

FALKIRK COUNCIL
DEVELOPMENT SERVICES

Application for Road Occupation Permit to deposit building materials or erect a scaffold on any part of the public road

Notes for Guidance of Applicant

Under Section 58 of the Roads (Scotland) Act 1984, it is an offence to deposit building materials on and/or erect staging or scaffolding on or over part of any road, without the permission of the Roads Authority. It should be noted that the terms "Road" encompasses the carriageway, footway or verges of any road and includes public footpaths and cycle tracks.

Three sets of paper copies of the relevant drawings of the proposed works and locations, must be submitted together with the necessary application form to the Director of Development Services, Roads Services, Earls Road, Grangemouth. FK3 8XD. Telephone enquires 01324 504600.

This application must be made at least seven days in advance of the proposed date of erection/deposit.

Check List

1. Have you read and understood all the notes?
2. Have you completed all this form?
3. Have you included all drawings?
4. Have you included the relevant Fee ?
5. If portable traffic signals are required you should complete and return **Form PLS-A**
6. Any enquiries or to request Form PLS-A, please phone Falkirk (01324) 504600.

FEES & CHARGES

ROADS PERMITS – CHARGES 2010/11

Roads (Scotland) Act 1984	TYPE	Proposed Fees	Additional Charge for Traffic Sensitivity (per application)	Late Application fee	Retrospective Charging * This may be substituted by a larger fine.
Section 58	Occupations < 10m	£42 per month	All Supplementary Charges set at £20 each		
	Occupations > 10m	£63 per month			

CONDITIONS

In addition to any request for a certificate of the structural adequacy of any staging or scaffolding and any other special conditions that may be imposed, the following conditions will normally apply to any permission that may be granted:-

General - Applies to all Road Occupations

1. This permission does not relieve the applicant (or contractor) of their duties to comply with any other enactments. Separate permission must be sought to deposit a skip and if a temporary closure is required, consultation must take place well in advance to allow the necessary procedure to be followed.
2. The Falkirk Council shall be indemnified against any liability loss, claim or proceeding whatsoever arising in respect of any operation relative to any permission granted.
3. A footway a minimum of 1.5m wide should be provided. The absolute minimum allowable is 1.0m but passing places may also be needed. Where this is not possible, an adequate pedestrian way will be required on the carriageway. Satisfactory access must be maintained to all premises and safe passage maintained for vehicles round the works.
4. When part of a road is to be occupied, the obstruction will be signed and coned off in accordance with the requirements of this Service and "Safety at Street Works and Road Works" published by H.M.S.O. ***(If portable traffic lights are required you must complete Form PLS-A)***
5. If there is any defect on the road, or blocked gullies the Area Engineer should be contacted prior to the occupation taking place.
6. The gratings of gullies are to be covered and protected and a channel kept clear to facilitate drainage.
7. All materials shall be cleared from the road, which shall be left in a clean and tidy condition (including gullies) at the termination of works. Any damage caused to the road will require to be made good to the satisfaction of this Service.
8. No material standing on the road shall be dangerous or in any way likely to become a nuisance. Nothing shall be deposited which will have a deleterious effect on the road surface.
9. Anything introduced on the road by the virtue of this permission shall be kept neatly stacked and confined to the minimum area of road in such a manner as to obviate spillage.
10. The mixing of materials e.g. concrete, grout or mortar on the surface of a road is not permitted. Where such mixing is essential for work on the road, it must be carried out on properly constructed mixing boards or steel trays and spillage must be prevented. The cleaning of the site and mixing boards must be done in such a manner that none of the material reaches a gully.

Scaffoldings and Hoardings

11. Scaffolding structures should be erected immediately prior to commencement of work and dismantled immediately on completion of work. Erection and dismantling of scaffolding may be restricted to certain hours at the discretion of this Authority. Adequate pedestrian facilities must be provided at all times.
12. Any material being discarded from the building above ground floor level must be fed directly into a skip or lorry by means of a chute.
13. Arrangements to the satisfaction of this Authority must be made to reposition any traffic lights, or road signs or street lights affected by the erection of a temporary structure.
14. The inner standards should be as close as possible to the building, leaving a footway a minimum of 1.5m wide. The absolute minimum allowable width for a footway is 1.0m but passing places may be necessary. There should be 2.3m minimum headroom clearance.

When a pedestrian walkway is provided under the scaffold there should be hoarding between the scaffold and footway.

For any scaffold extending to the first floor level or above, and enclosed walkway or fan must be provided to protect road users. Adequate lighting will be required to permit safe passage of pedestrians.

15. The outer scaffolding or outer face of a hoarding should not be less than 500 mm behind the kerb face. Any scaffold which extends over the footway must be signed and coned off for a minimum distance of 500 mm on the carriageway. A close boarded walkway should be provided over the entire width and a 1.05 m high protective guard rail at the carriageway edge.
16. If a fan projects over the carriageway, its minimum height must be 5 m above road level.
17. Scaffold/Hoardings at junctions and accesses must be constructed so as to preserve existing visibility splays.
18. Corner poles must be clearly indicated by warning tape or sleeves, and any projection into the pedestrian area should be wrapped with protective material. Warning lamps must be provided during the hours of darkness.

A GUIDE TO THE SAFE ERECTION AND DISMANTLING OF SCAFFOLDING

1. Introduction

Erecting and dismantling scaffolds remains a high risk activity, not only to those carrying out the work, but to other workers and the general public. The following guide sets out steps which need to be considered by anyone involved with such work. It is aimed not only at those directly working in the scaffolding industry but also to clients, planning supervisors and principal contractors. Set out below are a number of key issues you will need to consider to ensure scaffolding operations are undertaken safely.

2. The law and planning for safety

Health and Safety at Work etc. Act 1974
Construction (Design & Management) Regulations 1994
Construction (Health, Safety and Welfare) Regulations 1996
Management of Health and Safety at Work Regulations 1999

This guide is not designed to explain the above legislation in detail. However, it is important to remember that a wide range of people ranging from clients through to the self-employed have legal responsibilities. In simple terms the law requires that scaffolding operations are properly planned and then, carrying forward the results of the planning, to ensure the work is carried out safely on site.

3. Scaffold licences

A licence from the Local Authority is required before a scaffold can be erected on a public highway. An additional licence is usually needed if you plan to install a protective fan. A licence may set down standards on such matters as lighting or painting the scaffold or for a fan it may restrict the height at which it is set. For further advice you should contact your local highway authority.

4. Protection of the public

When scaffolding operations are in progress the public must be excluded from both the area of work and a sufficient area around it. Steps to ensure this will include:

- Obtaining a temporary pavement or street closure whilst operations are carried out;
 - Undertaking operations in “quiet” hours i.e. early morning, at night or at weekends;
 - Incorporating fans, crash decks and “tunnels” as early as possible into a scaffold;
 - Erecting barriers and signs and diverting the public away from operations;
 - Ensure that all scaffold clips and other loose materials are stored safely on the scaffold;
- and

- Not raising or lowering materials over members of the public or other site workers.

Also consider that disabled persons need proper access along pavements covered by scaffolding.

5. Scaffolders working at height

Scaffolders must follow safe systems of work to prevent people falling. In particular:-

- When lifting or lowering materials, scaffolders must be clipped on or working within a handling platform that is fully boarded, with double guard-rails and toe boards;
- A minimum 3 board working platform together with a single guard-rail is provided as erection or dismantling works progress;
- Safety harnesses to be worn at all times by scaffolders and fitted with a 1.75m length lanyard and a 55mm opening scaffold hook or similar for one handed operation;
- Harnesses should be clipped on to a secure anchorage point where falls of 4 metres or more are possible. A secure anchorage point requires the following minimum conditions:
 - The scaffold must be tied in to a sound structure as work progresses.
 - Attachment can be made to a ledger, transom or guard-rail supported with load bearing couplers or a transom supported by ledgers in a lift above fixed at both ends by single couplers.
- At least one bay of a scaffold should remain boarded out as work progresses and this should be used for ladder access for the full height of the scaffold.
- Safe ladder access for scaffolders should be incorporated as early as possible into the erection process.
- Scaffolders should not be clambering up and down scaffolds without proper ladder access and safe working platforms provided on each lift being worked on.

Stability of scaffolds

Each year there are a number of scaffold collapses across the country. To make sure your scaffold does not collapse you should ensure that:-

- The anchors specified to tie a scaffold to a structure are suitable for the base material and that they are installed correctly;
- Scaffold anchors or ties are installed as erection work progresses. Conversely, they should not be removed too early during dismantling operations;

- More ties will be needed on a sheeted or netted scaffold to ensure its stability; and
- Scaffolds are not overloaded with equipment, especially tube and fittings, during erection or dismantling operations.

Training, supervision and monitoring

Effective training of scaffolders is possibly the most essential factor in preventing accidents on site. In addition, do not forget the importance of monitoring the scaffolding contractor. Clients, principal contractors and others in control should take reasonable steps to ensure that any work being carried out on their site or premises is undertaken safely. Simple steps to take include:

- Checking the training levels of scaffolders and who will supervise them on site; and
- Site monitoring of scaffolders to ensure they follow proper safety standards.

References and further information

Health and Safety in Construction HSG150 HSE Books - Tel: 01787-881165

Protecting the public; Your next move HSG151 HSE Books

“National Access and Scaffolding Confederation (NASC) guide SG4:00: The use of fall arrest equipment whilst erecting, altering & dismantling scaffolding”. Construction Industry Publications – Tel: 0121-722-8200 (**Available May 2000**)

BS 5973:1993 Code of Practice for access and working scaffolds and special scaffold structures in steel. BSI publication – Tel: 020 8996-9001.

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