

Scaffolding/Hoarding Permit Application Form

(Highways Act 1980 Section 169/172)



Application Number:

Receipt No (office use)

This application should be completed by the person/company holding Public Liability Insurance for a minimum of £5,000,000 and sent to Building Control Section, Planning & Economic Regeneration, Newport City Council, Civic Centre, Newport, South Wales, NP20 4UR (Telephone 01633 656656) so as to be received **at least seven days before the date on which the scaffolding/hoarding is to be erected.**

1 Applicants Name _____
 Address _____
 _____ Postcode _____
 Contact Name _____ Tel No _____
 Mobile/Out of Hours No (important) _____

2 We would like to apply for a licence to permit the erection of scaffolding and/or hoarding on the public highway outside the premises indicated below **(please mark relevant box/es)**

3 Site location _____
 _____ Postcode _____

4 Name of Scaffolding Contractor _____
 Address _____
 _____ Postcode _____
 Contact Name _____ Tel No _____
 Mobile/Out of Hours No (important) _____

5 Proposed date of: Erection: Removal:

Length of proposed structure on the highway: metres

Projection width on or over the highway: Max metres Min metres

Width of footway left available to the public inside structure: Max metres Min metres

Width of footway which will be left unobstructed outside structure: Max metres Min metres

Please sketch your proposals, fully dimensioned, with a plan (and sections if appropriate) and attach it to this application

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- We have read and agree to comply with the terms and conditions overleaf.
- We enclose a licence fee of £150.00 for 3 months. (Cheque, cash, debit or credit card at counter. Cheque if mailed).
- I attach a copy of my certificate of public liability insurance for a minimum of £5,000,000.

Signed _____ Date _____

Erection of Scaffolding

CONDITIONS:

1. **The scaffolding must be erected in full compliance with BS EN 12811-1 (Temporary work equipment part 1 scaffolds – performance requirements and general design.) Also with the Work at Height Regulations 2005, the Construction (Design and Management) Regulations 2015 and the NASC TG 20:05 guidance.**

Particular reference is made to regulation 12 of the Work at Height Regulations regarding statutory inspections. Failure to comply with this, may invalidate the permit. The record of scaffold inspections must be available to be viewed, by an authorised officer of this authority, at any reasonable time, at the site, as directed by regulation 12(8) of the WAH Regulations.

2. The siting of the scaffolding, together with the safety precautions necessary, shall be to the approval of the Highways Authority
3. The scaffolding shall be painted white up to at least 1.8 mt in height with standards spaced according to the use and design of the scaffold. The scaffolding must have a sign with the name of the company that has erected it and a contact telephone number. It needs to be adequately lit during the hours of darkness, to the approval of the highway authority.
4. A suitable and appropriate pedestrian walkway must be maintained at all times. Adjustments to the scaffold to achieve this must not, in any way, detract from the stability of the structure. Alternative pedestrian routes must be provided if necessary and this must be agreed prior to the erection of the scaffold and be to the approval of the highway authority.
5. The scaffolding shall not obstruct access to Statutory Undertakers underground chambers, boxes, manholes, hydrants, CCTV etc.
6. No horizontal scaffolding member at first lift level shall be less than 2.483 metres (8ft) above the surface of the highway.
7. The Council, as the Highway Authority, shall be indemnified against any claims arising in the consequence of the erection, existence or removal of the scaffolding.
8. Proof of £5,000,000 Public Liability Insurance is required before a scaffold licence is issued. (Please note that in some instances the cover may have to be increased to reflect the type of work, this responsibility is with the scaffolding /Hoarding company)
9. The scaffolding shall be erected for only the minimum time necessary to carry out the works.
10. Traffic Management details must be submitted and approved prior to the issue of a licence where there is potential for encroachment onto the highway. All signing shall be carried out in accordance with the Traffic Signs Manual (Chapter 8).
11. Vertical and horizontal highway sight lines shall be maintained at all times,
12. Any damage to the highway resulting from the erection, operation or removal of the scaffolding, shall be made good
13. The first lift shall be covered with scaffolding boards.
14. Effective steps shall be taken to prevent persons being struck by falling objects, and the provision of a protected thoroughfare, guards, facade nets, sheeting or fans is/are necessary

Additional requirement for City Centre scaffolding:

15. The pavement under the entire scaffold requires to be protected using DPM and ply boarding to prevent damaging the pavement and the scaffold erected on this.

Erection of Hoarding

CONDITIONS:

1. The siting of the hoarding and all safety precautions necessary shall be to the approval of the Highway Authority.
2. A minimum of 1.2m clear width of the footway should be maintained at all times for pedestrian usage.
3. Where 1.2m clear width of footway cannot be maintained, a signed and guarded walkway must be provided for pedestrians to the approval of the Highways Authority
4. The hoarding must be lit either as a pedestrian walkway and/or for warning purposes to the satisfaction of the Highways Authority.
5. The hoarding shall not obstruct access to Statutory Undertakers underground chambers, boxes, manholes, hydrants etc.
6. Any excavation in the Public Highway to erect a hoarding shall be subject to the prior agreement of the Highways Authority, and an additional licence is required (Private Opening Licence). It should be noted that a further fee and refundable deposit would be required in these circumstances.
7. No works on or to the public highway are permitted within the limits of the hoarding without prior approval of the Highways Authority and will be on the basis of a Private Opening Licence (if applicable).
8. The Council, as the Highway Authority, shall be indemnified against any claims arising in the consequence of the erection, existence or removal of the scaffolding.
9. Proof of £5,000,000 Public Liability Insurance is required before a hoarding licence is issued. (Please note that in some instances the cover may have to be increased to reflect the type of work, this responsibility is with the scaffolding /Hoarding company)
10. The hoarding shall be erected for only the minimum time necessary to carry out the works.
11. Traffic Management details must be submitted and approved prior to the issue of a licence, where there is potential for encroachment onto the highway. All signing shall be carried out In accordance with theTraffic Signs Manual (Chapter 8).
12. The hoarding must be painted in colour(s) agreed by the Highway Authority.
13. Vertical and horizontal highway sight lines shall be maintained at all times.
14. Any damage to the highway resulting from the erection, operation or removal of the hoarding shall be made good.

NOTE

All erected scaffolds and hoardings must have a notice attached with the name of the scaffold/hoarding company and a 24 hours contact telephone number