

HIGHWAYS (JERSEY) LAW 1956

APPLICATION FOR SCAFFOLDING ON THE PUBLIC HIGHWAY

TO BE COMPLETED BY THE SCAFFOLD COMPANY

Site Address:	Property Name:
	Road Name:
	Parish:
Scaffold to be placed on: <input type="checkbox"/> Footway <input type="checkbox"/> Carriageway <input type="checkbox"/> Parking Area <input type="checkbox"/> Verge	
Purpose of Scaffold:	<input type="checkbox"/> Access <input type="checkbox"/> Demolition / New Build <input type="checkbox"/> External Cleaning <input type="checkbox"/> External Decoration <input type="checkbox"/> Installation <input type="checkbox"/> for Roofing works <input type="checkbox"/> to Carry Structural Load <input type="checkbox"/> Waste Chute <input type="checkbox"/> Other (details):
Proposed Assembly Date: _____ Removal Date: _____	
<p>Note: Permission will cease on the licence's 'expiry date' and any scaffolding must be removed by that date, unless otherwise approved in advance by the Highway Authority. Also the Highway Authority may require the scaffolding to be removed before the licence's expiry date, for example in the event of an emergency. The Highway Authority will not be responsible for any financial cost arising from this action.</p>	
SITE DETAILS	
Dimensions of Scaffolding (in Metres):	Length = _____ Width = _____
Please provide a sketch plan below showing the approximate layout of the carriageway / footway etc., the location and dimensions of the scaffold:	
<div style="text-align: right; border: 1px dashed black; padding: 5px; width: fit-content; margin: 0 auto;"> <input type="checkbox"/> Tick if parking to be suspended </div>	

Pedestrians	
Will the footway be closed to pedestrians when the scaffolding is in situ? Yes / No (Delete as applicable)	
If Yes, please explain how you intend to safely cater for pedestrians: (Use sketch to illustrate)	

SITE ASSESSMENT	Delete as Applicable
Has a risk assessment been carried out for the site?	Yes / No
Will the scaffold be within 100m of a bend in the road or the brow of a hill that is likely to cause poor oncoming vehicle visibility of the scaffold?	Yes / No
Will the scaffold be within 100m of a traffic junction or pedestrian crossing facility?	Yes / No
Will the width of the road be restricted to less than 2.75m for one way roads or 5.5m for two way roads during scaffold assembly / disassembly or while it is in situ?	Yes / No
Will any of the scaffold's standards be located either in the road or less than 225mm back from the kerb edge, up to a height of 5.5 metres (18 ft)?	Yes / No
Will the scaffolding structure block road user visibility of any traffic signs, traffic signals, street lighting or a bus stop?	Yes / No
Will the scaffold prevent access to any fire hydrants or utility company manholes or equipment cabinets?	Yes / No
Is there a particular risk of falling materials?	Yes / No

SCAFFOLD ASSEMBLY / DISASSEMBLY	
What type of traffic management will be used whilst the scaffold is being erected / dismantled: Note: Road closures may require consultation with third parties, and can incur additional charges.	
<input type="checkbox"/> Give and Take <input type="checkbox"/> Stop / Go Boards <input type="checkbox"/> Portable Traffic Lights <input type="checkbox"/> Road Closure	
<input type="checkbox"/> Other (details):	
Will the footway be closed to pedestrians during scaffolding assembly / disassembly? YES / NO (Delete as applicable)	
If Yes, please explain how you intend to safely cater for pedestrians:	

The scaffolding company will be responsible for ensuring that the scaffold is designed, constructed and maintained in compliance with NASC guidance TG20:08 and that it is erected, altered, inspected and dismantled by suitably qualified personnel in accordance with the 'Construction (Safety Provisions) (Jersey) Regulations 1970'.

<u>Applicants' Information</u>		
	<u>Scaffold Company</u>	<u>Scaffold Operator</u>
Contact Name:		
Company:		
Address:		
Daytime Number:		
Emergency Contact Number:		

BASIC HIGHWAY RESPONSIBILITIES		
<p><i>Notwithstanding any other licence term or condition (or requirement under Jersey Law), unless alternative arrangements have been put in place between the scaffolding contractor and operator, the following division of responsibilities shall be observed:</i></p>		
<p><u>Scaffold Company</u></p> <p><i>The scaffolding company must ensure that traffic management / highway safety equipment (e.g. temporary signage, cones, barriers, hazard lamps, reflective tape, etc.) is set out in accordance with Highway Authority directions. Also any precautions intended to prevent nuisance or objects falling down the outside of the scaffolding onto the highway.</i></p>		
<p><u>Scaffold Operator</u></p> <p><i>The scaffold operator (generally the building company or property owner) must on a daily basis check that traffic management / highway safety equipment remains in place and operational; also any precautions intended to prevent nuisance or objects falling down the outside of the scaffolding onto the highway. Any problems should be reported promptly to the scaffolding company, or to the Highway Authority if for any reason scaffolding company staff are unavailable. In addition the scaffold operator must ensure that the footway remains clear of materials and tripping hazards.</i></p>		
<p>We have read and accept the terms and conditions and the general highway responsibilities above:</p>		
Signature on behalf of:	Scaffold:	Operator:

<u>For Office Use:</u>	
<input type="checkbox"/> Granted	Date App Received: _____
<input type="checkbox"/> Referred back to applicant for further info	License No: _____
<input type="checkbox"/> Refused	Issue Date: _____
<input type="checkbox"/> Pre approval joint site inspection	Insp. Date: _____

Application Notes

Under the Highways (Jersey) Law 1956 any scaffold company wishing to place scaffolding on the highway (either on the footpath or carriageway) must first obtain a licence from the relevant Highway Authority. In relation to by-roads this is the Parish and in relation to main roads this is the Transport and Technical Services Department (TTS). The only exception to this is in St Helier where the Parish administers the licensing of scaffolding on behalf of TTS.

1. Approved scaffold company list

Only scaffolding companies on the Parish of St. Helier's 'approved list' can apply to place scaffolding on the highway.

2. Application procedure

Licence applications must be made by the scaffolding company using the official form giving all necessary details and with an undertaking signed by both a representative of the scaffolding company and the scaffolding operator (generally the building company or property owner).

Applications must be sent (or emailed) to the relevant Highway Authority so as to be received five working days before the date on which the scaffolding is to be erected. If the scaffolding is urgent then the scaffolding company should contact the Highway Authority directly by phone first to ensure that it receives the right priority.

3. Charges

Please refer to the Highway Authority to find out what charge will apply.

4. Licence expiry

Permission to keep the scaffolding on the highway will cease on the licence's 'expiry date' and any scaffolding must be removed by that date, unless otherwise approved in advance by the Highway Authority (see time extensions below).

5. Time extensions

Any application for an extension of time must be made at least one working day before the licence's expiry date and will be subject to review and may not be granted.

6. Cancellations and early completions

If for any reason the scaffold is cancelled (and the licence no longer needed) or the work finishes early the licence holder must notify the Highway Authority quickly, but in any event by no later than 5pm the next working day.

7. Terms & conditions

The licence holder must comply with the licence's standard terms and conditions (available on request); also individual licences may include further conditions set by the Highway Authority, depending on the circumstances of the site.

8. Licence removal

Failure to comply with the licence's terms and conditions may lead to the removal of licence consent. If this occurs the scaffolding company will have to remove the scaffolding within the time frame set by the Highway Authority. Failure to remove the scaffold within the set time frame may lead to a fine of up to £2,000, recoverable as a civil debt. Also the Highway Authority may require the scaffolding to be removed before the licence's expiry date, for example in the event of an emergency. The Highway Authority will not be responsible for any financial cost arising from this action.

9. Licence copy

A copy of the licence should be kept on site at all times during which the scaffolding structure is erected, and must be readily available for inspection by authorised officers upon demand.