

‘CONDITIONS FOR PLACING OF SCAFFOLD ON THE HIGHWAY’

GENERAL

1. It is an offence to place a scaffold on the highway without prior approval in writing from the Highway Authority.
2. Applications should note that special conditions may be imposed by the Highway Authority:
 - a. To minimise the inconvenience to persons using the street, having particular regard to people with a disability.
 - b. For Traffic Sensitive Streets, street with Special Engineering Difficulties and Protected Streets.
3. The scaffold owner shall:
 - a. Indemnify the Authority against any liability, loss, claim or proceedings whatsoever arising under statute or common law in respect of the placing, and maintaining of materials on the highway, or their removal there from.
 - b. Provide proof of public liability insurance of a minimum of £5m cover for the period of the Licence.
 - c. Allow at least **FIVE WORKING DAYS** between the date of receipt of this application by the Highway Authority and the proposed date on which the Licence is required to commence as a mandatory site visit must be made.
 - d. Only erect and remove scaffold on the highway between the hours of 0800 and 2000 on all days, except on any Traffic Sensitive Street where erection and removal will not be permitted between 0800 and 0930 or 1600 and 1800.
4. Licences will only be granted for up to a maximum of 28 days.
5. All scaffolding shall comply with the BS 5973:1993 ‘Access and Working Scaffolds and Special Scaffold Structure in Steel’
6. No sign, street light or street furniture whatsoever shall be moved, obscured or interfered with in any way without the specific approval in writing from the Highway Authority. Approval will normally be given to reasonable requests. However, the applicant may have to pay the Highway Authority in advance for the cost of any necessary works or measures, which will normally be carried out by the Authority or its Agent.
7. A person aggrieved by the refusal of consent under Subsection 3 of Section 169 of the Highway Act 1980 may appeal to a Magistrates Court against the refusal.
8. Separate licences are required to excavate the highway, deposit skips, erect hoardings, and operate cranes and access platforms on the highways.

SPECIFICATION OF SCAFFOLDS

9. The scaffold shall:
 - a. Be of an open design, providing an unobstructed walkway under the scaffold a minimum of 1.2 metres wide and 2.3 metres high. In exceptional circumstances closed scaffolds will be permitted. However, in these circumstances the scaffold shall be protected with pedestrian barriers and signs as described in ‘Safety at Street Works. A code of Practice’. In addition, a 1.2 metre walkway around the scaffold shall also be provided.
 - b. Be securely attached to the buildings or structure
 - c. Have its standards marked with broad red fluorescent and white reflecting stripes.
 - d. Have all its joints below 2.30 metres wrapped to protect the public.
 - e. Have all its ledger ends below 2.3 metres protected by plastic caps.
 - f. Employ protective measures (i.e. brick guards, facade nets, sheeting or fans) to ensure debris does not fall on to the highway.

- g. Prominently display an information board with the Owner's Name and 24hr Emergency telephone number.
10. Tower scaffolds shall not exceed a height of 3.5 times the least base dimension.

POSITION OF SCAFFOLDS

11. A scaffold shall not:
- a. Be placed on the highway so as to be within 0.45m of any carriageway or to impede the surface water drainage of the highway or to obstruct access to other premises, fire hydrants, gullies, manholes or any apparatus belonging to a Statutory Undertaker or Highway Authority.
 - b. Partly or wholly obstruct a carriageway without the permission of the Highway Authority. Where such approval is granted, 1.0 metres safety zone shall be provided in the carriageway around the scaffold and be maintained in accordance with 'Safety at Street Works. A Code of Practice'.

SIGNING AND GUARDING SCAFFOLDS


12. During the hours of darkness a road danger lamp shall be attached to each corner of the scaffold. Lamps shall comply with the Traffic Signs Regulations and General Directions 1994, Section 43.
13. Where scaffold materials, including demountable vehicle bodies, are temporarily stored on the highway during erection and dismantling appropriate signing and guarding must be provided in accordance with 'Safety at Street Works. A Code of Practice'.

USE OF SCAFFOLDS

14. No advertisement may be exhibited on the scaffold without written consent from the Highway Authority, which will not be given without written evidence of approval from the Planning Authority.
15. The scaffold shall only be used in accordance with the requirements of BS 5973:1993
16. The area around the scaffold should be constantly swept and kept clear of any material that could cause a hazard or nuisance to the users of the highway.

REMOVAL OF SCAFFOLDS

17. No scaffold shall remain on the highway after the expiry of the licence.
18. The scaffold shall be:
- a. Removed as soon as possible and in any case not later than 2 working days after it is no longer needed, not to exceed the twenty eight days.
 - b. Removed or repositioned if required by the Police or the Highway Authority.
19. On expiry of the Licence, the highway where the scaffold has been positioned must be left in a clear and tidy condition and any damage to the highway repaired to the satisfaction of the Highway Authority.
20. Additional Conditions

<p>HIGHWAYS ACT 1980 SECTION 169</p> <p>Application for a Licence to place scaffolds on the highway</p>	 <p>Customer Services Centre Town Hall Extension St Stephen's Road Bournemouth BH2 6EB Telephone: (01202) 454903 Email: parkingshop@bournemouth.gov.uk</p>
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IMPORTANT NOTES TO THE APPLICANT

1. Read the ' Conditions for placing Scaffolding on the highway', on pages 2-3
2. Complete sections 1-7 in block letters.
3. Return this completed application to the address shown above together with proof of your public liability insurance of a minimum of £5m
4. Please remember to include payment of licence fee of £30.00
5. A minimum of 5 working days is required to process this licence
6. Licences are valid for a period of 28 days only

CONTRACTOR	CLIENT
<p>1a. Name..... Address..... Postcode..... Working Hours Tel No..... Out of Hours Tel No.....</p>	<p>1b. Name..... Address..... Postcode..... Working Hours Tel No..... Out of Hours Tel No.....</p>

<p>2. Insurance Company..... Policy No.....Cover £..... Commenced.....Expires.....</p>	<p>3. Reason – Full explanation why the scaffolds needs to be placed on the highway</p>
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<p>4. Licence Required *From..... To..... Five full working days MUST be given.</p>	<p>5. Location – Street Name..... Property Number..... Position - Footway YES/NO Verge YES/NO</p>
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6. Type – Independent Tied Putlog Other (specify).....
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7. Declaration

CONTRACTOR

I, as an authorised representative of the aforementioned company, apply to Bournemouth Borough Council for permission to place scaffold on the highway and confirm that the foregoing details are correct and that I have read and accepted the conditions on pages 2-3.

Signature.....
Name.....Date.....

DO NOT WRITE BELOW THIS LINE – AUTHORITY USE ONLY

<p>LICENCE (to be completed by the issuing authority). Fee Paid £.....</p>	<p>Licence No..... Receipt Issued YES/ NO</p>
<p>Your application to place a scaffold on the highway at the above location for the period shown, has been *refused/granted Subject to adherence to Chapter 8 and the following conditions.....</p>	

<p>Signature..... Name.....</p>	<p>For the Environmental Services Date.....</p>
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*Delete as appropriate