

Licence no	
Date Received	

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Fee ID	
Receipt no	



NORTH LANARKSHIRE COUNCIL
Environmental Assets

**Roads (Scotland) Act 1984, Section 58 and
Road traffic Regulation Act 1984, Section 65**

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

APPLICANT DETAILS	
I/We* Name:	_____
Address:	_____ _____
Telephone No: _____	

Am/are* applying for permission under Section 58 of the Roads (Scotland) Act 1984 to occupy a portion of road for the purpose of depositing materials or otherwise in connection with operations for the			
Nature of Work:		construction / repair / maintenance / demolition * of the building at	
Address		_____ _____	
Date From:	_____	Date To	_____

the portion / portions * of road / roads * adjacent to the building or site (Name(s) of road(s)) at			
Address:		_____ _____	
Traffic Management Type	Portable Traffic Lights	<input type="checkbox"/>	Give and Take Traffic Control <input type="checkbox"/>
	Road Closure	<input type="checkbox"/>	No Obstruction on Carriageway or Footway <input type="checkbox"/>

shown on the plan/plans * produced herewith: and for authority under the said Section 58 to erect or place staging/ scaffolding / hoarding / site hut / portacabin / storage container * so as to project over the portion(s) of said road(s). I / We * confirm receipt of a copy of Form TOR 2 and agree to comply with the conditions contained therein.

*Delete as appropriate

Signed _____ Date _____

Official Designation _____

Note:

1. Separate application is required to be made to the Council for permission to deposit a skip on the road;
2. For the purposes of the Act, the definition of "road" includes the footway.

Completed Form and supporting documents should be returned to:-

North Lanarkshire Council, Environmental Assets, 8th Floor Fleming House, 2 Tryst Road, Cumbernauld, G67 1JW

RoadsPermits@northlan.gov.uk

Revised: September 2018

TOR 1 continued

PART B (To be completed where proposed operations include the erection of scaffolding on or over a footway or carriageway)

DESIGN CERTIFICATE FOR THE ERECTION OF SCAFFOLDING

<p>I/We* hereby certify that in support of my/our* application for permission to erect scaffolding on, or projecting over, the road at.....</p> <p>.....</p> <p>.....</p> <p>the scaffolding has been designed in accordance with the recommendations of the current European Standard BS EN12811-1:2003.</p>			
<p>Scaffolding duty type (refer BS EN12811-1:2003: Table1)</p> <p>.....</p>			
<p>Class of protection fan (refer BS EN12811-1:2003: Figure 17)</p> <p>.....</p>			
<p>State whether scaffolding is sheeted or unsheeted</p> <p>.....</p>			
<p>I/We* also certify that the scaffolding will be adequately supported on firm ground of the required bearing capacity, or otherwise adequately supported. (Give details if scaffold suspended, or cantilevered from buildings or over cellars, stairs, roofs, garden areas, or deck structures, etc.).</p>			
<p>I/We* undertake to ensure that a completed Certificate of Completion of Erection (Form TOR 4) is submitted to the Network Team Leader prior to the scaffolding being used.</p> <p>*Delete as appropriate.</p>			
Signed			Qualifications
Date			Official Designation
On behalf of			
Address			
			Tel. No.

Note:

1. Consultation with the Business Manager or his Representative at an early stage in the preparations is recommended, particularly where scaffolding is of a complex nature or is sited at locations which are subject to heavy pedestrian and / or vehicular traffic.
2. A Design Certificate will only be accepted if it is signed by a suitably qualified person.
3. Where tubes and fittings other than steel are to be used (e.g. aluminium or timber) or proprietary systems, full details are to be given, with calculations or Test Certificates where required, to show they are equivalent to scaffolding designed and erected in accordance with European Standard BS EN12811-1:2003: Section 3.

Guidance Notes for Applicants

These guidance notes are to be used in conjunction with the application for a Road Occupation Permit.

- Under Section 58 of the Roads (Scotland) Act 1984, it is an offence to deposit building materials on and/or erect staging or scaffolding on or over part of any road, without the permission of the Roads Authority. It should be noted that the term “Road” encompasses the carriageway, footway or verges of any road and includes public footpaths and cycle tracks.
- The completed application form and the payment must be submitted with a copy of a large scale plan which is not less than 1:1,250 to North Lanarkshire Council, Environmental Assets, Fleming House, 2 Tryst Road, Cumbernauld, G67 1JW. If you are submitting the form by e-mail, please send your application to roadspermits@northlan.gov.uk and ensure that you attach an electronic copy of the location plan to your e-mail. The completed application form must be submitted at least 10 working days in advance of the required start date (one month notice is required in traffic sensitive situations) in order to ensure that you have obtained the necessary permissions prior to the Road being occupied. Please note that approval will not be given for the requested date if there is a potential conflict with another proposed works within the same location.
- Incomplete forms or missing documentation will result in delays processing your application.
- Traffic Management should be one of the following
 - Portable Traffic Lights
 - Give and Take Traffic Control
 - Road Closure
 - No Obstruction on Carriageway or Footway
- Charges are based on up to 28 days duration per each application. Once approved, dates cannot be changed and a new permit application with the required fee must be submitted. Please note that where an extension is required when works extend beyond the agreed period as stated on the Permit, a new application must be submitted with the payment of a new charge.
- The fees charged for a Road Occupation Permit are published on the Council website at: <https://www.northlanarkshire.gov.uk/CHttpHandler.ashx?id=5821&p=0>

**CONDITIONS FOR THE TEMPORARY OCCUPATION OF A PORTION OF
ROAD IN CONNECTION WITH BUILDING OPERATIONS**

Roads (Scotland) Act 1984, Section 58 and
Road Traffic Regulation Act 1984, Section 65

For the purposes of these conditions:

- i. road shall include footway;
- ii. Business Manager means the Business Manager and/or his representative of Environmental Assets

GENERAL REQUIREMENTS

1. Permissions are issued on the understanding that the Council has granted a Building Warrant in respect of the operations.
2. The permit and these conditions shall be kept on site and shall be shown on demand, to any police officer or official from Environmental Services.
3. The applicant shall be responsible for providing adequate fencing, guarding and lighting, which shall comply with Section 60 of the Roads (Scotland) Act 1984. Published guidance can be found in Chapter 8 of the Traffic Signs Manual (HMSO) and in the Safety at Street works and Roadworks - A Code of Practice.
4. The permission does not relieve the Applicant (or Contractor) of their duties to comply with any other enactments.
5. The holder of the permission shall indemnify and keep indemnified North Lanarkshire Council against all actions, claims, demands, losses and expenses of whatsoever kind or nature which may be brought or made against or incurred by the Council in respect of the negligence, omission or default of the holder of the permission or those for whom the holder of the permission is responsible arising in respect of any operation authorised by the 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.
6. The permission does not carry with it the right to:
 - (i) close any public road or roads or to reduce the available carriageway width;
 - (ii) park vehicles on any part of the footway or carriageway.
7. Prior to occupation of the road(s) a pre-inspection shall be carried out in conjunction with a member of the Business Manager's staff, to agree the existing condition of such road(s) and to indicate any special requirements the Business Manager may have in relation to the protection of existing road surfaces.
8.
 - (i) The mixing of materials, particularly concrete, grout and mortar on the road surface 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 road surfaces must be prevented.
 - (ii) Gully gratings shall be covered and protected during the occupation and a channel shall be kept clear to allow surface water to drain away. No materials shall be discharged into gullies during cleaning operations (e.g. washing out concrete mixers/ready mixed concrete vehicles) or otherwise.
 - (iii) Tracked vehicles shall not be driven on the road.

9. (i) On completion of the works, the permit holder shall ensure that all materials are cleared from the road (including gullies) which shall be left in a clean and tidy condition, to the satisfaction of the Business Manager.
 - (ii) Any damage to the road during occupancy will require to be made good at the expense of the permit holder to the satisfaction of the Business Manager.
 - (iii) If the permit holder fails to comply with the requirements of Clauses 9(i) or 9(ii) of these conditions, the Business Manager may undertake such work as he considers necessary in terms of the Clauses and may recover, from the permit holder, such expenses as are reasonably incurred in doing so.
10. 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 warnings to partially sighted pedestrians. All openings or obstructions on the road should be barricaded off with a continuous rail which is strong enough to offer the necessary resistance should a blind person walk into it. The rail should be 1 metre above ground level.
 11. A safe passage 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 entrances to all properties in use, unless the consent of the occupier of the premises has been obtained. The holder of the permission must provide all necessary traffic signs, cones, barriers and lighting which shall be in accordance with the recommendations contained in Chapter 8 of the "Traffic Signs Manual" (published by Her Majesty's Stationary Office) and any amendments thereto.
 12. Permission to occupy the road does not carry with it any right to interfere with or to obstruct access to any apparatus in or above the road and consequently, before occupation, the position of such apparatus should be determined by contacting Statutory Undertakers. Assistance in obtaining underground plant information is offered by Symology Ltd who maintain a 'dial before you dig' freephone service on **0800 0231 251** for anyone who intends to excavate.
 13. (i) No material placed on the road shall be flammable, explosive, noxious or dangerous or likely to putrefy or likely to become a nuisance to the Public. No material shall be deposited which has a deleterious effect on road surfaces.
 - (ii) All materials and any other items or equipment introduced onto the road by virtue of this permission must be kept neatly stacked, and all materials shall, where appropriate, be "damped down" to prevent dust or other nuisance. Materials must be confined to the minimum area of road and in such a manner as to obviate spillage.
14. The permit holder will be responsible for ensuring that all necessary measures are taken to deter unauthorised access to electric apparatus and cables (including overhead cables) which are adjacent to scaffolding, staging, ladders, climbing aids, hoardings, huts, portacabins, containers, trailers, vehicles, plant, materials and the like.

PRIOR TO COMMENCEMENT OF WORK THE BUSINESS MANAGER'S LIGHTING STAFF MUST BE CONTACTED BY THE PERMIT HOLDER TO ESTABLISH PROTECTIVE MEASURES REQUIRED IN RELATION TO OVERHEAD LIGHTING CABLES OR ASSOCIATED APPARATUS.

ADDITIONAL REQUIREMENTS RELATING TO SCAFFOLDING AND HOARDINGS

15.
 - (i) All scaffolding shall comply with the current edition of European Standard BS EN12811-1:2003;
 - (ii) The minimum headroom provided for pedestrians shall be 2.3 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 protection fan giving a minimum clearance height of 5.41 metres above the carriageway must be provided on scaffolding, except where such is totally enclosed to the satisfaction of the Business Manager.
 - (v) Hoardings must be splayed at 45 degrees at:
 - (a) road junctions to provide adequate sight lines; and
 - (b) each end to provide safe passage for pedestrians.
 - (vi) The applicant will be responsible for ensuring that the scaffolding/hoarding is adequately supported and in so doing shall check for the presence of cellars and other buried structures under the road and shall design accordingly.
 - (vii) A satisfactory level of lighting must be provided, subject to the agreement of the Business Manager.
16.
 - (i) Scaffolding structures shall be erected immediately prior to commencement of work and dismantled immediately on completion of work.
 - (ii) Prior Police consent must be obtained for erection and dismantling times for scaffolding work.
 - (iii) Within two working days of completion of scaffolding erection, a completed Form TOR4 must be submitted to the Business Manager to attest to the fact that the scaffolding and associated plant and equipment are in good working order and comply with the recommendations of the European Standard BS EN12811-1:2003.
 - (iv) Scaffolding (including that used for building support purposes) shall be inspected and reported by a competent person in accordance with the requirements of the Work at Height Regulations 2005.
 - (v) Within two working days of scaffolding being dismantled, the Business Manager must be advised of such in writing.
17.
 - (i) Premises made vulnerable to attack by housebreakers, thieves or vandals shall be warned by the holder of the permission, at least two weeks prior to the commencement of work by the distribution of the advice leaflet "Vulnerability Due to Scaffolding" which is issued by Police Scotland (refer to Appendix to these conditions).
 - (ii) All ladders and climbing aids should be removed nightly from the scaffold structure and securely locked away or, if this is not possible, these should be chained and locked in the horizontal position.
 - (iii) On all sites where dwellings or business premises are unoccupied, consideration should be given to employing static guards or security patrols to provide security outwith working hours.
 - (iv) 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. 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 (that is, between half-an-hour after sunset and half-an-hour before sunrise).
19. Any material being discarded from the upper floors of the building must be fed directly into a skip or lorry by means of a chute capable of being retracted to give a minimum clearance height of 5.41 metres above the carriageway.
20. Posters, bills or advertisements shall not 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 out on the premises under construction or repair.

ADDITIONAL REQUIREMENTS RELATING TO HUTS, PORTACABINS, CONTAINERS AND TRAILERS

21. The Contractor's name and his day-time and night-time telephone numbers must be clearly displayed on the side of huts, portacabins, lockfast containers and demountable trailers. In addition, where these units are sited on the carriageway, they must carry obligatory retro-reflective rear markings as specified in the Road Vehicles Lighting Regulations 1989.
22. (i) Huts and the like shall not be sited on main roads or adjacent to junctions/pedestrian crossings or where traffic signs will be obstructed.

(ii) If it is necessary to locate huts and the like on the road these shall be placed adjacent to the property undergoing building work. Where this is not possible, local residents should be consulted ensure that there are no objections.

ADDITIONAL REQUIREMENTS RELATING TO THE USE OF MOBILE CRANES AND HYDRAULIC PLATFORMS

23. The hours and method of operation of mobile cranes and hydraulic platforms must be discussed and agreed with the Business Manager prior to operation.
24. The proposed use of tile lifts, or other form of mechanical lifting apparatus must be shown on the plan(s) submitted with the application, to ensure that the full extent of road encroachment can be assessed for approval.

APPENDIX



POLICE
SCOTLAND
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VULNERABILITY DUE TO SCAFFOLDING

IN A SHORT TIME SCAFFOLDING WILL BE ERECTED IN THE VICINITY OF YOUR PREMISES IN ORDER TO CARRY OUT ESSENTIAL WORK.

POLICE SCOTLAND ADVISE THAT YOUR PREMISES COULD BE MORE VULNERABLE DURING THIS TIME.

WHILE THE CONTRACTOR WILL TAKE EVERY PRECAUTION TO LIMIT THIS HAZARD PLEASE CONSIDER THE SECURITY OF YOUR PREMISES.

WINDOWS ARE PARTICULARLY VULNERABLE AND IT IS SUGGESTED THAT KEY OPERATED WINDOW LOCKS ARE FITTED.

IF ANY FURTHER INFORMATION OR CLARIFICATION ON CRIME PREVENTION IS REQUIRED, PLEASE CONTACT YOUR POLICE CRIME PREVENTION OFFICER THROUGH YOUR LOCAL POLICE OFFICE.

CHIEF CONSTABLE