



**Development & Regulatory Service (DRS)**

**Highways License Application Form**

**Ref number if known:**

**PEM:**

**Tick relevant box below for type of licence: on receipt of completed form and fee of £162.00 per licence selected, a highways inspector will contact you with deposit required and conditions. DO NOT RETURN UNLESS CREDIT CARD OR CHEQUE PAYMENT MADE.**

Building Materials   
**Scaffold**   
Hoarding   
Habitual Crossover

Crane   
Other (please specify\*)

**we only accept scaffold licences by scaffold companies**

**Site Details:**

**Exact location of works: property number/building name:**

**Street / Road Name:**

**What is ground footprint required for building materials:**

**If applying for scaffold / hoarding (delete as required) provide following (failure to do so may delay your application):**

**If applying for hoarding provide how many meters required:**

**Number of scaffold uprights required:**

**Location of scaffold / hoarding (delete as required) to be erected: select: front / rear or both**

Name of Contact

Mobile Number:

Telephone Number:

Email address:

**Details of person paying for this licence as shown on cheque payment :**

(If person completing this form is not the payer, provide your details under separate note)

**(Please note we do accept credit or debit card payments)**

Name of company:

Contact name: Address:

Landline Telephone Number:

Mobile Number:

Email address (please write clearly):

Expected start date of works: **(must be completed)**

Expected end date of works: **(must be completed)**

**Deposit Amount (Refundable): £ \_\_\_\_\_ to be determined**

**License Fee (Non Refundable): £162.00 we only accept scaffold licences by scaffold companies.**

**Acceptable methods of payment: credit card, cash or cheque's (payable to London Borough of Barnet, post dated cheques will not be accepted)**

**Date of application:** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Non Postal Applications Are By Appointment Only**

Please contact Rita Zippo

020 8359 7644

North London Business Park,  
Oakleigh Road South, London  
N11 1NP

**Postal Applications Should Be Returned To Rita Zippo**

London Borough of Barnet  
Development & Regulatory Service,  
NLBP, Building 4, Oakleigh Road  
South. N11 1NP

**Once deposit is confirmed by Highways Officer please submit cheque to above address with cover note or compliment slip quoting your original reference number, if provided or contact the above number to make credit card payment**

