



COUNCIL OF THE ISLES OF SCILLY

License to Install Scaffolding on the Highway Application 2025/26

This form should be completed by anyone who would like to apply for a license to install scaffolding or other temporary demountable structures on or over the road or pavement. Please return the completed form to environment@scilly.gov.uk. You will receive confirmation within 10 working days of submission. Please retain a copy for your records.

Please note that this application can take up to 2 months to process if highway closure is required.

1. Details of Applicant	2. Details of Contractor
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Telephone (daytime):	Telephone (daytime):
Telephone (24hrs):	Telephone (24hrs):
Email Address:	Email Address:

3. Location Details
Property Name:
Road/Street Name:
Town:

4. Time Details	5. Scaffolding Dimensions
Expected Start date of Works:	Length (m):
Expected Start time of Works:	Height (m):
Expected Completion date of Works:	Width (m):
Expected Completion time of Works:	

6. Street Works Categories:	
Please indicate below the category of street works. Depending on the type of works you may need to give us different notice times	
Type of Works	Notice Required
Major Works (planned duration of 11 working days or more OR requiring a Temporary Traffic Regulation Order)	3 months notice <input type="checkbox"/>
Standard Works (planned duration of between 4 and 10 working days)	10 days notice <input type="checkbox"/>
Minor Works (planned duration of 3 days or less)	3 days notice <input type="checkbox"/>
Immediate Works (urgent and/or emergency)	Within 2 hours of works starting <input type="checkbox"/>



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7. Works Details

Please detail the type of works being performed and the scaffold used. Please add additional pages, documents and drawings as necessary.

8. Highway Restriction (Temporary Traffic Regulation Order/Notice):

Will the works require any Highway restrictions, such as a road closure?

YES

NO

Please note that if a Highway restriction is required a Highway Restriction application form will be required to be submitted along with this application, in order to apply for a Temporary Traffic Regulation Order or Notice. **This can take up to 3 months to process.**

10. Street Works Qualifications:

All street works on public highways require a qualified street works operative on the site at all times. In addition, you will need a qualified street works supervisor to supervise the site.

Street Works Supervisor Name:

Street Works Operative Name:

11. Use of Council Resources:

For this financial year, the Council is able to support applicants and contractors to comply with their statutory requirements for street works by providing the below for hire, subject to availability. Please indicate below what you require. Fees and Charges are listed in section 13 of this application.

Hire of Council Street Works Signage

☐

Hire of Council Street Works Supervisor

☐

Hire of Council Street Works Operative

☐



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12. Application Checklist:

The following must be submitted with this application:

Location Plan:	<input type="checkbox"/>	Risk Assessment and Method Statement	<input type="checkbox"/>
Road Closure Form (if applicable):	<input type="checkbox"/>	Scaffold Plan	<input type="checkbox"/>
Insurance Certificate:	<input type="checkbox"/>	Streetworks Qualification Certificate:	<input type="checkbox"/>

13. Fees & Charges inc VAT:

Please note that fees will only be taken if the works are approved by the Highway Authority.
DO NOT pay pre application. Invoices will be sent to the applicant after works have been completed .

Scaffolding on the Highway up to 7 Days: £84.00

Scaffolding on the Highway for subsequent weeks (per 7 days): £42.00

Hire of Council's Road Signage Per Day: £30.00

Hire of Council's Street Works Supervisor Per Hour: £56.64

Hire of Council's Street Works Operative Per Hour: £56.64

Highway Road Closure: Please see the fees on the Highway Road Closure Forms

Please note:

All fees will be charged according to the listed rates, should the application alter in any way regarding duration, use, time and date etc. it is the applicant's responsibility to inform us of any changes before the work has ended to avoid incorrect invoicing.

Signature:

Date:

Declaration: I confirm that the information provided by me on this form is correct. I have read the Terms & Conditions for the use of the Scaffolding on Public Highway and agree to be bound by them. I give consent for the processing of my data.

Data Protection: The information you provide on any Environment Service form is private and confidential. For more information on how your information is protected please visit us on scilly.gov.uk/ or contact us on 01720 424450 or environment@scilly.gov.uk

OFFICE USE ONLY

Date Received:

Application Reference:

The Council in exercise of its powers as Highway Authority grants this Licence to the applicant

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Signed by

on behalf of the Traffic Manager

Date:



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Scaffold Conditions

The issuing of a licence to erect scaffolding on the highway is done under Section 169 & 172 Highways Act 1980 and The erection, alteration and dismantling of all scaffolds must meet the requirements of the Work at Height Regulations 2005

The scaffolding shall be securely erected on the day of the delivery, in a proper and workmanlike manner in accordance with:

BSEN 12811-1 (Temporary Work Equipment Pt 1 – Scaffolds – Performance Requirements and General Design)
National Access and Scaffolding Confederation (NASC) guidance documents TG20:2013 - Good Practice Guidance for Tube and Fitting Scaffolding
SG4:10 – Preventing Falls in Scaffolding
TG4:11 – Anchorage Systems for Scaffolding.

Or relevant successor documents and under the immediate supervision of a person competent and experienced in carrying out such work. Similarly, all scaffolds, must be hauled away from the site on the day it is dismantled, upon expiration of the Licence or when the need for the scaffold becomes redundant.

Partially erected/incomplete scaffolds must have your name board affixed and a warning notice board indicating "Scaffold Incomplete – Not to be used".

The licensee is reminded that it is their responsibility to ensure that the scaffolding is structurally sound, is properly erected and maintained, and that adequate provision is made for the safe passage of highway users.

Where a gantry or cantilever scaffold is being constructed the scaffold must be designed in advance by a suitably experienced and qualified person. Copies of the design must be submitted to the local authority alongside the initial application. Design drawings must be clear and legible with all scaffold dimensions clearly specified. The scaffold constructed on site must match the design drawings submitted to the local authority. Further details on scaffolds requiring a design can be found on the Health & Safety Executive web site (under "Scaffold Checklist"): www.hse.gov.uk/construction/safetytopics/scaffoldinginfo.htm

Please take into consideration when designing your scaffold, the dimensions of a fire engine. These are 2.49 m wide and 3.10 m high

Where a gantry or cantilever scaffold is being constructed the following Drawings should include the following information and must be supplied with this application form: -

Scale plan of the scaffold where it is to be on or over the Highway
Section drawing(s) of the scaffold where it causes the most restriction to Highway use
i.e. remaining "Clear Window"
Drawings are to be signed, dated and given your own reference number
All maximum dimensions and other restrictions must be indicated on your drawings

The licensee is reminded that it is their responsibility to ensure that the scaffolding is structurally sound, is properly erected and maintained, and that adequate provision is made for the safe passage of highway users. Furthermore, the scaffold must be inspected by a competent person at intervals not exceeding 7 days.

The street around the scaffolding must be kept clear of all materials, equipment and debris. Any spillages must immediately be removed from the highway. The footway shall be kept clear for pedestrians and properly protected both day and night, so as to cause no damage or injury to the public. Should any damage be caused to the Highway thorough the scaffolding or associated works, the highway authority may make good the damage and recover the expenses reasonably incurred by them in so doing from the owner of the land in question or the person causing or responsible for the damage as per Section 133 of the Highways Act 1980



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The highway authority must be notified at the time of application if rubbish chutes, lifting gear or other devices are to be fitted to or used from the scaffolding. When chutes are used for the removal of debris all necessary precautions must be taken for the safety of all highway users. Every hoist or pulley wheel must be adequately fenced; no load shall be raised or lowered over the highway unless there is adequate protection for the public.

Scaffold standards shall be fitted with suitable metal base plates, with timber sole plates used where necessary to the entire satisfaction of the Highway Authority.

All scaffold standards shall either be painted white, or covered with approved white, red and white or black and yellow material, for the first 2.5 metres above the footway/carriageway.

Where a pedestrian walkway has been created through the scaffold the desired headroom shall be 2.7 m which may be reduced to an absolute minimum of 2.3 m if determined by design. Diagonal cross bracing must not be fixed below this height. An unobstructed footway of 1.2 metres shall be maintained where possible.

If proper provision for pedestrians cannot be maintained through the scaffolding and are to be diverted onto the carriageway, a pedestrian walkway of 1.2 metres minimum width shall be provided with a robust pedestrian barrier with tapping rail and handrail. Ramps of non-slip materials shall be provided to aid mobility over raised kerbs.

The first lift of each scaffold must be close boarded and sheeted to prevent debris, material or objects falling onto any part of the highway

Scaffold boards must be compliant with BS2482-2009 and EN12811/10. Metal boards are acceptable; however, sheeting or netting must be placed on the underside of the boards to ensure debris does not fall through.

All elevations of each scaffold must be enclosed with either a fine mesh netting or sheeting to prevent debris, material or objects falling onto any part of the highway. Fan guarding must also be provided where necessary.

Wherever practicable, scaffolding shall be kept back 450mm from the carriageway edge, up to a height of 5.5 metres, measured from gutter level.

If any part of the scaffold is closer than 450mm to the carriageway edge, or the proposed site of the scaffolding is considered to be particularly liable to impact damage by passing vehicles, then timber bulks painted red and white with reflective cones fixed to their surface at 2m intervals should be laid. If you wish to use an alternative form of guarding please discuss this with the Highway Authority at the time of application.

A minimum of 1.0m is required in all directions around CCTV cameras to avoid any hindrance to their operation.

The scaffolding shall be adequately lit at all times between half an hour before sunset to half an hour after sunrise, or in fog.

A requirement when carrying out any work on the highway is that the works are adequately signed, guarded and lit during the hours of darkness as stipulated in Chapter 8 of the [“Traffic Signs Manual”](#) and the [“Safety at Street Works and Road Works Code of Practice”](#). To meet these standards, personnel involved must be trained and accredited in the “Signing Lighting and Guarding” module as prescribed in the New Roads and Street Work Act 1991 to the following levels. A Company must have at least (a) One Accredited Supervisor (Who does not have to be on site) and b) A minimum of one Accredited Operative on site at all times when work is being carried out.



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The name, address and telephone number, including “out of hours” emergency contact number, of the Contractor responsible for the site, shall be legibly displayed on a board measuring 600 x 450mm. The name, address and telephone number of the owner (if different from the Contractor) of the scaffolding, must also be legibly displayed on a separate board, of the same size.

At the expiration of the time for which the Licence is granted, or when the work for which this consent is granted, is completed, or if the consent is revoked, whichever shall first happen, the scaffolding shall be immediately taken down.

The Scaffolding Licence (Page 1) must be clearly displayed on site at all times during which the scaffolding is erected and must be readily available for inspection by authorised officers by demand.

If the conditions of the licence cannot be met, contact **MUST** be made with the Highway Authority prior to erection to discuss alternatives.

The licensee must be covered by Public Liability Insurance with a minimum cover of £5 million. Such insurance must indemnify the highway authority from and against all actions, claims, losses and expenses whatsoever in respect of loss of life or personal injury or damage to property, howsoever caused, arising out of or in any way attributable to the presence of the scaffolding.

The Council shall have the right to revoke the Licence at any time by notice addressed to the licensee. If any of the Conditions subject to which the Licence is granted are not complied with and thereupon, the licensee shall forthwith remove the scaffolding. In this instance the licence fee will not be refunded.

Please submit completed application forms to environment@scilly.gov.uk