

Croydon Council - Scaffold Licence

Conditions of use

The licensee [the scaffold company] is entirely responsible for the scaffolding for the full duration of the time it is on the highway including the construction and deconstruction of the structure. The licensee must adhere to the terms and conditions set out below.

Failure to adhere to these terms and conditions may lead to enforcement action including fixed penalty notices (fines) or prosecution. If any of the requirements of this licence are not complied with, measures may be taken to mark, guard, light or remove the scaffolding structure and to clean or repair the highway. The licensee will be liable for all the costs incurred. The council operates a zero-tolerance policy for all safety issues. The council understands that regular inspections must be carried out by the applicant of its site and recommends that photographic records are kept of these inspections. The date and time of any such photographs are to be kept on record.

Inspectors routinely check all structures on the highway to ensure they are legitimately licensed and meet all the terms and conditions of the licence and are promptly removed after their expiry date.

When your scaffolding licence expires, you are required to remove your licensed highway item. Where a licence is required to continue, it is the licensee's responsibility to renew it before its expiry date.

When you apply for your highway licence, you must ensure that you provide your trading address or a project office address where official correspondence can be sent and read by licensees. Your trading address or project office address may be different from your work site address, so please ensure that you provide the correct address for us to contact you. Failure to provide the correct contact address may result in your licence application to be refused or an existing licence revoked.

You must include a responsible manager's contact phone number for both landline and mobile number, plus an email address.

If there is a change in the person responsible as named on the licence, then the council's licensing team must be advised of the replacement person's name, contact phone numbers and email address.

Expired highway licences must be removed from site and replaced with a current licence as appropriate. It is confusing for the public and council inspectors if several licences, current and expired, are all displayed at the same time at the same location. Parking suspensions must be renewed where applicable.

Highway licenses are not transferable between existing and replacement contractors. When a new contractor takes over responsibility for a temporary item or structure on the public highway, a new licence application must be made by this replacement contractor.

If the public highway is damaged either by any licensed items placed upon it or the actions of any contractors working for the licensee, the costs incurred by the council to carry out repairs are to be paid by the licensee.

This would include any repair costs or officer time fees in excess of any damage deposit required as part of a licence application.

Further to any planning consultation agreement, it is the licensee's responsibility to consult local residents, businesses and other stakeholders where highway licensed items may impact on them.

All relevant planning consents must be agreed with the appropriate council departments before an application for a highway licence is made.

Terms and Conditions:

1. A laminated copy of this licence or (subsequent renewal) must be displayed and maintained in a prominent position on the scaffolding securely, located at a height so it can be easily and safely read by the public whilst the scaffolding is in situ.
2. The scaffold company name and contact details must be clearly displayed on the structure securely, located at a height so they can be easily and safely read by an inspector or the public from the first day on construction and whilst the scaffolding is in situ.
3. You must display your scaffolding tag to demonstrate the scaffolding is being regularly inspected by the company responsible for maintaining it (licensee).
4. If the erection of the scaffolding structure is incomplete, a sign must be attached to the scaffolding structure confirming this status and this sign must be clearly visible to the public.
5. Any activity associated with the licence must not violate the terms of the agreed planning consent. Any violation may lead to the revocation of the licence.
6. All traffic and pedestrian management is to be set up in accordance with the Safety at Street Works and Road Works Code of Practice unless otherwise directed by a condition of the licence.

7. The licensee shall ensure safe access for pedestrians is maintained at all times. This is to include a footway minimum clear width of 1.2 metres, except for scaffolding structures on footways with a high footfall where a minimum 1.5 metre footway clear width is required. Please contact the council's Highways section if you need advice.
8. The scaffolding must be erected a minimum of 450mm from the edge of the footway kerb. If you are unable to achieve this, please contact a member of the Highways section to discuss
9. The scaffolding must be erected a minimum of 450mm from the edge of the footway kerb. If you are unable to achieve this, please contact a member of the Highways sections to discuss
10. The licensee shall ensure existing road signs or lights are not obstructed or rendered less effective by the construction of the scaffold.
11. Tools or equipment are not to be left on the public highway whilst the scaffolding is being erected or dismantled.
12. The public footway must not be obstructed with ladders left unattended.
13. A banksman must be deployed to ensure any vulnerable pedestrians are not at risk during the construction and destruction of the scaffold.
14. The erection and removal of the scaffolding shall take place between the licence start and end dates.
15. The licensee shall not leave the scaffold on the public highway unlicensed.
16. Scaffold poles must be covered with yellow padded sleeving.
17. Scaffold poles must be covered in red & white tape or black & yellow tape for high visibility.
18. Cross poles must not be placed on the footway between ground level and first lift level.
19. The first level must be closed with double boards and all levels are to have kick/toe boards.
20. The upper levels shall have netting attached at all times to prevent any debris from falling onto the public highway.

21. Loose building materials are not to be stored on lift decking or upper scaffolding levels.
22. A minimum headroom clearance of 2.44 metres (8 feet) must be maintained under and through the scaffold for pedestrian access. Diagonal cross bracing and/or putlogs must not be fixed below this height.
23. Horizontal scaffold poles (such as handrails) must be fitted with plastic end caps or otherwise made safe.
24. Couplings below 2.44 metres must be fixed so that any projecting, threaded or clamp fixing is situated on the opposite side to the pedestrian access.
25. Scaffolding, scaffold boards, temporary roofs and sheeting must be properly secured to withstand high winds.
26. Monoflex sheeting must be used when sandblasting or painting.
27. Netting, double boarding should be affixed to scaffold when working at height.
28. There shall be a minimum of 5.05 clearance when installing fan.
29. Standards must be painted white up to a minimum height of 2.44 metres.
30. Scaffold erected perpendicular must be done so with a part or full f/w closure in place.
31. Exposed bolts must have protective caps covering them at all times. Any horizontal poles must have protective end caps fitted to them also.
32. Scaffold boards are not to be placed underneath poles or base plates.
33. Poles, boards or associated fittings are not to be stored on the highway during erecting and dismantling the scaffold.
34. The scaffold shall be lit during the hours of darkness using bulk head lights (60watt minimum) attached to the poles at 3-meter spacing or as otherwise agreed by Croydon Council. White bulk head lights are to be in place at the back of the footway with red bulk head lights facing the carriageway. The lighting shall be in accordance with section 169 (4) of the Highways Act 1980.
35. If a scaffold structure includes any form of hoarding or fencing panels, these must be approved by the council before a licence is issued. The hoarding

licence terms and conditions then apply in addition to these scaffolding terms and conditions. Please contact a member of the Highways service.

36. The licensee shall remove or reposition the scaffold if required by the police, fire service, the council, or any of the statutory undertakers should they need to urgently access their apparatus.
37. All ladders or climbing aids should be removed and locked away each evening to prevent unauthorised persons from climbing the scaffold.
38. The licensee shall keep the gantry (if applicable), footway and roadside around the scaffold free from rubbish, materials, or any obstructions.
39. The scaffold must remain in use by the licensee only, new contractors will need to make a new licence application to take over the scaffolding.
40. The scaffolding shall not be used for advertising purposes without consent in written form from the London Borough of Croydon planning team. Please ensure all planning permissions are in place before you apply for your scaffold licence.
41. The scaffold shall be erected, used and dismantled in accordance with the manufacturer's guidelines and compliance with the relevant safety legislation including the Work at Height Regulations 2005 and BS EN 12811-1:2003, the codes of practice for areas and working scaffolds and special scaffold structures in steel. There MUST be compliance with the HSE (Health and Safety Executive) conditions and guidance notes and the Health and Safety at Work (etc.) Act 1974.
42. The licensee shall ensure all personnel working with the scaffold are competent and qualified and take all the relevant and necessary safety precautions.
43. The licensee shall undertake the erection of the scaffold in off peak hours i.e. early morning, at night or weekends. This is very important where the location is within a town centre, a busy pedestrian area or on a traffic sensitive road. On residential streets the times may be negotiated. In all cases, the times of erecting the scaffold must be agreed in advance with the council.
44. When a temporary footway closure is required as part of the licence or for erecting and dismantling the scaffold, a pedestrian and traffic management plan shall be agreed in writing in advance with the relevant council enforcement officer to safely divert pedestrians and /or traffic.

45. If required the licensee is responsible for providing a pedestrian and traffic management plan to include the signing and guarding of the site, in accordance with the Safety at Street Works and Road Works Code of Practice.
46. The licensee is responsible for the suspension of parking bays if required for the construction/deconstruction and for providing all banksmen, signage, barriers, ramps etc. as agreed in the traffic management plan. These items must be checked and secured in the correct position each morning prior to commencing work.
47. The licensee must comply with any reasonable direction or instruction given by the council.
48. Continuous timber or sole plates must not be placed on the highway.
49. Adequate measure shall be taken to prevent unauthorised access to the scaffolding and to protect the security of the surrounding buildings. Provision shall be made for security lighting, netting, sheet material, overhangs or other methods of construction. All ladders and other climbing equipment must be removed nightly and securely locked away.
50. The signatory of the application is the person accepting responsibility for the compliance of all conditions and regulations associated with placing scaffolding on the highway.
51. The approved structure shall be removed on completion of the works or on expiry of the Licence, whichever is sooner.
52. Upon completion of the works, the Licensee must notify Croydon Council to enable an assessment of the condition of the highway and reinstatement work to be carried out. All costs incurred by Croydon Council in making good the highway shall be at the expense of the Licensee.
53. If you require an extension to this Licence, a new application and Licence fee must be lodged with Croydon Council within 7 clear days before.