

## Terms and Conditions

**Before applying for scaffold licence you must read and agree to the scaffold on the highways terms and conditions.**

Any scaffold/hoarding erected will conform to the following requirements:

1. The scaffold/hoarding described on each licence application will be erected at the location stated and will be completely removed on the date specified on the individual permit or at an earlier date if required by the Council.
2. Under no circumstances should scaffold be erected until signed approval has been received from Norfolk County Council. In cases where an application has been received but not agreed and a scaffold is found on site an additional charge will be applied.
3. Any scaffold/hoarding placed on the highway without the permission of Norfolk County Council may be removed and all costs recovered. In any case where an unlicensed scaffold is found on the highway and an additional fee will be charged to reflect the additional administration and inspection costs that will have been incurred.
4. The application fee will be paid in advance of each application for a licence which will not exceed a period of 56 days. Any extensions to the 56 day period can be made 7 days prior to the end of the existing licence period where a reduced renewal fee will be charged. Failure to apply for an extension request prior to the end of an existing licence or where scaffolds are found on site with an expired licence a full licence fee will be charged.
5. All poles or other obstructions below 2.1 metres, which are placed on the footway or carriageway, shall be colour contrasted by black and yellow markings and adequately lit between half an hour before sunset and half an hour after sunrise.
6. Signing and guarding of the scaffold shall be in accordance with the requirements of Volume 1 of Chapter 8 of the Traffic Signs Manual, Traffic Safety Measures & Signs for Road Works & Temporary Situations, 2009, ISBN 0-11-553051-7 and Safety at Street Works and Roadworks a Code of Practice, October 2013 ('The Red Book') ISBN 0-11-553145-3 and must be in place at all times. If marked tapping rails may be left out on the footway. Failure to ensure the correct signing and guarding at all times will result in the withholding of future permits.
7. All scaffold within 0.5m of the carriageway or kerb edge must provide a safety margin of between 0.5 and 1.5m. The diagram provided must show the building, road layout, the length & width of scaffold, the footway width, road width & speed limit along with a proposed traffic management plan with all dimensions.
8. The scaffold structure over a footway, which continues to be used by pedestrians, shall give minimum headroom of 2.1 metres; cross bracing below this height will not be allowed. Overhead protection from falling material shall also be provided.

9. A minimum width of unobstructed footway of 1.2 metres shall be maintained in busy pedestrian areas. An absolute minimum of 1.0 metre in less populated areas may be acceptable subject to written agreement by the Council in advance. Cross bracing at ground level is not permitted under normal circumstances. If this is required for the integrity of the scaffold structure, then boarding to a minimum height of 2.1 metres shall be provided.

10. On the expiration of the licence the Licensee shall ensure that the highway is left in a clean and tidy position and all debris removed.

11. The County Council is to be indemnified against all accidents, claims costs and liabilities that may arise from or be attributable to the presence of the structure subject to a permit.

12. All reasonable requirements of the Police and the County Council must be observed.

13. This Licence does not authorise the breaking up of the surface of the highway nor the interference with the apparatus of undertakers as defined in the New Roads and Street Works Act 1991, nor the interference with land and premises outside the control of the Council nor does it operate as a grant of planning permission for any purpose.

14. These notes are designed to inform you of the basic requirements of placing scaffold on the highway. They do not necessarily cover your entire liability and you are responsible for ensuring that you comply fully with the law.