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| **Date received:** |  | **Ref No:** |

**HIGHWAYS ACT 1980**

**Section 169 - APPLICATION TO ERECT SCAFFOLDING OR OTHER RELEVANT STRUCTURE**

**ON THE HIGHWAY**

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| **How to submit you completed form:**    **Email:**  [scaffold.permits@newcastle.gov.uk](mailto:scaffold.permits@newcastle.gov.uk)  **Fax:**  0191 211 4889 **Post:**  Building Control Section  Newcastle City Council Civic Centre  Newcastle upon Tyne  NE1 8QH |  | **You may also apply on line at:**  <https://eforms.newcastle.gov.uk/popup.aspx/>RenderForm/?F.Name=Wqt6sWaJqFC    Applications are processed by the Building Control Section as quickly as possible. In some circumstances however, consultation with other Departments is necessary and therefore you should **allow up to 5 working days for your application to be processed.**    For assistance in completing this form telephone:  0191 211 6102 |

# PLEASE USE BLACK INK AND BLOCK CAPITALS April 2015 1. Scaffold/Hoarding Company details (The applicant)

|  |  |
| --- | --- |
| Name of Scaffold/Hoarding Company: | Name of contact person: |
| Address: | Telephone number: |
| Out of hours contact telephone number (in case of emergency): |
| Email: |

# 2. Client Details (person requiring Scaffold/Hoarding)

|  |  |
| --- | --- |
| Name: | Telephone number: |
| Company (if applicable): | Out of hours contact telephone number (in case of emergency): |

# 3. Location of Scaffold/Hoarding: 4. Type of Structure (please tick)

|  |  |  |
| --- | --- | --- |
| Address:          Postcode:    **This application should be submitted together with a sketch plan indicating the location of the scaffold / hoarding etc** | Scaffold |  |
| Hoarding |  |
| Others |  |

1. **How long will the scaffolding/hoarding be required?**

|  |  |
| --- | --- |
| From (date): | Until (date): |

1. **Details of Public Liability Insurance** (This Section is to be completed if you have NOT previously supplied the information to Building Control or your insurance details have since changed)

|  |  |
| --- | --- |
| Name of insurance company: | Level of cover (minimum £5 million required): |
| Address of insurance company: | End date of cover: |
| Policy number: |

# 7. Permit Charge

Consideration of the permit application will attract a charge of **£55.00 for each 28 day period and part thereof**. The council will levy this charge in a single request for payment following approval of the permit. Permits withdrawn after consideration will be charged an appropriate fee to cover cost of processing.

# 8. Payment of permit charge

In signing the declaration below, the Applicant (as detailed in Section 1), agrees to receive a monthly invoice to recover the payment of this permit and other scaffold/hoarding permit applications received from yourselves during the period. Payment shall be made within the terms of the invoice.

# 9. Declaration

|  |  |  |
| --- | --- | --- |
| I/we declare that the information provided is correct to the best of my/our knowledge and agree to the erection of the scaffolding or other relevant structure in the position as indicated on the attached sketch plan.    I/we confirm that my/our company carry Public Liability Insurance to a minimum value of £5 million as set out in Section 6.    I/we agree to the terms of payment for the permit as outlined in Section 7 and 8.    I/we have read and agree to the terms and conditions of the permit as outlined overleaf. | | |
| Signature of applicant: | Please print name: | Date: |

# Decision (Office use)

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| Decision: | Special conditions: |
| Authorising officer: |
| Date: |

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| --- |
| April 2015 |

# Section 169 Highways Act 1980

**Permit to erect scaffolding or other relevant structure on the highway**

**Terms and Conditions**

**In applying for a permit to place scaffolding or other relevant structure on the highway, the scaffolding company and hirer of the scaffolding agree to the terms and conditions noted below:**

Scaffolding/hoarding is erected to provide safe working conditions for those involved in building works. However, it should be noted that the conditions laid down by the relevant sections of the Highways Act 1980 are for the protection of the public and powers exist to enforce them by the stopping of work on a scaffold or by the ordering of the scaffold/hoarding to be dismantled should the conditions not be complied with. Should a person fail to comply with the terms and conditions of the licence he is guilty of an offence and liable to a fine under Sections 169(5) of the Act.

Safety conditions to be met for Scaffold/Hoardings:

1. Scaffold structures on or over a footway that continues to be used by the public must have minimum clear headroom of 2.6 metres. Cross bracing below this height will not be allowed due to the potential danger to those with impaired vision. Cross bracing at ground level is not permitted under normal circumstances. If it is required for the integrity of the structure then an unobstructed close-boarded or sheet timber-walking platform is to be provided whilst maintaining clear headroom of 2.6 metres. All scaffolding below a height of 2.6 metres shall be adequately colour contrasted by using ‘warning’ adhesive tape or by painting in white or bright yellow. Any projections or protruding parts shall be adequately covered or padded to prevent possible injury to the public.
2. A minimum unobstructed footway width of 1.5 metres shall be maintained in busy pedestrian areas. A minimum of 1.2 metres unobstructed footway may be deemed acceptable at less busy locations. Safe access should be maintained for pedestrians with a disability and travelling with children. Tapping boards and handrails shall be provided for the full length of the structure except for access points.
3. If it is not practical to provide a safe route through the scaffold / hoarding structure an alternative route must be provided around the structure to provide safe passage. If pedestrians are diverted onto the carriageway they must be separated from moving traffic by suitable physical barrier and the safe passage signed and guarded to the satisfaction of Newcastle City Council Traffic Management Section 0191 2116145 & Street Management Section 0191 2115916.
4. If any part of a scaffold or hoarding lower than 4.9 metres comes within 0.5 metres of the kerb, a temporary kerb shall be provided to give an additional 0.5 metre clearance. No part of a scaffold or hoarding below a height of 4.9 metres shall overhang the carriageway. Any scaffold or hoarding outside of the aforementioned zone or where the scaffold / hoarding or temporary footpath is to encroach onto the carriageway will require prior consultation to Newcastle City Council Traffic Management Section (0191 2116145) and Street Management Section (0191 2115916) prior to grant of this license. Please note that up to 4 weeks notice is required by these departments. Terms and conditions as stipulated by Traffic & Street Management Sections should be met.
5. An overhead panel or platform shall be provided to protect pedestrians from falling objects. Should the structure be used for the washing down of a building it must be completely sheeted to protect the public and provision must be made to for any run off water to be discharged safely away from the highway.
6. Any structure shall be adequately secured in place and able to withstand all expected loadings / stresses.
7. Warning signs with the legend ‘DANGER — MEN WORKING ABOVE’ must be displayed at each end of the structure. The name and address and telephone contact number of the Licensee shall be clearly displayed on the structure.
8. The structure must be lit during the hours of darkness (that is to say that period between half an hour after sunset and half an hour before sunrise) with red warning lights at each end and at every 6 metres. A gantry must have white lights under it if the area is accessible by the public.
9. Doors or access points within the structure shall not open onto the highway.
10. Fire hydrants or other similar apparatus must not be enclosed by the structure without Fire Authority consent.
11. All scaffold tubes on the highway shall be supported on base plates. Sole plates must also be used where the loading may in any way damage the highway surface.
12. The structure shall be erected and dismantled without causing obstruction to the highway (e.g. outside of rush hour / peak periods). After dismantling the site shall be cleared and restored to the satisfaction of the Highway Authority. Any damage to the highway shall be made good at the Licensee’s expense (see Condition 15 below).
13. Evidence of Public Liability Insurance Cover for a minimum value of £5 million is required.
14. Newcastle City Council shall be indemnified against any claim, actions, proceedings or loss or damage arising as a result of the presence of any hoarding and or scaffold structure to which the licence applies.
15. The licensee shall ensure that the public footpath or carriageway on which the scaffold/hoarding is to be erected is in good repair. You should therefore record the surface condition prior to the date of the erection process including any photographic evidence and documented details of the date this inspection took place. It should be noted that you will be charged for any subsequent damage to the footpath or carriageway. In the absence of any documented information, the City Council will assume that the footpath or carriageway was in good repair at the date the licence was issued and any resultant damage is attributable to the erection or dismantling of the scaffold/hoarding to which the licence applies.