Scaffolding/Hoarding on the Highway

Terms and Guidelines

Application Details

Timescales, term and fees, privacy notice

Scaffolding/hoarding application fees along with the term may be found on our web site. Additional fees will apply in the event of an extension to operation dates. If a licence is for a part term, the full term fee is payable. Licence renewals must be made within eight calendar days of the current licence expiry and use the same online form as for new applications. A renewal licence can be requested for up to twelve further weeks, anything longer will need a new application form completing. If you need to change the licence dates, an additional fee and form must be completed.

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.

New applications require twelve calendar days to process from receipt of application form, payment and supporting documentation. Urgent /Retrospective applications can be requested for an additional fee. You will need to speak to us prior to making the urgent/retrospective application as the name of the person you speak to will be needed for the application.

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.

How to pay and submit your application

The application will be moving to an online form. You can either submit payment with your application, or you can ask us to contact you to take payment by card.

Type of Licence

Operation Dates

It is understood that for various reasons works cannot always be carried out between the dates scheduled. For this reason, you need to inform us whether your operation dates are likely to change. You will need to contact us as soon as reasonably possible to seek approval for a date amendment (this must be prior to the commencement of works). The amendment form and fee must be completed and paid.

Please note your operation dates represent the lifespan of your scaffolding and/or hoarding licence. If your operation is likely to continue beyond your requested end date you will need to apply for an extension/renewal. A renewal licence is issued on consecutive dates.

If you operate outside the lifetime of your licence then remedial action will be taken by Gloucestershire Highways. Under the Highways Act 1980 it is an offence for anyone without lawful authority to obstruct the free passage along the highway.
Your Details
In this section the contact details that will appear on the licence is captured. The contact details given are for emergencies/problems relating to the works. The contact information given will be displayed on the licence and will be in our street works register.

A copy of the licence should be available for inspection at all times for the duration of the licence.

Insurance details

Supporting documents/references
Valid Public Liability Insurance of a minimum value of £5m per incident, with an unlimited number of incidents must be held for the duration of works.

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.

Operation Details

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

Highway access must comply with the regulations set down in ‘Safety at Street Works and Road Works: A Code of Practice’ which is available online.

If access cannot be maintained, a Street Works Licence must be applied for in addition to a scaffolding/hoarding Licence. The former may be found on the County’s website under ‘Licences and Permits’.

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.

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
Traffic Management

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

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.

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’.

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). Traffic Management can be provided by a separate company who has the relevant accreditations.

You will need to submit your traffic management plan with your application. A template is available on our web site.

General Obligations (Scaffolding)

The Licensee shall ensure the scaffold/hoarding is of an approved type and complies with the manufacturers safety recommendations.

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: 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 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, used or maintained by the undertakers; the structure is adequately lit during the hours of darkness; any highway drainage is unaffected and there is no interruption to drainage channel flow; care is taken to ensure that any blocks supporting the structure do not present trip hazards and are adequately protected and marked; no part of the structure shall have any sharp ends or unprotected nuts/bolts fixings or nails within 2 metres of ground level.

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.

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 are not complied with the licensee shall forthwith remove the scaffolding, hoarding or other structure.

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).

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.

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.

V6.0
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.


**General Obligations (Hoarding)**

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

Subject to the 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.

Where a person has erected a hoarding or fence, he shall, if the authority require, make a convenient covered platform and handrail to serve as a footway for pedestrians outside the hoarding or fence; 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; sufficiently light the hoarding or fence and any such platform and handrail during the hours of darkness; and remove the hoarding or fence and any such platform and handrail when required by the authority.

Any illegal adverts and graffiti should be removed from the hoarding/fencing within 48 hours of it being noted. Failure to do so will result in the licence being revoked.

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

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.


**On Completion of Works**

- You need to inform us whether your operation took place between the planned dates. You will need to contact us by 10am on the next working day following the operational dates issued to you.
- All associated traffic management/equipment must be removed from site in order to return the road and any diversionary routes back to normal use. You will be recharged the costs incurred by the Council if we have to attend site to remove any remaining traffic management/equipment.
- The site should be cleaned of any residue, including cleaning of any gullies if needed. All necessary cleaning work will be at owners cost.