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 TG20:08 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.

Any scaffolding or hoarding which encroaches on or projects over the highway requires a licence. The Highways Act 1980 allows Darlington Borough Council "the Council" to permit people or companies to place scaffolding or hoardings on a public highway. This procedure sets out the Councils approach to issuing such permissions.

Where it has been identified that scaffolding is required on the highway an application must be made to the Licensing Section, Town Hall, Block D, Darlington, DL1 5QT.

The application must be received by the Licensing Section 5 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.

Each application must be accompanied by the following:

- **A plan/drawing of the location of the proposed scaffolding, (including photograph of the location as this helps the responsible authorities to make quicker decisions)**
- **Method Statement**
- **A certificate of public liability insurance which must be valid for the full period of the scaffold permit (minimum £5 million)**
- **Certificates of competency**
- **The current application fee £65 (sorry we no longer invoice for these applications)**

It is the responsibility of the Applicant and/or the Scaffold Contractor to 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 a certificate of competency under the Construction Industry Record Scheme stating the registration number and expiry date.

Where the application form has not been completed correctly or information has been omitted, the form will be returned to the applicant.

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.

When a complete application has been received, the Licensing Section will consult with Building Control and other sections of the Council, who may carry out an inspection and liaise with the applicant in order to decide whether to grant permission.

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.

(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:

Fax No:

Details of Scaffolding Contractor

Company Name:

Contact Name:

Company Address:

Telephone (office hours):

Emergency Telephone (outside office hours):

Email Address:

Fax No:

Are you a member of a regulated scaffolding association, such as the NASC. Please supply supporting documentation

Yes	No

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 and appendages provided by the applicant on page 2 where necessary).

yes	no	n/a	item
			Current employers liability and public liability insurance documents submitted? (applicant)
			Current employers liability and public liability insurance documents submitted? (scaffolder)
			Scaffold Plan submitted? (to include detailed site layout drawing)
			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 a 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 and post code): A location plan is required:
If Town Centre Location please call Melanie Emmerson on 01325 406642

_____

_____

State the period for which the licence is required (max 3 months):

FROM: ____/____/____ UNTIL: ____/____/____.

Note: for scaffolding that is placed in or near to the town centre, the erection or dismantling of the scaffold is only permitted between the hours of 6 pm to 8 am.

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SITE SPECIFIC INFORMATION TO BE SUBMITTED BY THE APPLICANT:

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.	Has site meeting taken place between the Applicant and the nominated Scaffolding Contractor?			
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 Local Authority representative). The agreed solution to be detailed in the traffic management plan.			
III.	Will there be a minimum width of 1.2m of UNOBSTRUCTED 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 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 produced by the applicant/scaffold contractor.			
IV.	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 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 produced by the applicant/scaffold contractor.			
V.	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.			
		YES	**NO**	**N/A**
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.	Have existing foundations 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.			
X.	What protective measures are being provided for the public			

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.

The licensee is reminded that it is their responsibility to ensure that the scaffolding or other structure, is erected by competent persons, 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 public liability 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 and conditions of the licence and have read and understood the Section 3 Guidance Note.

PRINT NAME……

SIGNATURE……..

JOB TITLE……..

DATE…….

SCAFFOLDING LICENCE 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) Each scaffold licence will be subject to the following standard conditions although where necessary additional conditions may also apply.

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 and competent personnel. (Refer to notes Section 3, notes 1 – 12 inclusive and notes 20 – 26 inclusive) and be erected in accordance with all relevant regulations, codes of practice and British Standards.

C3 - The scaffold structure shall be adequately lit at all times between half an hour before sunset to half an hour after sunrise.

C4 – 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.

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) 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.**

C6 - 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).

C7 - 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 may attract a further fee.

C8 - 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. (Refer to Section 3, notes 29 - 30) and 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.

C9 - 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.

C10 - The Local Authority shall have the right to revoke the licence at any time. (Refer to notes Section 3, notes 24 - 28)

C11 - 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.

C12 - Scaffold in or near to the Town Centre can only be erected or dismantled between the hours of 6pm to 8am, unless additional precautionary measures to protect the public are agreed with the Local Authority Building Control and Highways.