



**OXFORDSHIRE
COUNTY COUNCIL**

ENVIRONMENT & ECONOMY

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Guidance for Scaffolding & Hoardings on a Public Highway

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

Anyone wishing to erect scaffolding, 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 one week's notice of the required date.

With effect from 15 June 2009, the licence fee to cover inspections and administration is £85 for scaffolding and/or hoardings, and renewals are £65 for scaffolding and/or hoardings.

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 closure require a minimum notice period of six (6) weeks.

The structure shall be erected and maintained to meet the requirements of:

The Highways Act 1980 sections 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 a yellow lamp attached at each corner.
- H4 Must have a smooth finish with no protruding parts.
- H5 Access to hoardings must open inwards
- H6 Pedestrian walkways of sufficient and satisfactory width are to be maintained.
- H7 Where the pedestrian walkway is restricted so as to become unusable, a suitable alternate, and protected, walkway shall be provided and maintained.
- H8 Any projection into, or closely adjacent to, the highway shall be signed and guarded to national standards (Chapter 8)

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 Pedestrian walkway is to be maintained around the scaffold, with adequate protection from the likelihood of falling objects or debris. A reasonable free walking width must be maintained to allow the passage persons in wheelchairs/prams, etc, to pass the scaffold safely.
- S3 If a protected walkway around the scaffold cannot be arranged, access under and through the scaffold, safely, with no trip hazards, no projecting tubes or fittings, shall be provided and maintained.
- S4 Where pedestrians pass through/under a scaffold, the minimum height of the first lift must not be less than 2.6 metres.

- S5 Any working platform above shall be adequately covered and protected to prevent materials or debris falling through.
- S6 Standards are to be highlighted by the use of white paint, or wrapped with red and white tape.
- 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.

General

- G1 To obtain the necessary approval to erect a scaffold or hoarding, please complete the application form, together with a sketch and location map, and return it to the address on page 4.
- 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 licencees' 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:

**Oxfordshire Highways
Milton Road
Drayton
Abingdon
Oxon
OX14 4EZ**

**Telephone No: 0845 310 11 11
Fax: 01235 528991**