

Application to erect scaffolding on the highway

Highways Act 1980, Section 169

Please complete the following in capitals and return to the address below. No scaffolding to be founded on the highway without confirmation in writing that a permit has been authorised by North Somerset Council. You must give a minimum notice of five working days before you wish to erect the scaffolding.

Proposed location of scaffolding	
Name:	
Address:	
	Postcode:
Tel. number:	

Applicant's details			
Name:			
Address:			
Postcode:			
Office tel. number		Out of hours tel. number:	
Fax number:			
Email:			

Proposed location of scaffold including front, side and/or rear:		
Length:	width:	height:
Proposed dates for erection:		and dismantling:
Please state if scaffold is:		
access only <input type="checkbox"/> carry structural load <input type="checkbox"/> lifting apparatus <input type="checkbox"/> chute and/or fan <input type="checkbox"/>		

Continued over

I/We hereby apply to North Somerset Council to erect/retain* on/over* footpath/carriageway* in connection with the building/demolition/alteration/repair/maintenance/cleaning* of the building stated and 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 in these circumstances. (*delete items not applicable)

Fee enclosed:	£
Signed	
Position in company	
Name (Block Capitals)	

Data Protection Act 1998

The personal data you provide on this form will be used by North Somerset Council to administer your permit. In order to protect public safety, this may include the use of sensitive personal data (criminal offences) to help assess whether you are a fit and proper person to hold a permit.

We may occasionally share your personal data with other Council departments and with other bodies (notably Housing Benefits, the Police, Inland Revenue) for the purposes of protecting public money, preventing and detecting crime and/or fraud and ensuring public safety. Such sharing will only occur on a case-by-case basis where a justifiable purpose in line with legislation has been demonstrated. The information may also be used for internal training.

Office Use Only

Licence Number				Confirm Ref:	
Granted		Refused		Receipt No.	

Application Notes

1. General

A Permit is required when scaffolding is placed on the highway. The term highway includes both footpaths and roads. It is an offence under the Highways Act 1980 place scaffolding on the highway without first obtaining a permit from North Somerset Council. Failure to obtain the required permit could result in legal action being taken by the Council for which the current maximum fine on conviction is £5,000.

2. Application Procedure

A completed application along with the permit fee and a copy of a valid certificate of public liability insurance (first time applications only) must be submitted to the Licensing Office before scaffolding is placed on a highway. The application can be made in person or by post (see below for our contact details).

3. Conditions attached to Permits

Conditions will be attached to permits that we issue and these are shown on a separate sheet.

4. Notification of completion of works

Included with permissions issued will be a separate sheet (form LHF02) for completion and return to the Licensing Office. This form should be completed and preferably faxed to the Licensing Office no later than three working days after the scaffolding has been removed from the highway. The fax number for the Licensing Office is given below. Failure to notify us of the removal of scaffolding may result in an additional permit fee being charged for any period beyond the expiry of the permit.

5. Extension of a Permit

All permits issued are time specific and expire on the date stated on the permit. If a further time is required beyond the period of use granted on the permit, a further application will have to be made to North Somerset Council. The application must be made no later than five working days before the expiry of the current permit.

6. Further Information

If you require any further information regarding applying for a permit, or assistance in regard of a permit that has been granted, please contact us as detailed below:

Address: The Licensing Office
Warne Road Depot,
Warne Road,
Weston-super-Mare,
North Somerset,
BS23 3ND

Telephone: 01934 426 800
Fax: 01934 426 230
Email: licensing@n-somerset.gov.uk

Conditions

Pedestrian access

The following will apply as condition of the permit:

1. A minimum headroom of 2.3 metres will be provided.
2. All scaffolding below 2.3 metres shall be painted white or covered in high visibility reflective red/white tape.
3. A minimum width of unobstructive footway of 1.5 metres shall be maintained in busy pedestrian areas. 1.2 metres may be authorised in less populated areas.
4. The first lift must be closed boarded and sheeted to prevent debris, materials or other objects falling on to any part of the highway below.
5. No ties or bracing below 2.3 metres except at ground level for the integrity of the scaffold which must be covered by vertical boarding to a minimum height of 2.3 metres.
6. No standards will obstruct lowered paved areas used for pedestrian crossing, access for pushchairs, wheelchairs, etc.
7. Where pedestrians are diverted onto the carriageway, a minimum walkway of 1.2 metres, protected by robust barriers with tapping rail and handrail will be provided. Ramps of non-slip material will aid mobility over raised kerbs.

General

1. The scaffold will be adequately lit at all times between half an hour after sunset to half an hour before sunrise or during adverse weather conditions.
2. The name, address, office telephone number and 'out of hours' emergency contact telephone number shall be clearly displayed on a sign fixed to the scaffold.
3. If any of the terms or conditions of this permit is not complied with North Somerset Council reserves the right to require the scaffold company to comply with any remedial notice or removal notice forthwith at the expense of the applicant without prejudice to any claim or right that may have arisen.
4. If the Licensee objects to any terms or conditions of this permit, or the issues of a permit is refused, then the applicant may apply to a magistrates' court within 21 days of the date of issue or refusal of the permit.
5. The Licensee's attention is drawn to the Health and Safety at Work Act 1974, the Construction (Working Places) Regulations 1966 (SI 1966 No. 94), Sections 168 and 169 Highways Act 1980, and the Scaffolding Codes of Practice 5973.
6. The applicant will fully indemnify North Somerset Council against all claims, demands, costs and expenses which may arise out of the erection or existence of the scaffolding, the subject of this permit, and to support this indemnity will give proof of adequate Public Liability Insurance cover of £5 million in respect of any one claim.
7. The permission holder shall notify the Licensing Authority by fax or email no later than one working day after the removal of the scaffolding from the highway.



Notice of removal of scaffolding on the highway
Highways Act 1980

Permission Number: NSC/

To North Somerset Council (Fax number 01934 426 230)

We:

Name: _____

Address: _____

hereby give notice that scaffolding placed on the highway at the following location:

was removed on the: _____

Signed (on behalf of the applicant):

Name (Block Capitals): _____

Date: _____