

**APPLICANTS PLEASE NOTE**

**PERMITS ISSUED FOR ANY ROAD OCCUPATION CARRY WITH THEM THE RESPONSIBILITY FOR THE CONTRACTOR TO SIGN THE WORKS ADEQUATELY, INFORMING THE PUBLIC OF:**

1. Nature of Works
2. The Name of The Client
3. Time Scale
4. Emergency Contact Number

**Form TOR2 (To be retained by the Applicant)**

**CONDITIONS FOR THE TEMPORARY OCCUPATION OF A PORTION OF ROAD IN CONNECTION WITH BUILDING OPERATIONS**

- Roads (Scotland) Act 1984, Section 58
- Road Traffic Regulation Act 1984, Section 65

For the purposes of these conditions:

*(i) "Road" shall include footway and verge.*

*(ii) "Operations Manager" means the Operations Manager and/or his representative of Land and Environmental Services.*

**General Requirements**

**Plans to be provided**

- (i) A basic layout plan / sketch to be provided for all road occupations.**
- (ii) A detailed plan must be provided for major / long term occupations of the carriageway and/or footways.**
- (iii) Plans of the Traffic Management proposals must be provided for approval.**
- (iv) Detailed elevation drawings must be provided for a scaffold application.**
- (v) A site meeting may be required before permission can be approved.**

**Building Warrant**

1. Permissions are issued on the understanding that Glasgow City Council has granted a Building Warrant in respect of the operations.

### **Permit to be shown**

2. The permit and these conditions shall be kept on site and shall be shown on demand to any police officer or official from Land and Environmental Services or Development & Regeneration Services.

### **Compliance with Other Enactments**

3. The permission does not relieve the Applicant (or Contractor) of their duties to comply with any other enactments.

### **Indemnity**

4. The holder of the permission shall indemnify and keep indemnified Glasgow City Council (**by proof of Public Liability Insurance of £5m for each and every incident**) against all actions, claims, demands, costs, charges, damages, losses and expenses of whatsoever kind or nature which may be brought or made against or incurred by the Council in respect of the negligence, omission or default of the holder of the permission or those for whom the holder of the permission is responsible arising in respect of any operation authorised by the permission unless due to the negligence of other breach of legal duty on the part of the Council or of any person for whom the Council are responsible.

### **Road Closure**

5. The permission does not carry with it the right to:

*(i) Close any public road or roads or to reduce the available carriageway width without the agreed traffic management in place.*

*(ii) Park vehicles on any part of the footway or carriageway without the specific **prior** agreement of the Operations Manager.*

### **Pre-Inspection of the Road**

6. Prior to occupation of the road(s) a pre-inspection may be carried out in conjunction with a member of the Operations Manager's staff to agree the existing condition of such road(s) and to indicate any special requirements the Operations Manager may have in relation to the protection of existing road surfaces.

### **Protection of Road**

7.

*(i) The mixing of materials, particularly concrete, grout and mortar on the road surface is not permitted. Where such mixing is essential for work on the road, it must be carried out on properly constructed mixing boards or steel trays and spillage on road surfaces must be prevented.*

*(ii) Gully gratings shall be covered and protected during the occupation and a channel shall be kept clear to allow surface water to drain away. No materials shall be discharged into gullies during cleaning operations (e.g. washing out concrete mixer/ready mixed concrete vehicles or otherwise.*

*(iii) Tracked vehicles shall not be driven on the road.*

*(iv) Protection of special road surfaces (e.g. cobbles, setts, slabs) from metal scaffolding, containers, site huts etc. shall be by the placement of timber battens and ply sheeting as appropriate.*

### **Reinstatement of the site**

8.

*(i) On completion of the works, the permit holder shall ensure that all materials are cleared from the road (including gullies) which shall be left in a clean and tidy condition, to the satisfaction of the Operations Manager.*

*(ii) Any damage caused to the road during occupancy will require to be made good, at the expense of the permit holder, to the satisfaction of the Operations Manager.*

*(iii) If the permit holder fails to comply with the requirements of Clauses 7(i) or 7(ii) of these conditions, the Operations Manager may undertake such work as he considers necessary in terms of the Clauses and may recover from the permit holder such expenses as are reasonably incurred in doing so.*

### **Needs of the disabled**

9. The Applicant shall make all necessary provision to ensure that the needs of disabled people are met in the vicinity of his works by forming ramps if necessary and by giving clear visual warning to partially sighted pedestrians. All openings or obstructions on the road should be barricaded off with a continuous rail which is strong enough to offer the necessary resistance should a blind person walk into it. The top rail should be one metre above ground level with a second rail at a lower level.

### **Safe access**

10. A safe passage must be maintained along all footways for pedestrians or if this is not possible, a safe alternative means of passage around the works must be provided. A safe passage must be maintained for all vehicles round the works. A safe access must be provided for entrance to all properties in use, unless the consent of the occupier of the premises has been obtained. The holder of the permission must provide all necessary traffic signs, cones, barriers and lighting which shall be in accordance with the recommendations contained in Chapter 8 of the "Traffic Signs Manual" (published by the Stationery Office) and any amendments thereto.

### **Statutory Undertakers Apparatus**

11. Permission to occupy the road does not carry with it any right to interfere with or to obstruct access to any apparatus in or above the road and consequently, before occupation, the position of such apparatus should be determined by the applicant. This may be achieved by contacting 'Dial Before You Dig' on 08000 231 251.

### **Storing of materials**

12.

*(i) No material placed on the road shall be flammable, explosive, noxious or dangerous or likely to putrefy or likely to become a nuisance to the Public. No material shall be deposited which has a deleterious effect on road surfaces.*

*(ii) All materials and any other items or equipment introduced onto the road by virtue of this permission must be kept neatly stacked and all materials shall, where appropriate, be "damped down" to prevent dust or other nuisance. Materials must be confined to the minimum area of road and in such a manner as to obviate spillage.*

### **Electrical apparatus**

13. The permit holder will be responsible for ensuring that all necessary measures are taken to deter unauthorised access to electric apparatus and cables (including overhead cables) which are adjacent to scaffolding, staging, ladders, climbing rails, hoarding, huts, portacabins, containers, trailers, vehicles, plant materials and the like.

**PRIOR TO COMMENCEMENT OF WORK, THE OPERATIONS MANAGER'S LIGHTING STAFF MUST BE CONTACTED BY THE PERMIT HOLDER, TO ESTABLISH PROTECTIVE MEASURES REQUIRED IN RELATION TO OVERHEAD LIGHTING CABLES OR ASSOCIATED APPARATUS.**

### **Traffic Management and Road Closures**

14. If traffic conditions are such that the operations are likely to lead to congestion, traffic management must be agreed with the Operations Manager.

If bus stops or bus routes are affected by the operations the applicant must consult with SPT.

If a temporary road closure is required, consultation must take place well in advance to allow the necessary procedures to be followed. A minimum of 6 weeks must be allowed for advance notice of a Road Closure and the Applicant will be responsible for any costs incurred by Land and Environmental Services.

## **Additional Requirements Relating specifically to Scaffolding and Hoardings**

### **Design**

15.

*(i) All scaffolding applications shall be accompanied by a Design Certificate, and shall comply with the current edition of British Standard Code of Practice BS EN 12811 Part 1.*

*(ii) The minimum headroom provided for pedestrians shall be 2.3 metres and the minimum footway width to be 1.2m.*

*(iii) The outer scaffolding or the outer face of the hoarding shall not be less than 450 millimetres behind the kerb*

face, otherwise a timber baulk must be placed outside the scaffolding/hoarding..

(iv) A protection fan giving a minimum clearance height of 5.41 metres above the carriageway must be provided on scaffolding, except where such is totally enclosed to the satisfaction of the Operations Manager.

(v) Hoardings must be splayed at 45 degrees at:

(a) Road junctions to provide adequate sight lines; and

(b) Each end to provide safe passageway for pedestrians.

(vi) The Applicant will 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 shall design accordingly.

(vii) A satisfactory level of lighting must be provided to the walk through, subject to the agreement of the Operations Manager.

### **Erection and Dismantling**

16.

(i) Scaffolding structures shall be erected immediately prior to commencement of work and dismantled immediately on completion on work.

(ii) Prior consent must be obtained for erection and dismantling times for scaffolding work.

(iii) Within 2 working days of scaffolding being dismantled, the Operations Manager must be notified.

(iv) A Method Statement for the erection of the scaffolding including the times during which the scaffolding is being constructed may be required before any permission is granted.

### **Security**

17

(i) Premises made vulnerable to attack by housebreakers, thieves or vandals shall be warned, by the holder of the permission, at least 2 weeks prior to the commencement of work by distribution of the advice leaflet "Vulnerability Due to Scaffolding" which is issued by Police Scotland (refer to Appendix to these conditions).

(ii) The Scaffolders/ Contractor must take every step possible to mitigate the vulnerability of adjacent premises.

(iii) All ladders and climbing aids should be removed nightly from the scaffold structure and securely locked away, or if this is not possible, these should be chained and locked in the horizontal position.

(iv) On all sites where dwellings or business premises are unoccupied, consideration should be given to employing static guards or security patrols to provide security outwith working hours.

(v) Consideration should be given to protecting the base of the structure to a height of 4 metres by means of sheet material securely bolted to the scaffolding to deter unauthorised access.

### **Visual Warning**

18. Corner poles must be clearly indicated by warning tape or sleeves. Warning signs must be provided at ends and external corners. Warning lamps must be provided during the hours of darkness (that is, between half an hour after sunset and half an hour before sunrise).

### **Use of Chutes and Skips**

19. Any material being discarded from the upper floors of the building must be fed directly into a skip or lorry by means of a chute, capable of being retracted to give a minimum clearance height of 5.41 metres above the carriageway.

### **Advertising**

20. Posters, bills or advertisements shall not be permitted on any scaffolding, with the exception of such relating to the building contract or to the business carried out or to be carried on in the premises under construction or repair.

## **Additional Requirements Relating specifically to Huts/ Portacabins/ Containers/ Trailers**

**Huts and the like shall be placed adjacent to the property undergoing building work or at the location agreed on the permit and only within compound arrangements.**

### **Contractor Details/ Retro-reflective Rear Markings**

21. The Contractor's name and his day time and night time telephone numbers must be clearly displayed on the side of huts, portacabins, lockfast containers and demountable trailers. In addition, where these units are sited on the carriageway, they must carry retro-reflective markings.

### **Huts**

22.

*(i) Huts and the like shall not be sited on main roads or adjacent to junctions/pedestrian crossings or where traffic signs shall be obstructed.*

*(ii) If it is necessary to locate huts and the like on the road, these shall be placed adjacent to the property undergoing building work. Where this is not possible, local residents should be consulted to ensure that there are no objections.*

## **Additional Requirements Relating specifically to the Use of Mobile Cranes and Hydraulic Platforms**

### **Time on Site**

23. The hours and method of operation of mobile cranes and hydraulic platforms must be discussed and agreed with the Operations Manager prior to implementation.

### **Other Lifting Apparatus**

24. The proposed use of tile lifts, or other form of mechanical lifting apparatus must be shown on the plan(s) submitted with the application, to ensure that the full extent of road encroachment can be assessed for approval.