



## Scaffold Permit

If you need to put scaffolding on or over a footpath, road or verge interacting with a public highway you will need a permit.


It allows us to:

- ensure that the scaffolding is erected in accordance with health and safety legislation
- be aware of the scaffolding so members of the public can be notified
- ensure that the safety of the public and operatives working in and around the area on the public highway are protected at all times

## Conditions

A permit only covers one structure and it cannot be issued for both scaffolding and hoarding. If you need scaffolding and hoarding you will need separate permits for both. If you need two separate scaffolds at the same location, two permits will be required.

You may need a traffic management plan, if this is likely to cause an obstruction to a public highway/road, road closure or obstruct parking spaces. You also need to determine whether listed building consent is required.

Anyone wishing to undertake any works or obstruct the Public Highway requires a permit. To obtain a permit, please complete the  [Road Works - Application Form \[370kb\]](#).

Initial requests can also be made to Traffic and Highway Services via Email to [traffic@gov.gg](mailto:traffic@gov.gg) or Tel: 223400.

## How to do I apply?

Once the relevant permissions, plans, orders and insurances are in place you can apply for your permit.

You will need the following before you can submit your application:

- a comprehensive a risk assessment including a design plan and tie methods
- a traffic management plan (where applicable)
- evidence of employee's/contractors qualifications with regard to the works invoiced
- evidence of listed building consent (where applicable)
- Public Liability Insurance
- Site plan
- Site map/Perry's guide reference

**APPLICATION TO ERECT A SCAFFOLDING ON OR OVER THE PUBLIC HIGHWAY**

---

I/We (Name of Applicant) \_\_\_\_\_ hereby apply to erect scaffolding as described overleaf on/over the footpath and roadway

at \_\_\_\_\_

for the purpose of \_\_\_\_\_

Name of Owner (if private residence) \_\_\_\_\_

Or Name of Business \_\_\_\_\_

Name of Erectors \_\_\_\_\_

Name of Hirer or Builder \_\_\_\_\_

Address of Hirer or Builder \_\_\_\_\_

Estimated Period for which scaffolding will be required

FROM:

TO:

E-mail address of Hirer or Builder, a copy of the permit will be e-mailed to them:

\_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Date: \_\_\_\_\_

**IMPORTANT NOTES OVERLEAF**

OFFICIAL USE ONLY:

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
----------	----------	----------	----------	----------	----------	----------	----------	----------	-----------	-----------	-----------	-----------

**IMPORTANT NOTES:**

**Strength and stability calculations for scaffolding must be carried out unless:**

- A note of the calculations, covering structure arrangements contemplated is available (GENERIC DESIGN), or
- It is assembled in conformity with a generally recognised standard configuration (only BS EN 12811-1 2003 is acceptable, as detailed in TG20:13)

**You must follow safe methods of erection (SG4:15) in order to comply with your duties under the Health and Safety at Work (General) (Guernsey) Ordinance, 1987.**

**You must have due consideration of the relevant sections of the Health and Safety of Employees (Miscellaneous Provisions) Ordinance, 1952.**

**The necessity of obtaining the consent of the Traffic and Highways Services or (in the case of the Harbour areas of St Peter Port and St Sampson, of Guernsey Harbours ), before scaffolding is erected.**

Application to Erect Scaffold on or over the Public Highway

Material (i.e. steel or aluminium alloy) \_\_\_\_\_

Type (e.g. Independent, Cantilevered etc.) \_\_\_\_\_

Foundation / Bases \_\_\_\_\_

Spacing of Standards (Painted white to a minimum of 6ft.6ins.) \_\_\_\_\_

Spacing of Ledgers \_\_\_\_\_

Spacing of Putlogs and Transoms \_\_\_\_\_

Tying-in to Building \_\_\_\_\_

Through ties \_\_\_\_\_ Bracing \_\_\_\_\_

Decking or Boarding \_\_\_\_\_ Transoms \_\_\_\_\_

Guardrails \_\_\_\_\_

Toeboards and Returns (& Fixing) \_\_\_\_\_

Number of lifts \_\_\_\_\_

Steel Mesh Frames \_\_\_\_\_ Fan Protection \_\_\_\_\_

Hoardings \_\_\_\_\_ Ladder Access \_\_\_\_\_

Mechanical Plant to be used on  
or adjacent to the scaffold \_\_\_\_\_

Headroom indicated on Scaffolding \_\_\_\_\_

Night Warning Lights \_\_\_\_\_

Warning Notice to Motorists (including Police Notices) \_\_\_\_\_

Pedestrian Clearway \_\_\_\_\_

Tower Base Measurements \_\_\_\_\_

Height of Prefabricated / Tubular Units \_\_\_\_\_

Details of Protection Offered \_\_\_\_\_

---

SITE PLAN TO BE DRAWN ON THE REVERSE / PERRY'S MAP REFERENCE

### **How much does it cost and what happens next?**

Each permit should be applied for at least 7 days in advance of planned start date of erection.

Once your application has been submitted and we have all the information required to process your application, your permit will be issued to you in around five working days. If anything is missing we will contact you.

A standard application costs £70 where the application was made 7 days or more than 7 days prior to the proposed commencement of work

An urgent application costs £100 where the application was made less than 7 days prior to the proposed commencement of work

A retrospective application where the application was made after the commencement of work costs £140

Invoices will be issued monthly, queries should be directed to [housing.invoices@gov.gg](mailto:housing.invoices@gov.gg)



#### **Data Protection - How we collect and use information**

The States of Guernsey Health and Safety Executive processes personal data for the purpose of enforcing Health & Safety at work and associated legislation. The personal data collected will vary depending on your business with us, but will be no more than is required for that legitimate and lawful purpose. We may obtain information about you from third parties for any lawful purpose in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017 ("DPL"). We may also share your personal data with certain other organisations if the DPL allows us to. All the personal data held by The States of Guernsey Health and Safety Executive will be processed in accordance with the DPL. If you wish to know more about the information we have about you, or about the way we use it, you can check our website page [www.gov.gg](http://www.gov.gg)

SITE PLAN / SITE MAP PERRY'S MAP REFERENCE