

## **Terms and Conditions for Putting Scaffolding and Hoarding on the Road**

### **Erection of Scaffolding**

1. Scaffold to conform to BS EN 12811-1:2003 (Temporary works equipment. Scaffolds. Performance requirements and general design).
2. The siting of the scaffolding, together with the safety precautions necessary, shall be to the approval of Wokingham Borough Council
3. The licence will be emailed to you. It is your responsibility to ensure that the license is clearly displayed in a weather proof cover and fixed to the scaffolding, for the purpose of informing highway officers and members of the public of the nature of the works, licence conditions and contact details in case of an emergency.
4. The scaffolding shall be painted white up to at least 1.8 metres with a minimum of 2.05 metres distance between standards dependant on design loadings. Scaffolding must be signed and adequately lighted during the hours of darkness, to the approval of Wokingham Borough Council.
5. With regard to headroom, the minimum clearance to the underside of scaffolding must be:
  - a. For footways, footpaths and areas restricted to pedestrians: 2.4 metres
  - b. For carriageway and shared surfaces where vehicles have access: 5.41 metres
  - c. For bridleways and horse margins: 3.5m
  - d. In addition, the scaffolding must not be closer than 0.5 metres from the edge of the traffic lane. Refer to Chapter 8 Section D3 of the Traffic Signs Manual.
6. The scaffolding must be lit, and a pedestrian walkway of minimum width of 1.2 metres provided to the satisfaction of the Local Highway Manager. The scaffolding shall not reduce the effective width of the footway.
7. The scaffolding shall not obstruct access to Statutory Undertakers underground chambers, boxes, manholes, hydrants etc.
8. Adequate maintenance of the scaffolding shall be carried out and precautions taken, to the satisfaction of Wokingham Borough Council, to prevent materials, or anything whatsoever, falling from the scaffolding onto the highway.
9. Wokingham Borough Council, as the Highway Authority shall be indemnified against any claims arising in the consequence of the erection, existence or removal of the scaffolding.
10. Proof of £10,000,000 Public Liability Insurance is required before a scaffold licence is issued.
11. The scaffolding shall be erected for only the minimum time necessary to carry out the works.
12. Any Traffic Management details must be submitted and approved prior to the issue of a licence, where there is potential for encroachment onto the highway. All signing shall be carried out in accordance with the Traffic Signs Manual (Chapter 8).
13. Vertical and horizontal highway sight lines shall be maintained at all times.
14. Any damage to the highway resulting from the erection, operation or removal of the scaffolding, shall be made good or Wokingham Borough Council will undertake the work and recharge the license holder.
15. Responsibility for ensuring the scaffolding/hoarding is erected, maintained and dismantled in accordance with our conditions and any regulations that may apply, ultimately rests with whoever instructed the scaffolding company or who owns the building.

16. No scaffolding shall be erected that will surround or otherwise interfere with a public lamp column or illuminated sign. If a scaffold cannot be erected without interfering with a lamp column or illuminated sign, Wokingham Borough Council's Street Lighting Team must be advised. Sufficient measures to satisfy the Street Lighting Team will come at the applicant's expense.
17. If you think you may need to renew or extend your licence, please be aware that you must apply online at least seven calendar days before the existing scaffolding or hoarding licence is due to expire. If this is not adhered to and the scaffold is still in situ you may incur a penalty fee of £100, and an ongoing daily charge until we are satisfied a valid license is in place.

### **Erection of hoarding**

1. The siting of the hoarding and all safety precautions necessary shall be to the approval of Wokingham Borough Council
2. A Minimum of 1.2m clear width of the footway should be maintained at all times for pedestrian usage.
3. Where a 1.2m clear width of footway cannot be maintained, a signed and guarded walkway must be provided for pedestrians to the approval of Wokingham Borough Council.
4. The hoarding must be lit either as a pedestrian walkway and/or for warning purposes to the satisfaction of Wokingham Borough Council
5. The hoarding shall not obstruct access to Statutory Undertakers underground chambers, boxes, manholes, hydrants etc.  
Any excavation in the Public Highway to erect a hoarding shall be subject to the prior agreement of Wokingham Borough Council, and an additional licence is required (Section 171 Licence). It should be noted that a further fee would be required in these circumstances.
6. No works on or to the public highway are permitted within the limits of the hoarding without prior approval of Wokingham Borough Council and will be on the basis of an appropriate License (Section 171 or Section 50).
7. Wokingham Borough Council, as the Highway Authority shall be indemnified against any claims arising in consequence of the erection, existence or removal of the hoarding.
8. Proof of £10,000,000 Public Liability Insurance is required before a hoarding licence is issued.
9. The hoarding shall be erected for only the minimum time necessary to carry out the work.
10. Traffic Management details must be submitted and approved prior to the issue of a licence, where there is potential for encroachment onto the highway. All signing shall be carried out in accordance with the Traffic Signs Manual (Chapter 8).
11. The hoarding must be painted in colour(s) agreed by Wokingham Borough Council
12. Vertical and horizontal highway sight lines shall be maintained at all times
13. Any damage to the highway resulting from the erection, operation or removal of the scaffolding, shall be made good or Wokingham Borough Council will undertake the work and recharge the license holder.
14. Responsibility for ensuring the scaffolding/hoarding is erected, maintained and dismantled in accordance with our conditions and any regulations that may apply, ultimately rests with whoever instructed the scaffolding company or who owns the building.
15. No hoarding shall be erected that will surround or otherwise interfere with a public lamp column or illuminated sign. If a scaffold cannot be erected without interfering with a lamp column or



illuminated sign, Wokingham Borough Council's Street Lighting Team must be advised. Sufficient measures to satisfy to satisfy the Street Lighting Team will come at the applicant's expense.

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