

**SCOTTISH BORDERS COUNCIL**  
**ENVIRONMENT AND INFRASTRUCTURE**  
**ROADS (SCOTLAND) ACT 1984 SECTION 58(2)**  
**SCAFFOLDING ON ROAD – NOTES FOR GUIDANCE OF APPLICATIONS**  
**AND GENERAL CONDITIONS**

General

Under Section 58 of the Roads (Scotland) Act 1984, it is an offence to erect staging or scaffolding on or over a part of a road without the written permission (including conditions thereof) of the Local Roads Authority. It should be noted that the term 'Road' encompasses the carriageway and any footways or verges thereof and includes footpaths and cycle tracks.

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| Regulations | 1. The attention of applicants for scaffolding on a road is drawn to the requirements of the Construction (Health, Safety and Welfare) Regulations 1996, The Health and Safety at Work Act 1974, British Standard EN 12811-1 on access and working scaffolds, guidance note G515 from the Health and Safety Executive on General access scaffolds, NASC NOTE SG4:00, the use of fall arrest equipment whilst erecting, altering & dismantling scaffolding and all other relevant British Standards and HSE Guidance Notes.  |
| Application | 2. Applications for scaffolding on a road will only be accepted on Form SBC.SCAF2 and must be accompanied by two copies of a site plan to a minimum scale of 1:500 showing (i) carriageway width (ii) footway width (iii) position of lamp-posts, signs etc (iv) overhead services.   |
| Fee         | 3. A cheque for £150 ( Includes VAT ) made out to Scottish Borders Council should be attached to the completed application form. If permission is granted this will be valid for a period of three months from the date permission is granted. A renewal fee of £150 ( Includes VAT ), in addition, to the application fee of £150 ( Includes VAT ) will be due if the scaffolding permission is to be extended for a period in excess of the initial application period. A fee of £150 ( Includes VAT ) will be due for each subsequent extension of three months. For scaffolds which will be in place for less than 24 hours a reduced fee of £30 ( Includes VAT ) will be due. If your application is unsuccessful the fee enclosed with your application will be returned. |

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| Electrical Equipment | 4. Applicants shall pay the Council any expenses incurred in carrying out any disconnections or reconnections to electrical equipment as a result of the erection of scaffolding.   |
| Time-Scale           | 5. The application must be completed and returned to the Director of Environment and Infrastructure, Scottish Borders Council, Council Offices, Newtown St Boswells, TD6 0SA at least ten working days prior to the start date for the road occupation.   |
| Permission           | <p>6. Written permission for scaffolding on a road will be by way of form SBC.SCAF4.</p> <p>(a) Permission will be subject to compliance with such road safety conditions as:</p> <p style="margin-left: 20px;">* (i) The scaffolding being ‘walk through, with a minimum headroom of 2.3m.</p> <p style="margin-left: 20px;">(ii) The illumination of scaffolding. Applicants shall ensure that the structure is adequately lit at all time between sunset and sunrise by means of battery lamps or 110v electrically double insulated lantern enclosed lamps fixed at 3 metre intervals along the length, and 1.1 metres across the width of the structure.</p> <p style="margin-left: 20px;">(iii) Provision of a guard rail, toe boards, brickguards etc.</p> <p style="margin-left: 20px;">(iv) Poles being padded a wrapped with reflective tape.</p> <p style="margin-left: 20px;">(v) Signing of the scaffold.</p> <p style="margin-left: 20px;">(vi) Where a fan is fitted to the scaffold and it projects over the carriageway it must have a minimum height of 5.0m</p> <p style="margin-left: 20px;">(vii) The applicant shall 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 this shall be incorporated into the design.</p> <p style="margin-left: 20px;">* The ‘walk through’ requirement for scaffolding may be relaxed if a sufficient footway width is available outwith the scaffolding or the scaffold site is in a quiet cul-de-sac.</p> <p>(b) Depending on the location a condition may be imposed that the scaffolding is erected and dismantled on a Sunday.</p> |
| Certified Drawings   | <p>7. Scaffolds will require design drawings certified by a chartered civil or structural engineer.</p> <p>(a) Certified drawings must show a plan and elevations of the scaffolding and detail:</p>  |

- (i) Standards, ledgers, transoms and coupling.
  - (ii) Ties to building (location & type).
  - (iii) Bracing.
  - (iv) Bay lengths, lift heights and platform widths.
  - (v) Base plates and sole plates.
  - (vi) 'Walk through' clearance.
  - (vii) Toe boards, brickguards, guard rails, fans etc.
  - (viii) Sheeting (if any).
  - (ix) Position of warning lights.
  - (x) Padding of all poles at ground level.
  - (xi) Details of cellars of other underground irregularity.
  - (xii) Details of street lighting equipment and cabling in vicinity of scaffold.
  - (xiii) Location of any CCTV equipment in vicinity of scaffold.
  - (xiv) Anything else relevant to the application.
- (b) Structural calculations for scaffolding in accordance with section six of BS EN 12811-1 must support certified drawings.
- (c) Certified drawings for scaffolding systems may be used for different sites only when the method or erection, detailing of the scaffolding and extent of the scaffolding are the same. Where the extent of the scaffolding differs in length only, a standard certified drawing will be acceptable.
- (d) Form SBC.SCAF3 gives an example of an acceptable form of certification sheet supporting a detailed scaffold drawing. The unique drawing number must be cross referenced on this sheet.
- Emergencies 8. Where a road has to be occupied under an emergency, the above procedures and requirements must be undertaken immediately thereafter. Failure to comply may lead to prosecution. Emergencies are defined as situations which constitute danger to public safety.