

# Halton Borough Council - Scaffolding and Hoarding Permit Procedure

## Section 1 - General

The aim of this procedure is to highlight the measures that should be taken to comply with the law during the erection and dismantling of scaffolding or hoarding with respect to protecting members of the public on the highway. Granting of a permit does not in any way constitute approval by Halton Borough Council of the safety of the scaffolding or hoarding as a structure. It does not replace any national Health and Safety Executive Guidance or Information Sheets nor does it constitute a risk assessment or safety method statement. Within this procedure any reference to scaffolding should be taken as referring equally to hoarding.

The procedure sets out a framework for employers and contractors to adhere to in order that:

- Dismantling and erection of scaffolding is properly planned.
- Scaffolding operatives are competent and have received adequate training and instruction on the method and sequence of work.
- There is segregation of the work for the protection of the public.

## How to use this document

When planning for and making an application for a scaffold permit the person in control of the work being undertaken from the scaffold, e.g. the property owner, Client or Principal Contractor, must read this and the attached documents.

The Scaffolding & Hoarding Application Form, overleaf, pre start checklist and contact details form, **must be returned along with a plan showing the location and layout of the scaffolding**, and appropriate fee to:

Network Management Section  
Policy & Resources Directorate  
7<sup>th</sup> floor, Municipal Building,  
Kingsway,  
Widnes  
WA8 7QF

or Any Halton Direct Link Centre

or by email to:  
[streetworks.tm@halton.gov.uk](mailto:streetworks.tm@halton.gov.uk)

*Payments can now also be taken over the phone on 0151 511 7198*

## Fees

Issue of Scaffold and Hoarding Permit	<b>£90.00</b> for the first week that the scaffold is erected. <b>£30.00</b> for each subsequent week or part thereof.
Road Closure Order (if required)	£TBC by Halton BC Traffic Manager

**\*\*A fine of £100.00 and the cost of the Scaffolding permit of £90.00 (£190.00) is applicable if scaffolding is erected without a Permit\*\***

## Scaffolding and Hoarding Application Form

### Highways Act 1980 – Section 169- Control of Scaffolding on Highways

I / we hereby apply for consent / permission to erect and retain scaffolding / hoarding or other structure on or over the highway.

*This form must be completed in every case where it is proposed to erect a scaffold or other structure on or over the highway (inclusive of grassed verges, footways, etc.) and returned together with payment and drawings / plans detailing the location, size, and layout of the scaffold / hoarding to:*

Network Management Section  
Policy & Resources Directorate  
Municipal Building  
Kingsway, Widnes  
WA8 7QF

or Any Halton Direct Link Centre

or by email to:

[streetworks.tm@halton.gov.uk](mailto:streetworks.tm@halton.gov.uk)

**Prior to completing this application you must read the Health and Safety Executive and Local Authority Scaffold Protocol posted on the Council website. In addition you must fill in and return the Pre Start Procurement Checklist found on pages 5 and 6 of this application.**

*A minimum of 7 days notice will be required to process this application.*

Details of Applicant				
Name of Applicant / Client / Contractor (state role)				
Address of Applicant				
Name of Contact person		Tel No:		
		Email:		
Details of Scaffold / Hoarding Company				
Company Name				
Company Address				
Details of Scaffold, Hoarding or Other Structure				
Address or proposed Location				
Scaffold / Hoarding / Other (delete as appropriate)		For what purpose is it required?		
Proposed start date for use of scaffold:     /     /		Proposed end date of use of scaffold:     /     /		NOTE: The permit will only be granted for a maximum 30 days. Beyond this a further permit application must be submitted.
How long will it take to erect the scaffold?		How long will it take to dismantle the scaffold?		Fee payable:  £     :
Surface of Highway affected by scaffold. (flags, tarmac, grass etc.)				
Who will supervise the scaffold erection		Name:	Tel No.	Level of Competence:

I / we have read the Halton Borough Council Permit Procedure and the Health and Safety Executive and Local Authority Scaffold Protocol and Appendix A of this document and hereby undertake to comply with the provision of the Acts in force, the conditions upon which any permission is granted, and pay the fees applicable to erect and retain scaffolding on the Highway. I/we also acknowledge that the licence is granted on the condition that I/we will indemnify the Highway Authority against any claim in respect of injury, damage, or loss arising out of this application.

Signed..... Name..... Date.....

Application Approved	Issuing Officer:
I hereby approve this application and give consent for a scaffold / hoarding to be erected on the Public Highway in strict accordance with the information given on the application form and the guidance published on the Council website ( <a href="http://www.halton.gov.uk">www.halton.gov.uk</a> ).	Signature:
	Permit No.
	Date:                     /     /

## Scaffold Permit Details

To be completed by Transport Sustainability and Development Section

Total time for which scaffold / hoarding will be erected	weeks	days
Minimum footway width to be maintained		m
Road Closure required?	YES / NO	
Fee applicable	£	

### **The issue of this licence is dependent upon the following conditions being met and maintained throughout the works.**

1. Halton Borough Council retains the right to dictate the timing of the erection and removal of the scaffold or hoarding. If a scaffold is to be erected in a pedestrianised area, or on a highway footpath that requires to remain open, the scaffolder shall be allowed to base out to second lift only. Thereafter they must go no higher until suitable fans and a boarded protection lift, which conforms to BS 5973, are fitted. It will also be necessary for the remainder of materials to be loaded onto the scaffold to allow for construction within its base dimensions. Furthermore, if the work is requested during the Monday to Saturday period, basing out and materials unloading shall take place prior to **8.00am**.

2. During the erection and removal of the scaffolding or hoarding the applicant must ensure that they comply with the Code of Practice 'Safety at Street Works and Road Works'.

3. Where a scaffold or hoarding reduces the width of footway available to pedestrians to a width less than 1.22m then an alternative pedestrian walkway shall be provided, as outlined in the Code of Practice 'Safety at Street Works and Road Works'.

4. The proximity of the scaffolding or hoarding to a corner of a road must be checked as the visibility should be clear for vehicles and pedestrians 2.4m back from the corner where possible. If in doubt, check with the Network Management Section.

4. The Licensee must comply at all times with any directions given by Halton Borough Council in regard to safety measures

5. Scaffold structures spanning a footway that will continue to be used by pedestrians shall provide a minimum of 2.4m of headroom and incorporate a protected 1<sup>st</sup> lift and fans as necessary.

6. Ledger bracing below 2.4m will not be allowed.

7. If ledger bracing is required then a hoarding to a minimum height of 2.4m shall be provided.

8. All standards up to 2.4m shall be adequately colour contrasted using high conspicuity adhesive tape.
9. The scaffolding structure shall be adequately lit throughout the hours of darkness
10. Hoardings:
  - Hoardings and barriers shall be clearly marked with tape or colour contrasted with paint and shall be marked at night by danger lamps.
  - Doors shall not open onto the footway.
  - The faces of the hoarding abutting the highway shall be free of any projections or surfaces likely to cause injury or damage to the public using the highway.
11. Toe boards and handrails shall be provided for the full length of all working lifts
12. Where they cannot be avoided, all projections and protruding parts shall be suitably covered so as to protect.
13. The name, address and contact telephone number of the Licensee shall be clearly displayed on the scaffold or hoarding.
14. A Licensee shall do such things in connection with the structure as any statutory undertaker reasonably requests for the purpose of protecting or giving access to any apparatus belonging to or used or maintained by the undertakers.
15. If any safety measures outlined above are not adhered to the Council is entitled to remove the hazard by any means they see fit and re-charge their costs incurred to the Licensee.
16. Any Licensee who fails to comply with the terms of the licence is guilty of an offence and liable to a fine not exceeding [the current level].
17. When materials are to be deposited directly into a skip or vehicle from the scaffold, the applicant and user of the scaffold are to ensure the protection of persons using the highway at all times. To this end the scaffold, when used in connection with a licensed skip or other vehicle, must be fitted with a propriety refuse shoot.
18. The Applicant's attention is drawn to Section 169 of the Highways Act 1980 which is printed in full and attached with regard to right of appeal (Sub-Section 3) and the penalty for non-compliance (Sub-Section 5).
19. A person aggrieved by the refusal of a Licence or the terms of a Licence may appeal to a 'Magistrates' Court within 21 days from the date on which notice of the decision of the Highway Authority or Council, is served on the person wishing to appeal.
20. The issuing of this permit does not constitute an approval by the Council of the structural integrity of the scaffold/hoarding.

# PRE START CHECKLIST FOR THE PLANNING AND PROCUREMENT OF SCAFFOLDING AND HOARDING

(In this list reference to scaffolding applies equally to hoarding)

Before completing your scaffold permit application, or erecting/dismantling scaffold, you should consider the following:

<b>Client / Principal Contractor</b>	
<b><u>Planning</u></b>	
	<b>Tick Boxes</b>
Have you applied for a Scaffolding Permit?	
Have you consulted the Local Authority concerning traffic restrictions and/or road closures, hours of work, exclusion zones/ etc. (Do not assume that a road closure will not be granted).	
Have you obtained information from the statutory undertakers and consulted them on any restrictions (particularly for overhead cables)?	
Have you provided relevant structural survey information, including whether drilled ties or physical ties can be used (e.g. box or through ties)?	
<b>Prospective Scaffolding Contractor(s)</b>	
Can you demonstrate that you have selected a competent scaffolding contractor?	
<b><u>Tenders/Pricing</u></b>	
Has the scaffolding contractor been informed (preferably in writing) about the type and extent of work, including the required duty rating? What trades will be on site?	
Have you included, as appropriate, the following requirements in your contract documentation (e.g. bill of quantities, specifications) :	
Design criteria, e.g. type of scaffold, duty rating, standard (viz, TG20, BS EN 12811, BS 5973 etc.	
Service information, above and below ground	
Information relating to below pavement basements, retaining walls, manholes, etc.	
Weather conditions	
Security, hoarding and fencing (at least 2m high, unless specified otherwise)	
Public protection, e.g. sheeting, netting, fans, exclusion zones	
Level of supervision	
Lifting and lowering of materials	
'Attendances' (e.g. for the alteration of ties, etc)	
Debris chutes	
Stair towers	
Statutory inspections	
Site access / egress	
Have you informed the scaffolding contractor about <b>your</b> site rules?	
Have you reviewed the Scaffolding Contractor's proposed system of work, risk assessment and scaffold plan (method statement)?	
Have all emergency details been posted on the Information Board?	
Have you made arrangements for electrical testing, e.g. lighting?	

<b>Scaffolding Contractor</b>	
<b><i>Tendering / Pricing</i></b>	
	<b>Tick Boxes</b>
When pricing the work, have you:	
Visited Site?	
Met the Client / Principal Contractor?	
Made an allowance for the requirements specified in the contract documentation, e.g. bill of quantities, specification.	
Have you confirmed (preferably in writing) the type and extent of work, including the exclusion zone(s) and duty rating?	
Does the scaffold require a full structural design, e.g. by a competent scaffolder designer?	
Have you consulted any relevant statutory authorities concerning your proposed methods of work and any precautions required (particularly for overhead cables)?	
<b><i>Pre-start</i></b>	
Have you requested a pre-start meeting with the Client/Principal Contractor?	
Have you been informed about the Principal Contractor's Induction arrangements?	
Have you proposed a safe system or work and prepared a risk assessment and scaffold plan ('method statement')?	
In selecting an appropriate type of tie, have you:	
Assessed the integrity of the structure to which the tie will be attached? (for drilled ties) undertaken 'preliminary tie testing' (See NASC's TG4)?	
Have you prepared a sketch or drawing showing the proposed tie sequence?	
Is the job to be supervised by a competent scaffolder?	
Do you have a written policy for the testing of ties?	
Is your testing equipment calibrated?	
<b><i>Erection / Dismantling</i></b>	
Have you made arrangements for briefing your operatives? Have they signed any relevant documentation?	
Do you maintain a record of competence and training for operatives and supervisors?	
<b><i>Insurance</i></b>	
Please give details below of what Public Liability Insurance is in place to cover the works:	

Signed:.....

Print Name:.....

Date:.....

## Contact Details

1 - Details of Company Completing this Appendix		
Company Name and Address		
Telephone Number		
Fax Number		
Email		
Contact Person (person filling this Appendix in).	Name	Tel No.

2 - Details of Scaffolding Contractor		
Company Name and Address		
Telephone Number		
Fax Number		
Email		
Contact Person (person filling this Appendix in).	Name:	Tel No:

3 - Details of Person Responsible for Weekly Scaffold Inspections		
Company Name and Address		
Telephone Number		
Fax Number		
Email		
Nominated Person	Name:	Tel No:

## Confirmation of Details

I hereby declare that the contact details given above are correct at the time of completion of this application.

Signed:	For and on behalf of:
Print Name:	Date: