APPLICATION TO ERECT A SCAFFOLD ON THE PUBLIC HIGHWAY

PLEASE ALLOW 10 WORKING DAYS TO PROCESS THIS APPLICATION. APPLICATIONS SENT WITH LESS THAN 10 WORKING DAYS TO PROCESS WILL BE REJECTED.

PROCESSING TIME MAY BE AFFECTED IF SITE VISITS ARE DEEMED REQUIRED.

THERE WILL BE A FEE FOR ANY SITE VISITS THAT ARE REQUIRED

London Borough of Newham
Environment & Sustainable Transport,

SECTION 1
SCAFFOLDING LICENCE – 'DETAILS OF APPLICATION'

APPLICATION FOR A LICENCE TO ERECT A SCAFFOLDING STRUCTURE ON THE HIGHWAY (HIGHWAYS ACT 1980 - SECTION 169)

This application is for a licence to occupy the public highway. 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 TG20:13 and that the scaffold is erected, altered and dismantled in accordance with the Work at Height Regulations 2005. A licence to erect or retain a scaffold or other structure will only be issued to the Company responsible for the management & use of the scaffolding whilst it remains insitu.

Note: The scaffolding contractor cannot be the applicant unless they are engaged directly by a householder who is undertaking the work themselves.

A minimum of 10 working days notice is required for a licence to be issued (note: this period may be extended when a site visit is required). In emergency situations, the Applicant is required to contact the Local Authority by telephone for permission to erect emergency works. **Please note there is a Site visit fee that will be chargeable per visit**

(PLEASE USE BLOCK LETTERS WHEN COMPLETING THIS APPLICATION)

Details of Applicant
Company Name:
Contact Name:
Company Address:

Telephone (office hours):

Emergency Telephone (outside office hours):

Email Address:

Details of Scaffolding Contractor
Company Name:
Contact Name:
Company Address:

Telephone (office hours):

Emergency Telephone (outside office hours):

Email Address:

Are you a member of a regulated select scaffolding association, such as the NASC.

If no, please supply supporting documentation to verify your competence.

FOR AUTHORITY USE ONLY (THIS BOX)

Confirm receipt of the following written information where applicable (refer to details & appendages provided by the applicant on page 2 where necessary).

yes	no	n/a	item
			Current employers liability & public liability insurance documents submitted? (applicant)
			Current employers liability & public liability insurance documents submitted? (scaffolder)
			Scaffold Plan submitted? (to include detailed site layout drawing, risk assessment & method statement)
			Scaffold design drawing submitted?(if applicable)
			Traffic management plan approved? (if applicable)
			Copy of regulated scaffolding association membership certificate or alternative 'competence' documents
			Hoarding Details ?(if applicable)
			Site meeting – has site meeting taken place?

Enter ✓ as appropriate. All sections above must be answered by person processing application

Licence Issued By: (signed)

Print Name: .

Date: .

Location where scaffolding structure is to be sited (full address including street name, number & post code):

_____

State the period for which the licence is required:

From: UNTIL:

IMPORTANT NOTE TO APPLICANT:
To ensure that the licence is issued to the Applicant, with the least possible delay; **please answer all of the questions on the following pages and ensure that all other information required is provided with the licence application**. The Local Authority will only consider issuing a licence if all of the questions are answered and information provided. Useful guidance/drawings to assist with the completion of this application can be found in section 2 ('Scaffold Guidance Notes) of this document. All licence applications for scaffolding structures must comply fully with these standard conditions/drawings.

SITE SPECIFIC INFORMATION TO BE SUBMITTED BY THE APPLICANT:

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

A._____

Q. For what purpose(s) is the scaffolding to be used (e.g. new build, demolition, painting, etc?)

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 (answer yes or no below, if no give explanation?)

A. *(if no, reason)*_____

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

A. From _____To_____

ITEM	**QUESTION** (tick appropriate column)	**YES**	**NO**	**N/A**
I.	Has site meeting taken place between the Applicant and the nominated Scaffolding Contractor? (Note: This is a mandatory requirement prior to submitting of any licence application. As stated in the 'Standard Conditions'			
II.	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 LA representative). The agreed solution to be detailed in the traffic management plan.			
III.	Will there be a minimum width of 1.5m[1] of UNOBSTRUCTED footway for pedestrian access maintained? More restricted sites MAY 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.			
IV.	Will the scaffolding structure obstruct or obscure any of the following: traffic signal, traffic signal controller, bust stop, pedestrian or controlled crossing, junction sight line, road lighting column, and traffic sign, parking bay, waiting restriction sign, highway drainage gulley 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.			

[1] Local variations may apply and may be edited accordingly by the local Highway Authority.

V.	Will any part of the highway require 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.			
VI.	Will a public protection fan and/or gantry be installed whilst the erection and dismantling of the scaffolding takes place? (refer to standard conditions for requirements/guidance)			
VII.	Existing foundations have been surveyed to ensure they are adequate to carry the additional leg loads imposed by the scaffolding structure? If answer is no, what additional measures are intended? (Give details in scaffold plan).			
VIII.	Can an adequate amount of scaffold ties be installed for the type of structure being constructed? (if answer is 'no', a scaffold design will be required)			
IX.	Will hoarding be attached to the scaffolding? If the answer is 'yes' a site meeting and scaffold design will be required. There may also be the requirement for an additional hoarding permit). Details to be included in the traffic management plan.			

If the licensee objects to any of the following conditions of the licence, the licensee may appeal to a Magistrates' Court within 21 days of the date of receipt of the licence.

A site meeting must take place between the 'Applicant' and the nominated 'Scaffolding Contractor' prior to submitting the application The licensee is reminded that it is their responsibility to ensure that the scaffolding or other structure, is structurally sound, is properly erected to current standards and maintained, and that adequate provision is made for the safe passage of highway users.

Work may not commence until the date specified on the licence **and should be carried out within any specific limitations of time and date**.

Time Extensions
When submitting an application, if that application extends beyond the currency of the Public Liability insurance certificate, the licence will be issued up to the end date of the certificate. A new certificate will need to be submitted before an extension will be considered to maintain the scaffold on site. You will not be reminded that your certificate is due for renewal.

Emergency Situations
In emergency situations, the applicant must contact the Authority by telephone to request verbal consent to erect a scaffold to cover the emergency situation. The applicant shall make an application in writing for this scaffold as soon as practicable.

Confirmation by the Applicant that they acknowledge and accept the terms of the licence and have read and understood the Guidance listed in Section 2 (overleaf).

PRINT NAME: _____

SIGNATURE:_____

JOB TITLE: _____

DATE: _____

SECTION 2
Terms and Conditions

Terms and Conditions contained in this licence to build, erect or maintain on or over a highway, a scaffolding or other structure which obstructs the highway (section 169 Highways Act: 1980)

C1 – 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”.

C2 – The scaffold structure shall be designed, erected, modified and dismantled by suitably qualified personnel. (Refer to notes Section 3, notes 1 – 12 inclusive and notes 20 – 26 inclusive.)

C3 – The scaffold structure shall be adequately lit at all times, but in particular, between half an hour before sunset to half an hour after sunrise. (Refer to Section 3, note 11)

C4 – Any built in pedestrian walkways will be fitted with CCTV for safety and security purposes.

C5 – 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. (Refer to Section 3, notes 17 - 18 inclusive and 19)

C6 – Pedestrian level scaffolding should be half boarded adjacent to the roadway to assist with natural lighting and to ensure a safe and secure passageway.

C7 – 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. (Refer to Section 3, notes 17 - 19 inclusive)

C8 – 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 Highway Authority may, in certain circumstances, agree to the extension of the licence period. This may attract a further fee.

C9 - The licensee must implement any measures that the Highway Authority or undertaker (under the meaning of s48 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. (Refer to Section 3, notes 29 - 30)

C10 – The licensee is responsible for contacting undertakers (under the meaning of s48 of the New Roads and Street Works Act: 1991) to establish whether or not their apparatus may be affected by the scaffolding structure.

C11 – The Highway Authority shall have the right to revoke the licence at any time. (Refer to notes Section 3, notes 24 -28)

C12 – The licensee shall indemnify and keep indemnified the Highway 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.

Copies of the relevant insurance certificates covering the period of the licence shall be presented to and held by the Highway Authority.

SECTION 3

SCAFFOLDING LICENCE - 'GUIDANCE NOTES'

(Jointly produced in consultation with the National Access & Scaffolding Confederation, Health and Safety Executive, Local Highways Authorities, Joint Authorities Group UK, National Transport Managers Forum)

These guidance notes have been produced to assist applicants when applying to erect scaffolding on the Public Highway and to draw attention to their legal obligations to meet the required standards as indicated within this document.

GENERAL

This application is for a licence (referred to as "a licence") to build, erect or maintain on or over a highway, a scaffolding or other structure which obstructs the highway (section 169 Highways Act: 1980).

The licence is for the occupation of the highway only.

A current copy of a regulated scaffolding association membership certificate or alternative 'competence' documents must be supplied with this application.

Aluminium Towers – this guidance document does **not** cover the use of aluminium towers on the public highway, short term or otherwise. However, in accordance with s169 of the Highways Act 1980 a licence for the placement of these types of structures (short term or otherwise) is still required to be obtained from the Highway Authority. The same principles and requirements of the Highway Authority relating to general scaffolding licences will apply will apply.

CONSTRUCTION

1. In order to satisfy the requirements of the Work at Height Regulations 2005, the scaffold structure must be designed, erected, altered and dismantled in a safe manner and maintained in a safe condition in accordance with **current standards – see relevant part of guidance.**

2. **On each site** there must be an appropriate number of scaffolding operatives employed who are **competent** to erect, alter or dismantle the type and form of scaffolding and hold one or more of the following qualifications as appropriate. See relevant part of guidance

    - (Traditional Scaffolding (tube & fitting) or System Scaffolding - CISRS Scaffolder Card (or for more complex scaffold structures, The CISRS Advanced Scaffolder Card). The competent scaffolding operatives can be supplemented by CISRS carded 'Trainee Scaffolders', on a maximum ratio balance of one 'competent' scaffolding operative to one 'trainee' scaffolding operative)

3. The scaffolding structure, or portion of, to be erected that day, shall be securely erected on the day of the delivery, in a safe and considerate manner, by or under the immediate supervision of a person competent and experienced in carrying out such work. Similarly, all scaffolding, hoarding or other structure, must be fully removed from the highway on the day it is dismantled and upon expiration of the licence or when the need for the scaffold becomes redundant.

4. In order to satisfy the requirements of the Work at Height Regulations 2005, the scaffolding contractor shall formulate their plan of work making sure that all necessary allowances have been made resulting in all works undertaken by the scaffolding operatives being fully compliant with the recommendations and systems of work as detailed in the current version of the NASC safety guidance document SG4 'Preventing Falls in Scaffolding'

5. The licensee must implement any measures that the Highway Authority or Statutory Undertaker reasonably requests for the purpose of protecting or giving access to any apparatus belonging to or used or maintained by them.

6. The scaffolding must be adequately secured to the adjoining structure or externally braced to prevent displacement Scaffold standards shall be fitted with suitable base plates, with appropriate spreaders used where necessary to the satisfaction of the local Highway Authority. All scaffold standards shall either be painted white, covered with hi-visibility foam padding and or hazard tape, for the first 2.00 metres above the footway/carriageway. The scaffolding shall not have any sharp ends or unprotected nuts/bolts within 2.00m

of ground level. On pedestrian walk through structures the base lift shall be constructed in a manner to ensure that there are no horizontal ledger, transom or tie tubes lower than 2.44 m high above ground level unless a safe route for pedestrians of minimum (1.2m)[2] can be maintained around the scaffold structure and taking into account persons having a disability. No other equipment, ladders or materials may be kept on the footway or carriageway. All lower ladders must be removed when scaffolding is not in use to prevent unauthorised access. Adequate width and height must be maintained for the safe passage of footway users. Warning signs with the legend 'DANGER - MEN WORKING ABOVE' (or similar) must be displayed at each end of the structure during the erection and dismantling of the scaffolding structure.

7. Suitable and sufficient measures must be taken to prevent any highway user from being struck by falling debris, material or objects. (The first lift of each scaffold and protection fan must be close boarded with suitable covering to prevent debris, material or objects falling through the scaffolding down onto any part of the highway. Covered traffic routes or passageways must be provided where necessary. Any spillages (including loose materials and equipment) must immediately be removed from the highway. The footway shall be kept clear for pedestrians and properly protected both day and night, so as not to cause risk of damage or injury to the public).

8. Unless otherwise agreed with the local Highway Authority, all working levels of all elevations of each completed scaffold (unless access/inspection only scaffolds) must be enclosed with either debris netting or plastic type sheeting to prevent debris, material or objects falling down the outside of the scaffolding onto any part of the highway. Depending on the proposed use of the scaffold consideration should be given to the selection of type of the enclosure material. The choice made should be appropriate for the safe encapsulation of any possible items of debris that may be produced by the intended works to be undertaken from the scaffolding.

9. Where there is a risk of materials (tools or equipment) being dropped (accidentally or otherwise) onto vehicle or pedestrian traffic down from the scaffolding structure i.e. within 4.00m horizontal distance away from the outer face or ends of the scaffolding structure, a suitably constructed and angled protection fan or pedestrian gantry scaffold must be provided. This should be installed as soon as is practicable and remain insitu during the erection and dismantling of the scaffolding structure. Protection fans should not be installed below a height of 5.05m (16'-5") above a carriageway when built to accommodate the potential hazard of vehicular traffic. The 5.05m (16'-5") level should be measured from the kerb or the highest point of the road surface level (whichever is the higher). When accommodating the potential hazard of pedestrian traffic only, protection fans should not be installed below a height of 2.44m. This should be increased if there is a possibility of high sided vehicles over running the footway. Note: the type of protection fan to be constructed should be fit for purpose dependent on individual site requirements. Refer to NASC technical guidance TG20:08 for information relating to load classes and the designs of various protection fan arrangements. The local Highway Authority may require that pedestrian gantry scaffolds be designed.

10. Wherever practicable, scaffolding shall be kept back a minimum of 450mm from the carriageway edge, up to a height of 5.05m (16'-5"), measured from the kerb or the highest point of the road surface level (whichever is the higher).If by agreement with the local Highway Authority any part of the scaffold is closer than 450mm to the carriageway edge, or the proposed site of the scaffolding is considered to be particularly susceptible to impact damage by passing vehicles, then adequately secured and properly signed, guarded and lit barriers shall be provided along the face of the structure and approved by the local Highway Authority.

11. The scaffold must be adequately lit from half an hour before sunset to half an hour after sunrise at each end with steady amber warning lights at 4m intervals. All projections must have red warning lights. A gantry over a pedestrian walkway must have white lights underneath, lit appropriately during day and night for safety and security. Pedestrian walkway lighting should be positioned and protected to reduce risk of vandalism. Lighting levels and power supply should be identified.

12. Partially erected/incomplete scaffolds must have a name board affixed and a warning notice board indicating 'Scaffold Incomplete – Not to be used' (or similar). If left overnight the incomplete scaffold must be lit.

13. The issuing of the licence does not exempt any vehicle from any existing traffic regulation order during the course of erection, dismantling or other activity. Where appropriate an application to suspend the traffic regulation order should be made to the highway authority.

[2] Local variations may apply and may be edited accordingly by the local Highway Authority

PEDESTRIANS

14. If proper provision cannot be made for pedestrians to pass safely beneath the scaffold or other structure on the existing footway, then an adequately signed and guarded walkway shall be erected outside the scaffolding or other structure, to the satisfaction of the local Highway Authority. A joint site inspection will be required and additional conditions applied.

15. Measures shall be taken to distance/segregate/minimise the public interface from the area of work where the scaffold materials are being deposited, handled and erected.

16. All reasonable precautions must be taken to ensure the safety of the public/pedestrians during the works. Particular consideration should be given to the needs of children, elderly people and people with disabilities, having particular regard for the visually impaired. For example, the provision of appropriate ramps for wheel chairs and tapping boards to warn the visually impaired of approaching hazards are useful aids. In order to do this, consideration must be given to suitable barrier systems, which safely separate the pedestrians from any hazards and provide sufficient access for people using wheelchairs and those with prams or pushchairs. (see also HSE Guidance – 'Protecting the Public – your next move' HSG151)

TRAFFIC MANAGEMENT

17. Traffic management issues such as the use of temporary traffic signals and temporary road closures must be discussed and agreed with the local Highway Authority. Additional fees may apply if positive traffic management is required. Extra restrictions may be imposed by the local Highway Authority on routes designated as traffic sensitive.

18. The licensee shall comply with Chapter 8, of the Traffic Signs Regulations and General Directions 2002 (TSRGD), together with such other conditions as the local Highway Authority may require. A requirement when carrying out any work on the highway is that the works are adequately signed, guarded and lit as stipulated in the "Safety at Street Works and Road Works Code of Practice.

19. To meet the traffic management standards, personnel involved in traffic management must be trained and accredited in the "Signing, Lighting and Guarding" module as prescribed in the New Roads and Street Work Act 1991. For minor traffic management a company must have at least: (a) One Accredited Supervisor (who does not have to be permanently on site). For major traffic management all operatives engaged in actually setting the system up on the highway shall be Street Works Accredited in 'Signing, Lighting and Guarding'

MAINTENANCE

20. During the period in which the scaffolding structure is allowed to stand, the structure shall be kept and maintained in good order and condition, and so as not to be injurious to the amenities of the neighbourhood and/or users of the highway. All scaffold material, and associated fixtures and fittings, (including rubbish chutes, chains, ropes and lifting gear, etc.) must be of good condition, sound material, adequate strength and free from patent defect. When chutes, lifting gear of other devices are used for the removal of equipment or materials all necessary precautions must be taken for the safety of all highway users. During this operation the skip or lorry body must be sheeted down to minimise dust levels.

21. It is the responsibility of the scaffold contractor to implement a regular cleansing regime to keep the area of highway beneath the scaffolding clean and clear of debris.

22. Every hoist or pulley wheel must be adequately fenced.

23. Scaffold structures must be inspected by a competent person every 7 days or after alteration. In addition, they must always be inspected after bad or excessively dry weather or particularly high winds, which may have affected their strength and stability. The results of the inspections (including any faults found) should be recorded and made available. Daily safety pre-checks should also be undertaken by any persons using the scaffolding

24. At the expiration of the time for which the licence is granted, or when the work for which this consent is granted, is completed, or if the consent is revoked, whichever is first, the scaffolding, structure shall be immediately taken down.

25. The licensee is responsible for ensuring that the scaffolding is kept free from fly posting and graffiti. Any occurrences must be removed within 48 hours[3].

[3] Local variations may apply and may be edited accordingly by the local Highway Authority

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

REMOVAL OF SCAFFOLDING STRUCTURE(S)

27. Upon removal of the scaffolding structure(s), the pavement will be inspected and any damage to the highway will be made good by the local Highway Authority at the expense of the licensee in accordance with the provisions of Section 133 of the Highways Act 1980. To enable any damage to the highway to be assessed the local Highway Authority may undertake a dilapidation survey prior to the erection of the scaffold at the expense of the licensee.

28. The local Highway Authority shall have the right to revoke the licence at any time by appropriately served notice if any of the conditions subject to which the licence is granted are not complied with and the licensee shall forthwith remove the scaffolding, hoarding or other structure. In default, and after giving notice, the Council may themselves remove the scaffolding, or other structure and any reasonable expenses incurred by the Council in doing so shall be recoverable from the licensee. Also it should be noted that failure to comply with conditions set by the local Highway Authority may lead to a fine of up to £5000 being imposed under (s169 (5) of the Highways Act 1980).

INSURANCE – PUBLIC/EMPLOYERS LIABILITY

29. Public Liability Insurance giving minimum cover of £10M for Scaffolding is required. However, it may be noted that the Council reserves the right to increase these amounts if it is considered that the site location requires a higher degree of cover. You will be notified if this is the case and proof of increased cover will be required before the licence is granted

30. Where the Scaffolding Contractor directly employs operatives Employees Liability Insurance giving a minimum cover of £10M for Scaffolding is required. However, it may be noted that the Council reserves the right to increase these amounts if it is considered that the site location requires a higher degree of cover. You will be notified if this is the case and proof of increased cover will be required before the licence is granted.

MISCELLANEOUS

31. Unique Street Reference Numbers (USRNs) are obtained from the National Street Gazetteer. The Highway Authority will provide these numbers on request.

32. Where the Highway Authority is also a Permit Authority in respect to Part 3 of the Traffic Management Act: 2004, a further permit may be required.

33. Further separate licences must be applied for where the licensee intends to erect hording, place a skip on the highway and/or place building materials on the highway.

REFERENCES

Highways Act: 1980 - http://www.legislation.gov.uk/ukpga/1980/66

New Roads
and Street Works Act: 1991 - http://www.legislation.gov.uk/ukpga/1991/22/contents

Traffic Management Act: 2004 - http://www.legislation.gov.uk/ukpga/2004/18/contents

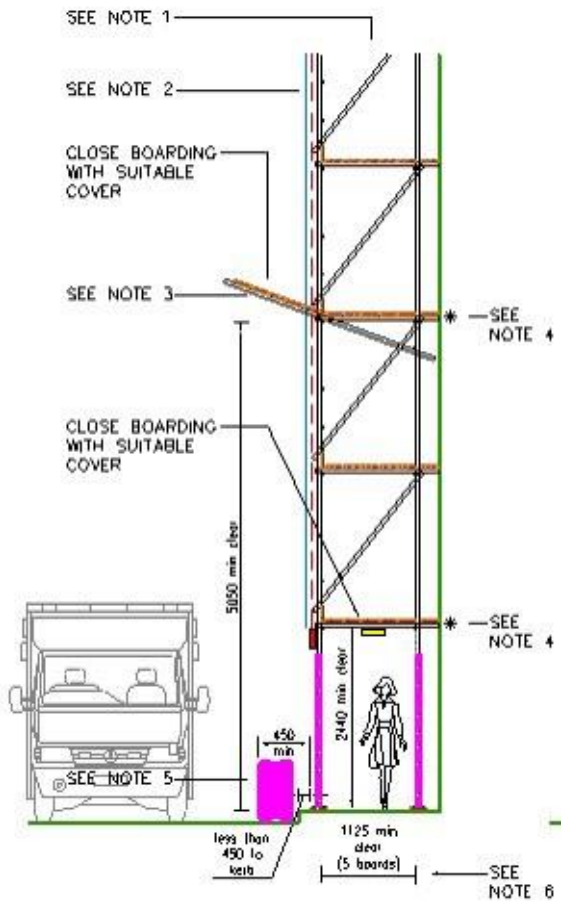
Safety at Street Works and Road Works Code of Practice:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/321056/safety-at-streetworks.pdf

Chapter 8: Traffic Signs Manual - https://www.gov.uk/government/publications/traffic-signs-manual

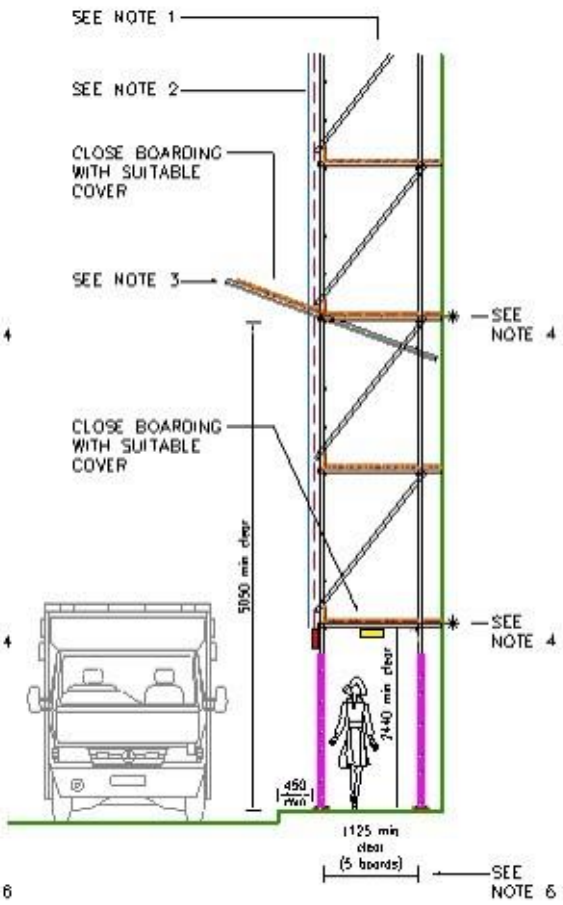
If the licensee objects to any of the following conditions of the licence, the licensee may appeal to a Magistrates' Court within 21 days of the date of receipt of the licence.

PLEASE ALSO SEE SCAFFOLDING SKETCHES FOR GUIDANCE ON THE FOLLOWING PAGES

Scaffold Licence
Sketch & Considerations (Guidance Only)



Pedestrian & Vehicle
(Clearance from kerb = less than 450mm)



Pedestrian & Vehicle
(Clearance from kerb = 450mm or greater)

NOTES

Note 1 – Scaffold to be constructed and tied in accordance with BS EN 12810/12811 or NASC guidance TC20:13 or if applicable, as specified in a bespoke design.

Note 2 – Debris netting or plastic type sheeting to be installed unless otherwise agreed with the Local Authority. (Note – Debris netting or plastic type sheeting to be fixed externally in accordance with NASC guidance TG20:13 unless otherwise specified by bespoke design)

Note 3 The type of protection fan to be constructed should be fit for purpose, dependent on individual site requirements, refer to NASC technical guidance TG20:13 for information relating to load classes and designs of various protection fan arrangements. All pedestrian gantry scaffolds should be designed.

Note 4 – Number, type and location of ties to suit site conditions

Note 5 – Suitable fender or barrier to be positioned independent of the scaffolding
Note 6 – Local restrictions may apply.

ADDITIONAL NOTES

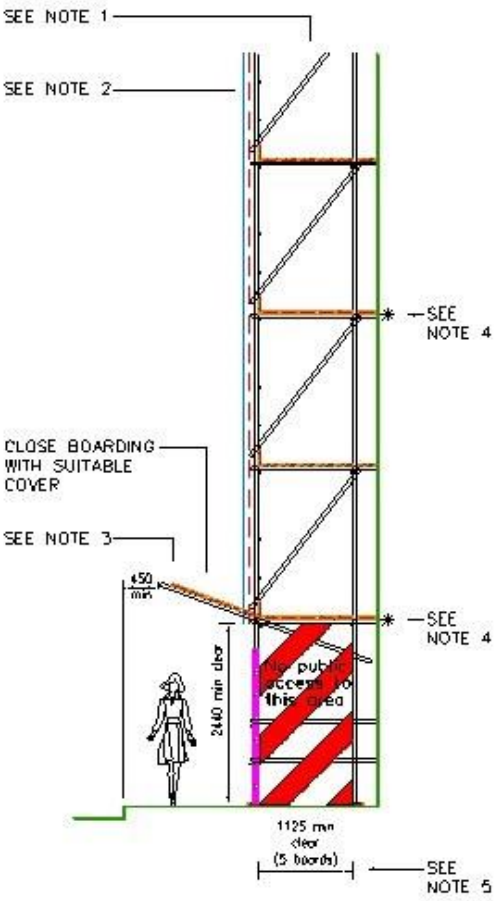
High visibility foam padding and or hazard tape to be fixed 2.0m high to all uprights adjacent to public access

Danger – Men Working Above (or similar) signs to be fixed each end of the scaffold during erection and dismantling

The scaffold must be lit during the hours of darkness at each end with warning lights at 4m intervals. All projections must have red warning lights and a gantry must have white lights for Pedestrians lit as appropriate.

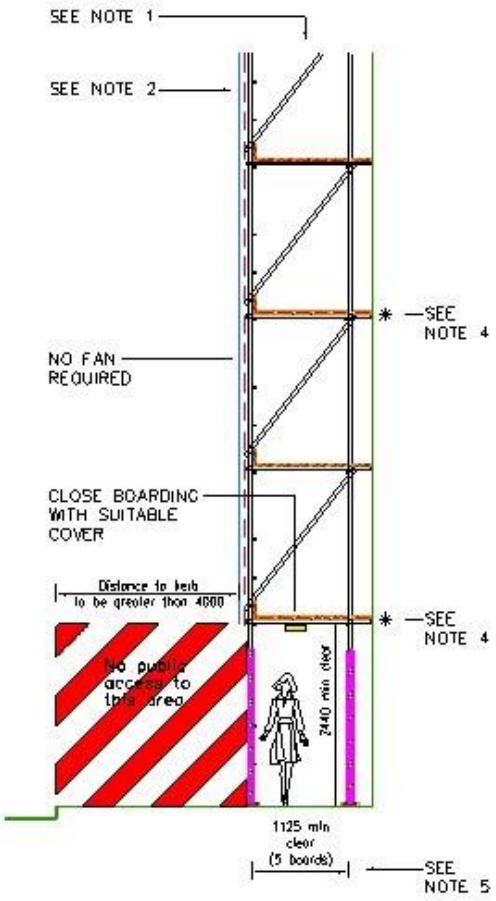
LIGHTING KEY Vehicle lighting - Pedestrian lighting

Scaffold Licence
Sketch & Considerations (Guidance Only)



Pedestrian Only

(Clearance from kerb to fan = 450mm or greater)



Pedestrian Only

(Clearance from kerb = 4m or greater and and no public access outside scaffold)

NOTES

Note 1 – Scaffold to be constructed and tied in accordance with BS EN 12810 /12811or NASC guidance TC20:13 or if applicable, as specified in a bespoke design.

Note 2 – Debris netting or plastic type sheeting to be installed unless otherwise agreed with the Local Authority. (Note – Debris netting or plastic type sheeting to be fixed externally in accordance with NASC guidance TG20:13 unless otherwise specified by bespoke design)

Note 3 The type of protection fan to be constructed should be fit for purpose, dependent on individual site requirements, refer to NASC technical guidance TG20:13 for information relating to load classes and designs of various protection fan arrangements. All pedestrian gantry scaffolds should be designed.

Note 4 – Number, type and location of ties to suit site conditions

Note 5 – Local restrictions may apply.

ADDITIONAL NOTES

High visibility foam padding and or hazard tape to be fixed 2.0m high to all uprights adjacent to public access

Danger – Men Working Above (or similar) signs to be fixed each end of the scaffold during erection and dismantling

The scaffold must be lit during the hours of darkness at each end with warning lights at 4m intervals. All projections must have red warning lights and a gantry must have white lights for Pedestrians lit as appropriate.

LIGHTING KEY Pedestrian lighting

SECTION 4
SCAFFOLDING LICENCE - 'FEES AND CHARGES'

The fees and charges for both scaffolding and hoardings have been set by the Council. The charges are variable dependent on the length, width and duration that the structure will be on the Highway.

A bond payment will be required for all applications; this is refundable on completion of works provided no damage to the highway is caused. Part refunds may be made subject to repair of the area damaged.

SECTION 5
SCAFFOLDING LICENCE - 'ADMINISTRATION'[4]

CALCULATION OF APPLICATION CHARGE FOR A LICENCE TO ERECT AND MAINTAIN SCAFFOLDING ON THE HIGHWAY

The following payment has been calculated as the charge associated with your application for a licence to erect and maintain scaffold/hoarding on the highway.

This calculation has been based on the information provided as part of your application and must be paid before the licence becomes effective, no works may commence until the licence has been granted.

If these circumstances change additional monies will become payable to extend the licence or any change to the notified start dates shown within the body of this application. All charges are per 4 week period or any part thereof.

Licence Charge £ .

Other Charges £ .

Licence No. _____

Calculated by _____ (on behalf of the Highway Authority)

Date _____

London Borough of Newham
Environment & Sustainable Transport,

[4] Local variations may apply and may be edited accordingly by the local Highway Authority