

# SECTION 1



SCAFFOLDING LICENCE  
‘DETAILS OF APPLICATION’

## APPLICATION FOR A LICENCE TO ERECT A SCAFFOLDING STRUCTURE ON THE HIGHWAY (HIGHWAYS ACT 1980 - SECTION 169)

This application is for a licence to occupy the public highway. The Applicant (the Scaffolding Company) will be responsible for ensuring that the scaffold design, construction and maintenance of the scaffolding is in compliance with BS EN 12810/12811 and NASC guidance SG4:15, preventing falls from heights, TG20:13 or any subsequent revisions, and that the scaffold is erected, altered and dismantled in accordance with the Work at Height Regulations 2005. A licence to erect or retain a scaffold or other structure will only be issued to the Company responsible for the management & use of the scaffolding whilst it remains in situ.

The applicant must be a member of the National Access and Scaffolding Confederation, with the application completed by a CISRS Advanced Scaffolder (gold card), with ALL personnel used in the erection, maintenance and / or dismantling of the structure to have the appropriate CISRS accreditation. Should any traffic management be required the applicant and/or any person involved in the design, installation, maintenance and removal of the signs and/or equipment MUST have the required New Roads and Streetworks Act accreditation.

A detailed site location plan must be provided with all applications and/or any design / calculations where the structure is of a non-standard design/layout. Full traffic management plans are to be submitted where appropriate.

A minimum of 10 working days’ notice from date of receipt by Island Roads is required for a licence to be processed (note: this period may be extended when a site visit is required). In emergency situations, the Applicant is required to contact Island Roads by telephone (01983 822440) first for permission to erect emergency scaffolding works.

**Complete ALL Sections of this form. To be completed by a CISRS Advanced Scaffolder (gold card)** (PLEASE USE BLOCK LETTERS WHEN COMPLETING THIS APPLICATION)

|  |  |
|--|--|
| <b>Details of Scaffolding Contractor (Applicant)</b>   |  |
| Company Name:<br>.....   |  |
| Company Address:<br>.....<br>.....<br>.....  |  |
| Telephone (office hours):<br>.....   | Emergency Telephone (outside office hours):<br>..... |
| NASC Membership Number:<br>.....   | Expiry Date:<br>.....                                |
| <b>NRSA Membership Numbers (Traffic Management Accreditation) if applicable:</b>   |  |
| Name.....  | Name.....  |
| Expiry Date .....  | Expiry Date .....                                    |
| <b>CISRS Card Numbers &amp; Names: Type: Gold (Advanced Scaffolder); Blue (Scaffolder); Red (Trainee Scaffolder); Green (Labourer). ALL personnel used must be recorded.</b> |  |
| Type: .....  | Name: ..... Expiry Date: .....                       |
| Type: .....  | Name: ..... Expiry Date: .....                       |
| Type: .....  | Name: ..... Expiry Date: .....                       |
| Type: .....  | Name: ..... Expiry Date: .....                       |
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| Type: .....  | Name: ..... Expiry Date: .....                       |
| Type: .....  | Name: ..... Expiry Date: .....                       |
| Type: .....  | Name: ..... Expiry Date: .....                       |

**For Authority Use Only**

Confirm receipt of the following written information where applicable (refer to details & appendages provided by the applicant on page 3 where necessary).

| Yes | No | N/A | Item  |
|-----|----|-----|---|
|     |    |     | Scaffolder's current employer's liability & public liability insurance documents submitted? (Min. £10M each). |
|     |    |     | Scaffold Plan submitted? (to include detailed site layout drawing, risk assessment & method statement)        |
|     |    |     | Is the scaffold of 'Standard' configuration, or a bespoke calculation? (as per HSE checklist).                |
|     |    |     | Scaffold design drawing submitted? (if applicable)  |
|     |    |     | Traffic management plan approved? (if applicable)   |
|     |    |     | Copy of NASC regulated scaffolding association membership certificate and CISRS 'competence' documents.       |
|     |    |     | Hoarding details?(if applicable)  |
|     |    |     | Site meeting – has a site meeting taken place?  |
|     |    |     | Copy of all required RAMS   |

Enter as appropriate. All sections above must be answered by person processing application

Licence Issued By: (signed)

.....  
 Print Name: .

.....  
 Date:

.....

**Location where scaffolding structure is to be sited** (full address including street name, number & post code):  
.....  
.....  
.....

(Please provide a location plan and detail of the scaffolding arrangement / area being occupied by the scaffolding on the Highway).  
**State the period for which the licence is required: (a maximum of 12 weeks may be considered in any single application).**  
**From:** ..... / ..... / ..... **Until** ..... / ..... / .....

**IMPORTANT NOTE TO APPLICANT:**  
To ensure that the licence is issued to the Applicant, with the least possible delay; please answer all of the questions on the following pages and ensure that all other information required is provided with the licence application. Island Roads will only consider issuing a licence if all of the questions are answered and information provided. Useful guidance/drawings to assist with the completion of this application can be found in section 2 ('Scaffold Guidance Notes) of this document. All licence applications for scaffolding structures must comply fully with these standard conditions/drawings.

**SITE SPECIFIC INFORMATION TO BE SUBMITTED BY THE APPLICANT:**

**Q. What type of scaffolding structure will be constructed (e.g. independent, gantry, access tower, etc)?**  
A. \_\_\_\_\_

**Q. For what purpose(s) is the scaffolding to be used (e.g. new build, demolition, painting, etc)?**  
A. \_\_\_\_\_

**Q. Please give base dimensions of proposed scaffolding structure - length x width x height (in metres). For applications with multiple elevations ensure details are provided on the site layout drawing.**  
A. \_\_\_\_\_ m long x \_\_\_\_\_ m wide x \_\_\_\_\_ m high (or) tick box if multiple elevations

**Q. What is the existing footway width, and what width will remain for pedestrians?**  
A. Existing footway width: \_\_\_\_\_ m wide Remaining width: \_\_\_\_\_ m wide

**Q. Is the scaffolding structure to be sheeted / netted? (Answer yes or no below, if no give explanation).**  
A. \_\_\_\_\_

**Q. What proposed tie type, pattern and frequency for the scaffolding structure will be used?**  
A. \_\_\_\_\_

**Q. Is the scaffolding of a Basic or Designed layout?**  
A. \_\_\_\_\_

**\* if the scaffolding is of a Designed layout please attached the structural design**

**Q. Confirm the day, date and time it is expected that the scaffold will be installed / dismantled?**  
A. Erect \_\_\_\_\_ Dismantle \_\_\_\_\_

**Q. Please stipulate the length of time it is expected to take for the scaffold to be erected / dismantled?**  
A. Erect \_\_\_\_\_ hours Dismantle \_\_\_\_\_ hours

| ITEM | QUESTION (tick appropriate column)   | YES | NO | N/A |
|------|--|-----|----|-----|
| 1.   | Has site meeting taken place between the Applicant and the site / building owner? (Note: This is a mandatory requirement prior to submitting of any licence application). As stated in the 'Standard Conditions'.<br><br>Please disclose the contact details of the site / building owner:<br><br>Name: .....<br>Email: .....<br>Telephone: .....  |     |    |     |
| 2.   | Will the scaffolding structure be closer than 450mm to the edge of carriageway? (If 'yes', then a site meeting is required between the Applicant and Island Roads). The agreed solution is to be detailed in the Traffic Management Plan (TMP).  |     |    |     |
| 3.   | Will there be a minimum width of 1.125m (5 boards) of UNOBSTRUCTED footway underneath the scaffold for pedestrians to maintain access? More restricted sites MAY be licensed, but will require a site meeting before a licence is issued (If answer is 'no' a site meeting is required between the Applicant and Island Roads). The agreed solution is to be detailed in the TMP.  |     |    |     |
| 4.   | Will the scaffolding structure obstruct or obscure any of the following: traffic signal, traffic signal controller, bus stop, pedestrian or controlled crossing, junction sight line, road lighting column, and traffic sign, parking bay, waiting restriction sign, highway drainage gully or any other ironwork in the highway or other street furniture? (If 'yes', a site meeting is required between the Applicant and Island Roads). The agreed solution is to be detailed in the TMP. |     |    |     |
| 5.   | Will any part of the highway require closure during erection or dismantling operations, or while the scaffold is erected? (If 'yes', a site meeting is required between the Applicant and Island Roads). The agreed solution is to be detailed in the TMP.   |     |    |     |
| 6.   | Are there any existing waiting or parking restrictions in the street? (including Pay & Display areas, residents parking zones, yellow lines, etc.) These should be detailed in the TMP.  |     |    |     |
| 7.   | Will any parking spaces be affected as a result of the installation of the scaffolding structure? Details to be submitted in the TMP.  |     |    |     |
| 8.   | Will the scaffolding be erected on a one way street?   |     |    |     |
| 9.   | Will a public protection fan and/or gantry be installed whilst the erection and dismantling of the scaffolding takes place, or while the scaffold is erected? (refer to standard conditions for requirements/guidance).  |     |    |     |
| 10.  | Have the existing foundations been surveyed to ensure they are adequate to carry the additional leg loads imposed by the scaffolding structure? If answer is no, what additional measures are intended? (Give details in scaffold plan).   |     |    |     |
| 11.  | Can the correct amount of scaffold ties be installed for the type of structure being constructed? (if answer is 'no', a scaffold design will be required)  |     |    |     |
| 12.  | Will the pull ties be inspected at least once per calendar week?   |     |    |     |
| 13.  | Will a hoarding be attached to the scaffolding? If the answer is 'yes' a site meeting and scaffold design will be required. (There may also be the requirement for an additional hoarding permit). Details to be included in the TMP.  |     |    |     |
| 14.  | Will a rubbish chute be attached to the scaffolding? If 'yes', will this service a skip outside of the scaffold hoarding? (This may also require an additional skip permit application to be submitted). Details to be included in the TMP.  |     |    |     |
| 15.  | Will any part of the scaffolding restrict access to any adjoining properties?  |     |    |     |
| 16.  | Are any street works (including other scaffolds or skips) visible in the surrounding roads or proposed to be taking place during the duration of the scaffold being erected? (Please reference One.Network)? Details of observed works to be included within the TMP.  |     |    |     |
| 17.  | Are any Overhead Power / communication lines visible within the minimum clearance defined by the local utility provider? Details of any such lines to be identified within the TMP.  |     |    |     |
| 18.  | The Traffic Management Plan (TMP) has been attached to this application? Failure to include the TMP will delay the application being approved. The TMP needs to be a scaled plan, and if digitally submitted, be in an AutoCad format.   |     |    |     |

If the licensee objects to any of the following conditions of the licence, the licensee may appeal to a Magistrates' Court within 21 days of the date of receipt of the licence.

The licensee is reminded that it is their responsibility to ensure that the scaffolding or other structure, is structurally sound, is properly erected to current standards and maintained, and that adequate provision is made for the safe passage of highway users.

Work may not commence until the date specified on the licence and should be carried out within any specific limitations of time and date.

All operatives and supervisors MUST be in possession of a valid CISRS card to the appropriate level.

All traffic management arrangements are to be provided in strict compliance with the requirements of the Traffic Signs Regulations & General Directions 2016 and the Traffic Signs Manual Chapter 8 and/or any subsequent revision, and detailed within the TMP.

The approved license MUST be displayed in a clear waterproof wallet / holder, at all times.

All applicants are required to comply with the Section 2 'Terms and Conditions', Section 3 'Guidance Notes' and any Site Specific Conditions attached to the Licence for the site.

### **Time Extensions**

When submitting an application, if the requested duration extends beyond the validity of your current Public Liability insurance certificate, the licence will be issued up to the end date of the certificate. A new certificate will need to be submitted before an extension will be able to be considered, to maintain the scaffold on site. You will not be reminded by Island Roads that your certificate is due for renewal, or that you need to submit for inspection your new insurance certificate.

If the scaffolding is going to be required for longer than the licenced period, an extension can be requested providing at least 2 working days' notice from the date which Island Roads receives the request to extend. An extension request does not automatically guarantee a new licence being granted.

### **Emergency Situations**

In emergency situations, the applicant must contact the Authority by telephone to request verbal consent to erect a scaffold to cover the emergency situation. The applicant shall make an application in writing for this scaffold as soon as practicable.

An additional fee is applicable where less than 10 working days' notice from receipt is being given.

Isle of Wight Council Building Control may be contacted to confirm they are aware of such an emergency situation, and have inspected the site for their own purposes.

### **Penalties for an invalid / breach of Licence**

Failure to have a valid Licence for the site; be in breach of any of the Section 2 'Terms and Conditions', Section 3 'Guidance Notes', any Site Specific Conditions attached to the Licence for the site; or to have completed the application with false information will invalidate the Licence. A person who contravenes these or any part of Section 169 of the Highways Act 1980 is guilty of an offence and liable to an unlimited fine (Criminal Justice Act 1982 revised).

Confirmation by the Applicant that they acknowledge and accept the terms of the licence and have read and understood the Guidance listed in Section 2 (overleaf).

Applications may be made by email to: [info@IslandRoads.com](mailto:info@IslandRoads.com) or by post / hand delivered to : Island Roads, St Christopher House, 42 Daish Way, Newport, Isle of Wight PO30 5XJ.

**I / we enclose a cheque to Ringway Island Roads Ltd (number .....); have made payment by BACS (sort code 23-63-91, account no 19016368) payment reference .....; or made a credit / debit card payment (telephone Island Roads on 01983 822440) for:**

- a) £193 charge per or part of, the first week for an application giving 10 or more working days' notice from receipt of application; or
- b) £193 charge per or part of, the first week for an application, plus £65 charge for every per or part week after; or
- c) £193 charge per or part of, the first week for an application, plus £56 for an emergency application where less than 10 working days' notice from receipt is provided.
- d) An added 'late' fee of £56 will apply to any delayed payments, including licence extensions. (Please advise Island Roads a minimum of two days in advance if the scaffold is to be erected another date or for longer).

**Applications are for whole weeks or parts thereof.**

Example: An application may run from Monday to Sunday, Thursday to Wednesday, or a lesser period. Monday to Monday would be eight days and therefore cross into a second week and require payment of £249 for this period.

Any application fee paid will be refunded less an administration charge of £72.20, if the application is withdrawn by the applicant, or refused.

An administration / inspection fee of £47.50 will be levied on each occurrence where a site visit is required during (a) the consideration of the application or (b) where an inspection is made in respect of non-compliance to the licence while the scaffolding is in place. Extended site visits will incur a further charge of £47.50 per hour or part of, whilst the District Steward is on site.

**PRINT NAME .....**  
**(I agreed to the Terms and Conditions of this application / Licence). (I confirm that I hold the correct accreditation to complete this form).**

**SIGNATURE .....**

**POSITION .....**

**COMPANY .....**

**DATE .....**

**Note: The application will be delayed in being processed if submitted incomplete or information provided is inadequate.**

**\*Emergencies are defined as "An occurrence involving public safety which demands immediate action". Licence fees will be subject to an annual increase on 1st April each year by RPIX**

## SECTION 2



### Terms and Conditions

Terms and Conditions contained in this licence to build, erect or maintain on or over a highway, a scaffolding or other structure which obstructs the highway (section 169 Highways Act: 1980)

**C1 – Upon the issuing of the licence, the applicant (Scaffolding Company) will become the person to whom the licence is issued in terms of section 169 Highways Act 1980 and will be referred to in the licence as “the licensee”.**

**C2 – The scaffold structure shall be designed, erected, modified and dismantled by suitably qualified personnel. (Refer to notes Section 3, notes 1 – 18 inclusive and notes 22 – 30 inclusive).**

**C3 - A duplicate copy of the licence MUST be clearly displayed on the scaffolding at all times while the scaffolding structure is erected. This licence should be fitted in a clear waterproof wallet / holder, and not be able to be removed from the scaffold by any third party.**

**C4 – Any incomplete or inaccurate details on the application will invalidate the Licence.**

**C5 – Failure to abide by these Terms and Conditions or Site Specific Conditions of the Licence will invalidate the Licence.**

**C6 – The scaffold structure shall be adequately lit at all times between half an hour before sunset to half an hour after sunrise. (Refer to Section 3, note 13).**

**C7 – Any provision for providing a safe route for pedestrians shall be in accordance with the current ‘Safety at Street Works and Road Works A Code of Practice’. (Refer to Section 3, notes 16 - 19 inclusive). Where applicable, a detailed traffic management plan must be submitted at the time of the application.**

**C8 – Traffic Management shall be in accordance with the current ‘Safety at Street Works and Road Works - A Code of Practice’ and Chapter 8 of the Traffic Signs Manual. (Refer to Section 3, notes 19 - 21 inclusive). Where applicable, a detailed traffic management plan must be submitted at the time of the application.**

**C9 – Erection of the scaffolding structure must not commence prior to the date specified on the licence and must be dismantled and removed from site before the end of the specified period. Island Roads may, in certain circumstances, agree to the extension of the licence period, which will attract a further fee.**

**C10 - The licensee must implement any measures that the Highway Authority, Island Roads or undertaker (under the meaning of s48 of the New Roads and Street Works Act: 1991) reasonably requests for the purpose of protecting or giving access to any apparatus belonging to or used or maintained by them. (Refer to Section 3, note 6).**

**C11 – The licensee is responsible for contacting undertakers (under the meaning of s48 of the New Roads and Street Works Act: 1991) to establish whether or not their apparatus may be affected by the scaffolding structure.**

**C12 – The Highway Authority and / or Island Roads shall have the right to revoke the licence at any time. (Refer to notes Section 3, notes 30).**

**C13 – The applicant (scaffolding company) MUST be a member of the National Access and Scaffolding Confederation (number to be entered on the application form), and all scaffolding operatives must hold the relevant CISRS Scaffolding Operative competency card for their level of work.**

**C14 – The licensee shall indemnify and keep indemnified the Highway Authority and Island Roads against any claim in respect to injury damage or loss arising out of:**

- placing or presence in the highway of the scaffolding structure and works associated with the licence; or
- the execution by any person of any of works associated with the licence.

**C15 – All scaffolding structures MUST have a ScaffoldTag or equivalent certification displayed at all times**

**C16 – The company daytime and out of hours telephone contact number MUST be displayed on-site at all times.**

**Copies of the relevant insurance certificates covering the period of the licence shall be presented to and held by Island Roads on behalf of the Highway Authority.**

**(Minimum £10 million Public Liability Insurance is required to be in place by the applicant to cover the time and duration of the licence. This may be increased at any time).**

## SECTION 3

### SCAFFOLDING LICENCE - 'GUIDANCE NOTES'

(Jointly produced in consultation with the National Access & Scaffolding Confederation, Health and Safety Executive, Local Highways Authorities, Joint Authorities Group UK, National Traffic Managers Forum)

These guidance notes have been produced to assist applicants when applying to erect scaffolding on the Public Highway and to draw attention to their legal obligations to meet the required standards as indicated within this document.

#### GENERAL

This application is for a licence (referred to as "a licence") to build, erect or maintain on or over a highway, a scaffolding or other structure which obstructs the highway (section 169 Highways Act: 1980). The licence is for the occupation of the highway only.

A current copy of a regulated scaffolding association membership certificate or alternative 'competence' documents must be supplied with this application.

Aluminium Towers – this guidance document does not cover the use of aluminium towers on the public highway, short term or otherwise. However, in accordance with s169 of the Highways Act 1980 a licence for the placement of these types of structures (short term or otherwise) is still required to be obtained from Island Roads on behalf of the Highway Authority. The same principles and requirements of Island Roads relating to general scaffolding licences will apply.

#### CONSTRUCTION

1. In order to satisfy the requirements of the Work at Height Regulations 2005, the scaffold structure must be designed, erected, altered and dismantled in a safe manner and maintained in a safe condition in accordance with current standards – see relevant part of guidance.
2. On each site there must be an appropriate number of scaffolding operatives employed who are competent to erect, alter or dismantle the type and form of scaffolding and hold one or more of the following qualifications as appropriate. See relevant part of guidance

Traditional Scaffolding (tube & fitting) or System Scaffolding - CISRS 'Scaffolder' Card  
Complex or designed scaffold structures - CISRS 'Advanced Scaffolder' Card.

The competent scaffolding operatives can be supplemented by CISRS carded 'Trainee Scaffolder', on a maximum ratio balance of one 'competent' scaffolding operative to one 'trainee' scaffolding operative.

CISRS 'Scaffolding Labourer' would not erect a scaffold structure and would only work at ground level.

3. The scaffolding structure, or portion of, to be erected that day, shall be securely erected on the day of the delivery, in a safe and considerate manner, by or under the immediate supervision of a person competent and experienced in carrying out such work. Similarly, all scaffolding, hoarding or other structure, must be fully removed from the highway on the day it is dismantled and upon expiration of the licence or when the need for the scaffold becomes redundant.
4. In order to satisfy the requirements of the Work at Height Regulations 2005, the scaffolding contractor shall formulate their plan of work making sure that all necessary allowances have been made resulting in all works undertaken by the scaffolding operatives being fully compliant with the recommendations and systems of work as detailed in the current version of the NASC safety guidance document SG4 'Preventing Falls in Scaffolding'
5. Suitable provisions must be taken by the licensee to prevent any unauthorised access to any part of the scaffold structure, whilst it is erected.
6. The licensee must implement any measures that Island Roads, the Highway Authority or Statutory Undertaker reasonably requests for the purpose of protecting or giving access to any apparatus belonging to or used or maintained by them.
7. The scaffolding must be adequately secured to the adjoining structure or externally braced to prevent displacement. Scaffold standards shall be fitted with suitable base plates, with appropriate spreaders used

where necessary to the satisfaction of Island Roads. All scaffold standards shall either be painted white, covered with hi-visibility foam padding and or hazard tape, for the first 2.00 metres above the footway / carriageway. The scaffolding shall not have any sharp ends or unprotected nuts / bolts within 2.00m of ground level. On pedestrian walk through structures the base lift shall be constructed in a manner to ensure that there are no horizontal ledger, transom or tie tubes lower than 2.44 m high above ground level unless a safe route for pedestrians of minimum width (1.25m) can be maintained around the scaffold structure and taking into account persons having a disability. No other equipment, ladders or materials

may be kept on the footway or carriageway. All lower ladders must be removed when scaffolding is not in use to prevent unauthorised access. Adequate width and height must be maintained for the safe passage of footway users. Warning signs with the legend 'DANGER - MEN WORKING ABOVE' (or similar) must be displayed at each end of the structure during the erection and dismantling of the scaffolding structure.

8. Details of the layout and spacing fixing ties, including details of all pull test results must recorded and emailed to Island Roads on completion of the assessment and/or within 24hrs thereafter.
9. Suitable and sufficient measures must be taken to prevent any highway user from being struck by falling debris, material or objects. (The first lift of each scaffold and protection fan must be close boarded with suitable covering to prevent debris, material or objects falling through the scaffolding down onto any part of the highway. Covered traffic routes or passageways must be provided where necessary. Any spillages (including loose materials and equipment) must immediately be removed from the highway. The footway shall be kept clear for pedestrians and properly protected both day and night, so as not to cause risk of damage or injury to the public).
10. Unless otherwise agreed with Island Roads, all working levels of all elevations of each completed scaffold (unless access/inspection only scaffolds) must be enclosed with either debris netting or plastic type sheeting to prevent debris, material or objects falling down the outside of the scaffolding onto any part of the highway. Depending on the proposed use of the scaffold consideration should be given to the selection of type of the enclosure material. The choice made should be appropriate for the safe encapsulation of any possible items of debris that may be produced by the intended works to be undertaken from the scaffolding.
11. Where there is a risk of materials (tools or equipment) being dropped (accidentally or otherwise) onto vehicle or pedestrian traffic down from the scaffolding structure i.e. within 4.00m horizontal distance away from the outer face or ends of the scaffolding structure, a suitably constructed and angled protection fan or pedestrian gantry scaffold must be provided. This should be installed as soon as is practicable and remain insitu during the erection and dismantling of the scaffolding structure. Protection fans should not be installed below a height of 5.05m (16'-5") above a carriageway when built to accommodate the potential hazard of vehicular traffic. The 5.05m (16'-5") level should be measured from the kerb or the highest point of the road surface level (whichever is the higher). When accommodating the potential hazard of pedestrian traffic only, protection fans should not be installed below a height of 2.44m. This should be increased if there is a possibility of high sided vehicles over running the footway. Note: the type of protection fan to be constructed should be fit for purpose dependent on individual site requirements. Refer to NASC technical guidance TG20 for information relating to load classes and the designs of various protection fan arrangements. Island Roads may require that pedestrian gantry scaffolds be designed.
12. Wherever practicable, scaffolding shall be kept back a minimum of 450mm from the carriageway edge, up to a height of 5.05m (16'-5"), measured from the kerb or the highest point of the road surface level (whichever is the higher). If by agreement with Island Roads any part of the scaffold is closer than 450mm to the carriageway edge, or the proposed site of the scaffolding is considered to be particularly susceptible to impact damage by passing vehicles, then adequately secured and properly signed, guarded and lit barriers shall be provided by a competent Traffic Management Company, along the face of the structure, in accordance with Chapter 8 of the Traffic Signs Manual, and approved by Island Roads.
13. The scaffold must be adequately lit from half an hour before sunset to half an hour after sunrise at each end with steady amber warning lights at 4m intervals. All projections must have red warning lights. A gantry over a pedestrian walkway must have white lights underneath for safety and security. Lighting levels and power supply should be identified.
14. Partially erected/incomplete scaffolds must have a name board affixed and a warning notice board indicating 'Scaffold Incomplete – Not to be used' (or similar). If left overnight the incomplete scaffold must be lit.
15. The issuing of the licence does not exempt any vehicle from any existing traffic regulation order during the course of erection, dismantling or other activity. Where appropriate an application to suspend the traffic regulation order should be made to the Isle of Wight Council Parking Services, where limited waiting or Pay & Display parking is operational.

## PEDESTRIANS

16. If proper provision cannot be made for pedestrians to pass safely beneath the scaffold or other structure on the existing footway, then an adequately signed and guarded (to Chapter 8 to the Traffic Signs Manual) walkway shall be erected outside the scaffolding or other structure, to the satisfaction of Island Roads. A joint site inspection will be required and additional conditions applied.
17. Measures shall be taken to distance / segregate / minimise the public interface from the area of work where the scaffold materials are being deposited, handled and erected.
18. All reasonable precautions must be taken to ensure the safety of the public/pedestrians during the works. Particular consideration should be given to the needs of children, elderly people and people with disabilities, having particular regard for the visually impaired. For example, the provision of appropriate ramps for wheel chairs and tapping boards to warn the visually impaired of approaching hazards are useful aids. In order to do this, consideration must be given to suitable barrier systems, which safely separate the pedestrians from any hazards and provide sufficient access for people using wheelchairs and those with prams or pushchairs. (see also HSE Guidance – ‘Protecting the Public – your next move’ HSG151)

## TRAFFIC MANAGEMENT

19. Traffic management issues such as the use of temporary traffic signals and temporary road closures must be discussed and agreed with Island Roads. Additional fees may apply if positive traffic management is required. Extra restrictions may be imposed by Island Roads on routes designated as traffic sensitive.
20. The licensee shall comply with Chapter 8 of the Traffic Signs Manual and the Traffic Signs Regulations and General Directions 2016 (TSRGD) or subsequent legislation, together with such other conditions as Island Roads may require. A requirement when carrying out any work on the highway is that the works are adequately signed, guarded and lit as stipulated in the “Safety at Street Works and Road Works - A Code of Practice”.
21. To meet the traffic management standards, personnel involved in traffic management must be trained and accredited in the “Signing, Lighting and Guarding“ module as prescribed in the New Roads and Street Work Act 1991. For minor traffic management a company must have at least: (a) One Accredited Supervisor (who does not have to be permanently on site). For major traffic management all operatives engaged in actually setting the system up on the highway shall be Street Works Accredited in ‘Signing, Lighting and Guarding’

## MAINTENANCE

22. During the period in which the scaffolding structure is allowed to stand, the structure shall be kept and maintained in good order and condition, and so as not to be injurious to the amenities of the neighbourhood and/or users of the highway. All scaffold material, and associated fixtures and fittings, (including rubbish chutes, chains, ropes and lifting gear, etc.) must be of good condition, sound material, adequate strength and free from patent defect. When chutes, lifting gear or other devices are used for the removal of equipment or materials all necessary precautions must be taken for the safety of all highway users. During this operation the skip or lorry body must be sheeted down to minimise dust levels.
23. It is the responsibility of the scaffold contractor to implement a regular cleansing regime to keep the area of highway beneath the scaffolding clean and clear of debris.
24. Every hoist or pulley wheel must be adequately fenced.
25. Scaffold structures must be inspected by a competent person every at least once each calendar week or after any alteration. In addition, they must always be inspected after bad or excessively dry weather or particularly high winds, which may have affected their strength and stability. The results of the inspections (including any faults found) should be recorded and emailed to Island Roads. Daily safety pre-checks should also be undertaken by any persons using the scaffolding. A ‘ScaffTag’ or similar system will be utilized and updated accordingly, reflecting the inspections undertaken.
26. At the expiration of the time for which the licence is granted, or when the work for which this consent is granted, is completed, or if the consent is revoked, whichever is first, the scaffolding, structure shall be immediately taken down.
27. The licensee is responsible for ensuring that the scaffolding is kept free from fly posting and graffiti. Any occurrences must be removed within 8 working hours.

28. A duplicate copy of the licence MUST be clearly displayed on the scaffolding at all times during which the scaffolding structure is erected. This licence should be fitted in a clear waterproof wallet /holder, and not be able to be removed from the scaffold by any third party.

## **REMOVAL OF SCAFFOLDING STRUCTURE(S)**

29. Upon removal of the scaffolding structure(s), the pavement will be inspected and any damage to the highway may be made good by Island Roads at the expense of the licensee in accordance with the provisions of Section 133 of the Highways Act 1980. To enable any damage to the highway to be assessed Island Roads may undertake a dilapidation survey prior to the erection of the scaffold at the expense of the licensee.
30. Island Roads and / or the local Highway Authority 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 licensee shall forthwith remove the scaffolding, hoarding or other structure. In default, and after giving notice, either Island Roads or the Highway Authority may themselves remove the scaffolding, or other structure and any reasonable expenses incurred by either Island Roads or the Highway Authority in doing so shall be recoverable from the licensee. Also it should be noted that failure to comply with conditions set by the local Highway Authority may lead to an unlimited fine being imposed under s169 (5) of the Highways Act 1980.

## **INSURANCE – PUBLIC/EMPLOYERS LIABILITY**

31. Public Liability Insurance giving minimum cover of £10M for Scaffolding is required. However, it may be noted that Island Roads and / or the Highway Authority reserves the right to increase these amounts if it is considered that the site location requires a higher degree of cover. You will be notified if this is the case and proof of increased cover will be required before the licence is granted
32. Where the Scaffolding Contractor directly employs operatives Employees Liability Insurance giving a minimum cover of £10M for Scaffolding is required. However, it may be noted that Island Roads and or the Highway Authority reserves the right to increase these amounts if it is considered that the site location requires a higher degree of cover. You will be notified if this is the case and proof of increased cover will be required before the licence is granted.

## **MISCELLANEOUS**

33. Unique Street Reference Numbers (USRNs) are obtained from the National Street Gazetteer. Island Roads will provide these numbers on request.
34. Where the Highway Authority is also a Permit Authority in respect to Part 3 of the Traffic Management Act: 2004, a further permit may be required.
35. Further separate licences must be applied for where the licensee intends to erect hording, place a skip on the highway and/or place building materials on the highway.

## **REFERENCES**

Highways Act: 1980  
New Roads and Street Works Act: 1991  
Traffic Management Act: 2004  
Safety at Street Works and Road Works – A Code of Practice: 2<sup>nd</sup> impression June 2014  
Traffic Signs Regulations & General Directions: 2016  
Chapter 8: Traffic Signs Manual: 2009  
CG1:05 Pavement Licences  
HSG151 Protecting the Public: Your next move  
SG4:15 Preventing Falls in Scaffolding Operations  
SG5:11 Overhead Power Sources  
SG34:17 Guidance on protection of the public  
TG20:13 Good Practice Guidance for Tube & Fitting Scaffolding

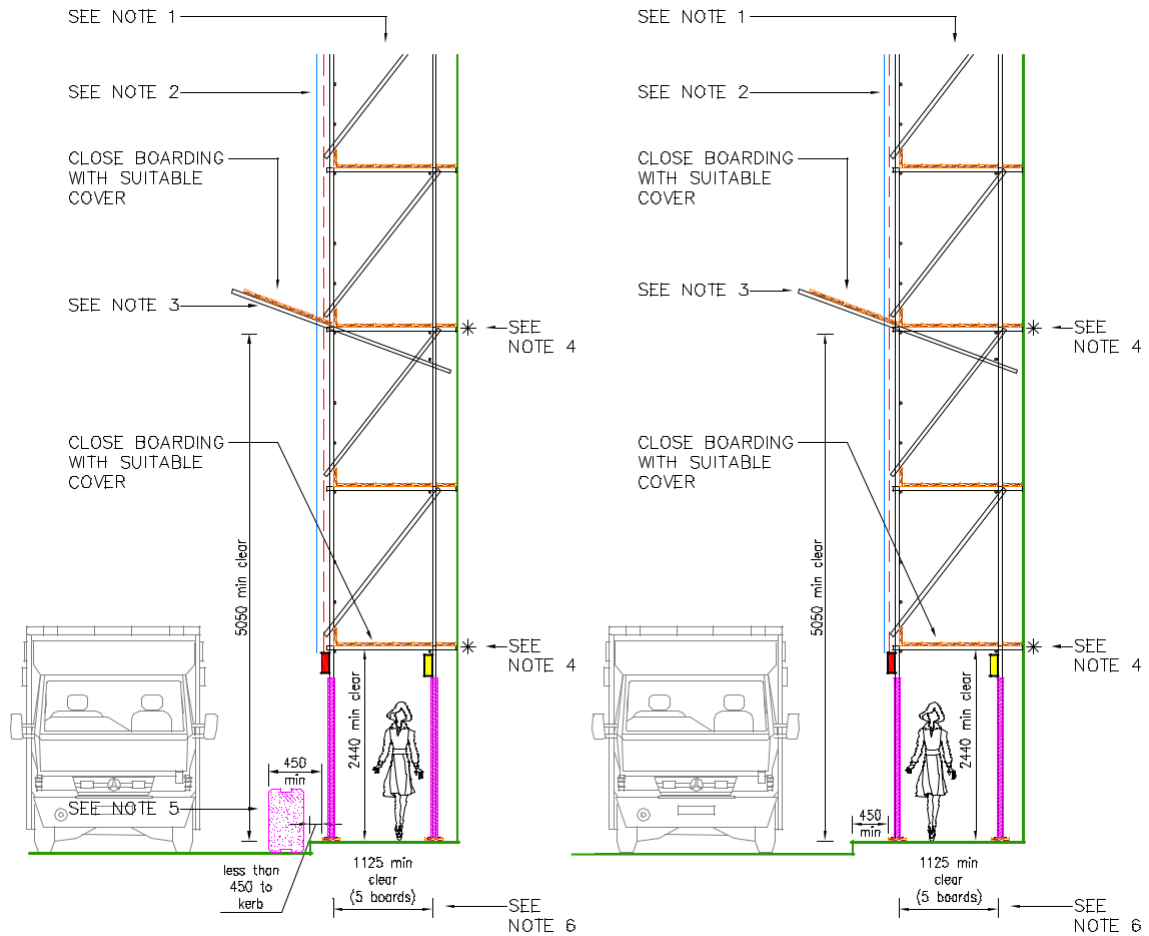
If the licensee objects to any of the following conditions of the licence, the licensee may appeal to a Magistrates' Court within 21 days of the date of receipt of the licence.

## **Appendices**

**A Scaffolding Sketches and Considerations (for Guidance)**

**B Example of S.169 Scaffold Licence.**

# Scaffold Licence Sketch & Considerations (Guidance Only)



**Pedestrian & Vehicle**  
(Clearance from kerb = less than 450mm)

**Pedestrian & Vehicle**  
(Clearance from kerb = 450mm or greater)

## NOTES

NOTE 1 – SCAFFOLD TO BE CONSTRUCTED AND TIED IN ACCORDANCE WITH EN 12810, EN 12811 OR TG20:08 OR IF APPLICABLE, AS SPECIFIED IN A BESPOKE SCAFFOLD DESIGN.

NOTE 2 – DEBRIS NETTING OR PLASTIC TYPE SHEETING TO BE INSTALLED UNLESS OTHERWISE AGREED WITH THE LOCAL AUTHORITY. (NOTE – DEBRIS NETTING OR PLASTIC TYPE SHEETING TO BE FIXED EXTERNALLY IN ACCORDANCE WITH TG20:08 UNLESS OTHERWISE SPECIFIED BY BESPOKE DESIGN)

NOTE 3 – THE TYPE OF PROTECTION FAN TO BE CONSTRUCTED SHOULD BE FIT FOR PURPOSE DEPENDENT ON INDIVIDUAL SITE REQUIREMENTS. REFER TO NASC TECHNICAL GUIDANCE TG20:08 FOR INFORMATION RELATING TO LOAD CLASSES AND DESIGNS OF VARIOUS PROTECTION FAN ARRANGEMENTS. ALL PEDESTRIAN GANTRY SCAFFOLDS SHOULD BE DESIGNED.

NOTE 4 – NUMBER, TYPE AND LOCATION OF TIES TO SUIT SITE CONDITIONS

NOTE 5 – SUITABLE FENDER OR BARRIER TO BE POSITIONED INDEPENDENT OF THE SCAFFOLDING.

NOTE 6 – LOCAL RESTRICTIONS MAY APPLY

## ADDITIONAL NOTES:

HIGH VISIBILITY FOAM PADDING AND OR HAZARD TAPE TO BE FIXED 2.0m HIGH TO ALL UPRIGHTS ADJACENT TO PUBLIC ACCESS

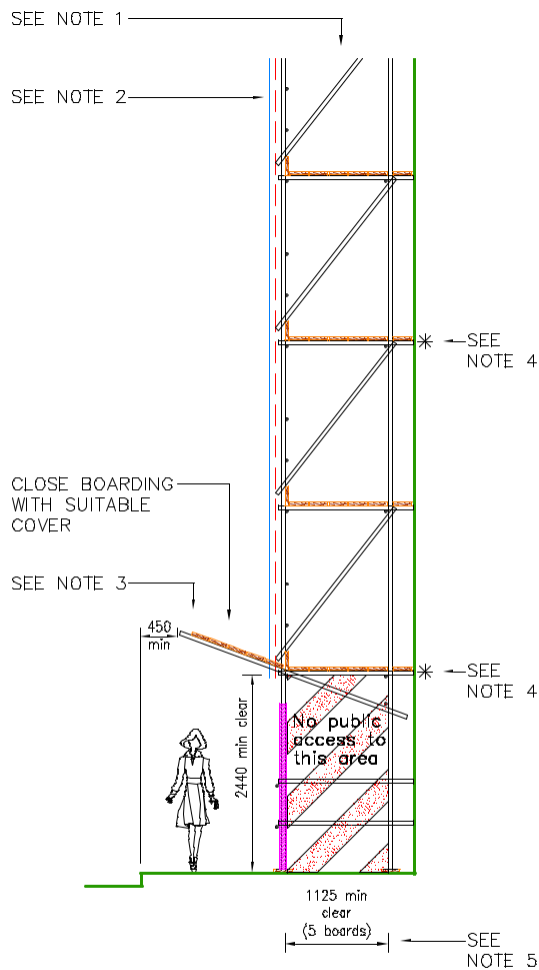
DANGER – MEN WORKING ABOVE (OR SIMILAR) SIGNS TO BE FIXED EACH END OF SCAFFOLD DURING ERECTION AND DISMANTLING.

THE SCAFFOLD MUST BE LIT DURING THE HOURS OF DARKNESS AT EACH END WITH WARNING LIGHTS AT 4m INTERVALS. ALL PROJECTIONS MUST HAVE RED WARNING LIGHTS. A GANTRY MUST HAVE WHITE LIGHTS FOR PEDESTRIANS.

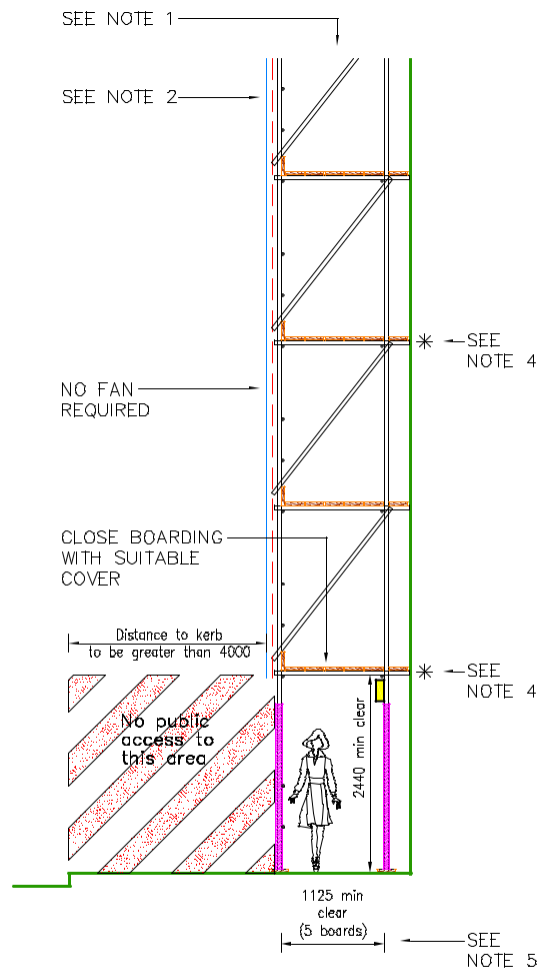
**LIGHTING KEY**      VEHICLE LIGHTING → █      PEDESTRIAN LIGHTING → █

# Scaffold Licence

## Sketch & Considerations (Guidance Only)



**Pedestrian Only**  
**(Clearance from kerb to fan = 450mm or greater)**



**Pedestrian Only**  
**(Clearance from kerb = 4m or greater and no public access outside scaffold)**

NOTES

NOTE 1 – SCAFFOLD TO BE CONSTRUCTED AND TIED IN ACCORDANCE WITH EN 12810, EN 12811 OR TG20:08 OR IF APPLICABLE, AS SPECIFIED IN A BESPOKE SCAFFOLD DESIGN.

NOTE 2 – DEBRIS NETTING OR PLASTIC TYPE SHEETING TO BE INSTALLED UNLESS OTHERWISE AGREED WITH THE LOCAL AUTHORITY. (NOTE – DEBRIS NETTING OR PLASTIC TYPE SHEETING TO BE FIXED EXTERNALLY IN ACCORDANCE WITH TG20:08 UNLESS OTHERWISE SPECIFIED BY BESPOKE DESIGN)

NOTE 3 – THE TYPE OF PROTECTION FAN TO BE CONSTRUCTED SHOULD BE FIT FOR PURPOSE DEPENDENT ON INDIVIDUAL SITE REQUIREMENTS. REFER TO NASC TECHNICAL GUIDANCE TG20:08 FOR INFORMATION RELATING TO LOAD CLASSES AND THE DESIGNS OF VARIOUS PROTECTION FAN ARRANGEMENTS. ALL PEDESTRIAN GANTRY SCAFFOLDS SHOULD BE DESIGNED.

NOTE 4 – NUMBER, TYPE AND LOCATION OF TIES TO SUIT SITE CONDITIONS

NOTE 5 – LOCAL RESTRICTIONS MAY APPLY

ADDITIONAL NOTES:

HIGH VISIBILITY FOAM PADDING AND OR HAZARD TAPE TO BE FIXED 2.0m HIGH TO ALL UPRIGHTS ADJACENT TO PUBLIC ACCESS

DANGER – MEN WORKING ABOVE (OR SIMILAR) SIGNS TO BE FIXED EACH END OF SCAFFOLD DURING ERECTION AND DISMANTLING.

THE SCAFFOLD MUST BE LIT DURING THE HOURS OF DARKNESS AT EACH END WITH WARNING LIGHTS AT 4m INTERVALS. ALL PROJECTIONS MUST HAVE RED WARNING LIGHTS. A GANTRY MUST HAVE WHITE LIGHTS FOR PEDESTRIANS.

LIGHTING KEY      PEDESTRIAN LIGHTING →

# HIGHWAYS ACT 1980 - SECTION 169

## SCAFFOLD LICENCE

Island Roads hereby grant a licence, subject to the conditions listed over, to place a scaffold on the highway to:

Company Name:

Telephone Number:

Emergency Telephone Number (out of hours):

Site Location (full address including street name, property number & post code):

Site Plan:

Licence Number:

Start Date:

End Date:

Date Licence Issued:

Ringway Island Roads Ltd  
St Christopher House,  
42, Daish Way, Newport  
Isle of Wight, PO30 5XJ  
Tel: 01983 822440

Working in partnership



## Terms and Conditions

### Terms and Conditions contained in this licence to build, erect or maintain on or over a highway, a scaffolding or other structure which obstructs the highway (section 169 Highways Act: 1980)

- C1 – Upon the issuing of the licence, the applicant (Scaffolding Company) will become the person to whom the licence is issued in terms of section 169 Highways Act 1980 and will be referred to in the licence as "the licensee".
- C2 – The scaffold structure shall be designed, erected, modified and dismantled by suitably qualified personnel. (Refer to notes Section 3, notes 1 – 12 inclusive and notes 20 – 26 inclusive).
- C3 – A duplicate copy of the licence **MUST** be clearly displayed on the scaffolding at all times while the scaffolding structure is erected. This licence should be fitted in a clear waterproof wallet / holder, and not be able to be removed from the scaffold by any third party.
- C4 – Any incomplete or in accurate details on the application will invalidate the Licence.
- C5 – Failure to abide by these Terms and Conditions or Site Specific Conditions of the Licence will invalidate the Licence.
- C6 – The scaffold structure shall be adequately lit at all times between half an hour before sunset to half an hour after sunrise. (Refer to Section 3, note 11).
- C7 – Any provision for providing a safe route for pedestrians shall be in accordance with the current 'Safety at Street Works and Road Works A Code of Practice'. (Refer to Section 3, notes 17 - 18 inclusive and 19). Where applicable, a detailed traffic management plan must be submitted at the time of the application.
- C8 – Traffic Management shall be in accordance with the current 'Safety at Street Works and Road Works - A Code of Practice' and Chapter 8 of the Traffic Signs Manual. (Refer to Section 3, notes 17 - 19 inclusive). Where applicable, a detailed traffic management plan must be submitted at the time of the application.
- C9 – Erection of the scaffolding structure **must not commence** prior to the date specified on the licence and **must** be dismantled and removed from site before the end of the specified period. Island Roads may, in certain circumstances, agree to the extension of the licence period, which will attract a further fee.
- 10 - The licensee must implement any measures that the Highway Authority, Island Roads or undertaker (under the meaning of s48 of the New Roads and Street Works Act: 1991) reasonably requests for the purpose of protecting or giving access to any apparatus belonging to or used or maintained by them. (Refer to Section 3, notes 29 - 30).
- C11 – The licensee is responsible for contacting undertakers (under the meaning of s48 of the New Roads and Street Works Act: 1991) to establish whether or not their apparatus may be affected by the scaffolding structure.
- C12 – The Highway Authority and / or Island Roads shall have the right to revoke the licence at any time. (Refer to notes Section 3, notes 24 -28).
- C13 – The applicant (scaffolding company) **MUST** be a member of the National Association of Scaffolding Contractors (number to be entered on the application form), and all scaffolding operatives must hold the relevant CISRS Scaffolding Operative competency card for their level of work.
- C14 – The licensee shall indemnify and keep indemnified the Highway Authority and Island Roads against any claim in respect to injury damage or loss arising out of:
- placing or presence in the highway of the scaffolding structure and works associated with the licence; or
  - the execution by any person of any of works associated with the licence.
- C15 – All scaffolding structures **MUST** have a ScaffoldTag or equivalent certification displayed at all times
- C16 – The company daytime and out of hours telephone contact number **MUST** be displayed on-site at all times.
- Copies of the relevant insurance certificates covering the period of the licence shall be presented to and held by Island Roads on behalf of the Highway Authority.

*(Minimum £10 million Public Liability Insurance is required to be in place by the applicant to cover the time and duration of the licence. This may be increased at any time).*

Ringway Island Roads Ltd  
St Christopher House,  
42, Daish Way, Newport  
Isle of Wight, PO30 5XJ  
Tel: 01983 822440

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