

STOCKTON-ON-TEES BOROUGH COUNCIL

**APPLICATION FOR A LICENCE TO ERECT A SCAFFOLD ON THE HIGHWAY
Highways Act 1980 – Section 196**

Details of Applicant

The Applicant will be responsible for ensuring that the scaffold design, construction and maintenance of the scaffolding is in compliance with BS EN 12810/12811 or NASC guidance TG20:08 and that the scaffold is erected, altered and dismantled in accordance with the Work at Height Regulations 2005 by suitably competent persons. A licence to erect or retain a scaffold or other structure will only be issued to the Company responsible for the management and use of the scaffolding whilst it remains in situ.

It is the responsibility of the Applicant ensure they have prepared an adequate method statement and public risk assessment to ensure safe working practices and the safety of the public at all times when erecting and dismantling the scaffolding and for the duration that the scaffolding is erected; the personnel erecting/dismantling the scaffolding must be competent to do so and should hold valid industry recognised certificate of competency.

Applicant Name:	
Company Name:	
Company Address:	
Email:	
Telephone:	

Location where scaffolding is to be sited

Address:	
Postcode:	

Duration of work

The application must be received by the Licensing Section **10 working days before** the scaffolding is required in order to allow for inspection and consultation with relevant agencies. In emergency situations, the Applicant is required to contact the Local Authority by telephone for permission to erect emergency works.

The application must be accompanied by the following:

- Plan of the location of the proposed scaffolding
- Certificate of public liability insurance (minimum £5 million)
- Application fee £75

At any time after the issue of a licence the Council may inspect the scaffolding to ensure the conditions of the licence are being complied with. Where licence conditions are not being complied with the Council may take formal action.

From:	
Until:	

Renewal of a licence is not automatic and depends on several factors including other planned works in the area, planned events in the borough and compliance with the original licence. Failure to meet the terms and conditions of your licence may result with it being revoked or a renewal licence application being refused.

Site Specific

Q. What type of scaffolding structure will be constructed (e.g. independent, gantry, access tower, structural scaffold etc

A. _____

Q. For what purpose(s) is the scaffolding to be used (e.g. new build, demolition, painting, storage of material etc?) and has the use been taken into account when designing the scaffold

A. _____

Q. Please give base dimensions of proposed scaffolding structure - length x width x height (in metres). For applications with multiple elevations ensure details are provided on the site layout drawing.

A. _____ m long x _____ m wide x _____ m high (or) tick box if multiple elevations

Q. Is the scaffolding structure to be sheeted/netted/boarded to prevent material or tools etc falling into the highway and has this been taken into account when designing the scaffold (answer yes or no below, if no give explanation?)

A. _____

Q. Please stipulate the time period for the erection and dismantling of the scaffold.

A. Erection: From _____ To _____
Dismantling: From _____ To _____

ITEM	QUESTION (tick appropriate column)	YES	NO	N/A
I.	Will the scaffolding structure be closer than 450mm to the edge of carriageway? (If the answer is 'yes' then a site meeting is required between the Applicant and Local Authority representative). The agreed solution to be detailed in the traffic management plan.			
II.	Will there be a minimum width of 1.2m of <u>UNOBSTRUCTED</u> footway for pedestrian access maintained alongside or through the scaffold? Please show the location of the 1.2m unobstructed footway on the plan. More restricted sites <u>MAY</u> be licensed, but will require a site meeting before a licence is issued (If answer is 'no' a site meeting is required between the Applicant and a Local Authority representative). The agreed solution to be detailed in the traffic management plan produced by the applicant/scaffold contractor.			
III.	Will the scaffolding structure obstruct or obscure any of the following: traffic signal, traffic signal controller, bus stop, pedestrian or controlled crossing, junction sight line, road lighting column, and traffic sign, parking bay, waiting restriction sign, highway drainage gully or any other ironwork in the highway or other street furniture? (If answer is 'yes' a site meeting is required between the Applicant and Local Authority representative). The agreed solution to be detailed in the traffic management plan produced by the applicant/scaffold contractor.			
IV.	Will any part of the highway require full/partial closure during erection or dismantling operations? (If answer is 'yes' a site meeting is required between the Applicant and Local Authority representative). The agreed solution to be detailed in the traffic management plan produced by the applicant/scaffold contractor.			

Conditions of use

You must display a laminated copy of your current licence on the scaffolding where it stands on the highway at all times. Your licence must be visible to anyone using the public highway.

- I. Upon the issuing of the licence, the applicant will become the person to whom the licence is issued in terms of section 169 Highways Act 1980 and will be referred to in the licence as "the licensee".
- II. The scaffold structure shall be designed, erected, modified and dismantled by suitably qualified and competent personnel and be erected in accordance with all relevant regulations, codes of practice and British Standards.
- III. The scaffold structure shall be adequately lit at all times between half an hour before sunset to half an hour after sunrise.
- IV. A laminated copy of your current license must be displayed on scaffolding where it stands on the highway at all times and visible to anyone using the public highway.
- V. The licence holder shall ensure that all pedestrian walkways are satisfactorily maintained and will place an order with the council for permanent reinstatement of any highway damaged as a result of their operations.
- VI. Any provision for providing a safe route for pedestrians shall be in accordance with the current Safety at Street Works and Road Works Code of Practice. and a substantial protected walkway shall be provided for members of the public which is highlighted, signed and adequately lit. **It is essential that this safe route for pedestrians is maintained at all times, i.e. during the erection, use and dismantling of the scaffold. Any contractors or persons working on or adjacent to the scaffold must be informed of this requirement to ensure compliance.**
- VII. Traffic Management shall be in accordance with the current Safety at Street Works and Road Works Code of Practice and Chapter 8 of the Traffic Signs Manual.
- VIII. Erection of the scaffolding structure must not commence prior to the date specified on the licence and must be dismantled and removed from site before the end of the specified period. The Local Authority may in certain circumstances, agree to the extension of the licence period. This will incur a further fee.
- IX. The licensee must implement any measures that the Local Authority or undertaker (under the meaning of Section 48 of the New Roads and Street Works Act: 1991) reasonably requests for the purpose of protecting or giving access to any apparatus belonging to or used or maintained by them. The granting of this licence does not authorise any interference with or obstruction of access to the apparatus of the public utility undertakers and the emergency services. Access to such apparatus shall be maintained at all times.
- X. The licensee is responsible for contacting undertakers (under the meaning of Section 48 of the New Roads and Street Works Act: 1991) to establish whether or not their apparatus may be affected by the scaffolding structure.
- XI. The Local Authority shall have the right to revoke the licence at any time.
- XII. The licensee shall indemnify and keep indemnified the Local Authority against any claim in respect to injury damage or loss arising out of:
 - placing or presence in the highway of the scaffolding structure and works associated with the licence; or
 - the execution by any person of any of works associated with the licence.
- XIII. The Licensee shall comply with the Scaffolding Guidance Notes attached at Appendix B at all times.