

ROADS (SCOTLAND) ACT 1984 SECTION 58 (2)
APPLICATION TO ERECT SCAFFOLDING ON A ROAD

Notes on guidance for scaffolding on roads (TS/RFM/GN/002) should be read prior to completing this application form.

It must be made clear from the onset that the responsibility for the safety of the scaffold rests entirely with the applicant and user. Permission to erect a scaffold on a road will only be granted on the understanding that the scaffold is to be erected and maintained safe at all times by the applicant and /or user.

1. Applicant:

Name: _____

Address: _____

Tel: Day _____

Night _____

2. Reason scaffold is required:

3. Site of Scaffolding:

This application must be accompanied by two copies of a site plan to a minimum scale of 1:500 showing:

- Road width
- Footway width
- The position of lamp-posts, signs etc
- Overhead services

AND

A certified drawing (2 copies)

4. Duration of occupation of the road:

(i) From: _____ am/pm (delete as appropriate) on Date: _____

(ii) To: _____ am/pm (delete as appropriate) on Date: _____

5. Has Planning Consent been applied for?

YES

NO

If yes give number if known:

6. Has Building Warrant been applied for?
If yes give number if known:

YES NO

7. Type of Scaffold:

8. Name of scaffolding Erector if different from the applicant:

Name:

Address:

Tel:

Named Erector with Qualifications:

9. Details of person responsible for insuring compliance with grant of consent and who can take action in any case of a scaffold not complying with Local Authority permission:

Name:

Address:

Tel Day:

Tel Night:

10. A statutory inspection register [CIP Code ROIF 911] must be kept up to date and available for inspection:

Location of statutory inspection register at site:

Name of Keeper:

Address:

Tel Day:

Tel Night:

11. Details of person responsible for certification of drawings for scaffolds (must be Chartered Civil or Structural Engineer):

Name & Qualifications:

Address:

Tel Day:

Tel Night:

12. Employers liability and Public Liability (Third Party)

Insurance must be in place.

Details of Employers liability Insurance held:

(Must cover working on public roads and footways)

Insurer: _____

Policy Number: _____

Extent of Cover: _____

Expiry Date: _____

Details of public Liability (Third Party) Insurance Held:

Insurer: _____

Policy Number: _____

Extent of Cover: _____ (Minimum £5.0m)

Expiry Date: _____

I hereby apply to erect scaffolding on the road and agree to satisfy the requirements imposed on me by the Scottish Borders Council if permission is granted. I enclose the £150 (Includes VAT) application fee (£30 for scaffolds which will be in place for less than 24 hours), which is valid for a period of three months from the date the scaffold permission is granted. A renewal fee of £150 (Includes VAT) will be due if the scaffold permission is to be granted for a period greater than three months. A fee of £150 (Includes VAT) will be due for each subsequent extension of 3 months.

Signed: _____
(Applicant)

Fee Enclosed _____

The application to be completed and returned to arrive at least **ten working days before** the scaffolding is required.

Please return completed application to:

Road User Engineer
Scottish Borders Council
Commercial Services
Reiver Complex
Newtown St Boswells
MELROSE
Scottish Borders TD6 0SA

Tel: (01835) 825223

Fax: (01835) 826531

Email: roadworks@scotborders.gov.uk

www.scotborders.gov.uk