

Application Form and Standard Terms for Placing Scaffold on Highways

Important: A minimum of three working days notice must be allowed from receipt of Application.

Please complete in BLOCK CAPITALS and in black ink

Licence No.

Section 1: To be completed by Applicant

Applicant's Ref. No.	<input style="width: 100%;" type="text"/>		
Name of Applicant	<input style="width: 100%;" type="text"/>		
Address	<input style="width: 100%;" type="text"/>		
			Postcode
Telephone number	<input style="width: 100%;" type="text"/>		
Name of scaffolding erector	<input style="width: 100%;" type="text"/>		
Address of site	<input style="width: 100%;" type="text"/>		
			Postcode
Telephone number	<input style="width: 100%;" type="text"/>		
Type of work being undertaken on site	<input style="width: 100%;" type="text"/>		
Is this an extension to a previous application—give previous Licence No.	<input style="width: 100%;" type="text"/>		
Is carriageway obstructed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is footway obstructed? Yes <input type="checkbox"/> No <input type="checkbox"/>
Width of obstruction	<input style="width: 50px;" type="text"/>	Length of obstruction	<input style="width: 50px;" type="text"/> Total area <input style="width: 50px;" type="text"/> m ²
Date of commencement	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>	Date of completion	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>
Is payment of fee applicable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If so fee period in full weeks <input style="width: 50px;" type="text"/>
Please supply any fee applicable with this application			Fee amount <input style="width: 50px;" type="text"/>

I apply to the Department of Infrastructure for a licence for the structure specified above. I certify that the above particulars are correct and understand that the applicant will be liable for payment of fees.

Signed Date / /

Section 2: To be completed by the Department

Licence to erect scaffold on the Highway

Payment received	Yes <input type="checkbox"/> No <input type="checkbox"/>	Designated Official	<input style="width: 100%;" type="text"/>
Payment Amount	<input style="width: 100%;" type="text"/>	Print Name	<input style="width: 100%;" type="text"/>
Date of Approval	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>	Date by which scaffold must be removed	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>
Special Terms	<input style="width: 100%; height: 40px;" type="text"/>		
	<input style="width: 100%; height: 40px;" type="text"/>		
	<input style="width: 100%; height: 40px;" type="text"/>		

General Notes

- (a) Under section 55 of The Highways act 1986 a person may erect or retain scaffolding or similar on or over a highway only with the licence of the Department of Infrastructure and in compliance with the terms of the licence. Contravention of this requirement is an offence, carrying a fine of up to £1,000.
- (b) Any person erecting or using scaffolding is responsible for its strength and safety, and must comply with the requirements of the Health and Safety at Work etc. Act 1974 and the Construction (Health and Safety) Regulations 1985. A copy of the licence will be sent to the Health and Safety at Work Inspectorate.
- (c) Except as provided by section 55, compliance with the terms of a licence does not absolve the person erecting or using scaffolding from liability for any injury or damage caused to the public or to the highway caused by the presence of the scaffolding.
- (d) The following terms are in addition to the obligations of the licensee under subsection (3) of section 55, which provides as follows:
 - (3) Subject to subsection (6), a person to whom a licence under this section is issued shall:
 - (a) ensure that the relevant structure is adequately lit at all times between half an hour after sunset and half an hour before sunrise;
 - (b) comply with any directions given to him in writing by the Department with respect to the erection and maintenance of traffic signs in connection with the structure; and
 - (c) do such things in connection with the structure as any statutory undertakers reasonably request him to do for the purpose of protecting or giving access to any apparatus belonging to or used or maintained by them.

(Subsection (6) provides that paragraphs (a) and (b) of subsection (3) do not apply if no part of the scaffolding is less than 18 inches from a carriageway, and no part of it over a footway is less than 8 feet above the footway).

Standard Terms

1. In these terms "scaffolding" includes the supports for them, and any ladders, guard rails, toeboards and protective barriers forming part of them or used with them.
2. All scaffolding must be built off adequate base plates; poles must not be placed directly on surface of the highway.
3. No manhole or inspection chamber belonging to any statutory undertaker may be obstructed without the undertaker's consent.
4. Every entrance to a building through the scaffolding which may be used by the public or persons employed in the building must be protected by a solid platform, fan or tunnel.
5. Every working platform must have brickguards fitted when used for any building operation where materials are stacked above toeboards.
6. Every platform must be fitted with stop-end toeboards.
7. Any chute must be protected, and any skip must be covered, to prevent falling or flying debris injuring any person and to prevent nuisance caused by dust. (Note: A separate licence under s.53 of the 1986 Act must be obtained for any skip placed on the highway).
8. Debris netting must be placed on all sides of the scaffolding adjacent to the highway or any other place to which the public have access. (This does not apply to scaffolding erected for painting or inspection purposes only).
9.
 - (1) Where scaffolding is erected over a footway, a walkway not less than 1.2m wide must be provided for pedestrians either beneath or alongside the scaffolding.
 - (2) If the walkway is provided beneath the scaffolding, at least 2m headroom and a handrail for pedestrian must be provided, and the walkway must be protected overhead by close-boarding.
 - (3) If a walkway provided alongside the scaffolding encroaches on the carriageway, a protective barrier must be provided on the carriageway side of the walkway.
10. Standards in the carriageway must be protected against impact by vehicles by a coned or barriered safety zone in accordance with the diagram enclosed.
11. Any parts of tubes and fittings which are likely to cause injury to the public (including all corners and openings at ground level) must be adequately protected by high-visibility sleeving or other effective means.
12. While scaffolding is being erected, altered or dismantled, an effective physical barrier must be placed to prevent the public entering the working area.
13. Sufficient ties shall be used, of which no more than 50 per cent shall be friction devices (reveal-ties).
14. Every scaffolding must carry the name of the erector and a telephone number where he may be contacted.

Fees:

The fees prescribed under sections 55(1A) and 64(2) of the Highways Act 1986 are -

Area (square metres)	Fee (per week including any part of a week)
Less than 10	£20
Between 10 and 50	£50
Greater than 50	£100

Please note that the fees are applicable only after the first 4 week period has expired.

Send completed form to: Customer Services, Highway Services Division, Ellerslie Depot, Crosby, IM4 2HA
Tel: +44 1624 850000, Email: enquiries@highways.gov.im

Layout of Signs on Single - 2 Lane Carriageway One Lane Part or Fully Closed

From Traffic Signs Manual Ch8 1991

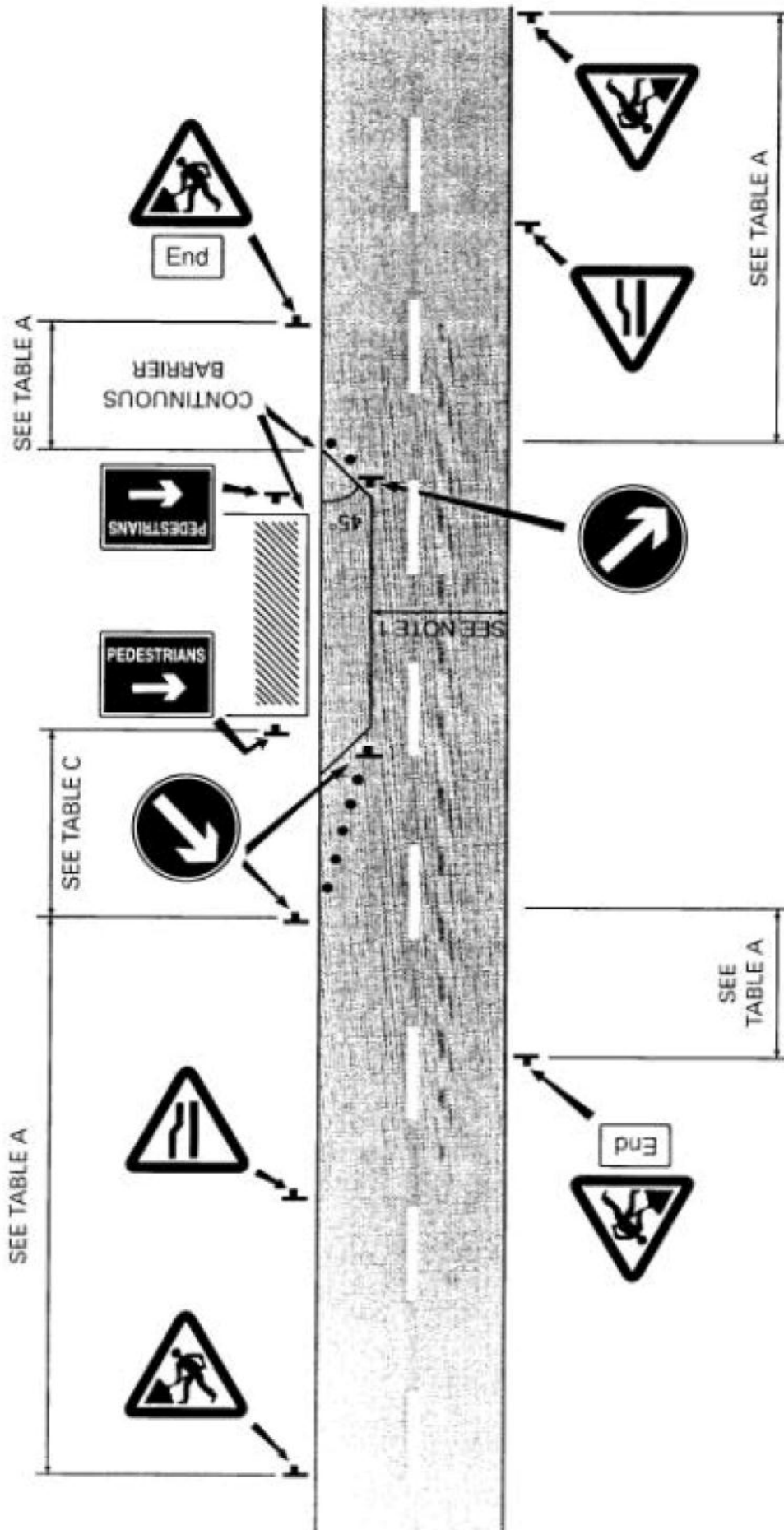


Table A Location and Number of Approach Signs

Type of Road	Minimum Siting Distance of First Sign in Advance of the Works	Minimum Clear Visibility to First Sign	Minimum Size of Warning or Regulatory Sign (Note 3)	Minimum Number if Signs Warning in Advance of Road Works	Advisory Speed	Distance to End of Road Works Signs	Notional Speed
	Yards/miles	m	mm			m	mph
All-purpose Single-carriageway Road Urban (restricted to 30mph or less)	25 - 50	60	600	2	-	10 - 30	30
All-purpose Single-carriageway Road (restricted to 40mph or less)	50 - 100	60	750	2 or 3	-	30 - 45	40
All-purpose Single-carriageway Road (unrestricted)	300 - 500	75	750	4	-	30 - 45	60

Table C Recommended Rate of Taper, Size and Spacing of Cones

Type of Road	Rate of Taper (1in)	Cone Size Min m	Cone Spacing Max m	Longitudinal Size Min mm	Longitudinal Spacing Max mm
All-purpose Single-carriageway Road Urban (restricted to 30mph or less)	13	450	9	450	9
All-purpose Single-carriageway Road (restricted to 40mph or less)	20	250	9	250	9
All-purpose Single-carriageway Road (unrestricted)	25	450	9	450	9

- Note 1**
- (a) A minimum width of 5.5m must be provided to permit two way traffic operations.
 - (b) Where 5.5m is not available the road must be closed down to a maximum of 3.7m with a minimum of 3.25m.

Send completed form to: Customer Services
Highway Services
Ellerslie Depot
Crosby
Isle of Man, IM4 2HA
Tel: 01624 850000
Email: enquiries@highways.gov.im