



# COUNCIL OF THE ISLES OF SCILLY

## Scaffolding on the Highway Application 2023/24

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 [environment@scilly.gov.uk](mailto:environment@scilly.gov.uk), or in hard copy to the Library, Porthcressa. You will receive confirmation within **10 working days** of your application. 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.**

Details of Application	Contractors Details
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Telephone No. (day time):	Telephone No. (day time):
Email Address:	Email Address:

### Location Details

Property Name:
Road/Street Name:
Town:

Time Details	Scaffolding Details
Expected Start date of Works:	Length (m):
Expected Start Time of Works:	Height (m):
Expected Completion date of Works:	Depth (m);
Expected Completion time of Works:	

### Works Details

Please detail the type of works being preformed:

### Highway Closure:

Will the Work Require the Road to be Closed:
YES <input type="checkbox"/>
NO <input type="checkbox"/>
If YES please state whether it is a FULL or PARTIAL road Closure:
FULL <input type="checkbox"/>
PARTIAL <input type="checkbox"/>

Please note that if a road closure is required (full or partial) a Highway closure form will be required to be submitted along with this application. **This can take up to 2 months to process.**



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### Application Checklist:

The following must be submitted with this application:

Location Plan

Road Closure Form (if applicable)

Insurance Certificate:

Risk Assessment:

Proof of correspondence with Planning department:

### Fees & Charges inc VAT:

Applications **must be submitted at least 10 working days** before works commencement date. Please note that fees will only be taken if the works are approved by the Highway Authority. **DO NOT** pay pre application.

Scaffolding on the Highway up to 7 Days: £21.00

Scaffolding on the Highway for subsequent Weeks (per 7days): £14.00

Rental of Council's Road Signage Per Day: £28.00

Highway Road Closure: Please see our website

Failure to apply for highways applications: £60.00  
(less that 5 working days notice)  
excluding emergency works

**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 Infrastructure Service form is private and confidential for more information on how you information is protected please visit us on [scilly.gov.uk/](http://scilly.gov.uk/) or contact us on 01720424450 (voicemail only) or [environment@scilly.gov.uk](mailto:environment@scilly.gov.uk)

Official Use Only	Date	Initial
Location Plan		
Insurance Certificate		
Risk Assessment		
Approval/Refusal		
Payment made		
Contacted the Planning department		



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### 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. **Isles of Scilly Council Planning Department, Police, Fire Brigade, Ambulance Service, H M Coastguard, Road Carrier Services.** Evidence of this must be sent to the Infrastructure department. Where this agreement cannot be reached the Council will assist to find a solution but will be under no obligation to provide alternative arrangements.
11. An inspection report is kept by the applicant or the principal contractor.
12. 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.
13. 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.