

Highway Licensing Service
London Borough of Hackney
Hackney Service Centre
1 Hillman Street
London, E8 1DY

APT Scaffolding LTD

3 Commerce Rd

TW8 8LE

17 May 2019

Dear APT Scaffolding LTD,

**Highways Act 1980: Highways Licence
Re: Ridley Road, Hackney, London.**

Thank you for your payment received in respect of the above location.

In accordance with the above Act, your licence application has been granted and will expire on 16/05/2020. Should you wish to extend this licence, please notify this Service at least three working days before the expiry date. Please note it is your responsibility to make sure the licence is valid and up to date and no expiry reminders will be sent.

Please note that it is also your responsibility to make a request for the return of the deposit paid. Please note that any deposit not claimed 12 months after expiry of the licence may be retained by the Council.

Please also note that where additional inspections are undertaken as a result of either complaints or any matters pertaining to your site, these inspections will be charged at £63.00 (per inspection) and will be deducted from your deposit. Where there is insufficient funds to cover this cost, you will be invoiced for the actual amount.

The licence document enclosed should be displayed at the location concerned. The licence must be capable of being seen by person(s) in the street and should be displayed until the expiry date.

Should you have any queries concerning this matter please do not hesitate to contact me on the above number

Yours sincerely,

Costas Kefala





The Licensing Service
1 Hillman Street, London, E8 1DY
Telephone Number: 020 8356 4968/4767

LICENCE NO. 102464

HIGHWAYS ACT 1980
SECTION 169 - CONTROL OF SCAFFOLDING ON HIGHWAYS

In accordance with the above Act, LICENCE is hereby granted to:-

APT Scaffolding LTD

For the construction of Scaffolding at:

68 Kingsland High Street/Ridley Rd

Subject to the attached conditions

Size of scaffolding permitted: 13mx1.8m Total 23.4sqm. Never obstruct pedestrian access to the footpath 1.5m must be maintained at all times, Scaffold poles to be protected by padding and safety material used to protect from falling debris. Signage and lighting must be visible. If suspension is needed make sure this is applied for the whole duration of works.

Date of Licence: **16/05/2019**

This Licence expires on **16/05/2020**

Andrew Cunningham
Head of Streetscene

Note: Application to renew/extend this licence must be made at least three working days before its expiration.

WARNING

1. The grant of this licence does not affect the rights of any Statutory Undertakers.
2. Before breaking and opening any street, or erecting any boarding, scaffolding, etc. developers are advised to consult the gas, electricity, water, post office and other authorities so as to establish the positions of various underground services which may

be affected.

CONDITIONS OF LICENCE

SCAFFOLDING

- 1 No Scaffolding, obstruction or projection (hereinafter called 'scaffolding') may be erected, placed or retained in, over or upon any Public Highway in the Borough without a valid licence from the Council.
- 2 All Scaffolding to be erected to the satisfaction of the Director of Legal, HR and Regulatory Services.
- 3 When erecting or removing scaffolding all due care shall be taken to ensure public safety at all times. If in the course of this work there is no safe passage for pedestrians then a footway closure notice must be obtained from the Highway Authority (Traffic and Transportation (020 8356 8283)
- 4 Any vehicle parked on any restricted street (yellow lines /parking bays etc) in connection with erecting or removing scaffolding needs to comply with all parking/waiting and loading restrictions or obtain a dispensation order from parking services.
- 5 A timber platform not less than 3 feet wide, with handrail for the convenience of foot passengers, to be also erected if required by the Director of Legal, HR and Regulatory Services and to be removed immediately on the expiration of this or any subsequent licence.
- 6 Subject to Section 169 of the Highways Act 1980 all Scaffolding shall be sufficiently illuminated between sunset and sunrise. Red lights to be placed on the outer (traffic) sides and white lights on the building side for pedestrians.
- 7 All standards at ground level to be painted white (red/white taped allowed). The first lift shall be double close boarded. Netting will be provided from first lift upwards. All standards to be placed on foot plates. No crossbars will be placed below the first lift of 7' 6".
- 8 Each person to whom a licence is granted shall fill in, well ram and level any disturbed footway/carriageway surface in a workman like manner before the same is left by the workmen in his employ; and shall hold the Council harmless in the event of any accident occurring by reason of the execution of the work, or through the sinking of such surfaces, or the erection or removal of such scaffold etc.
- 9 Any highway fabric taken up or any other structure belonging to the council is disturbed or damaged is to be replaced and made good by the Council at the cost of the licensee.
- 10 When a licence for the erection of a scaffold is granted the licence must be displayed, suitably protected, in a prominent position on the scaffold.
- 11 Any person using any scaffold for advertising otherwise than in accordance with the provisions of the Town and Country Planning (control of advertisements) Regulations 1984, or such other regulations as may be in force, is liable for every offence to a penalty not exceeding Four Hundred Pounds and to a further penalty not exceeding Twenty Pounds for every day during which such offence shall be continued after conviction, or such other penalty as the Regulations may impose.
- 12 Any person offending against the terms of this licence or against the provisions of section 169 of the Highways Act 1980 shall be liable on a summary conviction to a fine not exceeding Four Hundred Pounds
- 13 The licensee shall keep all Public Utility covers clear at all times and shall comply with any reasonable requirements of any statutory undertakers concerned for the protection of any apparatus belonging to or used or maintained by the undertakers or for securing access to such apparatus.
- 14 The name, address and telephone number of the licensee and the scaffold company shall be displayed at all times to enable contact in emergencies.
- 15 Scaffolding is not allowed on any carriageway without a separate agreement from the Traffic and Transportation section and if necessary a full or partial road closure agreed with them
- 16 On expiry of the licence the scaffold must be removed or the licensee has applied to the Council for an extension of the licence before the expiry date and has paid the correct fee.
- 17 You must comply with the HSE guidance "A Guide to the Safe Erection and Dismantling of Scaffolding".
- 18 Where the scaffolding is erected within a Controlled Parking Zone (resident, business permit bays / meters / yellow lines etc) additional permission must be obtained from Parking Services and any parking suspension fees paid.
- 19 The licensee shall maintain any signage that the Parking Service may need to affix to the scaffolding.



HIGHWAYS ACT 1980

APPLICATION FOR REFUND OF LICENCE DEPOSIT (scaffolding)

NOTES

- 1) When works have been completed and the scaffolding removed, Please complete the form below and forward it to The Licensing Service, 2 Hillman Street, London, E8 1FB.
- 2) The site will be re-inspected to check the condition of the highway. If satisfactory, your deposit will be refunded in full. You will be contacted and advised of any problems found, as these will affect the repayment of your deposit.
- 3) The cheque repaying the deposit will be paid in the name of the person/company who paid the original charge.
- 4) Should you have any queries, please contact the Licensing Service on Telephone Number 020 8356 2431. We are available from 9.00 am - 5.00 pm Monday - Friday.

1. LICENCE NUMBER:	
2. LOCATION/ADDRESS ON LICENCE:	
3. CHEQUE MADE PAYABLE TO:	
4. CONTACT NAME AND ADDRESS: (TO WHICH CORRESPONDENCE IS TO BE SENT)	
5. CONTACT TELEPHONE NUMBER:	

I confirm that the scaffolding/hoarding/container/materials/temporary crossover has/have been removed and the above site is ready for inspection.

Signed Name (please print)	Date
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A GUIDE TO THE SAFE ERECTION AND DISMANTLING OF SCAFFOLDING

1. INTRODUCTION

Erecting and dismantling scaffolds remains a high risk activity, not only to those carrying out the work, but to other workers and the general public. The following guide sets out steps which need to be considered by anyone involved with such work. It is aimed not only at those directly working in the scaffolding industry but also to clients, planning supervisors and principal contractors. Set out below are a number of key issues you will need to consider to ensure scaffolding operations are undertaken safely.

2. THE LAW AND PLANNING FOR SAFETY

Health and Safety at Work etc. Act 1974
Construction (Design & Management) Regulations 1994
Construction (Health, Safety and Welfare) Regulations 1996
Management of Health and Safety at Work Regulations 1999

This guide is not designed to explain the above legislation in details. However, it is important to remember that a wide range of people ranging from clients through to the self-employed have legal responsibilities. In simple terms the law requires that scaffolding operations are properly planned and then, carrying forward the results of the planning, to ensure the work is carried out safely on site.

3. SCAFFOLD LICENCES

A licence from the local authority is required before a scaffold can be erected on a public highway. An additional licence is usually needed if you plan to install a protective fan. A licence may set down standards on such matters as lighting or painting the scaffold or for a fan it may restrict the height at which it is set. For further advice you should contact your local highway authority.

4. PROTECTION OF THE PUBLIC

When scaffolding operations are in progress the public must be excluded from both the area of work and a sufficient area around it. Steps to ensure this will include:

- Obtaining a temporary pavement or street closure whilst operations are carried out;
- Undertaking operation in 'quiet' hours i.e. early morning, at night or at weekends;
- Incorporating fans, crash decks and 'tunnels' as early as possible into a scaffold;
- erecting barriers and signs and diverting the public away from operations;
- storing scaffold clips and other loose materials safely on the scaffold; and
- not raising or lowering materials over members of the public or other site workers.

Also consider that disabled persons need proper access along pavements covered by scaffolding.

5. SCAFFOLDERS WORKING AT HEIGHT

Scaffolders must follow safe systems of work to prevent people falling. In particular:-

- when lifting or lowering materials, scaffolders must be clipped on or working within a handling platform that is fully boarded, with double guard-rails and toe boards.
- a minimum 3 board working platform together with a single guard-rail is provided as erection or dismantling work progresses;
- safety harnesses to be worn at all times by scaffolders and fitted with a 1.75m length lanyard and 55mm opening scaffold hook or similar for one handed operation;
- harnesses should be clipped on to a secure anchorage point where falls of 4 metres or more are possible. A secure anchorage point requires the following minimum conditions:
 - the scaffold must be tied in to a sound structure as work progresses; and
 - attachment can be made to a ledger, transom or guard-rail supported with load bearing couplers or a transom supported by ledgers in a lift above fixed at both ends by single couplers.
- at least one bay of a scaffold should remain boarded out as work progresses and this should be used for ladder access for the full height of the scaffold;

- safe ladder access for scaffolders should be incorporated as early as possible into the erection process;
- scaffolders should not be clambering up and down scaffolds without proper ladder access and safe working platforms provided on each lift being worked on.

6. STABILITY OF SCAFFOLDS

Each year there are a number of scaffold collapses across the country. To make sure your scaffold does not collapse you should ensure that:-

- the anchors specified to tie a scaffold to a structure are suitable for the base material and that they are installed correctly;
- scaffold anchors or ties are installed as erection work progresses. Conversely, they should not be removed too early during dismantling operations;
- more ties will be needed on a sheeted or netted scaffold to ensure its stability; and
- scaffolds are not overloaded with equipment, especially tube and fittings, during erection or dismantling operations.

7. TRAINING, SUPERVISION AND MONITORING

Effective training of scaffolders is possibly the most essential factor in preventing accidents on site. In addition, do not forget the importance of monitoring the scaffolding contractor. Clients, principal contractors and others in control should take reasonable steps to ensure that any work being carried out on their site or premises is undertaken safely. Simple steps to take include:-

- checking the training levels of scaffolders and who will supervise them on site; and
- site monitoring of scaffolders to ensure they follow proper safety standards.

8. REFERENCES AND FURTHER INFORMATION

Health and Safety in Construction HSG150 HSE Books - Tel: 01787 881165

Protecting the Public; Your next Move HSG151 HSE Books

National Access and Scaffolding Confederation (NASC) guide SG4:00: The use of fall arrest equipment whilst erecting, altering & dismantling scaffolding. Construction Industry Publications - Tel: 020 722 8200 (Available May 2000)

BS 5973:1993 Code of practice for access and working scaffolds and special scaffold structures in steel. BSI publication - Tel: 020 8996 9001

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1 Hillman Street, E8 1DY
Tel: 020 8356 4968 / 4767
email : highways.licensing@hackney.gov.uk