

LONDON BOROUGH OF BARNET
Development & Regulatory Services (DRS)

GUIDANCE NOTES FOR BUILDING ACTIVITIES IN THE BOROUGH

1.0 HIGHWAYS ISSUES

So that the Council, as the Highway Authority, has control over the use of the public highway in connection with building operations, please note:-

1.1.1 We accept applications from scaffold companies only on behalf of the landowner; however the land owner is ultimately responsible in making sure licences are in place.

If application is for **building materials**, this period must not exceed 3 months from start date of works; if further extensions are required additional fees and deposit apply and are at the discretion of the Highway's Inspector.

1.1 If any builder or private householder wishes to use the highway for the storage of building materials, skips, or to erect a scaffold/hoarding or other on the highway, or to make an excavation for example to construct a temporary vehicular crossing across the footway during building works, then the required licence/consent should be obtained from the:

**Development & Regulatory Services (DRS)
Building 4
North London Business Park
Oakleigh Road South
London N11 1NP**

Telephone number: 020 8359 7644

9.30 am - 12.00 pm, 14.30 pm - 16.30 pm, Monday to Friday,
(excluding Bank Holidays) for any enquiries relating to the following matters.

Administration Fees / Deposits are required for the following:-

(a) Skips -	2.0	}
(b) Scaffolding/Hoarding	3.0	
(c) Building Materials	6.0	
(d) Cranes/Hoists (Indemnity required)	7.0	
(e) Excavation in Highway	8.0	
(f) Undertaking site inspection for certain consents.		

- 1.2** The term 'highway' includes the carriageway, footway, verge and in some cases, forecourts.
- 1.3** Permits will only be issued if the Authority agrees to the positioning and sighting of any of the above obstructions, and upon receipt of charges required (which may vary according to circumstances).
- 1.4** The conditions of issue stated on the permit must be adhered to, which includes lamping at night, not obstructing highway drainage, and confinement to within certain stated sizes of obstruction.
- 1.5** Failure to conform to any of these conditions may result in the council taking action to remedy the situation for which the costs are recoverable, and which may include removal of the skip, building materials etc. and/or revoking the licence, and can include prosecution of the offender under terms of the Highway Act 1980.
- 1.6** The council also reserve the right to withdraw any issued licence at their discretion should it be deemed necessary.

2.0 SKIPS

(Highways Act 1980, Sections 139 & 140)

- 2.1** To be deposited on the carriageway outside the premises detailed on the licence, with its longer side parallel to the edge of the carriageway and as near to the edge of the carriageway as possible. It is not to obstruct highway surface drainage, or any chamber belonging to Barnet Council or apparatus of a statutory undertaker.
- 2.2** If more than one skip is deposited at any one time; the skips shall be positioned as close as possible to each other, and shall not obstruct adjoining premises, unless the consent of the occupier of those premises has been obtained. Applications for consideration of more than one skip at one location will be charged a single fee provided it is made at the time of the initial request otherwise they will be regarded as separate applications. A person required to remove or reposition a skip shall comply with the requirement as soon as possible. Failure to comply may result in prosecution.
- 2.3** Each skip shall not exceed 5 metres in length, 2 metres in width.
- 2.4** Each skip or group of skips shall, while on the highway, be marked and lit in accordance with the following requirements: -
 - (a) Each skip (where the sides of the skip face traffic in both directions) shall be fitted with vertical red and yellow fluorescent reflective markings. Each marking shall consist of two plates of equal size and shape and be securely attached to the skip. The design, composition and positioning of the markings shall comply with the Builders' Skips (Markings) Regulations 1984. The markings should be clean, efficient and clearly visible from a reasonable distance.
 - (b) At night (half an hour after sunset and half an hour before sunrise) a road danger lamp complying with Chapter 8 shall be placed against or attached to the outside two corners of the skip. Each lamp shall not be illuminated less than 1 candela and remain lit throughout the night.
 - (c) If for any reason whatsoever, the skip is not found to be properly lit during the hours of darkness, then the council may have the skip properly lighted and the expenses sought from the skip company.
- 2.5** No skip, when standing in the highway, shall contain any inflammable, explosive poisonous or dangerous material or any material which is likely to decay and become a nuisance to users of the highway.
- 2.6** No skip shall be overflowing, or with dust from its contents contaminating the highway.
- 2.7** Each skip shall be removed for emptying as soon as practicable after it has been filled.
- 2.8** No skip shall remain on the highway after the period of the licence has expired.

- 2.9** All materials placed in each skip shall be properly disposed of and the highway be left in a clean and tidy condition.
- 2.10** If a skip is deposited on a highway without a licence, the owner of the skip may be guilty of an offence under S. 139 Highways Act 1980 and liable to a fine.
- 2.11** Any damage to the highway from the use of a skip or container being used in reinstatement will be carried out by the council and recharged to the applicant. Any damage to street furniture (e.g. lamp columns, posts carrying traffic signs) will be repaired or renewed by the council at the expense of the applicant.
- 2.12** A licence to place a skip or container on a highway does not give the applicant a right to require a vehicle to be moved if the owner of the vehicle is legally entitled to occupy the place to which the licence relates.
- 2.13** The applicant shall be responsible for any claims in respect of injury to third parties or any damages to property of third parties which may arise as a result of the placing of any skip or container in the highway.

The council shall not be party to claims that may arise and not liable to loss, damage or any penalty incurred in respect of the skip or container being placed in a street.

3.0 SCAFFOLDS AND HOARDINGS

Highways Act 1980 -
Section 169 Control of Scaffolds
Section 172 Hoarding Erected
Section 173 Hoarding Erected Securely

- 3.1** The following conditions must be observed by contractors when erecting scaffolding or hoardings:
- (a) Before any structure is erected on a public highway, a site meeting must be held with a representative of the Highways Inspectors Team, and if necessary the Metropolitan Police, and the appropriate licence obtained. This licence must be displayed in a weather proof container on the scaffold/hoarding to which it applies, in such a position as to permit accessible viewing.
- (b) Any scaffold or hoarding erected without a licence is illegal and may result in legal action by the council.

3.2 Damage to the Highway

Highway Act 1980 Section 131

- (a) Before the start of any contract or the erection of any hoarding or scaffolding, the condition of the highway shall be recorded by the contractor and agreed with the Highways Officer
- (b) In the absence of such an agreement, a contractor may be held responsible for all damage to the highway in the area of the hoarding, scaffolding, or other works.
- (c) The contractor shall be responsible for the cost of repair of any damage whatsoever to the highway from his activities. If the contractor fails to remedy the damage, the council will arrange for the works and recover all costs incurred from the applicant.

3.3 Scaffold Standards

- (a) The outer line of standards must be 450mm (18") from the kerb face unless agreed otherwise by the Highways Officer.
- (b) The inner line of standards must be tight to the face of the building.
- (c) No standards may be placed between the inner and outer lines, and a clear width of 1.5m shall be maintained for pedestrians.
- (d) A clear headroom of 2600mm (8'6") must be provided above the footway.
- (e) Standards must be lit at all times with bulkhead lights, showing a steady light, red when facing the carriageway, white when facing the footway.
- (f) Outer standards must be painted white to a minimum height of 2600 mm (8'6").
- (g) If materials are to be stored on scaffolding, this can only be done with the agreement of the council (Environment and Operations)

3.4 The following requirements are applicable where the minimum height clearance from the kerb face is provided.

- (a) Baulk timbers 300mm x 300mm (12" x 12") to be set in the carriageway and braced looms (4.9" from kerb).
- (b) Baulks to be painted white and rigidly fixed.
- (c) Baulks to have red warning lights lit at all times and spaced at 3,000mm (10'00"),
- (d) If required, replacement yellow road markings to be provided, maintained and removed at the applicant's expense.
- (e) Any scaffold and auxiliary structure which stands closer to the kerb face than 450mm (18") or over the carriageway must have a clear minimum headroom of 5030mm (16").

- (f) No materials to be stored on the scaffolding at any time, unless agreed.

3.5 Erection of Scaffold

- (a) The first lift must be double boarded and contain a polythene membrane between each layer of boards.
- (b) Above the first lift all scaffold must be handled directly from a lorry.
- (c) No scaffold tubes, boards or associated fittings may be placed on the public highway.
- (d) All couplings below 2600mm (8'6") shall be fixed so as to keep projecting threaded or clamp fixing on the opposite side to the main pedestrian route.
- (e) All horizontal scaffold tubes below a height of 2600mm (8'6") must be fitted with plastic and caps or otherwise made safe to the satisfaction of the Environment and Operations, Highways Service.
- (f) Proof of current public liability insurance is to be provided to cover all claims arising out of the structures presence. Failure to comply with the terms of the licence or of S.169 Highways Act 1980 may result in an offence.

3.6 Hoardings

- (a) Hoardings shall be 2440mm (8'0") high, rigidly constructed of smooth close boarded timber.
- (b) Bulkhead lights, lit at all times, shall be fixed at top of the hoarding at 3000mm (10'00") intervals, showing a steady red light.
- (c) A clear width of 1.5m shall be maintained for pedestrians and corners splayed, if required to maintain site visibility.
- (d) No door shall open onto the highway.

3.7 Temporary Walkways

- (a) If the sighting of a scaffold or hoarding demands that a temporary walkway should be constructed in the carriageway, then the authority of the Environment and Operations Service should be sought.
- (b) If this authority is granted, the walkway is to be formed of white painted Baulk timbers 300mm (12" x 12") with a 1m high handrail supported by uprights at 1.3m intervals. The timber should form a taper out from the kerb line in the direction of oncoming traffic, giving a pedestrian walkway width of 1.2m.
- (c) The structure should carry red bulkhead lights on the carriageway side, placed, at 3m (10'0") intervals.
- (d) Adequate signing for traffic should be provided, in accordance with Chapter 8 of the Department of Transport Traffic Signs Manual.

4.0 ACCESS TO SITE

Highway Act 1980 Section 184

- 4.1 Vehicles are not permitted to habitually cross a public footway unless it is adequately strengthened.
- 4.2 The cost of permanently reinstating the footway upon completion of the building work will be recovered from the applicant. Before commencement of the work, the condition of the highway shall be recorded by the contractor and agreed with the Highways Inspector.

5.0 MUD ON HIGHWAY

Highway Act 1980 Section 131

- 5.1 The Contractor is to make every effort to ensure that deleterious material is not deposited upon the footways and carriageway by vehicles leaving the site.
- 5.2 Adequate provision to be made for wheel cleaning equipment or wash down facilities for vehicles leaving the site, and to have mechanical or manual cleaning facilities to hand to ensure the highway is kept free of mud, dust etc.
- 5.3 Failure to comply with the above requirements will cause the council to cleanse the highway at the contractors' expense. and may result in prosecution of the offender, (Highways Act 1980, S.151).

6.0 BUILDING MATERIALS

Highway Act 1980 Sections 170 & 171

- 6.1 Must be deposited on the highway outside the premises detailed on the licence and must not exceed the dimensions stated on the licence.
- 6.2 Should not interfere with the flow of highway surface drainage, or obstruct or block any sewer, manhole, gully, or statutory undertakers manhole.
- 6.3 Should be provided with warning lights during the hours of darkness and if such lighting in the opinion of the Environment and Operations Service is inadequate, the council are authorized to provide such lighting at the licence holder's expense.
- 6.4 A portion of the footway one metre wide will be kept clear of all obstructions or, if this is impractical, such protection will be provided for pedestrians as may be required by the authorised personnel from the Environment and Operations Service.
- 6.5 Cement or mortar or similar substance is not to be mixed on the highway surface. Offenders are liable to a fine (Highways Act 1980, S.170).
- 6.6 If, owing to the builders' activities, the highway gullies subsequently require cleansing, then the cost of carrying out this work will be recharged to the builder.

7.0 CRANES AND HOISTS

Highway Act 1980 Section 181

- 7.1 London Borough of Barnet do not issue a licence for cranes & hoists. However, you are required to sign an indemnity form and a deposit will be required.
- 7.2 No crane shall be erected so that its jib traverses the public highway without the written permission of the Environment and Operations service.
- 7.3 No crane loads shall be carried over the public highway without adequate protection.
- 7.4 Permission may also be required from Traffic Police
(Tel: 020-8733-4172)/020 8246 9872.

8.0 DRAINAGE ISSUES

- 8.1 Contact to be made with Thames Water for drainage matters, they have control over the operation of the sewerage system. (Tel: 08459-200-800).
- 8.2 It is not normally permitted to build over or in close proximity to Public Sewers and where such permission is exceptionally granted, formal agreement must be entered into between the owner and Thames Water. The maps of Public Sewers are available for inspection between 9 am and 5 pm Monday to Friday at North London Business Park and applicants are recommended to check these before commencing any work on site. In order to avoid building over, it may be possible to divert Public Sewers but this would be subject to an agreement with Thames and the full costs involved being borne by the applicant. It is possible to build over private house or combined drains serving more than one property constructed prior to 1st October 1937, provided that the method is first approved by Thames Water
- 9.0 There may be a restriction on the amount of surface water which can be discharged from the site to the sewer system and on-site storage may be required.

**LONDON BOROUGH OF BARNET
SCHEDULE OF SERVICE CHARGES**

SERVICE	FEE	CHARGE DESCRIPTION
<p>Consideration of an application to place a skip on a highway for 2 Weeks</p> <p>Consideration of an application to place a skip on a highway for 4 Weeks</p>	<p>£52.00</p> <p>£104.00</p>	<p>Application for consideration of deposit for more than one skip at one location provided it is made at the time of the initial request</p>
<p>Consideration of an application for a licence or consent to erect or retain on or over a highway any scaffolding or to temporarily deposit materials in or to erect a hoarding or fence or other structures including cellars and pavement lights, cranes, porta cabins, site huts, road openings, skips where traversing, highway etc. Undertaking of site inspections to monitor compliance for consents for hoarding or fences or deposit of building materials</p>	<p>£176.00</p>	<p>Licence fee - non refundable fee. required prior to processing the licence request</p>
<p>Where approved a licence/consent will be issued upon receipt of a minimum refundable deposit against damage to highway for areas less than 25 square metres. Areas larger than 25 square metres will be charged incrementally pro-rata minimum deposit rate</p>	<p>£535.00</p>	<p>Minimum refundable deposit</p>



A GUIDE TO THE SAFE ERECTION AND DISMANTLING OF SCAFFOLDING

1. Introduction

Erecting and dismantling scaffolds remains a high risk activity, not only to those carrying out the work, but to other workers and the general public. The following guide sets out steps which need to be considered by anyone involved with such work. It is aimed not only at those directly working in the scaffolding industry but also to clients, planning supervisors and principal contractors. Set out below are a number of key issues you will need to consider to ensure scaffolding operations are undertaken safely.

2. The law and planning for safety

Health and Safety at Work etc. Act 1974 Construction (Design & Management) Regulations 1994 Construction (Health, Safety and Welfare) Regulations 1996 Management of Health and Safety at Work Regulations 1999

This guide is not designed to explain the above legislation in detail. However, it is important to remember that a wide range of people ranging from clients through to the self-employed have legal responsibilities. In simple terms the law requires that scaffolding operations are properly planned and then, carrying forward the results of the planning, to ensure the work is carried out safely on site.

3. Scaffold licences

A licence from the local authority is required before a scaffold can be erected on a public highway. An additional licence is usually needed if you plan to install a protective fan. A licence may set down standards on such matters as lighting or painting the scaffold or for a fan it may restrict the height at which it is set. For further advice you should contact your local highway authority.

4. Protection of the public

When scaffolding operations are in progress the public must be excluded from both the area of work and a sufficient area around it. Steps to ensure this will include:

- obtaining a temporary pavement or street closure whilst operations are carried out;
- undertaking operations in "quiet" hours i.e. early morning, at night or at weekends;
- Incorporating fans, crash decks and "tunnels" as early as possible into a scaffold;
- erecting barriers and signs and diverting the public away from operations;
- storing scaffold clips and other loose materials safely on the scaffold; and
- Not raising or lowering materials over members of the public or other site workers.

Also consider that disabled persons need proper access along pavements covered by scaffolding.

5. Scaffolders working at height

Scaffolders must follow safe systems of work to prevent people falling. In particular:-

- When lifting or lowering materials. Scaffolders must be clipped on or working within a handling platform that is fully boarded. with double guard-rails and toe boards:
- a minimum 3 board working platform together with a single guard-rail is provided as erection or dismantling works progress:
- safety harnesses to be worn at all times by scaffolders and fitted with a 1.75m length lanyard and a 53mm opening scaffold hook or Similar for one handed operation:
- * harnesses should be clipped on to a secure anchorage point where falls of 4 metres or more are possible A secure anchorage point requires the following minimum conditions:
- the scaffold must be tied in to a sound structure as work progresses;
- Attachment can be made to a ledger, transom or guard-rail supported with load bearing couplers or a transom supported by ledgers in a lift above fixed at both ends by single couplers.
- at least one bay of a scaffold should remain boarded out as work progresses and this should be used for ladder access for the full height of the scaffold;
- safe ladder access for scaffolders should be incorporated as early as possible into the erection process:
- Scaffolders should not be clambering up and down scaffolds without proper ladder access and safe working platforms provided on each lift being worked on.

6. Stability of scaffolds

Each year there are a number of scaffold collapses across the county. To make sure your scaffold does not collapse you should ensure that-

- The anchors specified to tie a scaffold to a structure are suitable for the base material and that they are installed correctly:
- Scaffold anchors or ties are installed as erection work progresses. Conversely, they should not be removed too early during dismantling operations:
- More ties will be needed on a sheeted or netted scaffold. to ensure its stability; and * Scaffolds are not overloaded with equipment. especially tube and fittings during erection

or dismantling operations.

7. Training, supervision and monitoring

Effective training of scaffolders is possibly the most essential factor in preventing accidents on site. In addition, do not forget the importance of monitoring the scaffolding contractor. Clients, principal contractors and others in control should take reasonable steps to ensure that any work being carried out on their site or premises is undertaken safely. Simple steps to take include:

- Checking the training levels of scaffolding and who will supervise them on site; and *
Site monitoring of scaffolding to ensure they follow proper safety standards.

8. References and further information

"Health and Safety in Construction" HSG150 HSE Books - Tel: 01787-881 165

"Protecting the public; your next move" HSG151 HSE Books

National Access and Scaffolding Confederation (NASC) note SG4:00: "The use of fall arrest equipment whilst erecting, altering & dismantling scaffoldings". Construction industry Publications - Tel: 0121-722-8200

BS 5973:1993 Code of practice for access and working scaffolds and special scaffold structures in steel. BSI publication - Tel: 020 8996-9001

ENVIRONMENTAL HEALTH SECTION

CONSTRUCTION SITE GUIDELINES

These guidelines have been produced to help builders, site managers and site workers operate their sites with consideration to nearby residents. They are not a comprehensive list of legal and technical requirements but guidance notes setting out the Council's position and giving advice.

LEGAL CONTROLS

The Control of Pollution Act 1974 and Environmental Protection Act 1990 place specific duties on contractors to ensure that noise, smoke and dust is kept to a minimum. The Council actively enforces the requirements of this legislation.

NOISE & VIBRATION – GENERAL

The Environmental Health Section imposes certain restrictions and conditions on working hours, methods of work and type of equipment used to ensure noise levels are kept an acceptable level.

The requirements apply to most types of construction site work (see notes at end) and are imposed by notice service under the Control of Pollution Act.

REQUIREMENT

The permitted hours of work when noise can be audible at a construction site boundary are:

MONDAY to FRIDAY	-	0800 to 1800
SATURDAY	-	0800 to 1300
SUNDAY and BANK HOLIDAY	-	No working allowed

Any noisy operations outside these hours cannot be undertaken without prior approval of the department and permission is only granted in exceptional circumstances e.g. emergency works.

Noise and vibration must be kept to a minimum by methods of work that confirm with the 'Code of Practice for Noise and Vibration Control on Construction and Open sites' (See BS 5228 Parts 2 and 4 1997, and EC and UK Noise Legislation, as applicable).

At all times the best practicable means as defined in the act must be employed to reduce noise.

In the Borough of Barnet, the quietest plant or machinery should be used, and all equipment should be maintained in good mechanical order and fitted with appropriate silencers, mufflers or acoustic covers.

Stationary noise sources should be sited as far away as possible from noise-sensitive development. Acoustics barriers consisting of site materials such as bricks, earth mounds or

proprietary types should be constructed when noise cannot be sufficiently reduced by careful sighting of noise sources.

Piling should be carried out by methods causing minimum noise and vibration. All workers on the site including sub-contractors, self employed staff and employees must be made aware of the need to keep noise and disruption to a minimum from building works, equipment, plant and machinery, radios, music, vehicles or any other sources.

The movement of vehicles to and from the site must be controlled to minimise noise and disturbance to nearby residence.

NOTE

The Environmental Health Section generally takes legal action against any person/company contravening the requirements of a notice served upon them.

SMOKE

Before works start precautions should be taken to prevent smoke on site from machinery, vehicles or combustion. Bonfires are not permitted.

Petrol and diesel engines used to power equipment and plant should not emit dark smoke once the running temperature of the engine has been reached, and should be regularly checked and maintained to prevent smoke and fumes.

The Council are empowered, under the Control of Pollution Act and the Environmental Protection Act, to impose requirements that will prevent nuisance from smoke and dust. Where necessary, notices will be served to require alternative working methods on preventative measures.

DUST

Prevention measures should be taken to minimise the formation and spread of dust. Dust should be controlled at source by a continuous fine water spray. To ensure that this is done an adequate water supply must be provided, with sufficient hoses to reach all parts of the site and a means of disposal of waste water.

GENERAL

In all cases the importance of communication with nearby residents cannot be over-stressed. Pre-warning regarding specific disturbing operations will usually avoid later confrontations and complaints.

It is Council policy to ensure all construction sirens are operated in compliance with the legislation to ensure they keep disturbance to nearby residents to a minimum.

It is therefore vital that liaison is established between officers from the Environmental Health Section and the site management at the earliest possible stage of any construction works.

TYPE OF WORK SUBJECT TO CONTROL

- A) the erection, construction, alteration, repair or maintenance of buildings, structures or roads.
- B) breaking up, opening or boring under any road or adjacent land in connection with the construction, inspection, maintenance, or removal of works.
- C) demolition or dredging work; and
- D) any work of engineering construction (whether or not comprised in paragraph (a), (b) or (c) above).

You can get further information or advice from:
The Specialist Team, Environmental Health Section,
Environmental and Neighbourhood Services, Building 4,
Barnet Homes
1255 High Road
Whetstone
London
N20 0EP

Tel: 020 8359 4654