##### **NPT_LOGONeath Port Talbot**

##### **Castell-nedd Port Talbot**

County Borough Council Cyngor Bwrdeistref Sirol

**Scaffolding Licence Terms & Conditions**

**CONDITIONS TO BE COMPLIED WITH**

1. All scaffolding placed on the public highway must have a licence. It is the responsibility of the company providing scaffolding to contact the Council to request permission to place it on the highway. A licence will not be issued to a member of the public.
2. 24 hours notice must be given when applying for a licence. Scaffolding must not be erected without a licence. Work must not begin until the date specified.
3. The licence is valid for one month from the date of the issuing letter. Should you require a licence for a subsequent period of time, you must re-apply, giving 48 hours notice. A renewal fee will be payable for each subsequent renewal.
4. The erection and removal of the scaffolding shall take place between the licence start and end dates.
5. A laminated copy of the permit (or subsequent renewal) shall be displayed on site in a visible position whilst the scaffolding is erected.
6. The scaffolding shall be erected, used and dismantled in accordance with the manufacturer’s guidelines and compliance with the relevant safety legislation including, but not exclusive to, the Work and Height Regulations 2005. There must be compliance with the Health and Safety Executive conditions and guidance notes and the Health and Safety at Work Act 1974.
7. The applicant shall undertake the erection of the scaffolding in off peak hours i.e. early morning, at night or weekends. This is very important where the location is within a town centre or a busy pedestrian area. In quiet streets, the times may be negotiated. In all cases, the times of erecting the scaffolding shall be agreed in advance with the Council.
8. The applicant shall ensure safe access for pedestrians is maintained at all times by utilising a pedestrian walkway.
9. The scaffolding structure over a footway which continues to be used by pedestrians shall give a minimum headroom of 2.1 metres. Cross bracing below this height will not be allowed due to the danger it will cause to a person with impaired vision.
10. A minimum unobstructed footway of 1.5 metres wide shall be maintained in busy pedestrian areas. A minimum of 1.2 metres wide may be acceptable in less populated areas. This width is required to enable wheelchair users or those with Guide Dogs to pass safely through the scaffolding.
11. An overhead panel or platform shall be provided to protect pedestrians from falling objects.
12. All scaffolding below 2.1 metres shall be adequately colour contrasted by using adhesive tape or by painting it in white or bright yellow so that pedestrians will be warned of the presence of scaffolding.
13. Cross bracing at ground level is not permitted in normal circumstances. If this is required for the integrity of the scaffolding structure, then a boarding to a minimum height of 2.1 metres shall be provided.
14. The scaffolding structure shall be adequately lit between half an hour after sunset and half an hour before sunrise.
15. Hoardings and any barriers should be clearly marked with tape or colour contrasted with paint and shall be marked at night by danger lamps.
16. Doors shall not open into the footway.
17. The faces of the hoarding abutting the footway and the highway shall be free of any projections or surfaces likely to cause injury or damage to the public using the footway or highway.
18. Any projections or protruding parts of the scaffold shall be covered or padded to prevent possible injury to the public.
19. If it is not practical to provide a safe route through the scaffolding, an adequate route must be provided around the scaffolding to provide a safe alternative passage. If pedestrians are to be diverted onto the carriageway, adequate signs in accordance with Chapter 8 of the Traffic Signs Manual shall be provided and pedestrians shall be separated from traffic by a physical barrier, details of which shall be agreed with the Authority issuing the licence prior to issuing the licence and shall be erected prior to the commencement of the works.
20. The applicant shall ensure that in addition to meeting the requirement of this Code of Practice, other relevant regulations concerning the erection and use of scaffolding and the undertaking of street works, shall be observed. These include but are not exclusive to the Work at Height Regulations 2005, Construction (Design and Management) Regulations 2007 and Management of Health and Safety at Work Regulations 1999.
21. The name, address and 24 hour contact telephone number of the applicant shall be clearly displayed on the scaffolding at all times.
22. Ensure that a suitably ramped platform is provided, where necessary, to divert pedestrians onto the carriageway i.e. the platform shall be at kerb height with ramps not greater than 1 in 12 facing the line of direction. This is to ensure that wheelchair and pushchair users have a suitable path around the obstruction.
23. The applicant is responsible for the provision of Traffic Light Control (if required), at all times while the scaffolding is erected.
24. All ladders or climbing aids should be removed and locked away each evening to prevent unauthorised persons from climbing the scaffolding.
25. The applicant shall keep the gantry (if applicable), footway and roadside around the scaffolding free from rubbish or obstruction.
26. The scaffolding shall not be used for advertising purposes without consent in writing from Neath Port Talbot County Borough Council Planning Department.
27. The applicant is responsible for making good any damage to the footway or carriageway by reason of the existence of the scaffolding or the applicant’s works.
28. The applicant shall be responsible for indemnifying the Authority for any and all claims or actions which may arise by reason of the existence of the scaffolding and have Public Liability Insurance cover to the sum of £5 million. A copy of the company’s Liability insurance policy must be provided prior to the approval of the licence.
29. The applicant is responsible for the removal of scaffolding by 4pm on the date the licence expires. The applicant shall not leave the scaffolding on the public highway unlicensed. The Council must be informed when the scaffolding is removed.
30. Any scaffolding (illegally placed or otherwise) deemed dangerous by the Council will be removed and stored and the licensee informed and re-charged.
31. The applicant shall remove or reposition the scaffolding if required by the police, the Council or statutory undertakers for access to their apparatus.
32. The Council 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 applicant shall forthwith remove the scaffolding. Also it should be noted that failure to comply with conditions set by the Council may lead to a fine being imposed under s169(5) of the Highways Act 1980.

**ACCEPTANCE OF CONDITIONS IMPOSED IN ISSUING PERMISSION TO ERECT TEMPORARY SCAFFOLDING/HOARDING**

I HEREBY confirm acceptance of the conditions imposed and required to be compiled by the Highway Authority of Neath Port Talbot County Borough Council.

**Company**

**Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please return this, signed and dated, in order for your scaffolding licence/s to be fully authorised.**

Send to:

**Streetworks Department**

**NPTCBC**

**The Quays**

**Brunel Way**

**Baglan Energy Park**

**Neath**

**SA11 2GG**

**Fax: 01639 686111**

**Email: streetworks@npt.gov.uk**