



Application to Erect Scaffolding on the Public Highway

This application form constitutes a record and is issued by the Committee *for the* Environment & Infrastructure in accordance with the Public Highways (Co-ordination of Temporary Road Closures etc) (Guernsey) Law, 2003.

The information provided below may be disclosed to relevant bodies of the States of Guernsey, made accessible to the public, published in the local media and on States of Guernsey managed websites.

1. Applicant Details (Scaffolding Company) (Please use BLOCK CAPITALS)

Applicant Name:			
Company Name:			
Address:			
Contact details	Tel No:		Mobile No:
E-mail:			

2. Property owner / Contractor details (Please use BLOCK CAPITALS)

Name:			
Address:			
Contact details	Tel No:		Mobile No:
Contact details			

3. Traffic management whilst the scaffold is in situ?

Road Closure (min. 4 weeks' notice for major roads & 2 weeks' notice for minor roads) <input type="checkbox"/>			
<i>A minimum of two weeks' notice is required for the traffic management detailed below</i>			
Road Obstruction	<input type="checkbox"/>	Contra-Flow	<input type="checkbox"/>
Stop/Go Boards (see note 1)	<input type="checkbox"/>		
Pavement Closure	<input type="checkbox"/>	One-way	<input type="checkbox"/>
Traffic Lights (see note 2)	<input type="checkbox"/>		
<i>A minimum of one weeks' notice is required for the traffic management detailed below</i>			
Parking Suspended	<input type="checkbox"/>	Pavement Obstruction	<input type="checkbox"/>

4. Traffic management whilst the scaffold is <u>constructed/disassembled</u> ?	
Road Closure (min. 4 weeks' notice for major roads & 2 weeks' notice for minor roads)	<input type="checkbox"/>
<i>A minimum of two weeks' notice is required for the traffic management detailed below</i>	
Road Obstruction <input type="checkbox"/> Contra-Flow <input type="checkbox"/> Stop/Go Boards (see note 1)	<input type="checkbox"/>
Pavement Closure <input type="checkbox"/> One-way <input type="checkbox"/> Traffic Lights (see note 2)	<input type="checkbox"/>
<i>A minimum of one weeks' notice is required for the traffic management detailed below</i>	
Parking Suspended <input type="checkbox"/>	Pavement Obstruction <input type="checkbox"/>

5. Dates requested				
Assembly Start Date	Date		Time	
Construction Period	Day(s)			
Disassembly Start Date	Date		Time	
Disassembly Period	Day(s)			

6. Location details (please also include a sketch plan/map in Section 8 below)	
Road Name & Parish	
Property Name	
Please list any junctions affected?	

7. Work details	
Scaffold type:	Ordinary <input type="checkbox"/> Suspended <input type="checkbox"/> Mobile <input type="checkbox"/>
Purpose:	Access <input type="checkbox"/> Demolition/New Build <input type="checkbox"/> External Cleaning <input type="checkbox"/> External Decoration <input type="checkbox"/> Installation <input type="checkbox"/> Roofing Works <input type="checkbox"/> Carry Structural Load <input type="checkbox"/> Other (please specify) <input type="checkbox"/> _____
Position of Scaffold:	Footway <input type="checkbox"/> Verge <input type="checkbox"/> Pedestrian Area <input type="checkbox"/> Mixed <input type="checkbox"/> Parking Bay <input type="checkbox"/> Bus Layby <input type="checkbox"/> Cycleway <input type="checkbox"/> Off Public Road <input type="checkbox"/>
Encroachment (position of standards):	<input type="checkbox"/> Standards at least 450mm back from kerb <input type="checkbox"/> Standards at least 225mm back from kerb <input type="checkbox"/> Standards less than 225mm back from kerb

	<input type="checkbox"/> Standards in kerb channel <input type="checkbox"/> Standards in carriageway <input type="checkbox"/> Remaining road width reduced to less than 5.5m
Dimensions:	Length (m): _____ Width (m): _____
Will a waste chute or skip be used?	Waste chute <input type="checkbox"/> Skip <input type="checkbox"/> N/A <input type="checkbox"/>
Pedestrian Diversion needed?	Yes <input type="checkbox"/> No <input type="checkbox"/>

8. Parking suspended	
If parking suspension is required, please provide details below:	
Number of spaces:	_____
Location: (also include on sketch plan/map)	_____
When required?	_____
Can parking be reinstated overnight? (if yes, please state times parking will be available)	_____

9. HSE Permit information*	
Permit Reference No:	_____
Date applied:	_____ Date granted: _____
User of the scaffold:	_____
Person responsible for scaffold inspections:	_____
*Applications will not be processed unless a valid permit reference from HSE is shown.	

10. Sketch Plan/Map

Road maps are available at : <http://maps.digimap.gg/GeographicalMap/>

Note 1 - Stop/Go Board Conditions

By submitted this form, the applicant accepts full responsibility for any accident occurring on the stretch of road in which STOP/GO boards are being operated that is found to have been caused directly as a result of the use of STOP/GO boards.

- Operators must be aged 18 years or over
- Operators must wear high visibility reflective clothing.
- A single STOP/GO board may be used when controlling traffic over a short length of road, normally less than 20 metres, if the board is clearly visible to drivers approaching from both directions.
- Where the distance involved exceeds about 20 metres or the obstruction is situated on or near a bend, separate STOP/GO boards should be operated at both ends. One controller should be nominated in charge and is likely to be the operator at the end from which the greatest traffic flow is expected at any time of the day. The operators must have sight of each other or be in radio contact.
- If using two STOP/GO boards each operator should be positioned approx 10 metres in advance of the obstruction at their end but it will depend on the curvature and the structure of the road.
- STOP/GO boards may not be appropriate if the section of road contains any road junctions
- When STOP/GO boards are in operation, advanced warning signs should be in operation (these should include men at work, traffic control ahead and road narrows). The obstruction should be suitably coned and with keep left/ keep right signs. Please refer to the Guernsey 'Safer Road Works' booklet for further advice on signing.
- If there are two operators, then the one showing 'GO' to the traffic should be the one to change the direction of the traffic flow by reversing the board to show 'STOP'. Adequate time must be allowed for vehicles to clear before the other board is reversed to show 'GO'.
- If STOP/GO boards are used in poor visibility or at night they should be illuminated or reflective to a minimum of BS873: Part 6: 1983 Class 1.
- STOP/GO boards must be available at portable traffic signals in case they breakdown and contractors need to use them to manage traffic.

Note 2 - Installation of Temporary Traffic Lights

Contractors must take care to ensure that the correct duration of each phase of the traffic lights is set in relation to high/low traffic flows and that these are altered to take into account morning and/or evening traffic flows. This is particularly essential on the main routes in/out of St Peter Port, particularly along the coast road between St Peter Port and St Sampson's Harbour.

Traffic and Highway Services will only grant permission for temporary traffic lights to be installed along the 'harbours route' (i.e. between St Peter Port Harbour and Vale Castle) if they are manually operated at peak times. The peak times are as follows:- 07:45- 09:15, 12:00 -14:00 and 16:00 to 18:00 unless otherwise agreed.

Further advice and information can be obtained from Traffic and Highway Services.

Note 3 – Encroachment

Please advise if Standards are at leave

Data Protection Statement – Your personal information will be processed in accordance with the Data Protection (Bailiwick of Guernsey) Law 2017. It is processed primarily to register your details in relation to your application. It will be disclosed to third parties where there is need to do so, this is usually in the interests of road safety, the prevention and detection of crime and the apprehension and prosecution of offenders. For further information on disclosures please visit www.dataci.gg