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**Office Use Only:**

Licence Number: ………………………………….…

**Bath & North East Somerset Council,**

Highways & Traffic

Lewis House, Manvers Street,

Bath BA1 1JG

**Telephone: 01225 394265 / 394328**

**Email: highways@bathnes.gov.uk**

**Office Use Only:**

**Licence Number:**

**SCAFFOLD AND HOARDING APPLICATION FORM – HIGHWAYS ACT 1980, SECTION 169**

**Please provide the following information and return the completed form to the address above.**

**The administration fee of £60\* per application can now be paid by credit or debit card over the phone on 01225 394328/394265 once the application has been received.**

**\*Renewal applications to extend a current licence will be £40**

**\* The retrospective licence application fee is £120**

Application for a licence to erect or retain on/over the Highway/Footway any scaffolding, hoarding or other structure.

**Please note:- a licence covers a maximum period of 28 days.**

For applications over 28 days a fee for each further 28 day period must be included in advance of application approval.

\* **Plus a charge to cover loss of income when on street parking bays are suspended - contact Parking Services on 01225 477133**

**Applications will only be accepted with the correct Public Liability Insurance Indemnity of £5million.**

**Applicant Details**

**Name: Telephone**

 **Number:**

**Address: Out of Hours**

 **Telephone**

 **Number:**

**Email:**

**Contractor Details**

**Name: Telephone**

 **Number:**

**Address:**

 **Out of Hours**

 **Telephone**

 **Number**

**Email:**

*Please tick licence required* **Scaffold Hoarding** **New Renewal**

**Proposed Location of Scaffold / Hoarding**

**Location Post Code**

**Proposed Dates**

Erection:

Dismantling:

**Extent and Scope of Scaffolding / Hoarding**

Height:

Width:

Length:

 **Width of**

 **existing**

 **footway**

**Scaffolding:**

Width:

Length:

**Hoarding:**

Sketch to be provided for non-standard scaffolds/hoardings including footway and carriageway widths and details of any road markings, bays, junctions, traffic signs/signals or other highway features that may be affected.

**Please state if the scaffolding is to be used:-** (*indicate as appropriate)*

1. for access only Yes / No (d) with any lifting appliance Yes / No
2. to carry any structural load Yes / No (e) with a fan Yes / No
3. with a rubbish chute Yes / No

**I/We hereby apply to Bath & North East Somerset Council to erect/retain on or over the footpath/carriageway in connection with the building demolition, alteration, repair, maintenance, cleaning of the building.**

**I/We hereby agree to comply with the terms and conditions set out overleaf and with all other statutory rules and regulations which may apply to these circumstances.**

**Signed: Date:**

**Conditions for control of Scaffolding/Hoarding on the Highway**

**Highways Act 1980, Section 169**

**Public Liability Insurance Rider Form**  Rider to conditions for:

**Erecting Scaffolding/Hoarding on the Highway (Highways Act 1980, Section 169)**

I confirm that **PUBLIC LIABILITY INSURANCE**\* is held in the name of the applicant, as detailed below. I also confirm that the limit of insurance cover is to a minimum of £5 million, and that the insurance covers the period as detailed on the application. I understand that this requirement is in addition to the conditions and requirements detailed on the application.

**Please supply copies of Public Liability Insurance for both the Scaffold Company and Contractor with this application and return to the address above.**

**Payment**

I/we confirm that Bath & North East Somerset Council can contact me by phone regarding credit/debit card payment of the £60\* administration fee for the processing of this scaffold/hoarding application.

I/we enclose a cheque for £60\* made payable to “Bath & North East Somerset Council” as payment of the administration fee for processing this scaffold/hoarding application.

**\***Renewal applications to extend a current licence will be £40

\* The retrospective licence application fee is £120

**Signed:**

**Name in**

**Block Capitals:**

**Date:**

****

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**Conditions for control of Scaffolding on the Highway**

**Highways Act 198, Section 169**

1. All scaffolding shall be securely erected on the day of delivery, in a proper and workmanlike manner, by or under the immediate supervision of a person competent and experienced in carrying out such work. Loose scaffold components shall not be stored on any part of the highway unless secured within a fenced area. Similarly all scaffolding must be hauled away from the site on the day it is dismantled.

2. Adequate provision must be made to exclude the public from the work area during erection and dismantling of the scaffold, with adequate signing and guarding of the site and any diversion routes.

3. The scaffold shall be adequately lit at all times between half an hour after sunset to half an hour before sunrise, or in fog.

4. Where appropriate pedestrian access shall be maintained through the scaffold and the following conditions will apply:-

a. A minimum headroom of 2.3 metres will be provided

b. All scaffolding below 2.3 metres, including base plates, shall be adequately colour contrasted by using adhesive tape or by painting in white or bright yellow so that pedestrians will be warned of the presence of scaffolding

c. Scaffolding must be erected so that no ties or braces obstruct the highway below a height of 2.3 metres. If cross bracing at ground level is required for the integrity of the scaffold, then vertical boarding to a minimum height of 2.1 metres shall be provided

d. A minimum width of unobstructed footway of 1.5 metres shall be maintained in busy pedestrian areas. A minimum of 1.2 metres may be acceptable in less populated areas. The width is required to enable wheelchair users or those with guide dogs to pass safely through the scaffold.

5. Wherever practicable, scaffold shall be kept back 450mm from the carriageway edge up to a height of 5.5 metres measured from the channel level.

6. There may be occasions where part of the scaffold is closer than 450mm to the carriageway edge, or the proposed site of the scaffolding is considered to be particularly liable to impact damage by passing vehicles (this is a major factor on steeply cambered roads). In these circumstances adequately secured and properly signed guarded and lit barriers shall be provided along the face of the structure. Generally, minimum 300mm by 150mm baulk timbers painted red & white will be acceptable providing a suitably safe clearance for passing high-sided vehicles. All baulk timbers must be securely joined together to prevent displacement and have reflective cones securely fixed to their top surface at 2 metre intervals.

7. Where pedestrians are diverted onto the carriageway, a pedestrian walkway 1.2m minimum width shall be provided with a robust pedestrian barrier with tapping rail and handrail. Ramps of non-slip materials shall be provided to aid mobility over raised kerbs.

8. Suitable and sufficient measures must be taken to prevent any highway user from being struck by falling debris, materials, tools or other objects. The first lift of each scaffold must be close boarded and sheeted to prevent debris, material or objects falling onto any part of the highway. Covered traffic routes or passageways must be provided where necessary. The scaffolding must at all times be adequately secured to the adjoining structure or externally braced to prevent displacement.

9. The name, address, office telephone number and “out of hours” emergency contact telephone number of the scaffolding contractor shall be prominently displayed on a sign measuring 600mm by 450mm and fixed to the scaffolding.

10. Every hoist or pulley wheel shall be adequately fenced, and no load shall be raised or lowered over the highway unless there is adequate protection for the public.

11. All lower ladders shall be removed or boarded when scaffolding is not in use to prevent unauthorised access.

12. The Licensee must do such things at their expense in connection with the scaffolding that the Highway Authority or any Statutory Undertaker (including any other person who owns or uses plant or apparatus in or under the highway) reasonably requests for the purpose of protecting or giving access to any apparatus belonging to or used by them, and will ensure that no damage is caused to such plant or apparatus. For long term scaffolds, consultation with statutory undertakers may be required before a licence is issued.

13. The Licensee will complete his work and remove the structure as expeditiously as possible, making good any damage to the highway. Scaffold standards shall be fitted with suitable metal base plates, with timber sole plates used where necessary to the satisfaction of the Highway Authority.

14. The licensee shall ensure that the lighting and guarding complies with Chapter 8 of the Traffic Signs Manual, and is to the satisfaction of the Highway Authority.

15. The licensee will ensure that the scaffolding is regularly inspected and maintained by a competent person and records kept.

16. During the period in which the scaffolding is erected, it shall be swept and maintained in good order so as not to be injurious to the amenities of the neighbourhood. The highway around the scaffolding shall be swept and kept clean; the footway shall be kept clear for pedestrians and properly protected both day and night so as to cause no danger or injury to the public or otherwise.

17. A duplicate copy of the licence must be clearly displayed on site at all times during which the scaffolding is erected, and must be readily available for inspection by authorised officers upon demand.

18. The licensee will fully indemnify Bath & North East Somerset Council against all actions, claims, demands, losses and expenses whatsoever in respect of loss of life or personal injury or damage to property, howsoever caused, arising out of or in any way attributable to the presence of the scaffolding, and to support this indemnity **both the scaffold/hoarding company and the contractor erecting or working upon the scaffold, must provide their proof of public liability insurance cover to a minimum value of £5 million** in respect of any one claim, with no limit on the number of claims.

Notes

A. A licence to erect scaffolding on the highway is issued under Section 169 of the Highways Act 1980. Anyone erecting a scaffold without a licence or failing to observe the conditions of such licence is guilty of an offence and liable on summary conviction to a fine not exceeding Level 5 on the standard scale.

B. If any of the terms or conditions of this licence is not complied with Bath & North East Somerset Council reserves the right to require the structure to be removed forthwith at the expense of the applicant without prejudice to any claim or right that may have arisen.

C. If the Licensee objects to any of the terms or conditions of this licence, or the issue of a licence is refused, he may apply to a Magistrates’ Court within 21 days of the date of issue or refusal of the Licence.

D. The Licensee is reminded that it is his responsibility to ensure that the scaffolding is structurally sound, is properly erected and maintained, and that adequate provision is made for the safe passage of highway users.

E. The Licensee’s attention is drawn to the Health & Safety at Work Act 1974 and all relevant current legislation and codes of practice.

**Bath & North East Somerset Council**

**Environmental Services**

**Highway Maintenance**