



## COMHAIRLE BHUIRG SHLIGIGH      SLIGO BOROUGH COUNCIL

### **Information Leaflet**

### **Scaffolding and Hoarding Licence**

#### **Introduction:**

The licensing of Scaffolding /Hoarding around site developments is a requirement under the Local Government (Planning and Development) Acts 1963 to 1998 and is also regulated under the Roads Act 1993. The Roads Maintenance department of Sligo Borough Council is responsible for the issuing and control of Scaffolding/Hoarding licences. Sligo Borough Council acknowledges that the placement of Scaffolding/Hoarding on or encroaching onto the Public Road is necessary to accommodate access for maintenance or refurbishing of existing structures or the construction and development of new buildings. This facilitation however must not be at the expense of extended interference with other Road users. Licensing is therefore necessary to ensure that construction is safe, causes least possible interference, will be in place for the least amount of time, clarifies liability and compensates Sligo Borough Council for any damage to the roadway, use of the footway as a working area and loss of parking revenue. In setting conditions primary focus is on safety. Control is necessary to ensure that unnecessary restriction is not caused, that access for emergency services such as the Fire Brigade and Ambulance is not impeded that hazard or undue convenience is not caused to pedestrians, in particular those that are visually impaired.

#### **H.S.A. Code of Practice for Access and Working Scaffolds:**

Scaffolding must be erected in accordance with the above code of practice and should not be erected, substantially added to, altered or dismantled unless such work is performed under the immediate supervision of a competent person, and by persons trained and experienced in the kind of work involved. A competent person must certify that the scaffolding has been erected in accordance with the code of practice and such erected scaffolding must be signed off accordingly. It is Sligo Borough Councils policy to ensure that public safety is not compromised.

#### **Licence Application Procedure:**

A licence application form for the erection of Scaffolding/Hoarding on the public Roadway may be obtained at the City Hall, Quay Street, Sligo. Telephone 071-42141. All application forms must be accompanied by a dimensioned sketch. The licensee is also required to submit original insurance policy for Public Liability insurance of **€6.4 million** and Employer liability Insurance cover of **€13 million** indemnifying Sligo Borough Council against any third party claims.

All applications must be accompanied by the appropriate fee which will be refunded if a licence is not granted.

An application must be submitted to the Roads Department at least seven working days prior to the proposed erection of Scaffolding/Hoarding. Contractors are not entitled to erect Scaffolding/Hoarding until a licence has been granted.

### **Fees Payable:**

The fee for a scaffolding/Hoarding licence is as follows:

- 1) Processing & Inspection Fee:  
€100 per Scaffolding/Hoarding Licence
- 2) Licence Fee:  
€5 per Linear Metre, per week
- 3) Deposit:  
(100% Refundable) €1,000 Minimum per Application

The fee for the loss of a marked car parking space per week (or part of) shall be €57.00. The longitudinal measurement of a car parking space will be taken as being 5 metres.

### **Damage caused to the footway**

If damage is caused to the footpath within the hoarded area, Sligo Borough Council requires that the replacement of the footpath be paid for in full as per the Borough Councils standard schedule of charges.

### **Pre Inspection Photographs**

The Borough Council requires that pre inspection photographs be taken by the applicant of the footway where it is intended to erect hoarding and that these photographs be available to the Borough Council if required.



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**APPLICATION TO ERECT, CONSTRUCT, PLACE AND MAINTAIN A**  
**HOARDING OR SCAFFOLDING ON A PUBLIC ROAD**

**In Accordance With**

Local Government (Planning and Development) Act, 1963 (Section 89)

Local Government (Planning and Development) Act 1963 Licensing Regulations  
1965.

Local Government (Planning and Development) Regulations 1994 to 1998.

Roads Act 1993.

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

\_\_\_\_\_

Name of Contractor (If contractor is not the applicant named above)

\_\_\_\_\_

Address of Contractor: \_\_\_\_\_

\_\_\_\_\_

Telephone Number of Contractor:    Mobile \_\_\_\_\_ Landline \_\_\_\_\_

Telephone Number of Applicant:    Mobile \_\_\_\_\_ Landline \_\_\_\_\_

If work is in compliance with a dangerous building notice, please state date of notice:

\_\_\_\_\_

Location of Scaffolding/Hoarding: \_\_\_\_\_

\_\_\_\_\_

Why is Scaffolding/Hoarding required: \_\_\_\_\_

No. of parking bays affected by the proposed works: \_\_\_\_\_

What is the width of the footway: \_\_\_\_\_

What width of the footway will be obstructed by the Scaffolding/Hoarding: \_\_\_\_\_

What is the overall width of the carriageway: \_\_\_\_\_

Will the Scaffolding/Hoarding extend into the carriageway: Yes \_\_\_\_\_ No \_\_\_\_\_

What width of carriageway will be obstructed: \_\_\_\_\_

Overall width of Scaffolding/Hoarding: \_\_\_\_\_

Length of Scaffolding/Hoarding: \_\_\_\_\_

Proposed date Scaffolding/Hoarding to be erected: \_\_\_\_\_

Proposed date Scaffolding/Hoarding to be removed: \_\_\_\_\_

Dimension plan sketch of Scaffolding/Hoarding to be attached.

Does the applicant have the required insurance's to indemnify Sligo Borough Council in the amount of **€6.4 million** against all claims in respect of injury to persons or property arising from the erection of this Scaffolding/Hoarding. Yes \_\_\_\_\_ No \_\_\_\_\_

Will the erection of this Scaffolding/Hoarding be carried out by competent person and be certified by a competent person. Yes \_\_\_\_\_ No \_\_\_\_\_

I/We \_\_\_\_\_ of \_\_\_\_\_

Hereby apply for a licence under the above mentioned Acts to erect, construct, place and maintain a hoarding/scaffolding (delete whichever does not apply) at the location mentioned above, subject to such conditions as shall be specified by Sligo Borough Council.

Signed \_\_\_\_\_  
Applicant

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date application received: \_\_\_\_\_

Initial: \_\_\_\_\_

Receipt No. : \_\_\_\_\_

Amount paid by applicant: \_\_\_\_\_

Licence No.: \_\_\_\_\_

Date Licence issued: \_\_\_\_\_

**DIMENSIONED PLAN SKETCH**