (formerly Skanska) must be advised. Sufficient measures to satisfy Milestone must be taken by the licensee at the licensee's expense.  
To contact Milestone, Tel [0300 200 1003](tel:03002001003) (via SCC Contact Centre) or email [surrey.lightingservices@milestoneinfra.co.uk](mailto:surrey.lightingservices@milestoneinfra.co.uk)
6. No scaffold should come within 2.0 metres of any part of a lamp column or illuminated sign. Removal of a lamp column or illuminated sign must be agreed in advance by Milestone. Any agreed removal or adjustment of lamp columns and / or illuminated signs must be undertaken by Milestone.

7. The minimum clearance to the underside of the scaffolding must be:

- For footways, footpaths and areas restricted to pedestrians: 2.4 metres.
- For carriageway and shared surfaces where vehicles have access: 5.41 metres.
- For bridleways and horse margins: 3.5 metres.

8. The scaffolding must not be closer than 0.5 metres (500mm) from the edge of the traffic lane. Refer to DfT Traffic Signs Manual (chapter 8, part 3)

9. Traffic Management details must be submitted and approved prior to the issue of a licence, where there is potential for encroachment onto the highway. All signing shall be carried out in accordance with the [DfT Traffic Signs Manual \(chapter 8, part 3\)](#)

10. Vertical and horizontal highway sight lines shall be maintained at all times.

11. The scaffolding must provide a pedestrian walkway of a minimum width of 1.2 metres provided to the satisfaction of Surrey County Council.

12. The scaffolding shall not reduce the effective width of the footway.

13. The scaffolding shall be painted white up to at least 1.8 metres, with a minimum of 2.05 metres distance between standards dependent on design loadings. (Alternatively high visibility foam padding and/or reflective red or white tape can be used instead of white paint.)

14. Scaffolding and signage must be lit during the hours of darkness, to the approval of Surrey County Council.

## **Managing the scaffolding**

15. It is your responsibility to ensure that this licence is clearly displayed in a weatherproof cover and fixed to the scaffolding, to inform highway officers and members of the public of the nature of the works and licence conditions.

A sign displaying scaffolding company name and emergency contact number must be fixed to the scaffolding.

16. Competent person to inspect scaffold, (named on page 1). Adequate maintenance of the scaffolding shall be carried out and precautions taken, to prevent items and materials falling from the scaffolding onto the highway.

17. The scaffolding shall be erected for only the minimum time necessary to carry out the works.

18. To renew or extend your licence, you must apply online at least ten working days before the existing scaffolding or hoarding licence is due to expire. If this is not adhered to you may incur a penalty fee of £100, and an ongoing daily charge until we are satisfied a valid license is in place. [www.surreycc.gov.uk/apply](http://www.surreycc.gov.uk/apply)

19. The County Council, as the local Highway Authority, shall be indemnified against any claims arising in the consequence of the erection, existence or removal of the scaffolding.

20. Any damage to the highway resulting from the erection, operation or removal of the scaffolding, shall be made good.

21. In some cases, extra charges may apply if:

- our contractors are called out to light the site, or to make it safe, a charge will be made to the licensee.
- a [bus stop suspension](#) or [parking suspension](#) is required
- any other additional traffic management is required (such as a [road closure](#) or [temporary traffic lights](#))

## Erection of Hoarding on the public highway – Conditions of the Permission

### **Before you start**

1. Proof of £10,000,000 Public Liability Insurance is required before a hoarding licence is issued. The Public Liability Insurance must cover the full duration of the work.

2. The location, layout and planned safety precautions must be approved by the Highway Authority (Surrey County Council) before any work starts.

### **Hoarding design**

3. The hoarding shall not obstruct access to Statutory Undertakers underground chambers, boxes, manholes, hydrants, cabinets etc.

4. No hoarding shall be erected that will surround or otherwise interfere with a public lamp column or illuminated road sign. If a hoarding cannot be erected without interfering with a lamp column or illuminated road sign, the County Council's electrical highways partner, Milestone Infrastructure (formerly Skanska) must be advised. Sufficient measures to satisfy Milestone must be taken by the licensee at the licensee's expense. To contact Milestone, Tel [0300 200 1003](tel:03002001003) (via SCC Contact Centre) or email [surrey.lightingservices@milestoneinfra.co.uk](mailto:surrey.lightingservices@milestoneinfra.co.uk)

5. No hoarding should come within 0.5 metres of any part of a lamp column or illuminated sign. Removal of a lamp column or illuminated sign must be agreed in advance by Milestone. Any agreed removal or adjustment of lamp columns and / or illuminated signs must be undertaken by Milestone.

6. A Minimum of 1.2 metres clear width of the footway should be always maintained for use by pedestrians. Where a 1.2 metres clear width of footway cannot be maintained, a signed and guarded walkway must be provided for pedestrians to the approval of the Highway Authority (Surrey County Council).

7. The hoarding must be painted in colour(s) agreed by the Highway Authority (Surrey County Council).

8. During hours of darkness, the hoarding must be lit either as a pedestrian walkway and/or for warning purposes to the satisfaction of the Highway Authority (Surrey County Council).

9. Any excavation in the Public Highway to erect a hoarding shall be subject to the prior agreement of Surrey County Council, and an additional licence is required ([Private Opening Licence](#)).

- It should be noted that a further fee and refundable deposit would be required in these circumstances (see link above).
- Other works: No works on or to the public highway are permitted within the limits of the hoarding without prior approval of Surrey County Council and will be on the basis of a separate licence (if applicable).

10. Traffic Management details must be submitted and approved prior to the issue of a licence, where there is potential for encroachment onto the road surface, or pavement closure. All signing shall be carried out in accordance with the the [DfT Traffic Signs Manual \(chapter 8\)](#).

11. Vertical and horizontal highway sight lines shall be always maintained.

### **Managing the hoarding**

12a. It is your responsibility to ensure that the license is clearly displayed in a weather proof cover and fixed to the hoarding, for the purpose of informing highway officers and members of the public of the nature of the works, licence conditions and contact details in case of an emergency.

12b. The hoarding shall be erected for only the minimum time necessary to carry out the work.

13. The County Council, as the Highway Authority shall be indemnified against any claims arising in consequence of the erection, existence or removal of the hoarding.

14. Any damage to the highway resulting from the erection, operation or removal of the hoarding, shall be made good.

16. Responsibility for ensuring the hoarding is erected, maintained and dismantled in accordance with our conditions and any regulations that may apply, ultimately rests with whoever instructed the company installing the hoarding or who owns the building/property plot the hoarding is erected outside.

17. If you think you may need to renew or extend your licence, please be aware that you must apply online at least 10 calendar days before the existing hoarding licence is due to expire. If this is not adhered to and the hoarding is still in situ you may incur a penalty fee of £100, and an ongoing daily charge until we are satisfied a valid licence is in place.

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