

Terms and Conditions

1. All scaffolding shall be securely erected on the day of delivery, by or under the immediate supervision of a person competent and experienced in carrying out such work. Surplus components shall not be stored on any part of the highway unless secured within a fenced area. Similarly all scaffolding must be removed from the site on the day it is dismantled.
2. Adequate provision must be made to exclude the public from the work area during erection and dismantling of the scaffold, with adequate signing and guarding of the site and any diversion routes.
3. Erection and dismantling of scaffolding in the City centre and on principal routes is to take place on Sunday (unless agreed by Cardiff Council).
4. The scaffold shall be adequately lit at all times between half an hour after sunset to half an hour before sunrise, or in fog.
5. Where appropriate pedestrian access shall be maintained through the scaffold and the following conditions will apply:-
 - a. A minimum headroom of 2.3 metres will be provided
 - b. All scaffolding below 2.3 metres, including base plates, shall be adequately colour contrasted by using yellow foam so that pedestrians will be warned of the presence of scaffolding
 - c. Scaffolding must be erected so that no ties or braces obstruct the highway below a height of 2.3 metres. If cross bracing at ground level is required for the integrity of the scaffold, then vertical boarding to a minimum height of 2.1 metres shall be provided
 - d. A minimum width of unobstructed footway of 1.5 metres shall be maintained in busy pedestrian areas. A minimum of 1.2 metres may be acceptable in less populated areas. The width is required to enable wheelchair users or those with guide dogs to pass safely through the scaffold.
6. Scaffolding shall be kept back 450mm from the carriageway edge up to a height of 5.5 metres measured from the channel level.
7. Scaffold 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. In these circumstances adequately secured and properly signed guarded and lit barriers shall be provided along the face of the structure. Generally, minimum 300mm by 150mm baulk timbers painted red & white will be acceptable providing a suitably safe clearance for passing high- sided vehicles. All baulk timbers must be securely joined together to prevent displacement and have reflective cones securely fixed to their top surface at 2 metre intervals. Water/sand filled plastic barriers shall be used on all main traffic routes/classified roads.
8. Where pedestrians are diverted onto the carriageway, a pedestrian walkway 1.2m 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.
9. The Licensee shall ensure that the lighting and guarding complies with Traffic Signs Manual Chapter 8. A requirement when carrying out any work on the highway is that the works are the works are adequately signed guarded and lit as stipulated in the 'Safety at Street Works and Road Works Code of Practice' of the, and is to the satisfaction of the Cardiff Council .

10. Suitable measures must be taken to prevent any highway user from being struck by falling debris, materials, tools or other objects. 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. Covered traffic routes or passageways must be provided where necessary. The scaffolding must at all times be adequately secured to the adjoining structure or externally braced to prevent displacement including resisting high winds and any other extreme weather conditions.
11. Scaffolding must not obstruct access to any water meters, bus shelters, telephone kiosks, post boxes or inspection chambers emergency exits for any commercial or residential premises
12. The name, address, office telephone number and "out of hours" emergency contact telephone number of the scaffolding contractor shall be prominently displayed on a sign measuring 600mm by 450mm and fixed to the scaffolding.
13. Hoists or pulley wheels shall be adequately fenced, and no load shall be raised or lowered over the highway unless there is adequate protection for the public.
14. All lower ladders shall be removed or boarded when scaffolding is not in use to prevent unauthorised access.
15. The Licensee will be responsible for the costs incurred in connection with the scaffolding that the Highway Authority or any Statutory Undertaker (including any other person who owns or uses plant or apparatus in or under the highway) reasonably requests for the purpose of protecting or giving access to any apparatus belonging to or used by them, and will ensure that no damage is caused to such plant or apparatus. For long term scaffolds, consultation with statutory undertakers may be required before a licence is issued.
16. The Licensee will complete his work and remove the structure as expeditiously as possible, making good any damage to the highway. Scaffold standards shall be fitted with suitable metal base plates, with timber sole plates used where necessary to the satisfaction of the Cardiff Council.
17. The licensee will ensure that the scaffolding is regularly inspected and maintained by a competent person and records kept.
18. During the period in which the scaffolding is erected, the highway around the scaffold shall be swept and maintained in good order for pedestrians and properly protected both day and night so as to cause no danger or injury to the public or otherwise.
19. A copy of the licence 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 upon demand.
20. The Licensee's attention is drawn to the Health & Safety at Work Act 1974, Working at Height Regulations 2005 and all relevant current legislation and Codes of Practice

Penalty for non-observance

Any damage to the highway the full costs of a repair shall be recovered by Cardiff Council from the License Holder.

- If you fail to comply to these Terms & Conditions and all relevant legislation you will be liable to enforcement action which includes Fixed Penalty Notice **Part IX of the Highways Act 1980 for obstruction of a highway**
 - Section 137 (Penalty for willful obstruction) £100 Fixed Penalty
 - Section 137ZA Power to order offender to remove obstruction
 - Section 169 Control of Scaffolding (Committing an Offence under this section) £100 Fixed Penalty
 - Section 140 Removal of Builders' Scaffolding (Power for removal and recovery of costs)
 - Section 149 Removal of things so deposited on Highways as to be a nuisance etc. (Power for removal and recovery of costs)

Legal Indemnity

The License Holder shall indemnify, and keep indemnified, Cardiff Council and/or its servants and agents against any liability, from all claims, demands, actions, costs and damages arising out of by or in consequence of the depositing of scaffolding on the carriageway, footway, or grass verge. The period of indemnity is to run from the commencement of the deposition until the final removal of the scaffolding. The sum covered by the policy to be £5,000,000 for any one event with a reputable insurer. Whenever required the Licensee shall produce to the Authority the policy, or policies of insurance and the receipts for payment of the current policy.

Please send your completed application form with your attached documents to:

Cardiff Council – Neighbourhood Services, Room 301, County Hall, Atlantic Wharf, CARDIFF CF10 4UW or - NeighbourhoodServices-BusinessSupport@cardiff.gov.uk