

**STANDARD TERMS AND CONDITIONS
RELATING TO SCAFFOLDING,
SCAFFOLDING TOWERS, AND
HOARDING LICENCES ISSUED BY
CITY OF YORK COUNCIL**



The structure shall be erected and maintained to meet the requirements of:

The Highways Act 1980 sections 169 and 174

The Construction Design and Management Regulations 2007

The Health and Safety at Work Act 1974

The Traffic Signs Manual Chapter 8, sections D3.41, O3.26

Any other regulatory requirements in force

1. No scaffolding or hoarding work may commence on the public highway without a full Dilapidation survey*, a duly authorised licence and payment of or your agreement to pay the relevant charge. Invoices are raised monthly.
2. Where, for whatsoever reason, a requirement arises for the relaxation, variation or extension of a licence then the licensee shall make application for that purpose to the Council's Network Management Section in the case of:
 - a. relaxation or variation, not less than five working days before the relaxation or variation is required to take effect,
 - b. extension, where possible, not less than five working days before the expiry of the licence and in any case not later than the expiry of the licence

The Council shall issue an endorsement for the licence on approval of such relaxation, variation or extension

3. The Council neither makes nor implies any offer to comply with any requests for relaxation or variation to the terms and conditions of the licence.
4. Equipment placed on the highway during erection or dismantling is to be placed in such a manner as to ensure public safety and be adequately signed and/or illuminated in compliance with the regulations.
5. The Licensee shall inform the Network Management Section of any requirement stipulated by any statutory authority which may require a breach of conditions of the licence, and shall comply with any variation to the licence required by Network Management.
6. **A 450mm minimum clearance from the kerb edge to the outside standard must be achieved.** If this cannot be achieved we will require

additional safety measures. This may involve toblorone barriers along the carriageway and suspension of parking where appropriate.

7. A clear passage for pedestrians of at least 1200mm in width is to be provided and maintained at all times. If this cannot be achieved, early contact is advised.
8. Any scaffolding or hoarding erected in the carriageway must be erected vertically from the base of the scaffolding or hoarding for a minimum height of at least 5m before any further projection or overhang into the carriageway may be made.
9. Users of the highway must be protected from falling debris, dust and other pollutants in accordance with the regulations.
10. The scaffolding or hoarding must be illuminated in accordance with the regulations.
11. Scaffolding uprights and hoarding end panels are to be rendered highly visible and/or marked in accordance with the regulations, up to height of 2m.
12. Such traffic signs as are necessary must be erected and maintained at all times in accordance with the regulations and any other publication that is referenced.
13. Any scaffolding or hoarding considered a danger to the public, or causing damage to the highway or causing a greater obstruction than is approved in the licence, the licence holder shall, on the instruction of the Council, a police officer or the written instruction of the highway authority, forthwith remove the scaffolding or hoarding.
14. The Licensee is responsible for all reinstatement works
15. The Licensee is responsible for the repair of any damage to the highway however caused by the structure. If the City of York Council have to repair the highway as a result of damage caused by the scaffolding or hoarding they will recover costs from the Licensee.
16. The Licensee must indemnify the Council against all claims, costs, charges or actions which arise out of the presence of the scaffolding or hoarding on the highway. The Licensee is required to have indemnity insurance to a minimum of £5 million.
17. Where a Scaffold or Hoarding is placed in the highway otherwise than under the terms and conditions of a valid licence, or is retained in the highway following expiry of the licence then that Scaffold or Hoarding's placement or retention is unauthorised and in breach of Section 169 (1) of the Highways Act 1980.

18. A copy of the licence must be visibly displayed in a ground floor window of the property to which the scaffolding is licensed.

*Dilapidation survey may not be required for scaffolding towers

SCAFFOLDING, SCAFFOLD TOWERS AND HOARDING LICENCES

CHARGES FROM 1 APRIL 2025

Charge type	Fee	Description
Scaffold Application Charge	£193	For consideration of the application and the first month's permit. A minimum of 5 working days notice is required.
Extension of the permit	£98	Per month or part month. If an extension is required, 5 working days notice is required.
Late Notification Charge	£59	Five working days are required between receiving the application in the office and the date of erection. We will accept late notifications in some instances but an extra charge will be invoiced to you.
Non-Compliance	£117	If scaffolding is found to be in breach of our terms and conditions and we have to notify you requesting corrections, we will invoice an additional £117 (<i>for each and every time we have to contact you regarding non-compliance</i>)
Unlicensed Structure	£384	If a scaffold or hoarding structure is found on the highway unlicensed, a £384 charge will be levied against you in addition to the normal charge for a retrospective licence.

Charges will be invoiced to you monthly.

We ask for between 5 and 10 working days notice to investigate and prepare a licence, if an application is received at very short notice it will be subject to an extra charge. We reserve the right to refuse late notification applications; it is not always possible to complete site visits, meetings and any dilapidation surveys within five working days, especially in conservation or city centre areas. For traffic sensitive areas you will be given specific days and time periods for assembly and disassembly. These will be added to your licence as "special conditions" and must be adhered to.

