



**FORM HS LICENCE APPLICATION TO ERECT, CONSTRUCT, PLACE AND MAINTAIN
 A HOARDING OR SCAFFOLDING ON A PUBLIC ROAD/FOOTPATH**

Application for: Hoarding Licence Scaffolding Licence (TICK ONE BOX ONLY)
 New Licence Application Extension of Existing Licence Original Licence No. _____

Applicant: _____ **Applicant Ref:** _____

Address of Applicant: _____

Contact Telephone No: _____ **Fax No:** _____ **E-mail:** _____

If the works are to be carried out by a contractor, complete the following:-

Name of Contractor: _____

Address of Contractor: _____

Telephone No: _____ Fax No: _____ Mobile Tel. No: _____

Exact location of proposed works: _____

Purpose of Works: _____

	<u>ROADWAY</u>	<u>FOOTPATH</u>
Existing Width:	_____ metres	_____ metres
Maximum Width of Proposed Scaffolding/Hoarding:	_____ metres	_____ metres
Total Length of Proposed Scaffolding/Hoarding:	_____ metres	_____ metres

Are Disc Parking Bays Affected: Yes No If Yes, how many? _____

Is work in compliance with a Dangerous Building Notice: Yes No If Yes, attach copy of notice

Are Trees affected or located adjacent to the proposed Scaffolding / Hoarding Yes No See Condition 9

Are Traffic Lights / Public Lighting Standards affected: Yes No See Condition 9

Are Fire Hydrants affected: Yes No See condition 8

Are Pre-construction Photographs attached: Yes No See Condition 11

Is a Skip Required: Yes No If Yes, please complete Form SPL.

Proposed date, Scaffolding/Hoarding to be erected: _____

Proposed date, Scaffolding/Hoarding to be removed: _____

THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:

- (i) A detailed plan / sketch showing the location of the proposed Hoarding/Scaffolding & its exact dimensions.
- (ii) A Work Method Statement/Traffic Management Plan. (See Note 1)
- (iii) A Pedestrian Management Plan (See Note 2)
- (iv) Copy of Insurance Policy Endorsement. (See Note 3)
- (v) Application Fee. (See Note 4)
- (vi) Pre-construction Photographs (See Condition 11)

I hereby apply for a licence to erect, construct, place and maintain a hoarding / scaffolding and for use on the public road at the location specified above. I agree to be bound by the general conditions as specified and any specific conditions imposed by Cork City Council and to comply with the provisions of the agreed Works Method Statement / Traffic Management Plan / Pedestrian Management Plan.

I shall be solely liable for and shall indemnify Cork City Council from and against all claims in respect of injury or damage to persons or property that may be occasioned in connection with or arising out of this application and/or the activities associated with or arising thereout and against all actions or proceedings that may at any time be brought against Cork City Council in consequence of such injury or damage and against all costs expenses and liability connected therewith.

Designated Contact Person/ Co-ordinator of Safety and Health on site: _____

Mobile Tel. No. _____ **Tel No. Night** _____ **(BLOCK CAPITALS)**

Date : _____ **Signed:** _____

NAME: (BLOCK CAPITALS) _____

A Hoarding / Scaffolding Licence will be issued subject to the following General Conditions.

- 1 The Licence is non-transferrable.
- 2 No work on the erection of a Hoarding / Scaffolding shall be carried out until a Licence has been issued by Cork City Council.
- 3 The Hoarding / Scaffolding shall be erected in a manner and of materials to ensure it does not present a hazard to the public under all likely working and environmental conditions.
- 4 In the execution of the work to which this licence relates, the licensee shall exercise all reasonable care to avoid inconvenience to pedestrians and vehicular traffic. Suitable handrails and non-slip ramps shall be provided around the works. In particular a hazard must not be created for blind or partially sighted users of the public road. The public shall not be excluded from any portion of the footpath until a platform, handrail etc. is provided to the satisfaction of Cork City Council.
- 5 The Hoarding / Scaffolding must be suitably lit during the hours of darkness, be safe and secured with all precautions taken to prevent unauthorised access.
- 6 The Applicant, unless expressly permitted by this Licence, is not to cause, permit or suffer any bills, notices, papers or other advertisements to be posted on any hoarding, scaffolding or fence.
- 7 All precautions must be taken to ensure that street gullies and channels are not choked, covered or obstructed during the progress of the work.
- 8 Fire hydrants must be left exposed, where possible, in formed recesses. In the event that a fire hydrant cannot remain exposed, the permission of the Chief Fire Officer, Cork City Council must be sought before enclosing same.
- 9 Public lighting/traffic signals/trees must not be enclosed without the permission of Cork City Council.
- 10 No materials shall be deposited or stored on the public road.
- 11 Prior to commencement of any works, a set of colour photographs (minimum 5x7) will be required every 10 metres along the line of the Hoarding /Scaffolding and submitted as part of the application. Such set of photographs shall be taken utilising a 35mm camera and prints shall be provided in albums which are catalogued and cross referenced. Failure to provide such prior photographic evidence will confirm to Cork City Council that all areas in its charge, affected by or adjacent to the works, are in pristine condition.
- 12 All gates or doors in the proposed Hoarding to open inwards. All exposed corners must be splayed.
- 13 A minimum clearance of 1.2 metres between scaffolding uprights must be provided. Alternatively, provision for diverted pedestrians must be made, with particular regard for persons with mobility or visual impairment.
- 14 Scaffolding standards/ uprights must be protected to ensure no protrusion or hazard for pedestrians. Contrasting fluorescent tape to be fitted to enhance visibility.
- 15 All scaffolding uprights must be fitted with base plates to protect the public road.
- 16 The first platform in Scaffolding shall be close sheeted and shall be not less than 2.2 metres above the existing ground level.
- 17 Cork City Council reserves the right to require an applicant to enter into a Deposit agreement prior to the commencement of works. The deposit amount will be based on the estimated cost of permanently reinstating 50% of the area enclosed by the Hoarding/ Scaffolding as per Appendix VIII of the "Directions for the Control and Management of Roadworks in Cork City".
- 18 On completion of the works, the public road shall be restored, and any damage made good to the satisfaction of Cork City Council. On default Cork City Council may execute any necessary works and recover the cost from the Applicant/Deposit.
- 19 The Applicant must provide evidence of Employer's and Public Liability Insurance cover for limits of not less than €13 million and €6.5 million respectively in respect of legal liability for bodily injury or third party property damage claims arising in connection with the activities, the subject of this application, for the duration of the licence period. These policies must be extended to indemnify Cork City Council. Cork City Council reserves the right to review this limit of indemnity for adequacy. The insurance policy shall be submitted for inspection before the Licence will be issued. The licensee is required to maintain a valid policy for the duration of the licence period.
- 20 The Licence may be withdrawn by Cork City Council for breach of any of the conditions contained herein. Notice of withdrawal shall be sent to the Applicant. In that event the Applicant shall within the time specified in the notice, at his own expense, completely remove the hoarding / scaffolding with all its fittings. On default of such complete removal, Cork City Council shall be entitled to remove same at the expense of the Applicant.

- 21 If a Hoarding /Scaffolding licence should be at any time be withdrawn by Cork City Council the applicant shall not be entitled to recover from Cork City Council any fee paid for such a licence, or any costs, damages or compensation whatever.
- 22 All expenses incidental to the Licence shall be paid by the Applicant.
- 23 Where a proposed Hoarding /Scaffolding impinges substantially on the public road or has a potential to restrict traffic flow, the Applicant may be requested to attend a weekly “Traffic Control Meeting” before the application can progress.

Note : Application for a licence must be submitted a minimum of 14 days prior to the proposed commencement of works.

Note 1: Work Method Statement / Traffic Management Plan

Where it is proposed to locate a Hoarding/Scaffolding on a public road a Work Method Statement / Traffic Management Plan, which includes the following, must be submitted:

- Proposed arrangements to ensure minimum impact on traffic flow.
- Arrangements for site deliveries, including time of day restrictions, vehicle queuing arrangements etc.
- Provision for storage of materials etc.

Note 2: Pedestrian Management Plan

Where it is proposed to place a Hoarding/ Scaffolding on a public road which will interfere with pedestrian movement a Pedestrian Management Plan, which includes the following, must be submitted:

- Arrangements for Pedestrian Diversions including proposals for temporary footpaths, ramps, signage, fencing etc.

Note 3: Insurance Requirements

The Licensee must provide evidence of Employer’s and Public Liability Insurance cover for limits of not less than €13 million and €6.5 million respectively in respect of legal liability for bodily injury or third party property damage claims arising in connection with the activities, the subject of this application, for the duration of the licence period. These policies must be extended to indemnify Cork City Council. Cork City Council reserves the right to review this limit of indemnity for adequacy. The insurance policy shall be submitted for inspection before the Licence will be issued. The licensee is required to maintain a valid policy for the duration of the licence period.

Note 4: Application Fee

A non refundable Application Fee of €150 must accompany each application.

Note 5: Charges

See Appendix VII of the “Directions for the Management and Control of Roadworks in Cork City” for current applicable charges.

DIMENSIONED PLAN SKETCH

For official use only

Application Fee:	€150	Hoarding Charge:	€
Receipt Number:		Scaffolding Charge:	€
Road Impact Number:		Parking Charge:	€
Roadworks Moratoria:		Deposit:	€
Application Ref. Number:	HS / / '0	TOTAL:	€
		Receipt Number:	
		Date Licence Issued:	