

This form should be lodged with Environment & Infrastructure Services together with the appropriate fee not less than 21 days prior to the proposed commencement date for planned works and as soon as possible for emergency/urgent works.



**APPLICATION FOR PERMISSION TO TEMPORARILY OCCUPY A PORTION OF A ROAD IN CONNECTION WITH BUILDING OPERATIONS – SCAFFOLDINGS & HOARDINGS ROADS (SCOTLAND) ACT 1984, SECTION 58**

To the Roads Authority for Aberdeenshire Council

<b>I/we*</b>			
<b>Address inc Postcode</b>			
<b>Tel During Working Hours</b>		<b>Tel Outwith Working Hours</b>	
<b>Email Address</b>			
<b>Purchase Order No. (if applicable)</b>			
<b>Invoice Address – if different to applicant address</b>			

am/are applying for permission under Section 58 of the Roads (Scotland) Act 1984 to occupy temporarily, for the purpose of depositing materials or otherwise in connection with operations for the construction/repair/maintenance/demolition or otherwise (Please Define Operations) of the (proposed)\* building at

<b>Address including postcode</b>			
<b>Start Date</b>		<b>Finish Date</b>	

to occupy the portion of road adjacent to the building or site as follows:

<b>Road</b>			
<b>Location</b>		<b>Shown on the included location plan</b>	
<b>Scaffold/Hoarding Dimensions</b>	<b>Metres long</b>	<b>mm wide</b>	<b>Metres high</b>

and for the permission under the said Section 58 to erect staging or scaffolding so as to project over the portion of the said road (shown on the said plan(s))\*

<b>Road</b>	
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\* Delete as appropriate

**Scaffolding and Hoardings Fees:**

- scaffolding < 25 metres long - £123.00 first month & £68.00 additional month(s)
- scaffolding > 25 metres long - £170.00 first month & £68.00 additional month(s)
- scaffold mobile tower - £41.00 per day, £50.00 per week

The extension of an original permit:

- < 25 metres long - £110.00 per month
- >25 metres long - £154.00 per month

An invoice will be issued for the amount due above.

NOTE for the purpose of the Act, the definition of “road” includes the footway and verge

<b>Signature of applicant/agent</b>			
<b>Profession</b>		<b>Date</b>	

The General Conditions of Permission are available for inspection at all Council offices of Environment & Infrastructure Services

**IMPORTANT NOTE** *This permission does not warrant the Scaffold/Portion of the road occupied as safe. The responsibility of the safety of the site lies with the scaffolder and user.*

**Return completed forms to Aberdeenshire Council, Environment & Infrastructure Services at the appropriate Roads Area e-mail address – ref list/map.**

**IF YOU HAVE ANY QUERIES REGARDING COMPLETION OF THIS FORM, OR REQUIRE FURTHER ASSISTANCE, PLEASE CONTACT:**

- Banff & Buchan: [banffandbuchan.roads@aberdeenshire.gov.uk](mailto:banffandbuchan.roads@aberdeenshire.gov.uk)
- Buchan: [buchan.roads@aberdeenshire.gov.uk](mailto:buchan.roads@aberdeenshire.gov.uk)
- Formartine [formartine.roads@aberdeenshire.gov.uk](mailto:formartine.roads@aberdeenshire.gov.uk)
- Garioch [garioch.roads@aberdeenshire.gov.uk](mailto:garioch.roads@aberdeenshire.gov.uk)
- Kincardine & Mearns [kincardineandmearns.roads@aberdeenshire.gov.uk](mailto:kincardineandmearns.roads@aberdeenshire.gov.uk)
- Marr [marr.roads@aberdeenshire.gov.uk](mailto:marr.roads@aberdeenshire.gov.uk)





**DESIGN CERTIFICATE FOR THE ERECTION OF SCAFFOLDING ROADS (SCOTLAND) ACT, 1984  
SECTION 58**

**IMPORTANT NOTE**

Before putting the scaffolding into use a Certificate of Completion of erection must be signed and returned to the Head of Service – Roads & Infrastructure, and reasonable opportunity given for his staff to inspect the site prior to any occupation by the user.

**PLEASE COMPLETE FORM CLEARLY IN BLOCK CAPITALS**

*I hereby certify that in support of my application for permission to erect scaffolding on, or projecting over,*

<b>The roads at</b>	
<b>For the purpose of</b>	

the scaffolding has been designed in accordance with the recommendations of British Standard Code of Practice BS EN 12811-1, NASC Guidance Note TG20, The Work at Height Regulations 2005 and any requirements specified by the Local Authority.

<b>Type of Scaffolding &amp; load class</b>			
<b>Details of protection fan</b>			
<b>Sheeted?</b>	<b>Yes/No</b>	<b>Brick guards installed?</b>	<b>Yes/No</b>

I also certify that the scaffolding will be adequately supported on firm ground of the required bearing capacity, or otherwise adequately supported. (Give details if scaffolding suspended, or cantilevered from buildings or over cellars, stairs, roofs, or deck structures etc)

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<b>Signed</b>		<b>Date</b>	
<b>Qualifications</b>		<b>Official designation</b>	
<b>On behalf of</b>			
<b>Address</b>			
<b>Telephone No.</b>			
<b>Email address</b>			
<b>Purchase Order No. (if applicable)</b>			
<b>Invoice Address – if different to applicant address</b>			

**NOTES**

- 1 A Design Certificate will be accepted only if it is signed by a person whose Qualifications, training and experience are deemed acceptable by the Director of Infrastructure Services.
- 2 A Design Certificate for scaffolding over 2 lifts (5m high) must be signed by a scaffolder with suitable qualifications such as an accredited scaffolder or supervisor.
- 3 A new Design Certificate must be supplied for any change in the structure of the scaffolding.

**Return completed forms to Aberdeenshire Council, Environment & Infrastructure Services at the appropriate Roads Area e-mail address – ref list/map.**

# PERMISSION TO TEMPORARILY OCCUPY A PORTION OF A ROAD IN CONNECTION WITH BUILDING OPERATIONS

## General Conditions

### 1. Duration of Permission

The permission hereby granted shall, unless extended by the Roads Authority, expire at the termination of the period stated.

### 2. Permit to be Shown

A copy of the permit and conditions shall be kept on site and shall be shown on demand, to any Police Officer or Official from Environment & Infrastructure Services or Department of Building Control.

### 3. Compliance with Other Enactments

This permission does not relieve the applicant (or Contractor) of their duties to comply with any other enactments.

### 4. Indemnity

The holder of this permission shall indemnify the Aberdeenshire Council as Road Authority for and against all actions, claims, demands, costs, charges, damages, losses and expenses of whatsoever kind or nature which may be brought or made against them or incurred by them in respect of the negligence, omission or default of the holder of this permission or those for whom the holder of this permission is responsible arising in respect of any operation authorised by this permission unless due to the negligence or other breach of legal duty on the part of the Council or of any person for whom the Council are responsible.

### 5. Road Closure

This permission does not carry with it the right to close any public road or footpath.

### 6. Use of Builders' Skips

This permission does not carry with it the right to deposit a builder's skip on the road. Separate permission must be sought from the Head of Service in this case.

### 7. Pre-Inspection of the Road

A pre-inspection of the footway and carriageway shall be carried out in conjunction with Environment & Infrastructure Services prior to occupation. Inspections can be arranged by contacting the Head of Service.

### 8. Protection of Road

(i) The mixing of materials, particularly concrete, grout and mortar on the surface of carriageways and footways is not permitted. Where such mixing is essential for work on the road, it must be carried out on properly constructed mixing boards or steel trays, and spillage on the surface of the road must be prevented. The cleaning of the site and the mixing boards must be done in such a manner that none of the mixed material reaches a gully, and any damage caused shall be made good at the expense of the permit holder responsible.

(ii) No tracked vehicle is to be driven on the road.

### 9. Re-Instatement of Site

(i) All materials shall be cleared from the road, which shall be left in a clean and tidy condition (including gullies) at the termination of the works.

(ii) Any damage caused to the footway and carriageway during occupancy will require to be made good to the satisfaction of Environment & Infrastructure Services.

### 10. Health and Safety Executive

The Aberdeenshire Council will report to the Health and Safety Executive any failure that may come to their attention on the part of the applicant, or those for whom he is responsible, to ensure either the safety of employees engaged in the building operations, or the safety of the general public.

### 11. Needs of the Disabled

The Applicant shall make all necessary provision to ensure that the needs of disabled people are met in the vicinity of his works by forming ramps if necessary and by giving clear visual warning to partially sighted pedestrians. All openings or obstructions on carriageways and footways should be barricaded off with a continuous rail strong enough to offer the necessary resistance should a blind person walk into it. The rail should be 1 metre above ground level.

## **12. Safe Access for Pedestrians and Vehicles**

A safe passage of minimum width 1.2m must be maintained along all footways for pedestrians, or if this is not possible, a safe alternative means of passage around the works must be provided. A safe passage must be maintained for all vehicles round the works. A safe access must be provided for entrance to all properties in use, unless the consent of the occupier of the premises has been obtained. All necessary coning, barricades, signing and lighting shall be in accordance with current guidelines and to the satisfaction of the Head of Service. Published guidance can be found in Chapter 8 of the Traffic Signs Manual (HMSO) and in "Signing for Roadworks" (Aberdeenshire Council).

## **13. Surface Water Drainage**

The gratings of gullies are to be covered and protected and a channel kept clear so that surface water may drain away.

## **14. Statutory Undertaker's Apparatus**

Permission to occupy the road does not carry with it any right to interfere with any apparatus in or above the roadway, footway or verge and consequently, before occupation, the position of such apparatus should be determined by contacting:

Statutory Authorities and other interested parties via the Symology Dial Before you Dig 0800 0231 251

## **Conditions for Storing Materials on the Road**

### **15. Prohibition on Certain Types of Material**

No material, standing on the road, shall be inflammable, explosive, noxious or dangerous or likely to putrefy or likely to become a nuisance to users of the road. No materials shall be deposited which have a deleterious effect on the road surface.

### **16. Materials to be Neatly Stacked**

All materials and any other items or equipment introduced onto the road by virtue of this permission shall be kept neatly stacked, and all materials shall, where appropriate, be "damped down" to the satisfaction of the Local Authority to prevent dust or other nuisance. Materials shall be confined to the minimum area of road in such a manner as to obviate spillage.

## **Conditions Relating to Scaffolding and Hoardings**

### **17. Security**

- (a) Scaffolding structures should be erected immediately prior to commencement of work and dismantled immediately on completion of work.
- (b) Premises made vulnerable to attack by housebreakers, thieves or vandals should be warned at least two weeks prior to the commencement of work.
- (c) All ladders and climbing aids should be removed nightly from the scaffold structure, and securely locked away, or, if this is not possible, they should be chained and locked in the horizontal position.
- (d) On all sites where dwellings or business premises are unoccupied, consideration should be given to employing static guards or security patrols to provide security out with working hours.
- (e) Consideration should be given to protecting the base of the structure to a height of 4 metres by means of sheet material securely bolted to the scaffolding to deter unauthorised access.

### **18. Visual Warning**

Corner poles must be clearly indicated by warning tape or sleeves. Warning signs must be provided at ends and external corners. Warning lamps must be provided during the hours of darkness.

### **19. Obscuring of traffic lights and road signs**

Arrangements to the satisfaction of the Head of Service – Roads & Infrastructure to be made to reposition any traffic lights or road signs.

### **20. Use of Chutes and Skips**

Any material being discarded from the building must be fed directly into a skip or lorry by means of a chute.

### **21. Certificate of Design and Completion of Scaffolding**

A Design Certificate must accompany all applications for permission that involves the erection of scaffolding. On completion of the erection of scaffolding, a certificate signed by a competent person must be submitted to the Head of Service – Roads & Infrastructure to attest to the fact that the scaffolding is in good order and has been erected as per the certified design.

## **22. Advertising**

No Bills or Advertisements or Advertising shall be permitted on any scaffolding, with the exception of such relating to the building contract or to the business carried out or to be carried on in the premises under construction/or repair/or in the immediately adjoining premises, as may be approved by the Roads Authority.

## **23. Hoardings material and painting**

All hoardings should be of a suitable material and painted a uniform neutral colour throughout to the satisfaction of the Head of Service – Roads & Infrastructure.

## **24. Building Warrant**

This permission is granted on the understanding that any Building Warrant to which the operations/scaffolding/hoarding relates has been approved by Aberdeenshire Council.

## **25. Police Consent**

The Chief Constable must be notified and his consent obtained, particularly with reference to times of erecting and dismantling scaffolding. Any areas of carriageway within a parking restriction area required for depositing scaffolding/hoarding materials must be agreed with the Police and 48 hours notice of start of work must be given.

## **26. Time of Working**

Erection and dismantling of scaffolding may be restricted to certain hours at the discretion of the Head of Service – Roads & Infrastructure.

## **27. Scaffolding Design Criteria**

- (i) All scaffoldings shall comply with British Standard Code of Practice BS EN 12811-1, The Work at Height Regulations 2005 and NASC Guidance Note TG20;
- (ii) The minimum height of pedestrian walk under must be 2.4 metres;
- (iii) The outer scaffolding or the outer face of the hoarding shall not be less than 450mm behind the kerb face, otherwise a timber baulk must be placed outside the scaffolding/ hoarding;
- (iv) A fan must be provided on scaffolding. If it projects over the carriageway, its minimum height must be 6.5 metres;
- (v) Scaffolding/hoarding at junctions must be splayed;
- (vi) The applicant shall be responsible for ensuring that the scaffolding/hoarding will be adequately supported and in so doing shall check for the presence of cellars and other buried structures under the highway and shall design accordingly;
- (vii) A satisfactory level of lighting must be provided, subject to the agreement of the Head of Service – Roads & Infrastructure.

## **Conditions Relating to Siting Huts / Port-a-cabins on Road**

### **28. Marking of Cabin**

The name of the Contractor must be marked on the side of the cabin along with the daytime and night-time telephone numbers.

### **29. Siting of Cabins**

- (i) No cabins shall be sited on main roads, adjacent to junctions, pedestrian crossings or where traffic signs will be obstructed. Public Utility street furniture must not be obstructed;
- (ii) Where possible, the cabin must be sited on the road outside the property undergoing building work but if the cabin is sited out with the confines of the property then the adjacent resident(s) must be consulted to ensure that there are not objections;
- (iii) Any area of carriageway required for the siting of port-a-cabins within a parking restriction area must be agreed with the Police, and 48 hours notice of siting the cabin must be given.

## **Conditions Relating to the Use of Mobile Cranes and Hydraulic Platforms**

### **30. Hours of Working**

The Head of Service – Roads & Infrastructure may restrict the hours of working of cranes and platforms.

### **31. Special Traffic Arrangements**

If traffic conditions are such that the operations are likely to lead to traffic congestion, traffic arrangements must be agreed with Environment & Infrastructure Services, the Police and, in the case of a bus route, the bus operator(s). If a temporary road closure is required, consultation must take place well in advance to allow the necessary procedure to be followed.

## **FAIR PROCESSING NOTICE**

### **WHO MAY PROCESS YOUR PERSONAL DATA?**

The information which you provide on the attached form will be processed by Aberdeenshire Council, which is a Data Controller of this information for the purposes of the Data Protection Act 1998.

### **WHAT PERSONAL DATA WILL BE COLLECTED?**

The information which you provide on the attached form. This includes:

- Personal contact details

### **FOR WHAT PURPOSES WILL YOUR PERSONAL DATA BE USED?**

The information which you provide on the attached form will be used by Aberdeenshire Council for the following purposes:

- Administration and issue of permit
- Maintenance of Scottish Road Works Register

### **WILL ABERDEENSHIRE COUNCIL DISCLOSE YOUR PERSONAL DATA TO ANYONE ELSE?**

Yes. The Council has a statutory duty to place a copy of any permissions granted on the Scottish Road Works Register, which can be accessed by other parties undertaking works on the road.

### **CONSENT**

I confirm that I have read and understood the Fair Processing Notice

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**Name**

**Date**

**Signature**