



Guidance Notes for Activities on the Public Highway Within the Borough Of Reading

2nd Edition (Minor Amendments)
February 2016

INTRODUCTION

The following notes outline the basic requirements of Reading Borough Council when planning for and carrying out activities on the Public Highway within its administrative boundaries.

They are provided for the guidance of Developers, Architects, and Contractors but in no way exempt any person carrying out works from consulting the Council's Street Works Section on 0118 937 2293 at an early stage in the planning process.

Failure to comply with the requirements set out in the following pages may result in the summary revocation of licences, withdrawal of permits or cancellation of permission to occupy sections of the public highway. Please also note that most sections of this document are based around existing legislation, and breaches of this legislation could result in charges, fines and legal action being taken against those responsible.

Developers, Architects and Contractors should also ensure that the security arrangements for these sites are in place to prevent scaffolding being facilitated to gain unauthorised access to buildings and to provide adequate security for their own plant, equipment and materials, which are frequently left highly vulnerable to theft and damage and / or being used in violent activities. Further advice on security can be obtained from the Thames Valley Police website or the Crime Reduction Adviser at Reading Police Station.

For large and high profile developments a meeting of all interested stakeholders will be called to ensure all highway works, including service diversions and connections, are coordinated to ensure minimal disruption to the travelling public.

Any reference to Traffic Sensitive Streets is as per Section 64 of the New Roads and Street Works Act 1991. Reading Borough Council's Street Works team can provide the restrictions that will likely be imposed on a particular street by emailing your proposals to streetworks@reading.gov.uk

Any references to licence costs and / or Temporary Traffic Regulation Orders are current as of the release of this document version. However, these are subject to review and are therefore subject to change.

Any query related to the content of this document can be directed to Chris Saunders, Transport Development Control Manager, on 0118 937 3949 or by email to chris.saunders@reading.gov.uk.

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1. SCAFFOLDS AND HOARDINGS (GENERAL)

- 1.1 The Head of Transportation and Street Care's representative for this section can be contacted via Reading Borough Councils Highways Section at 2-4 Darwin Close, Reading, RG2 0RB, telephone 0118 937 2454.
- 1.2 The following conditions must be observed by Contractors when erecting scaffolding and hoardings.
- 1.3 Before any structure is erected on a Public Highway a site meeting must be held with the Head of Transportation and Street Care's representative to agree the position of the proposed structure (Mobile scaffolds are not exempt from the need to obtain a licence). Following the meeting the scaffold / hoarding application form in Appendix A shall be completed and submitted. If approved a scaffold/hoarding licence will be issued but this will be revoked if the requirements of sections 2, 3, 4 and 5 of this document are not constantly adhered to.
- 1.4 The licence fee must be paid in full before any documentation is issued. A copy of the licence must be displayed in a weatherproof container on the scaffold/hoarding to which it applies, in such a position as to permit easily accessible viewing. The licence must be available on site when the scaffold/hoarding is being erected.
- 1.5 No unauthorised advertising is permitted on any part of the temporary structure (see Town and Country Planning (Control of Advertisements) Regulations 1992).
- 1.6 Any scaffold or hoarding erected without a licence is illegal and may result in the removal of the scaffolding/hoarding or the undertaking of legal action by Reading Borough Council.
- 1.7 The design and construction of any scaffolding or hoarding is the full responsibility of the licensee and must take into account the need to resist abnormal wind or weather conditions.
- 1.8 Any scaffold that does not comply with the requirements of the Head of Transportation and Street Care's representative must be altered or dismantled at the contractor's expense.
- 1.9 All scaffolding erected above or on the public highway must be covered by suitability public indemnity insurance, with minimum cover of £10 million and evidence shall be provided, at the point of application of an adequate policy being in place.

2. SCAFFOLD STANDARDS

- 2.1 The design of any scaffold shall allow for the maximum pedestrian access and protection. To this end, footway scaffolds must span the full width of the footway and all clips within the footway area must be protected from the public using guards.
- 2.2 The outer line of standards, or any other projections, **must be at a minimum of 450mm** from the kerb edge. If this requirement cannot be met permission must be sought from The Head of Transportation and Street Care's representative to adopt the requirements outlined in items 2.15-2.19.
- 2.3 The inner line of standards must be **tight to the face of the building** at pavement level. Where cornices project from the building horizontal ladder beams should be introduced so that further lifts are offset. No standard shall be placed between the inner and outer lines.
- 2.4 **A clear headroom of 2600mm** must be provided above all sections of the footway available for the general public to walk.
- 2.5 **Standards should be lit at all times** with bulkhead lights at 3000mm centres, red when facing the carriageway, white when facing the footway (minimum wattage 60 watt GLS or equivalent), white lights are to be located at rear of the footway. Where scaffolding is located near traffic signals, white lights will be required facing the carriageway.
- 2.6 Scaffolding lighting must be in place and operational within 7 days of the scaffold commencing.
- 2.7 All outer standards must be painted white or sleeved in a material so they are conspicuous to a minimum height of 2600mm and to the satisfaction of the Head of Transportation and Street Care's representative.
- 2.8 Any scaffold or auxiliary structure which projects closer than 450mm to the face of the kerb edge or baulk timber must have a minimum clear headroom of 5030mm over the carriageway.
- 2.9 Where scaffolding is provided adjacent to the kerb edge there should be gaps of at least 1500mm in width at regular longitudinal intervals in any horizontal scaffold or hoarding.
- 2.10 All scaffold boards or any loose or lightweight material must be securely enclosed within, or fixed to, the scaffold structure.
- 2.11 **All site hutting** must be kept within the site perimeter and will not be permitted to oversail the public footway or carriageway.
- 2.12 Where scaffolding is permitted to span across the carriageway a clear headroom of 5030mm must be achieved and the occupiers of any affected property must be consulted and their permission obtained.
- 2.13 Where scaffolds span the highway, the appropriate permissions must be in place to allow the road or footway to be closed.

- 2.14 All scaffolds must have a fan above 5030mm unless agreed with the Head of Transportation and Street Care's representative. Fans must be double boarded and sheeted, and set at 30° from the horizontal. Fans must be in place while all works take place above this level.
- 2.15 300mm x 300mm baulk timbers will be required, for protection, to be set up on the carriageway adjacent to the scaffold standards.

The following requirements are applicable where a minimum clearance from the kerb face cannot be provided.

- 2.16 **Baulks to be painted red and white** and rigidly fixed together and braced 100mm from the kerbface.
- 2.17 Baulks to have red warning lights lit at all times and spaced at 3000mm centres (Minimum wattage 60 watt GLS or equivalent).
- 2.18 Whenever baulk timbers are to be laid in the channel access to gullies and associated covers must be maintained.
- 2.19 Where gaps are required in the outer scaffold corresponding gaps are to be made in the baulk timbers.

3. ERECTION OF SCAFFOLD

- 3.1 The erection of the first lift of any scaffolding is to be undertaken outside of the "traffic sensitive" times for the street) or at the discretion of the Head of Transportation and Street Care's representative if the scaffold is to be erected on a classified road. N.B. These rules equally apply to the dismantling of scaffolding. During these times traffic flow should be maintained and no obstruction of the carriageway will be allowed, unless by that covered in 3.4.
- 3.2 To prevent danger to contractors and the public, HSE Regulation 8 on falling objects states that suitable and sufficient steps must be taken to prevent the fall of any material or object from a scaffold. It also states that equipment must be stored safely to prevent danger arising from its collapse, overturning or unintentional movement.
- 3.3 The first lift must be double boarded and contain a sheet between each layer of boards. Similarly all fans above the highway should be double boarded and sheeted.
- 3.4 Above the first lift all scaffold must be handled directly from and to the lorry. If the lorry is parked on the highway, adequate traffic management should be erected, to the satisfaction of the Head of Transportation and Street Care's representative. The traffic management shall ensure that delays to all road users, especially buses are minimised. If an articulated vehicle is used then the trailer must not be uncoupled from the tractor unit. **Failure to provide adequate pedestrian and traffic management will result in suspension of the operations by the Head of Transportation and Street Care's representative.**
- 3.5 **No scaffold tubes, boards or associated fittings may be stored on the public footway or carriageway during erection or dismantling.**
- 3.6 Scaffold clips or any other scaffolding materials must not be thrown to or from the scaffold during erection or dismantling.
- 3.7 Provision must be made for a safe pedestrian thoroughfare while the erection/dismantling of scaffolding takes place.
- 3.8 All couplings below 2600mm shall be fixed so as to keep projecting threaded or clamp fixings on the opposite side to the main pedestrian route.
- 3.9 All horizontal scaffold tubes below a height of 2600mm must be fitted with plastic end caps or otherwise made safe to the satisfaction of the Head of Transportation and Street Care's representative.
- 3.10 No scaffolding shall be attached to guard rails or any other street furniture.
- 3.11 All protective sheeting and netting must be securely attached to the scaffolding, be able to withstand abnormal wind loads, and be maintained in a satisfactory condition.
- 3.12 Whenever there is the possibility of street lighting being obscured or removed arrangements must be made with the Head of Transportation and Street Care's representative for alternative lighting to be made. A minimum notice of 28 days is required for the removal or adjustment of any light fittings. All costs will be borne by the scaffold licensee.

- 3.13 Whenever there is the possibility of traffic signs, traffic signals or street name plates being obscured, or removed, arrangements must be made with the Head of Transportation and Street Care's representative for alternative arrangements to be made. All costs will be borne by the scaffold licensee.
- 3.14 Whenever there is a possibility of fire hydrants, utility covers, sewer entrances being obstructed arrangements must be made with the Head of Transportation and Street Care's representative to ensure that they are accessible at all times.
- 3.15 In general, scaffold towers (mobile scaffolds and the like) will not be permitted on the public highway in the central area and on classified roads between 7am to 8pm, Monday to Saturday (excepting Bank Holidays) and 10am to 5pm on Sundays and Bank Holidays.
- 3.16 All scaffolding that is erected in the town is to be fit for its purpose and must comply with the requirements of the relevant legislation, including the following British Standards and Euro Code: BS5973, 1990 and July and August 1991; BS2482, 1981 and 1990; BS1139, pts 1 -5; EN39, 1976; BS5974, 1990 and July 1992; Construction (Health, Safety and Welfare) Regulations 1996; Construction (Design and Management) Regulations 1994, together with any subsequent amendments and/or additions.
- 3.17 The requirements in paragraphs 3.1 to 3.16 equally apply for the removal of scaffolding from the Public Highway.

4. HOARDINGS

- 4.1 Hoardings shall be 2440mm high, rigidly constructed of smooth close-boarded timber. Other material may only be used if specifically approved by the Head of Transportation and Street Care's representative.
- 4.2 Hoardings shall be painted in a colour to be approved by the Head of Transportation and Street Care's representative and kept in clean and safe condition.
- 4.3 **Hoardings must be lit at all times** with bulkhead lights fixed to the top of the hoarding at 3000mm centres, red when facing the carriageway, white when facing the footway (Minimum wattage 60 watt GLS or equivalent). Lighting must be in place and operational within 7 days of the hoarding commencing.
- 4.4 **All access doors to be fixed so as not to open out over the footway.**
- 4.5 Whenever a scaffold is to remain in situ for more than 28 days the outside line of the scaffolding shall be boxed in with a 1200mm high hoarding. **The top of this box must be covered and sloped at an angle of 45° towards the carriageway.** This requirement may be relaxed if the width of the footway is restricted.
- 4.6 Whenever there is a possibility of fire hydrants, utility covers, sewer entrances, traffic control cabinets, traffic counters or any other street furniture being obstructed arrangements must be made with the Head of Transportation and Street Care's representative, to ensure that they are accessible at all times.
- 4.7 If it is permitted for a hoarding to enclose the footway then it should be set back a minimum of 450mm from the kerb edge. Should it not be possible to achieve this dimension then the requirements of paragraphs 2.15 to 2.19 would apply.
- 4.8 All temporary footways are to be constructed with adequate cross falls and arrangements made to ensure that they do not affect the highway drainage if they extend into the carriageway. There shall be no steps and no ramp shall exceed a gradient of 1:15. The ramp will be surfaced with an approved non-slip material. Any ramp exceeding 1000mm in length or temporary footway extending outside the line of the hoarding or scaffolding shall have a suitably constructed timber handrail fixed to its outer edge. The handrail is to be painted white.
- 4.9 If a footway is to be closed then requirements of Section 8, Temporary Road / Footway Closures must be adhered to.

5. STREET FURNITURE

- 5.1 Scaffold and/or hoarding must not obstruct access for servicing purposes to manhole chambers, cabinets and CCTV cameras. The view from existing CCTV cameras should also not be obscured by scaffolding and/or hoardings.
- 5.2 Scaffold and/or hoarding must not obscure traffic signals lights to either vehicular or pedestrian traffic. Should such an obstruction to signals be unavoidable, in exceptional circumstances, and agreed by the Head of Transportation and Street Care's representative for traffic signals (tel. 0118 937 2620), the signals may be adapted temporarily, at the expense of the licensee.
- 5.3 Where possible statutory signs, safety signs and direction signs must not be obscured. If any sign is obstructed the licensee will be required to supply a temporary replacement at his own expense, to be attached to the scaffold/ hoarding as agreed by the Head of Transportation and Street Care's representative.
- 5.4 If a street nameplate is obscured by scaffold/ hoarding the licensee will be required to supply a temporary replacement to be fixed to the scaffold/hoarding in a location agreed by the Head of Transportation and Street Care's representative. Unless authorised by the Head of Transportation and Street Care's representative, the Licensee must not tamper with or remove any street nameplate.

6. SITE CRANES, HOISTS AND PLANT

- 6.1 The Head of Transportation and Street Care's representative for this section can be contacted via Reading Borough Councils Highway Development Control Team, Civic Offices, Bridge Street, Reading, RG1 2LU, Telephone 0118 937 2612.
- 6.2 No crane shall be erected so that its jib traverses the Public Highway without the written permission of the Head of Transportation and Street Care's representative.
- 6.3 No loads shall be carried over the public footway or carriageway without the permission of the Head of Transportation and Street Care's representative. If approved adequate protection to the general public will be required at all times.
- 6.4 In general, hoists, lifting beams, etc are to be located more than 5030mm above the carriageway.
- 6.5 Any hoist, lifting beam, site based mobile crane or any other construction plant that is involved in lifting material above the public footway or carriageway must be covered by public indemnity insurance, with minimum cover of £10 million and evidence shall be provided of an adequate policy being in place.
- 6.6 Concrete hoppers are not to be placed on the Public Highway until the arrival of the readimix concrete lorry. The contractor should make all reasonable endeavours to ensure this operation takes place off the highway. If hoppers are to be loaded from the carriageway adequate traffic management should be erected, to the satisfaction of the Head of Transportation and Street Care's representative. The traffic management shall ensure that delays to all road users, especially buses are kept to the minimum and the work must be undertaken outside of "traffic sensitive" times for the street or at the discretion of the Head of Transportation and Street Care's representative, if the work is on a classified road.
- 6.7 For all demolition works adjacent to the public highway, full construction method statements (See Section 18) must be provided for prior approval by the Head of Transportation and Street Care's representative, including details of plant to be used.

7. MOBILE CRANES/LIFTING PLATFORMS

- 7.1 The Head of Transportation and Street Care's representative for this section can be contacted via Reading Borough Councils Street Works Team, Civic Offices, Bridge Street, Reading, RG1 2LU, Telephone 0118 937 2293.
- 7.2 A permit must be obtained prior to the placement and operation of mobile cranes/lifting platforms (e.g. cherry-pickers) and mobile platform hoists on or over the Public Highway. The application form is attached to this document as Appendix C.
- 7.3 The use of mobile cranes/lifting platforms on the Public Highway will typically not be permitted on classified roads during traffic sensitive times, nor in the central area between 7am to 8pm, Monday to Saturday (except Bank Holidays) and 10am to 5pm on Sundays and Bank Holidays.
- 7.4 No tracked vehicles are permitted to drive on the Public Highway unless adequate protection has been provided for the highway surface and utility mains and covers, to the satisfaction of the Head of Transportation and Street Care's representative.
- 7.5 Whenever outriggers are used on a vehicle, adequate protection must be provided for the highway surface and utility mains and covers, to the satisfaction of the Head of Transportation and Street Care's representative.
- 7.6 It is strongly recommended that the contractor conducts a pre-condition survey of the highway. In the absence of evidence to the contrary, it will be assumed that the highway is free from damage and the permit applicant will be liable for any repair costs to the highway caused by any consequential damage.

8. TEMPORARY TRAFFIC MANAGEMENT -

General Conditions

- 8.1 The Head of Transportation and Street Care's representative for this section can be contacted via Reading Borough Councils Street Works Team, Civic Offices, Bridge Street, Reading, RG1 2LU, Telephone 0118 937 2293.
- 8.2 Any undertaker conducting work on, or affecting the public highway, or installing any temporary traffic management, **must** carry public liability insurance to a minimum level of £10 million. They must have operatives who are suitably qualified (and are registered to the Street Works Qualification Register) for the tasks that they are undertaking, and a suitably qualified supervisor that is responsible for the site.
- 8.3 The contractor(s) will at all times be responsible for the design, supply, setting out, maintenance and clearing of their temporary traffic management and for ensuring that it complies with relevant legislation (Safety at Street Works and Road Works - a Code of Practice). Information boards (to include a working 24hr emergency contact telephone number and a description of the works) **must** be present on site at all times.

Temporary traffic management must not be used to force traffic to contravene on-street Traffic Regulation Orders (for example, directing general traffic in to a bus lane). A Temporary Traffic Regulation Order/Notice may be applied to alter existing Traffic Regulation Orders.

- 8.4 The Council reserves the right to request traffic management/works impact drawings for information and comment, as necessary. Traffic management design must take into account the needs of all users of the highway, to be clear, safe, and to minimise disruption to traffic flows, especially to public transport.
- 8.5 Sites should be occupied and work undertaken on each day that temporary traffic management is in place and reasonable hours of work undertaken in order to minimise the duration of the works. In exceptional circumstances where this is not possible, the site visited by competent persons at least once per day, and temporary signs placed on site to justify the reasons for the site being unoccupied.
- 8.6 Works on the highway may require the undertaker to supply street works notices. Please see Section 11.

Portable Traffic Signals

- 8.7 Approval must be granted by the Council's Network Management Section prior to the use of any portable traffic signals on, or affecting the highway. An application can be made by downloading the form from Reading Borough Council's website (www.reading-travelinfo.co.uk/road-works-applications.aspx) and emailing it to streetworks@reading.gov.uk.
- 8.8 Stop/Go boards must be available on site and with the 24hr emergency call-out crew (with suitable lighting as necessary), so that traffic can be safely managed during instances of signal failure.
- 8.9 It is expected that portable traffic signals will only be used outside of traffic sensitive times for the street. For larger schemes, working methods should be sought to remove the need for portable traffic signals when the site is not being operated (i.e. overnight). Methods could include plating, or temporary backfill of any excavations.
- 8.10 A competent signal operator must be available throughout the day at site to ensure that signal timings can be adjusted or manually controlled as necessary. This will avoid unbalanced delays on the surrounding network. In the exceptional circumstances (where portable traffic signals are required to remain on site when works activities are not taking place) the signal operator must be on site throughout traffic sensitive times, and have operatives available to relay (via radio) the balance of traffic in all directions, in order that the operative can make informed decisions regarding the priority of the portable traffic signals.
- 8.11 The Council may revoke their authorisation for the use of portable traffic signals where it feels that they are not being operated in a safe or considerate manner.

Temporary Traffic Regulation Order / Notice

- 8.12 Some operations may require a temporary change to the way in which a section of highway is used, in order to enable safe working, to further protect the public and/or to expedite the works and reduce the inconvenience to the travelling public. In order to make temporary change, a Temporary Traffic Regulation Order (TTRO) or Notice (TTRN) **must** be applied and approved by the Head of Transportation and Street Care's representative.

Examples of application could be, but is not limited to, the closure of a carriageway/footway/cycle lane, banned vehicle movements (e.g. no-right-turn at a junction) and bus lane/parking bay suspensions.

- 8.13 A minimum of five weeks advance notice, following the Council's receipt of a completed application, is required for all TTROs, as they will require advertising in the local press. Shorter notification periods will apply to TTRNs, which can only be used in situations where there is a possible risk to life or damage to property.
- 8.14 TTRO's/TTRN's are not to be used for the storage of materials, skips, or the parking of any contractor vehicles other than those specifically used for the undertaking works on the highway. The contractor undertaking the works is required to make alternative arrangements for site vehicle parking at a remote location. Failure to comply with these conditions will result in the withdrawal of the TTRO/TTRN.
- 8.15 It is expected, considering the impact that most TTROs/TTRNs will have on local properties/businesses and the travelling public, that the works will be expedited and reasonable resources applied. Where this is not the case, and for reasons of emergency, misuse of the street, or any other reasons he/she considers appropriate, the Head of Transportation and Street Care's representative may revoke any TTRO/TTRN granted without compensation to the contractor.
- 8.16 It is essential that contactors carry out their works in the periods of time that their TTRO/TTRN has been applied for. Only in exceptional circumstances, where there is a threat to public safety will changes be allowed and in normal cases the work will have to be suspended, the highway returned to a safe condition and a new TTRO/TTRN applied for.

TTRNs can apply for up to 21 working days (thereafter, a TTRO would be required), and TTROs up to 18 months. However, excessive proposed durations will be challenged by the Council, and other working restrictions could be imposed on the contractor.

- 8.17 An application form to apply for Temporary Traffic Regulation Orders is attached to this document as Appendix B.

Communication and Consideration for the Public

- 8.18 Where works will have a significant and/or long-term impact on the travelling public or nearby properties/businesses, yellow-backed advance warning signs should be placed on site in advance of the works. These signs should briefly describe the works, provide a start date and estimated duration, and a contact telephone number for enquiries. The Head of Transportation and Street Care's representative can approve the wording.

These temporary signs should be replaced with more specific information throughout the scheme, to warn of upcoming temporary traffic management changes (e.g. the introduction of portable traffic signals).

- 8.19 Advance information letters should be delivered to properties and businesses that may be affected by the works and it is strongly recommended that advance consultation is conducted.
- 8.20 Safe access to businesses and properties must be maintained throughout the works.

9. WORKS WITHIN THE HIGHWAY (Pre-Condition Survey and Repairs)

- 9.1 Before the start of any contract or the erection of any hoarding/ scaffolding, plant, storage of materials, excavation, or other works within the highway, the condition of the highway should be recorded by the Contractor and agreed with the Head of Transportation and Street Care's representative. It is the responsibility of the contractor to contact the Head of Transportation and Street Care's representative to arrange a mutually acceptable time to meet on site and agree the pre-condition survey of the highway.
- 9.2 In the absence of any such agreement, it will be assumed that the highway is free from damage or staining. The Contractor may then be held responsible for all damage to the Public Highway caused as a result of the sites activities.
- 9.3 The Contractor shall be responsible for the cost of repair of any damage whatsoever to the highway, street furniture, or street lighting, resulting from his or his Sub-contractors activities.
- 9.4 Before the start of any concrete works, the highway drainage and fire hydrants around a site shall be inspected by the Head of Transportation and Street Care's representative at the expense of the contractor.
- 9.5 Whenever concrete and / or blacktop is delivered to a site adequate protection must be provided to the highway and road gullies at all times.

10. NOTIFICATION AND CO-ORDINATION OF WORKS (New Roads and Street Works Act 1991)

10.1 The Head of Transportation and Street Care's representative for this section can be contacted via Reading Borough Councils Street Works Team, Civic Offices, Bridge Street, Reading, RG1 2LU, Telephone 0118 937 2293.

10.2 All persons wishing to undertake works on/in the highway must familiarise themselves with the New Roads and Street Works Act 1991 (NRSWA) and its codes of practice (in particular, the 'Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters').

This document sets out the noticing requirements for street/road works, and non-compliance will be met with charges and possible legal action by the Council. The document can be downloaded from the Department for Transport website (www.dft.gov.uk).

10.3 If works are to be conducted by a non-statutory undertaker (non-public utility), which involve installing, adjusting, maintaining or removing apparatus, a Section 50 Licence will need to be applied. This application can be downloaded from Reading Borough Council's website (www.reading-travelinfo.co.uk/road-works-applications.aspx). Please note that a Section 50 Licence may be withheld in cases where development sites do not have an approved Construction Management Statement (Section 17).

10.4 The Street Works section has the powers to direct works as required, in order to fulfil the Council's requirement to co-ordinate works and manage traffic on its highway network. Therefore, please note that proposed dates and timings may not be granted, due to other works or events on the network and other factors such as traffic sensitivity of the street.

Particular periods to note are the Christmas period (between mid November and early January) and the Reading Festival (the week leading up to and including the August public holiday) during which time strict restrictions will be applied to proposed works on Reading's network. Other considerations will be major sporting and other events at the Madejski Stadium.

10.5 It is expected that the contractor will manage any works that are associated with the development, so as to encourage shared trenches and traffic management wherever possible. If the works are not co-ordinated in a way that minimises the impact to users of the highway, the Street Works section will intervene, and direct the works as necessary.

Statutory undertakers (utility providers) are required to follow the same notification processes as all other undertakers. Advance planning of utility connections for developments is essential, as poor planning will not be considered a valid reason for an early start agreement by the Council.

10.6 On-site activities must adhere to the notified period of works that has been approved by the Street Works team. Only the Street Works team have access to the necessary information to be able to approve any period of works, and works that over run the agreed period will be met with daily charges.

11. SUPPORT TO BUILDING FACADES AND THE PUBLIC HIGHWAY

- 11.1 The Head of Transportation and Street Care's representative for this section can be contacted via Reading Borough Councils Highways Section at 2-4 Darwin Close, Reading, RG2 0RB, telephone 0118 937 2454.
- 11.2 Façade supports will not be permitted on the Public Highways unless it can be independently shown that it is structurally impractical to retain the façade internally.
- 11.3 Contractors who wish to modify, demolish or rebuild structures must have technical approval from the Head of Transportation and Street Care's representative to ensure the continued integrity and safety of the Public Highway.
- 11.4 This Approval in Principle takes the form of a review of your design proposals, taking into account dead, live and imposed loads, and will need to be reviewed by the Head of Transportation and Street Care's representative at the contractor's expense.
- 11.5 No arrangements will be made until payment is received, and no loading of the temporary works will be permitted until approval is given.

12. CLEANING BUILDINGS

- 12.1 No cleaning materials such as water or sand, or any part of the control taps or hoses shall be allowed to fall onto the unprotected Public Highway.
- 12.2 The face of the building is to be protected by scaffolding for the full height. The scaffold shall be covered by protective sheeting, which shall be securely anchored. **No sheeting will be permitted to encroach within the pedestrian passageway**, which will be fully protected at all times.
- 12.3 Whenever protective sheeting is used it shall be fixed so as to ensure the continued good operation of street lighting. If the Head of Transportation and Street Care's representative considers that additional lighting is required then all costs for this lighting will be borne by the Contractor.
- 12.4 All cleaning activities over or adjacent to the Public Highway shall typically be confined to Sundays (except in the town centre and major roads), or between 19.00hrs and 07.00hrs Monday to Saturday. For town centre sites and sites on major roads, the cleaning activities will be restricted to between 19.30hrs and 07.00hrs, Monday to Saturday and between 07.00hrs and 11.00hrs and between 17.00hrs and 23.00hrs Sunday. These times are also subject to further restrictions depending on the requirements of the Councils Environmental Health team.
- 12.5 No cleaning with water is permitted over any public highway if the temperature is 3 degrees centigrade or below on a falling scale, or 2 degrees centigrade or below on rising scale.
- 12.6 **No cradles, cables, hawsers, ropes or ancillary equipment are permitted lower than 2600mm above the footway or 5030mm above the carriageway level at any time other than in emergencies, or where properly licensed hoardings or road closures are in force.**
- 12.7 Works conducted by abseiling must have the area beneath the operation closed to pedestrian and vehicular traffic using the required traffic/pedestrian management. Any closure will require a licence, which is obtained as per section 8.

13. ACCESS TO AND FROM SITE

- 13.1 The Head of Transportation and Street Care's representative for this section can be contacted via Reading Borough Councils Highways Section at 2-4 Darwin Close, Reading, RG2 0RB, telephone 0118 937 2454.
- 13.2 Vehicles are not permitted to cross a public footway unless it is adequately strengthened to the Head of Transportation and Street Care's satisfaction.
- 13.3 Site access must be by means of a temporary vehicle crossing which will be constructed and removed at the Contractor's expense, including lowering the kerb and final permanent reinstatement of the footway. The crossing works must be licensed under Section 184 of the Highways Act.
- 13.4 Before a crossing is constructed the Contractor shall consult all Utilities and make suitable arrangements to protect or divert any affected plant.
- 13.5 **Wherever vehicles leave the site for the purpose of removing excavated materials adequate wheel washing facilities must be provided within the site boundary. No mud or any other material should be allowed to be carried onto the Public Highway from the site.** Details of these facilities must be submitted to the Head of Transportation and Street Care's representative for approval prior to the commencement of the works. The Highway Authority will take steps to remove any material deposited on the highway and reserves the right to recharge the costs incurred to the developer.
- 13.6 **Roads within Reading's urban area must not be used as holding areas for vehicles waiting to enter the site.** When large numbers of vehicles are anticipated arrangements must be made outside the urban area and vehicles called in by radio, or mobile telephone.
- 13.7 Nuisance from Dust. You are also advised that appropriate steps must be taken to prevent dust becoming a nuisance to other premises or the public at large. Action can be taken under the Environmental Protection Act 1990, to secure the abatement of such nuisances as may arise at any stage during the demolition or construction process.

14. SKIPS AND BUILDING MATERIALS

- 14.1 Skips are not permitted to stand on and obstruct the public carriageway or footpath. All skips must remain on the body of the vehicle.
- 14.2 Skips may be placed on verges once a skip licence has been obtained from the Street Care team (0118 937 3787) and as long as the skip does not impinge on highway visibility. The contractor will also be responsible for returning the verge to an acceptable condition, once the skip is removed in accordance with Section 131 of the Highways Act 1980.
- 14.3 Under no circumstances can the public footway, verge or carriageway be used for the storage of materials, which will have to be stored within the confines of the site. All mortar bins, building materials etc must be lifted directly from the delivery vehicle and taken into site.

15. BUS STOPS

- 15.1 Bus stops are legal traffic signs and must not be obstructed or removed without permission from Reading Borough Council. Suspension or removal of bus stops, shelters or bus cages painted on the road can only be arranged through Reading Borough Council and will be at the expense of the licensee. If alterations are required the Head of Transportation and Street Care's representative for Transport Planning should be contacted on 0118 937 3948. If a stop is to be closed an alternative temporary stop should be agreed with Reading Transport Ltd and be in place before closure of the permanent stop.
- 15.2 Reading Transport Ltd must be invited to examine any proposed scaffold or hoarding affecting a bus stop. Where scaffolding surrounds an active bus stop, pedestrian access points must be agreed with Reading Transport Ltd, and clear sight of the bus stop sign must be maintained from the road.

Contact:

Neil Scott
Support Services Manager
Reading Buses
Great Knollys Street
Reading
RG1 7HH

Tel: 0118 959 4000

- 15.3 Scaffolding must not be tied to or rest upon any bus stop infrastructure.

16. STREET CLEANSING

- 16.1 The main contractor will ensure that the public highway adjacent to the site is at all times kept free of general builder's debris, paint flakes, sand, wrapping and packaging from materials, all other material resulting from the work being carried out including litter left by site employees.
- 16.2 Failure to comply with the required cleansing standards and/or frequencies will render the contractor liable for the costs incurred by the Highways section in taking remedial action.
- 16.3 When positioning baulk timbers and/or scaffolding the licensee must avoid creating litter traps.
- 16.4 At the time scaffolding is removed the carriageway and footway adjacent to the site will be left cleansed to a litter and dust free standard.
- 16.5 Legal action will be taken when a site is vacated without the requirements of 16.4 being met and left in a littered condition contrary to the Environmental Protection Act, 1990.

17. CONSTRUCTION MANAGEMENT STATEMENTS ASSOCIATED WITH WORKS ON THE HIGHWAY.

17.1 As well as complying with the requirements above prior to commencement of any work on site, including demolition, a Construction Management Statement (CMS) must be submitted and approved by the Head of Transportation and Street Care. The CMS is to be accompanied by a clear scalable drawing and include: -

17.2 Parking of vehicles of site personnel, operatives and visitors.

17.2.1 This must show where the vehicles of staff, workmen and visitors are to park during the duration of the works with a clear statement of how the parking will operate. **Parking for operatives on the highway will not be acceptable and off-street parking or public transport should be used.**

17.2.2 An area for Cycle parking should also be provided at a ratio of 1 space per 4 employees.

17.2.3 Disabled parking spaces are not to be used for construction related activities. If it is absolutely necessary to close a disabled parking space, an alternative temporary disabled space should be provided within 100 metres of the permanent disabled space and all expenses will be borne by the contractor.

17.2.4 The location of any bus stops requiring closure in accordance with section 16 above.

17.3 Loading and unloading and storage of plant and materials.

17.3.1 As well as complying with the requirements of Section 6 and 7 above, details should be provided where all materials are to be unloaded and stored. This area should be large enough to accommodate the likely levels of material and plant to be delivered and should include adequate space for delivery vehicles, where reasonably practical to park off road when making deliveries.

17.4 Pedestrian / Routes and Highways within and around the site during the construction period.

17.4.1 Any highway footway or cycleway that is affected by the works should be highlighted with the contractors' proposals of alternative arrangements or routes. **This is in addition to the requirements of section 8 with regards the obtaining of closures of the existing footways and cycleways.**

17.5 Times, routes and means of access into the site for construction traffic and delivery vehicles (including the removal of waste from the site and methods of preventing deposition of materials on the public highway)

17.5.1 Proposed delivery times must be stated. To avoid congestion within the town deliveries can not be made to site during the following times, 7.30 -10am 3.00- 7.00pm, Monday to Friday and between 10.30am and 3pm in the town centre and on classified roads on Saturdays, Sundays and Bank Holidays. This will avoid congestion at peak times.

17.5.2 A route to the site through the town is to be shown using the classified roads for as long as possible to avoid residential areas. The use of residential roads should be kept to the bare minimum.

17.5.3 These requirements are in addition to those stated within sections 8 and 13 above.

17.6 Hoardings, Scaffolding, Access to site.

17.6.1 The CMS shall also fully detail the location of all hoardings, scaffolding and access points in accordance with the requirements of sections 1, 2, 3, and 4.

17.6.2 The CMS should also detailed all access points to the site in accordance with the requirements of Section 13

17.7 Knowledge of Method Statement

17.7.1 This is to demonstrate how all site personnel and visitors, where necessary, will be fully informed about this Method Statement especially the arrangements for site parking.

17.8 Hotline Telephone Number

17.8.1 The telephone number and the name of a competent person in case of emergency 24hrs a day 7 days a week must be supplied.

18. SIGNING FOR DEVELOPMENTS

- 18.1 There must be a demonstrable traffic management need for the signs. The presumption must be that all traffic seeking a development will have been given at least outline instructions on how to find it. These signs are not intended as advertisements to entice passing trade, but rather to guide drivers actively looking for the site. It is therefore envisaged that signing will only be needed in close proximity to the site, essentially to confirm to drivers that they are arriving at their destination.
- 18.2 As a general rule, developers will have to show special reasons why they should be allowed signing more than half a mile radius or two junctions away from the development (whichever is the further). In deciding precisely what is required at each specific location, much will depend on the local road network, site location and the existence of local place names with which the development can be linked.
- 18.3 There may also be a case for extra signs where the development is exceptionally large, but signing must generally be kept at a low level if it is to be helpful and effective. Too many signs to different developments would be confusing to drivers.
- 18.4 The lorry symbol (without an indication of weight) may be added to the sign to indicate that heavy construction and delivery traffic should, for environmental reasons, follow a route that may not necessarily be the most direct.

19. WORKING NEAR TREES

- 19.1 It is essential that when working in the vicinity of trees, either on the public highway, or within development sites that adequate protection of trees and their roots are undertaken.
- 19.2 When working in the vicinity of trees, whether on the highway or on development sites the requirements of BS 5837:2012 - Trees in Relation to Construction must be adhered to at all times. Any other requirements, such as a legal agreement [Section 106] or Planning Conditions, must also be complied with.
- 19.3 The Root Protection Area must be calculated as per Table 2 in BS 5837:2005 'Trees in relation to construction' and complied with when working adjacent to trees on the public highway. All excavations within this root protection area must be undertaken by hand. No roots in excess of 25mm in diameter or clumps of fibrous roots are to be damaged or cut. If you propose to undertake work within the Root Protection Area on the Public Highway you must contact Reading Borough Council's Tree Officer first via 0118 937 3737.
- 19.4 When working adjacent to trees within development sites the Root Protection Area must be calculated as per Table 2 in BS 5837:2005 'Trees in relation to construction'.
- 19.5 All private tree issues within development sites are dealt with by the Natural Environment Team, Planning & Building Control. Contact either Kate Rodway 0118 937 4294, Sarah Hanson 0118 937 2440 or Richard Stimpson 0118 937 2441.
- 19.6 If the Council's Tree Officer's requirements are not met or BS 5837:2012 - Trees in relation to construction has not been adhered to and damage to trees or their roots have or will occur, the Highway Authority will revoke licences giving permission to work on the highway.

GUIDANCE NOTES FOR ACTIVITIES ON THE PUBLIC HIGHWAY WITHIN THE
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APPENDIX A

APPLICATION FOR SCAFFOLDING AND HOARDING LICENCE

**HIGHWAYS ACT 1980
APPLICATION FOR LICENCE TO ERECT A HOARDING
OR SCAFFOLD ON OR OVER A HIGHWAY**

PLEASE RETURN COMPLETED FORM TO:

Reading Borough Council
Highways Department
2 - 4 Darwin Close
Reading, Berks., RG2 0RB
Tel: 0118 937 2454
Fax : 0118 937 2609

REF :

1.	Licence required by (Name)	Tel. No:
2.	Address:	
3.	For the erection of:	
4.	At:	
5.	For the purpose of:	
6.	Name of Company erecting the scaffold or hoarding	
7.	Period for which required	weeks, from: <i>(Please note that a minimum notice of 28 days is required).</i>
8.	Projection into the highway	metres
9.	Existing width of footpath	metres
10.	Particulars as to the extent of erection (in all cases a detailed drawing showing a plan view, section, elevation of the proposed structure and an OS=1250 location plan must be attached to the application form. A plan showing all traffic management and pedestrian management proposals in place when the hoarding / scaffolding is erected must be submitted with this application	
11.	Indemnity Insurance. Please provide evidence that you have third party public liability insurance of a minimum of £10,000,000.00 (ten million pounds).	
12.	The standard fee is £160.75 for the first 4 weeks and then £26.75 per week thereafter per licence. Please attach a cheque for the relevant amount made payable to Reading Borough Council	
13.	<p>Declaration:</p> <p>I confirm that I have read the relevant sections of the Guidance Notes for Activities on the Public Highways within the Borough of Reading which relate to scaffolding and hoardings on or over the highway and undertake to comply fully with the requirements.</p> <p>Signed:</p> <p>On behalf of:</p> <p>Dated:</p>	

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FEBRUARY 2016)

APPENDIX B

APPLICATION FOR A TEMPORARY TRAFFIC REGULATION ORDER / NOTICE

Application: Temporary Traffic Regulation Order/Notice (TTRO/N)

Network Management, Civic Offices,
Bridge Street, Reading, Berkshire, RG1 2LU
Tel: 0118 937 2293, Email: streetworks@reading.gov.uk

Applicant Name and Company (if applicable):		Telephone Number:	
		Email:	
Applicant Address:			
Details of Works/Event:			
Proposed Location(s):			
Easting Co-ordinate (6-digits):		Northing Co-ordinate (6-digits):	
Proposed Restriction(s), Length(s) and Description of affected Highway:			
Name of Company / Sub Contractor Undertaking Works (if different from applicant):			
Proposed Start Date:		Proposed End Date:	
Proposed Start Time(s):		Proposed End Time(s):	
<p><i>Please note that a minimum of 5 weeks' advance notice is required, following receipt of your completed application.</i></p>			

Traffic Management:
A detailed plan to a suitable scale shall be submitted, detailing all traffic and pedestrian management proposed for the works. The plan must include any applicable signed diversion routes, additional signing (including proposed advance-information signs) and measurements for and around the site.
Accreditation Details:
Reading Borough Council will not progress this application if you cannot provide evidence to show the site will be set up and maintained by suitably qualified supervisors and operatives holding a Street Works Qualification Register (SWQR) card (or equivalent qualification) for erecting traffic management on the Highway. Please submit evidence with this application.
Insurance:
Please attach proof that each contractor involved on site (e.g. traffic management company, persons conducting the works) will hold a minimum level of £10,000,000.00 (ten million pounds) public liability insurance throughout the proposed duration of the works.
Fees:
There is a standard fee of £2500 per Order (£500 for a Notice), inclusive of VAT. Please attach a cheque made payable to Reading Borough Council or attach a purchase order.
Declaration:
I confirm that I have read the relevant sections of the Guidance Notes for Activities on the Public Highway within the Borough of Reading, which relate to Temporary Traffic Regulation Orders / Temporary Traffic Management and undertake to comply fully with the requirements.
In accordance with Section 10 of the Guidance Notes for Activities on the Public Highway, approval for any Temporary Traffic Regulation Order will not be ratified until Street Works approval has been received.
I confirm that a letter-drop will be carried out in the area affected by this temporary restriction and that advance-information signs will be placed on approach to the restriction a minimum of 7 days before the start date.
Name:
Signed:
On Behalf Of:
Dated:

Out-of-date application forms will not be accepted. To ensure that you have the latest version of this form, please visit www.reading-travelinfo.co.uk > Traffic > Road Works Applications.

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APPENDIX C

APPLICATION FOR A CRANE / MOBILE LIFTING PLATFORM PERMIT

Application: Crane / Mobile Lifting Platform Permit

Network Management, Civic Offices,
Bridge Street, Reading, Berkshire, RG1 2LU
Tel: 0118 937 2293, email: streetworks@reading.gov.uk

Applicant Name and Company (if applicable):		Telephone Number:	
		Email:	
Applicant Address:			
Proposed Location:			
Easting Co-ordinates (6-digits):		Northing Co-ordinates (6-digits):	
Proposed Method, Equipment, details of Crane and Pedestrian Management:			
Name Address of Crane Hire Company (if different from applicant):			
Proposed Start Date:		Proposed End Date:	
Proposed Start Time(s):		Proposed End Time(s):	
<i>Please note that a minimum of 28 days advance notice is required, following receipt of your completed application.</i>			

Traffic Management:
A detailed plan to a suitable scale shall be submitted, detailing all traffic and pedestrian management proposed for the location of the crane and any oversailing areas. A method statement must also be included.
Accreditation Details:
Reading Borough Council will not progress this application if you cannot provide evidence to show the site will be set up and maintained by suitably qualified supervisors and operatives holding a Street Works Qualification Register (SWQR) card (or equivalent qualification) for erecting traffic management on the Highway. Please submit evidence with this application.
Insurance:
Please attach proof that each contractor involved on site (e.g. traffic management company, crane hire company) will hold a minimum level of £10,000,000.00 (ten million pounds) public liability insurance throughout the proposed duration of the works.
Fees:
There is a standard fee of £150 per permit, inclusive of VAT. Please attach a cheque made payable to Reading Borough Council.
Declaration:
I confirm that I have read the relevant sections of the Guidance Notes for Activities on the Public Highways within the Borough of Reading, which relate to cranes / hoists and Cherry-Pickers on or over the highway and undertake to comply fully with the requirements. In accordance with Section 10 of the Guidance Notes for Activities on the Public Highway, approval of any crane/mobile lifting platform permit will not be ratified until Street Works approval has been received.
Name:
Signed:
On Behalf Of:
Dated:

Out-of-date application forms will not be accepted. To ensure that you have the latest version of this form, please visit www.reading-travelinfo.co.uk > Traffic > Road Works Applications.

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APPENDIX D

APPLICATION FOR A SECTION 50 LICENCE

Application: Section 50 Licence

Network Management, Civic Offices,
Bridge Street, Reading, Berkshire, RG1 2LU
Tel: 0118 937 2293, email: streetworks@reading.gov.uk

Please complete the following, using the Section 50 Licence Guidance Document to assist:

Applicant name, company (if applicable) and address:	Applicant telephone number and out-of-hours contact for the works:		
	Applicant email address:		
Main contractor name and address (if different from the above):			
Proposed location of works:			
Impacting (please tick):	Verge	Footway	Carriageway
Easting Co-ordinates (6-digits):	Northing Co-ordinates (6-digits):		
Description of works, including proposed traffic and/or pedestrian management, measurements and reinstatement materials:			

Name, company name (if applicable) and address of landowner benefitting from the apparatus:	
Proposed start date:	Proposed end date:
<i>Please note that a minimum of 28 days advance notice is required, following receipt of your completed application.</i>	
Detailed design drawing:	
Provide a detailed design drawing, clearly showing the proposed area of excavation, the boundary of the landowners' property/land and the location of the private apparatus in relation to nearby landmarks (i.e. any junctions and/or nearby properties). Please ensure that this plan is to a sensible scale.	
Traffic management drawing:	
Provide a detailed plan to a suitable scale, detailing all traffic and/or pedestrian management proposed for the works. The plan must include measurements such as the remaining footway/carriageway width.	
Accreditation Details:	
Reading Borough Council will not progress this application if you cannot provide evidence to show the works will be monitored and conducted by suitably qualified supervisors and operatives holding a Street Works Qualification Register (SWQR) card. Please submit evidence with this application.	
Insurance:	
Please attach proof that each contractor involved on site (e.g. traffic management company, 'groundworks' and reinstatement contractor) will hold a minimum level of £10,000,000.00 (ten million pounds) public liability insurance throughout the proposed duration of the works.	
Fees:	
There is a typical licence fee of £400, inclusive of VAT - please see item 16 (General Notes) of the Section 50 Guidance Document for details. Please attach a cheque made payable to Reading Borough Council.	
Declaration:	
Carefully read, complete and submit the declaration on the next page.	

Out-of-date application forms will not be accepted. To ensure that you have the latest version of this form, please visit www.reading-travelinfo.co.uk > Traffic > Road Works Applications.

Declaration

To be completed by the main contractor

I hereby apply for permission to carry out street works at the following location:

--

I have read and understood the Section 50 Guidance Document and the information that I have provided is correct to the best of my knowledge.

I understand that it is an offence to commence any works on the Highway until written consent has been granted by the Street Authority.

I understand that I must follow the New Roads and Street Works Act 1991, and related codes of practice, and that failure to do so could result in charges being made, or legal action being taken against me/my company.

I have received responses from all applicable utility companies, stating the apparatus that is present in the vicinity of my proposed excavation. The age of the records that I have received indicate that the records will be valid (as per any disclaimer) for the likely commencement date of my proposed works. The contractors' will ensure that these plans are present and available for inspection whenever they are on site.

If the works have been agreed as emergency works, all possible resources and working practices will be employed to ensure that damage to underground apparatus is avoided.

Signature	
Name	
Company	
Position	
Date	