



STRONG HERITAGE | STRONG FUTURE
RHONDDA CYNON TAF
TREFTADAETH GADARN | DYFODOL SICR

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

STANDARD CONDITIONS

ERECTION OF SCAFFOLDING ON THE HIGHWAY

Introduction

In order to place scaffolding on the highway a licence for each location must be obtained from the Highway Authority. A licence will only be issued subject to your undertaking to observe and abide by the conditions listed below as well as any other conditions the Highway Authority may deem necessary. Such additional conditions will be contained within the scaffolding licence itself. Please be aware that should you fail to observe and abide by these conditions then the applicant will be liable to prosecution under the Highways Act.

You should now read and familiarise yourself with the conditions listed below. These conditions will remain in place until either legislation or policy changes or both require their revision

Overview

Scaffolding operators are required to register their details and associated documents for validation by RCT CBC. Only when registration is validated will the scaffolding operator be able to apply for a scaffolding licence(s).

Register as a Scaffolding Operator

To register as a scaffolding operator, please complete the downloadable 'Scaffolding Operator Registration Form' via the RCT CBC website with the requested document/s.

Conditions of licence

(Made under Section 169 of the Highways Act 1980)

1. The scaffolding (or other structure) shall be placed in such a manner that 2.1m of headroom is available and to avoid undue obstruction and interference with users of the highway. At least 1.25m unobstructed width is maintained on the footpath for the passage of pedestrians. If this clearance on the footway cannot be maintained, a portion of the carriageway must be fenced off for protection. Such fencing will need to be approved by the Highway Authority and may be subject to further conditions. There shall be a minimum 1.25m clear footway width between vertical scaffold members for the use of pedestrians as an internal walkway (when required).
2. The scaffolding/structure shall be designed, erected, secured and maintained in accordance with all relevant, current standards and with due regard to a comprehensive risk assessment. Such risk assessment shall take particular account of the erection, maintenance and dismantling and the effect of and on all types of traffic that will pass under or near the scaffolding/structure. Proof of compliance with such requirements may be required by the Highway Authority prior to granting the licence and at any point in the duration of the licence. Erection of scaffolding is not to commence until a licence has been issued.
3. The lower portions of any scaffolding shall be painted white or wrapped in brightly coloured 'hazard' tape to a height of 2.1m. Scaffolding and structures shall be illuminated by means of amber warning lamps. Such illumination shall be provided to define the extent of any obstruction of the highway. The lighting requirements will differ with each application and the contractor's proposals for such may be required by the Highway Authority prior to granting the licence. As a minimum, lamps shall be placed at the extremities of any scaffolding or structure and at regular intervals (usually 4m) along its length. Lamps shall be steady and have an illuminative power of not less than one candela and must remain lit throughout the hours of darkness (between half an hour after sunset and half an hour before sunrise). They shall be placed in such a manner as to not cause a nuisance to pedestrians or vehicular traffic.
4. All scaffolding/structures shall be signed and guarded at all times, in accordance with the requirements described in Chapter 8 of the Traffic Signs Manual 2006 paragraph 03.26. Works for the erection and dismantling of the scaffolding/structure shall also be signed and guarded

- in accordance with that document. Signing and guarding shall provide for the safe passage of pedestrian and vehicular traffic at all times. The Highway Authority, may require signing and guarding proposals prior to the approval of the licence.
5. No part of the highway shall be excavated without obtaining prior permission from the Highway Authority.
 6. All necessary precautions must be taken to protect the public, including where necessary the erection of protective screens.
 7. Except where agreed as part of this licence no part of the highway may be closed, **AT ANY TIME**, without the consent of the Highway Authority.
 8. Any request for an extension to the period for which the licence has been granted **MUST BE MADE IN WRITING** to the Highway Authority at least 2 clear working days (excluding Saturday and Sunday and Bank Holidays) **PRIOR** to the expiry of the existing licence.
 9. The Licencee shall indemnify the Council in respect of any Third Party claims or demands, which may arise from the placing of the scaffolding/structure on the highway.
 10. The Licencee shall effect insurance indemnifying the Licencee and the Highway Authority for the duration of the licence and shall, when required by the Highway Authority, produce evidence of such insurance to the satisfaction of the Highway Authority. Such insurance shall afford indemnity of not less than £5 million in respect of each and every occurrence or series of occurrences caused by or attributable to any event giving rise to a claim. A copy of a current insurance policy shall be provided to the Highway Authority for their records.
 11. On the expiry of the licence the highway where the scaffolding/structure was positioned shall be left in a clean and tidy condition and any damage to the highway shall be repaired to the satisfaction of the Highway Authority at the expense of the licence holder.
 12. The licencee shall remove the scaffolding on or before the expiry date of the licence, or otherwise arrange for an extension (at extra cost) of the licence.
 13. Any significant alterations to a licenced scaffolding or structure that will affect the highway shall cause the licence to be invalid unless the Highway Authority first agrees such alterations. Where such alterations are to be made the licence holder shall inform the Highway Authority in writing giving full details of the alterations, including any change to the lighting and signing & guarding arrangements.
 14. Nothing in this licence absolves the holder from his responsibilities under Section 172 of the Highways Act 1980, pertaining to hoarding.

15. The door of any structure covered by this licence shall not open onto any street that is open to the public use during the period of this licence.
16. Nothing in this licence absolves the holder from his responsibilities to maintain access or provide protection to apparatus owned, used or maintained by Statutory Undertakers.
17. The scaffolding shall not display any advertisement other than the contractors name and telephone number, the board shall not measure any greater than 1.0 Square metre.
18. The Scaffolding shall not have any sharp ends or unprotected nuts/bolts within 2.5m of ground level.
19. The scaffolding shall not have any horizontal members or boards within 2.5m. of ground level which pedestrians may strike.
20. The scaffolding shall be fanned out and close boarded over the highway where there is any risk to users of the highway from falling materials.
21. Rubbish chutes attached to the scaffold may require special conditions.
22. Balk timber (300mm Sq.) painted white and illuminated at night shall be placed and fixed together on the road for the length of the scaffolding to prevent vehicles striking the scaffold (required only when the scaffold is closer than 0.5m from the kerb edge or as agreed).
23. Erection and dismantling shall be in accordance with the "Guide to Safe Erection and Dismantling of Scaffolding" issued by the Health and Safety Executive
24. It is important to realise that these conditions are primarily concerned with the obstruction that the scaffold will cause to users of the highway. Issue of a licence by the Highway Authority does not imply that the structure has been checked or approved by them for its integrity or safety, nor does it absolve the licensee from obtaining any other consent, which may be required. There are stringent regulations governing the design and construction of scaffolding which are enforced by the Health and Safety Executive.

Note

1. 'The Highway' can include the carriageway, footway and any verge.
2. If the applicant objects to these conditions or a refusal by the Highway Authority to approve a licence, then he may appeal to the Magistrates Court.
3. A criminal offence is committed if these conditions are breached.

Scaffolding Licence Charges

In accordance with the provisions of the Local Government (Transport Charges) Regulations 1998 this Council charges are set as follows:

Determination of a licence application for the erection of scaffolding on the highway is currently £28.50 which, if granted is valid for a period of 14 days (inc of weekends). Applicants should note that if an extension to a licence is required, a written application renewal must be received at least 2 clear working days prior to the expiry of the original licence.

Should the Street Works Manager or his representative deem it necessary for scaffolding to be removed from the highway, this will be on an “at cost” basis and the items will be impounded until payment of the associated costs is received.

Payment details

Online: Via RCT Website PAY FOR IT

IN PERSON: Cash payments, credit or debit cards can be taken to our One4All Centres: (Possible additional Charge)

We currently have three One4All centres located in easy to access towns across Rhondda Cynon Taf.

The opening times for all three centres are Monday to Friday 8.30am – 5:00pm.

Pontypridd



Sardis House
Sardis Road
Pontypridd
CF37 1DU

Aberdare



Rock Grounds
High Street
Aberdare
CF44 7AE

Treorchy



Treorchy Library
Station Road
Treorchy
CF42 6NN

Please note: NO Credit or Debit Card details should be entered on an application form.