

BRISTOL CITY COUNCIL
PLACE DIRECTORATE
APPLICATION/PERMISSION FOR A LICENCE TO ERECT OR RETAIN
ON OR OVER A HIGHWAY ANY SCAFFOLDING OR OTHER STRUCTURE.
HIGHWAYS ACT 1980, SECTION 169



Please complete the following information and send the form to the address below allowing at least **3 WORKING DAYS** before you wish to erect the scaffolding. Non-account holders should include the correct licence fee or make an on-line payment (see below). See page four for current highway licence fees, charged PER CALENDAR MONTH.

Applicant Applications will normally only be accepted by the Council from Scaffolding Companies.

Name Tel No. office hours

Address Mobile No./out of office

..... Fax No.

Postcode

Proposed location of scaffolding - Full description and address where scaffolding is to be erected

.....

.....

.....Post Code

***Proposed dates for erection** ***dismantling**

*proposed dates must be provided as fees are payable per calendar month.

Extent and Scope of Scaffolding

length width height location *delete as required

width of existing footway *front *side *rear

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

Please state if the scaffold is to be used:-

a. for access only Yes/No* d. with any lifting appliance *delete as required Yes/No*

b. to carry any structural load Yes/No* e. with a fan Yes/No*

c. with a rubbish chute Yes/No*

I/We hereby apply to Bristol City Council to erect/retain* on/over* footpath/carriageway* in connection with the building /demolition/alteration/repair/maintenance/cleaning* of the building 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 to these circumstances. * delete as applicable

Signed.....Name in Block Letters

Position in company Date.....

Bristol City Council, as the Highway Authority, in exercise of the above powers grant permission in accordance with the details and conditions given on this form to the above contractor to erect scaffolding on the highway between the **dates of****and**Further Conditions: Yes / No

Signed.....Date.....

Print Name..... **Authorising Officer**

By post to:

Bristol City Council – ABS Finance Team 1
Highway Licences (CH 3C)
P.O Box 3399
Bristol
BS1 9NE

Email: cd.highwaylicences@bristol.gov.uk

Pay on-line: www.bristol.gov.uk/pay

Tel: 0117 922 2100

APPLICATION
DECISION

Bristol City Council
Conditions for Control of Scaffolding on Highways
Highways Act 1980 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. Water/sand filled plastic barriers shall be used on all main traffic routes/classified roads.
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 Bristol City 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, will furnish proof of adequate insurance cover of £5,000,000 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 are not complied with Bristol City 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.

If you would like this information in a different format, for example, Braille, audio CD, large print, electronic disc BSL DVD or community languages, please contact us on 0117 922 2100

**PUBLIC LIABILITY INSURANCE RIDER FORM****Rider to conditions for:****Erecting Scaffolding 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.

Signed (name in block letters)

Position in Company

Name of Applicant

Date

	TYPE OF CHARGE	FEE (wef 01/06/19)	LICENCE DURATION
SCAFFOLD PERMIT	NORMAL	£68.00	Up to 1 calendar month
		£113.00	Up to 2 calendar months
		£168.00	Up to 3 calendar months
		£225.00	Up to 4 calendar months
		£281.00	Up to 5 calendar months
		£338.00	Up to 6 calendar months
		£506.00	Between 6 and 9 months
		£674.00	Between 9 and 12 months
	EMERGENCY	£81.00	Up to 1 calendar month
RETROSPECTIVE	£124.00	Up to 1 calendar month	