COUNCIL OF THE ISLES OF SCILLY

Scaffolding/Hoarding Application 2018/19

This form should be completed by anyone who would like to apply for permission to erect scaffolding and/or hoarding on the public highway. Please return the completed form to Infrastructure & Planning at the Town Hall either in hard copy or by email to infrastructure@scilly.gov.uk.
You will receive confirmation within 5 working days of your application. No scaffolding or hoarding is to be erected until permission has been given. Please retain a copy for your records.

DETAILS OF SCAFFOLDING APPLICATION

I, the undersigned, hereby apply for permission to erect scaffolding/hoarding on the highway at:

.....

For a period from: ..... To.....Inclusive.

Length of Scaffolding/Hoarding:.....Metres

Height of Scaffolding/Hoarding:.....Metres

Width of Scaffolding/Hoarding out from Building:.....Metres

Purpose of Scaffolding/Hoarding: .....

CONDITIONS

For all conditions please see back of page.
The conditions specified must be adhered to.

APPLICANT DETAILS & SIGNATURE

I undertake to indemnify the Council against any claims or demands for injury or damage to persons or property caused by this operation.

I hold adequate Public Liability Insurance for the proposed works or event. *(A copy of the policy must be provided by the applicant prior to approval).*

I agree to comply with the conditions of permission.

NAME.....SIGNATURE .....

ADDRESS.....

CONTACT NO.....DATE.....

OFFICE USE ONLY Date Received:..... APPROVED/REJECTED SIGNED.....

CONDITIONS

1. The term 'public highway' includes the road and adjacent pavements.
2. Suitable and sufficient warning signs are to be erected in advance of and at the site.
3. Scaffolding and hoarding must be properly lit at night.
4. Scaffolding and hoarding must be erected by persons properly trained.
5. Scaffolding/hoarding must be erected in accordance with the guidance notes issued by the Health & Safety executive. Copies are available from the Town Hall.
6. Access ladders must be removed or made inaccessible to the public at the end of each working day.
7. Proper measures must be taken to prevent articles falling onto the footpath.
8. Where the footpath is obstructed a properly guarded walkway must be provided around the scaffolding/hoarding.
9. Site preparation, scaffold/hoarding erection, use and dismantling must be in compliance with all legislative standards and procedures as required by the Health and Safety at Work Act 1974 and other relevant Regulations. (Employers and self employed are reminded of their duty to undertake their activities with due regard to the Health, Safety and Welfare of themselves, their employees and all others who may be affected by their undertakings).
10. The applicant must make formal contact with the following agencies to ensure the work does not impede their access. Where this agreement cannot be reached the Council will assist to find a solution but will be under no obligation to provide alternative arrangements.
    Police, Fire Brigade, Ambulance Service, H M Coastguard, Road Carrier Services.
11. An inspection report is kept by the applicant or the principal contractor.
12. Reportable incidents or accidents required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) are notified to the Council or Health and Safety Executive without delay.
13. This permission shall be operative for a specified period and at the end of that period the scaffolding and hoarding shall be removed from the Highway and the site thereof left in a clean and tidy condition and any damage to the Highway repaired to the satisfaction of the Senior Manager for Infrastructure & Planning or their representative.

All references to the Council in this document refer to the Council of the Isles of Scilly as Statutory Highways Authority.

Infrastructure - Privacy Notice

- The Data Controller for the information you provide on any Infrastructure service form, is Cornwall Council, New County Hall, Treyew Road, Truro TR1 3AY. Data Protection Registration Number: Z1745294
- Information you provide on any Infrastructure Service form is private and confidential, and will be used so that we can:
  - Provide the service that you have requested, at the correct address
  - Ensure that we take the correct payment (if applicable)
  - Notify you if we need to renew your subscription to the service (if applicable)
  - Contact you in case of another query or an issue concerning the service you have requested.
- Forms will be held securely at our premises and/or on our electronic network for a period of up to 12 months after completion. Information will not be transferred outside of the EEA or used for marketing purposes. We will not share information with any other organization unless required to do so by law.
- Under GDPR and the DPA 2018 you have the right to:
  - access information that we hold about you or have it rectified if it's inaccurate or incomplete (but you will need to provide evidence before we can do so)
  - have your information erased where we don't have a legal requirement to retain
  - withdraw your consent for us to hold your information
  - restrict how we process your information, e.g. object to us using your information for marketing or research purposes or in relation to a legal task or in the exercise of an official authority
  - request that a person reviews an automated decision where it has had an adverse effect on you

  If you would like to exercise these rights, please contact the Data Protection Officer (Cornwall Council, County Hall, Treyew , Truro, TR1 3AY Tel: 01872 326424 Email: dpo@cornwall.gov.uk) and request a 'Rights of Access, Rectification and Erasure Request' form.
- If you choose not to provide the personal information we have asked for, we will be unable to provide the service requested.
- Please refer any complaints to us initially so we can try to put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your data rights, you can raise your concerns with the Information Commissioner's Office Tel: 0303 123 1113 https://ico.org.uk/concerns