

Terms and Guidelines

Part 1: Application timescales, term and fees, privacy notice

Scaffolding/hoarding application fees along with the term may be found on the web site under Highways Licences and Permits. If a licence is for a pert term, the full term fee is payable.

If you require both scaffolding and hoarding licence this can be applied for on the one application form but the fee paid will be for the two separate licences.

Applications require up to eight working days to process from receipt of application form, payment and supporting documentation.

Gloucestershire County Council will collect personal information to fulfil the application process for the licence applied for and will not use the information outside of this. For full information on how we use and store your information please see the Highways Privacy Notice and the section relating to Licences, Permits and Permissions.

Part 2: If you need to restrict traffic or close a road to carry out your operation

Where it is not possible to maintain an absolute minimum of 3.0m width of carriageway, the Local Authority, if satisfied, may issue an order to restrict, regulate, or prohibit traffic under the Road Traffic Regulations Act 1984 from any road, if this is required to facilitate your operation.

If you require a road closure to facilitate your scaffolding/hoarding operation **you do not need to apply for a scaffolding/hoarding licence**. You will need to complete an alternative application form to restrict or prohibit traffic (Temporary Traffic Regulation application form), which is available from our Street works Team 08000 514514.

Part 3: Parking Suspensions

You will need to apply and pay separately to suspend parking bays if you wish to occupy a designated parking bay(s). To purchase a parking waiver call MI Permit: 0333 123 5900 or apply online at:

<https://secure.mipermit.com/gloucestershire/Account/PermitPurchase.aspx?PermitType=WAIVER>

For more information please refer to terms and conditions on

<https://secure.mipermit.com/mipermitglobals/Terms/GD-Terms-Waiver.pdf>

Part 4: Traffic Control / Traffic Management

The applicant will be responsible for the provision and costs of traffic management and traffic signs on all affected roads.

- 4.1 The Licensee will ensure Traffic management issues such as the use of temporary traffic signals and temporary road closures must be discussed with the GCC Street Works Team. Extra restrictions may be imposed by the local Highway Authority on routes designated as traffic sensitive. Additional fees may apply if interventionary traffic management by GCC is required.
- 4.2 The Licensee shall comply with chapter 8 of the Traffic Signs Manual together with such other conditions as the Local Highway Authority 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 Roads Works Code of Practice'.
- 4.3 To meet the traffic management standards, ALL 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 Works Act 1991. A Company must have at least one accredited Supervisor (who does not have to be on site).

- 4.4 Traffic Management can be provided by a separate company who has the relevant accreditations.
- 4.5 You will need to submit your traffic management plan with your application. A template is available on our web site.

Part 5: Supporting documents/references

The Council reserves the right to audit the information provided by the company at any time to ensure compliance. Should these documents be out of date remedial action will be taken.

Part 6: How to pay

You can either submit payment with this application by cheque or you can ask us to contact you so that you can pay by credit/debit card. We are unable to process your application until a payment has been received so please be aware that applications paid for by cheque may take longer.

Cheques MUST be made payable to 'Gloucestershire County Council'. Details of where to send your application are given in part seven.

Part 7: Submitting your application

Send your completed application with any necessary supporting documentation by email (please include licence type and first operation date in subject line):

GCCHighways@amey.co.uk; or by post to:

Amey Highways
Gloucestershire County Council
Shire Hall
Westgate Street
Gloucester
GL1 2TG

Part 8: General Obligations (Scaffolding)

- 8.1 The Licensee shall ensure the scaffold/hoarding is of an approved type and complies with the manufacturers safety recommendations.
- 8.2 Under Section 169(4) of the Highways Act 1980 it is the duty of a person to whom a licence is issued by a Highway Authority in respect of scaffolding or other structures to ensure:
- (a) any directions given to him in writing by the Highway Authority with respect to the erection and maintenance of traffic signs in connection with the scaffolding structure are actioned promptly; and
 - (b) to do such things in connection with the scaffolding/structure as any statutory undertakers reasonably request him to do for the purpose of protecting or giving access to any apparatus belonging to or used or maintained by the undertakers
 - (c) the structure is adequately lit during the hours of darkness
 - (d) any highway drainage is unaffected and there is no interruption to drainage channel flow
 - (e) care is taken to ensure that any blocks supporting the structure do not present trip hazards and are adequately protected and marked
 - (f) no part of the structure shall have any sharp ends or unprotected nuts/bolts fixings or nails within 2 metres of ground level
- 8.3 The Licensee must provide a safe covered walkway and where possible a minimum of 1.3 metres shall be maintained throughout the pedestrian footway. If required by the Council a convenient level platform and handrail to serve as a footway for pedestrians outside the hoarding or fence shall be provided.
- 8.4 The Licensee shall remove the scaffolding/hoarding immediately on completion of works, or before, if so

required by the Highways Authority. The 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 and are not complied with and the licensee shall forthwith remove the scaffolding, hoarding or other structure.

- 8.5 In default and after giving notice, the Highway Authority may themselves remove the scaffolding, or other structures and any reasonable expenses incurred by 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 Council may lead to fine of up to £2000 being imposed (Section 169 (5) of the Highways Act 1980).
- 8.6 The Licensee shall make good to the satisfaction of the Highways Authority any damage to the highway caused as a result of the scaffolding/hoarding. In the event that this is not done the Highways Authority shall make good the damage and recover all costs from the Licensee.
- 8.7 The granting of this licence does not exempt vehicles from any Traffic Regulation Orders including waiting or stopping restrictions. The Licensee shall arrange any necessary consent from the Councils Civil Parking Enforcement Manager regarding any proposed occupation of the highway by parked vehicles. If the scaffold impedes on any residents parking/designated parking areas/on street parking bays further charges may be incurred for loss of revenue. This will be enforced by the relevant Parking Enforcement Authority.
- 8.8 The Licensee is reminded that the granting of the licence does not in any way remove his responsibilities under any legislation for the time being in force. In particular, attention is drawn to the duties and responsibilities under the Health and Safety at Work Act 1974 and the Construction (Design and Management) Regulations 2015 and shall bring to the attention of all other parties associated with the works (i.e. Client, Main Contractor, Sub-Contractors, etc.) the contents of these conditions and effect of the licence.
- 8.9 The applicants attention is drawn to the Health & Safety at Work (etc.) Act 1974, the construction (Working Places) Regulations 1996 (SI 1966 No 94) and Sections 168 and 169 of the Highways Act 1980.

Part 9: General Obligations (Hoarding)

9.1 The obligation to erect a hoarding or fence may be dispensed with if the authority so consent.

9.2 Subject to 9.1 above, a person proposing to erect or take down a building in a street or court, or to alter or repair the outside of a building in a street or court, shall, before beginning the work, erect a close boarded hoarding or fence to the satisfaction of the authority so as to separate the building from the street or court.

9.3 Where a person has erected a hoarding or fence, he shall—

- (a) If the authority require, make a convenient covered platform and handrail to serve as a footway for pedestrians outside the hoarding or fence;
- (b) Maintain the hoarding or fence and any such platform and handrail in good condition to the satisfaction of the authority during such time as the authority may require;
- (c) If the authority so require, sufficiently light the hoarding or fence and any such platform and handrail during the hours of darkness; and
- (d) Remove the hoarding or fence and any such platform and handrail when required by the authority.

9.4 A person aggrieved by the refusal of consent or by a requirement above may appeal to a magistrates' court.

9.5 No person shall use for any purpose a hoarding that is in, or adjoins, any street unless it is securely fixed to the satisfaction of the council.

9.6 The applicants attention is drawn to the Health & Safety at Work (etc.) Act 1974, the construction (Working Places) Regulations 1996 (SI 1966 No 94) and Sections 168 and 169 of the Highways Act 1980.