



Vale of Glamorgan Council

Scaffolding
Terms & Conditions

Terms and Conditions:

1. No scaffolding work will commence on the public highway without a duly authorised licence and payment of the correct fee, the application must be submitted a minimum of 5 working days in advance of the works commencing, longer application periods will be required, and additional restrictions may also be necessary where other factors affect the proposed site, traffic sensitivity, restricted working hours, restricted site access, pedestrian areas, shopping areas etc.
2. All scaffolding shall be securely erected on the day of delivery, by or under the supervision of a competent and experienced person in carrying out such work. There shall be no surplus materials remaining on site unless within a fenced area, also all materials are to be removed from site on day of dismantle.
3. Public must be kept safe at all time during the erecting and dismantling of Scaffolding.
4. Scaffolding must be adequately lit at all time between half an hour before sunset and half an hour after sunset, and in fog.
5. Scaffolding must be kept back 450mm from edge of curb line up to a height of 5.5m.
6. Scaffolding closer than 450mm to the carriageway edge, or the proposed site of the scaffolding is particularly liable to impact damage by passing vehicles. In these circumstances adequately secured and properly signed and guarded and lit barriers shall be provided along the face of the structure. Generally accepted are water/sand filled plastic barriers (Road wall) shall be used on all main traffic routes.
7. Where pedestrians are diverted into the carriageway, a pedestrian walkway 1.2 metres minimum width shall be provided with a robust pedestrian barrier with handrail and tapping rail. Ramps of non-slip Material shall be used to aid mobility over raised kerbs.
8. Where appropriate pedestrian access must be maintained through the scaffold and the following conditions will apply: -
 - A. A minimum head clearance of 2.3 meters will be provided
 - B. All scaffolding below 2.3 meters, including base plates/boards, shall be adequately colour contrasted by using yellow foam with red and white bunting so that pedestrians will be warned of the presence of the scaffolding.

- C. Scaffolding must be erected so that no ties or braces obstruct the highway below the height of 2.3 metres.
 - D. A minimum width of unobstructed footway of 1.5 metres shall be maintained in busy populated areas. A minimum of 1.2 metres may be acceptable in less populated areas. The width is required is required to enable wheelchair users or those with guide dogs to pass through safely.
- 9 The licensee must ensure that the lighting and guarding complies with Traffic signs manual Chapter 8. A requirement when carrying out any work on the highway is that the -works are adequately signed and guarded and lit as stipulated in the 'Safety at Street Works and Road Works code of practice' and is to the satisfaction of the Vale of Glamorgan council.
 - 10 Scaffolding must not be obstructing any Utility services, bus shelters, post boxes, or emergency exits for any commercial or residential premises. They must also not obstruct any road sign plates.
 11. Hoist or pulley wheels shall be adequately fenced off, and no load shall be raised or lowered over the highway unless there is adequate protection provided by licensee for the general public.
 12. Suitable measures must be taken to prevent highway user from being struck by falling debris, materials, tools or other objects. The first lift of each scaffolding must be close boarded and monoflexed then second layer of boards on top to prevent debris, materials or other objects falling onto the highway. Covered traffic routes or passageways must be provided where necessary. The scaffolding at all times must be adequately secured to the adjoining structure or any externally braced to prevent displacement including resisting high winds and any other extreme weather conditions.
 13. When in an emergency situation and scaffolding needs to be erected out of hours, a scaffolding permit must be submitted the next working day and Highway Authority to be informed as soon as reasonably practicable.
 14. All lower ladders shall be removed or locked covered with ladder lock when scaffolding is not in use to prevent unauthorised access.
 15. The name, address, office telephone number and an 'Out of Hours' emergency contact telephone number of the scaffolding contractor shall be prominently displayed on a 'Scafftag' including the signature of the competent scaffold inspector, inspection date and time. Scaffolding must be inspected on a weekly basis and 'Scafftag' must be signed by a competent person and records kept by Licensee. Failure to inspect could result in third party contractor removal with all costs recoverable.

16. The licensee will be responsible for any damage caused to the Highway Authority assets and make good any damage caused. Scaffold standards shall be fitted with suitable metal baseplates, with timber base boards where necessary to protect the asset to the satisfaction of The Vale of Glamorgan Council.
17. A copy of the permit must at all times clearly displayed on site through the duration of the scaffolding is erected.
18. The Licensee's attention is drawn to the Health and Safety at work act 1974, Working at Height regulations 2005 and all relevant current legislation and Codes of Practice.

Penalty for non-observance

Any damage to the highway the full costs of a repair shall be recovered by Vale of Glamorgan Council from the license holder.

- If you fail to comply to these Terms and Conditions and all relevant legislation you will be liable to enforcement action which includes Fixed Penalty Notice **Part IX of the Highways Act 1980 for Obstruction of a Highway.**
- Section 137 (Penalty for wilful obstruction) £115.00 Fixed penalty notice
- Section 137ZA Power to order offender to remove obstruction
- Section 169 Control of Scaffolding (Committing offence under this section) £115.00 fixed penalty
- Section 140 Removal of Builders' scaffolding (Power of removal and recovery of costs)
- Section 149 Removal of things so deposited on Highways as to be a nuisance etc. (Power for removal and recovery of costs)

Legal Indemnity

The License holder shall indemnify, and keep indemnified, Vale of Glamorgan Council and/or its servants and agents against liability, from all claims, demands, actions, costs and damages arising out of buy or in consequence of the depositing of scaffolding on the carriageway, footway, or grass verge. The period of indemnity is to run from the commencement of the deposition until the final removal of the Scaffolding. The licensee must have in place public liability insurance. The sum covered by the policy to be £5,000,000 for any one event with a reputable insurer. Whenever required the Licensee shall produce to the Authority the policy, or policies of insurance and the receipts of the current policy.