



**Conditions for Scaffolding / Hoardings / Cherry Picker / Scissor Lift / Crane /
[other structure] on a Public Highway**

**CONDITIONS FOR THE ERECTION OF SCAFFOLDING, OR OTHER
STRUCTURE ON, ADJACENT TO, OR OVER THE HIGHWAY**

Anyone wishing to erect scaffolding, hoarding or other structures on, adjacent to, or over the highway should submit an application form with location sketch of the site giving a **minimum of five working days (excluding Bank Holidays)** notice of the required date.

The licensee is required to supply and maintain public liability insurance cover to the value of £10,000,000 (ten million pounds sterling).

NB road closures require a minimum notice period of 8 weeks.

The structure shall be erected safely, maintained and inspected regularly by the scaffold owner to meet the requirements of:

Once the permission is obtained, a copy of the licence must be laminated and attached to the apparatus, all conditions must be complied with at all times.

The Highways Act 1980 sections 130, 169 and 174

The Construction (Health Safety and Welfare) Regulations 1996

The Health and Safety at Work Act 1974

The Traffic Signs Manual Chapter 8 2006, sections D3.41, O3.26

and any other regulatory requirements in force.



Hoardings

- H1 During the erection or dismantling period, a safe working area at ground level is required to be provided to prevent pedestrians gaining access. In certain circumstances, this work is to be carried out outside normal working hours, i.e. after 6.00pm, before 8.00am or on a Sunday.
- H2 Shall be a minimum of 2.5m high and to be able to withstand high winds.
- H3 If local permanent lighting is not adequate, illumination must be provided and yellow or red lamps attached at each corner. Company colours and logos can be used but must be submitted with the Application for Oxfordshire County Council to approve.
- H4 Must have a smooth finish with no protruding parts.
- H5 Access to hoardings must open inwards at all times.
- H6 Pedestrian walkways of 1.5 metres in high footfall areas must be maintained 1.2 metres elsewhere, if this is not achievable then please contact the Licensing and Streetworks Team for further advice.
- H7 Where the pedestrian walkway is restricted so as to become unusable, a suitable alternate, and protected, walkway shall be provided and maintained. Drawings must be submitted with application.
- H8 Any projection into, or closely adjacent to, the highway shall be signed and guarded to national standards (Chapter 8)
- H9 Whether on site or visiting, all personnel **MUST** wear a high visibility jacket or waistcoat, as appropriate to the speed limit of the carriageway. You may also need other protective clothing or equipment for your personal safety.

Scaffolding

- S1 During the erection or dismantling period, a safe working area at ground level is required to be provided to prevent pedestrians gaining access. In certain circumstances, this work is to be carried out outside normal working hours, i.e. after 6.00pm, before 8.00am or on a Sunday.

- S2 In high footfall areas pedestrian walkways of 1.5 metres must be maintained under the scaffold. If this is cannot be achieved then please contact the Licensing and Streetworks Team for further advice.
- S3 If a protected walkway under the scaffold cannot be arranged, access around the scaffold, safely, with no trip hazards, no projecting tubes or fittings, shall be provided and maintained to Chapter 8 standard. A drawing must be submitted with the application showing your proposals.
- S4 Where pedestrians pass through/under a scaffold, the minimum height of the first lift must not be less than 2.6 metres.
- S5 In shopping areas and high footfall localities unless otherwise agreed you will be expected to erect/dismantle the scaffold on a Sunday to be agreed.
- S6 Standards are to be highlighted by the use of red and white tape or foam.
- S7 It is a requirement of any licence that sole plates are used in all circumstances.
- S8 References to a scaffold includes: scaffold towers and mobile scaffold towers.
- S9 If local permanent lighting is not adequate, illumination must be provided and a yellow/red lamp attached at each corner.
- S10 Whether on site or visiting, all personnel **MUST** wear a high visibility jacket or waistcoat, as appropriate to the speed limit of the carriageway. You may also need other protective clothing or equipment for your personal safety.

General

- G1 To obtain the necessary approval to erect a scaffold or hoarding or other structure please complete the application form, together with a sketch and location map, and return it to the address on page 5 giving at least 5 working days' notice.
- G2 Further requirements and conditions are listed on the application form.

- G3 When carrying out any building work/maintenance or removal of any part of a property which is adjacent to the public highway (road, pavement or rear lane), the safety of all users of the highway must be paramount. This is achieved by providing safe areas at ground level or a platform at high level.
- G4 The Council has the necessary powers to issue licences for scaffolding; to require erection of hoardings to separate building works from the street; and to ensure hoardings are securely erected. Contravention of these is an offence with maximum fines of £5,000 (non-compliance with scaffolding licence), £1,000 plus £2 per day (contravention of Section 172 of the Act) and £200 plus £1 per day (contravention of Section 173 of the Act).
- G5 An applicant for a licence has a right of appeal to the magistrates, under Section 169(2) of the Highways Act 1980, against the refusal of a licence, or against the terms of any licence granted.
- G7 Failure to comply with the requirements of the licence will remove the licensees' immunity from proceedings for obstruction of the highway.

Acknowledgement and Contact details

We the undersigned agree to the general conditions (Page 1), conditions H1 to H8 for Hoarding, conditions S1 to S8 for Scaffolding and additional conditions G1 to G7.

Date

Signed

Print Name

Company Name

Address

.....

.....

Postcode

YOU MUST KEEP A COPY OF THESE CONDITIONS FOR YOUR RECORDS AND FOR USE WHEN MAKING APPLICATIONS

Oxfordshire County Council contact details:

Licensing and Streetworks Team
Oxfordshire County Council
Ron Groves House
23 Oxford Road
Kidlington
OX5 2BP

Telephone: 0345 310 11 11
Email: licensingteam@oxfordshire.gov.uk
Fax: 0345 600 7384