

**Department of the
Built Environment**

**Guidance Notes
for
Activities on the
Public Highway in
the City of London**



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1. ROAD DANGER REDUCTION

- 1.1 To help ensure the safest environment for all road users, the City is a 20mph zone. For sites, that also means traffic signs can be reduced in size in accordance with the guidance appropriate to that speed limit, provided they remain fit for purpose.
- 1.2 All site vehicles are to be maintained to the highest standard of roadworthiness, and HGVs in particular must operate in accordance with London's Safer Lorry Scheme.
- 1.3 Sites are encouraged to use suppliers accredited with the Fleet Operator Recognition Scheme (FORS), to operate to the standards set by the Construction Logistics and Community Safety (CLOCS) Scheme and to minimise Work Related Road Risk (WRRR).
- 1.4 In accordance with FORS, drivers should receive sufficient accredited training to operate in the City's challenging environment. They must also be compliant with the necessary legal requirements for driver licensing, and be rostered to allow sufficient rest to be fit for work.
- 1.5 Major sites must set out their proposed operations in Construction Logistics Plans submitted to the City for approval. These must include details on how the risk to vulnerable road users will be minimised and how accessibility standards will be met, both en route to site and at the point of delivery.
- 1.6 Sites are requested to provide accident and / or near miss reports on the highway to help the City identify and address key issues, and to help ensure that lessons can be learned for every site.

2. **CONSIDERATE CONTRACTOR SCHEME AND CITY MARK**

- 2.1 The Considerate Contractor Scheme (CCS) was pioneered by the City of London Corporation in 1987, and was the first scheme of its kind to be introduced in Britain.
- 2.2 The scheme's aim remains to encourage and promote the highest of standards for building and civil engineering contractors working in the Square Mile. It is separate from the National Considerate Constructors Scheme, and specifically targets the on-street issues & constraints of working in the City's congested environment.
- 2.3 It comprises :
 - A Code of Conduct covering planning, site safety, site environment, cleanliness and liaison
 - Regular inspections and monitoring by City CCS Officers, including quarterly reviews
 - A dedicated telephone hotline and email address for public comments
 - Posters advertising the site's membership of the scheme, and the standards the site is expected to meet
 - An annual judging day involving City Members and external judges
 - A formal awards ceremony with the Lord Mayor
- 2.4 All development sites in the City are expected to join the CCS, and application forms are available from the City's website. The CCS helpline number is 020 7332 1004.
- 2.5 In addition, 'City Mark' is an expansion to the CCS and covers a broad range of Road Danger Reduction (RDR) initiatives, recognising FORS and CLOCS best practice for their contribution to making the City's roads safer. Sites are encouraged to achieve City Mark status as a key element of the CCS.

3. SCAFFOLDING AND HOARDING

GENERAL PRINCIPLES

3. 1 All scaffolds in the City must be fit for purpose and comply with the relevant legislation, including British Standards, Euro Codes, Health and Safety at Work Act 1974, The Work at Heights Regulations 2005, Construction (Design and Management) Regulations 2015, together with any subsequent amendments and/or additions.
3. 2 The design, construction and maintenance of the scaffold, including any sheeting and netting, is the full responsibility of the licensee and must take into account working loads, wind and abnormal weather conditions.
3. 3 Before any scaffold is erected on the public highway a site meeting must be held with the City to agree it.
3. 4 Following the site visit, an application form and fee must be submitted a minimum of 4 weeks before the agreed scaffold erection date.
3. 5 The proposed start and end date for the scaffold must be agreed, and will form part of the licence. If these dates change, new dates must be agreed with the City. Extensions beyond the agreed expiry date must also be applied and paid for 4 weeks beforehand.
3. 6 Detailed scaffold design and traffic management drawings, including the extent of the scaffold on the highway, will be required, and any subsequent variation will need to be agreed with the City and revised drawings submitted.
3. 7 Structural and load bearing scaffolds will require technical approval from the City (see section 13).

- 3.8 No unauthorised advertising is permitted on the scaffold.
- 3.9 Any scaffold that does not comply with the requirements of the City must be altered or dismantled at the contractor's expense.
- 3.10 Any scaffold erected without a licence is illegal and will result in its removal or legal action. A laminated copy of the licence must be visibly displayed on the scaffold at all times.
- 3.11 Where the scaffold affects other premises, they must be consulted before the scaffold is erected. A scaffold licence does not authorise the infringement of the rights of others (e.g. rights to light), and sites must secure any necessary third party consents separately.
- 3.12 Scaffolds or hoardings must not obstruct escape routes, fire access, dry riser inlets, smoke vents or fire hydrants without agreement. (For scaffolds affecting street lights, street furniture and wifi / telecomm nodes, see sections 4 and 5.)
- 3.13 Mobile scaffolds are not exempt from the need to obtain a licence.

SCAFFOLD DESIGN STANDARDS

- 3.14 The design of any scaffold shall allow for maximum pedestrian access and protection, taking into account people with disabilities and vulnerable road users. To this end, a scaffold must span the full width of the footway, not impede dropped kerbs and provide a clear headroom of 2.6 metres.
- 3.15 Kerbside gaps must be provided within long scaffolds to facilitate access and pedestrian movement.
- 3.16 Any fixings that may cause harm to pedestrians must be fitted away from the main pedestrian route, and all horizontal tubes must be fitted with plastic end caps or otherwise made safe.

- 3.17 The inner line of standards must be tight to the face of the building at ground level. Where cornices project from the building horizontal ladder beams should be introduced so that further lifts are offset (diagram 1, page 8). No standard shall be placed between the inner and outer lines.
- 3.18 The outer line of standards, or any other projections, must be 450mm from the kerb edge (diagrams 1 - 4, pages 8 & 9). If this requirement cannot be met a variation must be agreed with the City. E.g. 300mm x 300mm baulk timbers or vehicle restraint barriers (diagram 3, page 9).
- 3.19 Any scaffold or structure which projects closer than 450mm to the traffic must have a minimum clear headroom of 5.41m over the carriageway (diagram 1, page 8).
- 3.20 All scaffolds need to have a fan above 5.41m unless agreed with the City. 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. The first lift must also be double boarded and sheeted, with sheeting made from flame retardant material.
- 3.21 If a scaffold is to remain for more than 28 days the outside line of the scaffold should be boxed in. This box must be 1.2 metres high, covered and sloped at an angle of 45° towards the carriageway. This requirement may be waived if the footway is narrow.
- 3.22 Scaffolds and hoardings shall be lit during the hours of darkness with bulkhead lights at 3m centres, red when facing the carriageway, white when facing the footway and white at the rear of the footway (diagram 1, Page 8).
- 3.23 Where a scaffold is located near traffic signals, white lights may be required facing the carriageway to avoid confusion.
- 3.24 Scaffold lighting must be in place and operational within 7 days of the scaffold erection.

SCAFFOLD CONSTRUCTION

- 3.25 The first lift of a scaffold must be built and dismantled at weekends, Bank Holidays, or between 19.00hrs and 07.00hrs Monday to Friday. Mobile scaffolds will only be permitted during the same times. (Refer to Section 15 for Out of Hours approval from Environmental Health.)
- 3.26 Scaffold materials must not be thrown at any time and all materials must be handled direct to and from the lorry. Materials must not be stored on the public highway.
- 3.27 A safe pedestrian route must be available during the erection/dismantling of the scaffold in accordance with the Code of Practice on Safety at Street Works and Road Works. Any footway closures will need prior authorisation (see Section 8 – Traffic Management).

HOARDINGS

- 3.28 Hoardings must be a minimum of 2440mm high, rigidly constructed of smooth close boarded timber. Other material may only be used if approved by the City.
- 3.29 Hoardings must be kept in a clean and safe condition with corners painted in a contrasting colour to assist the visually impaired. Any graffiti must be removed as soon as reasonably practical.
- 3.30 On demolition sites there must be no gap between the top of the vertical hoarding and the rear of the horizontal double boarded protection above the footway. See diagram 4 on page 9.
- 3.31 If it is permitted for a hoarding to enclose the footway then it should be set back 450mm from the kerb edge. If this requirement cannot be met a variation must be agreed.
- 3.32 Viewing ports through the hoarding for the public to see into the site are encouraged. These should be set at a variety of accessible heights.

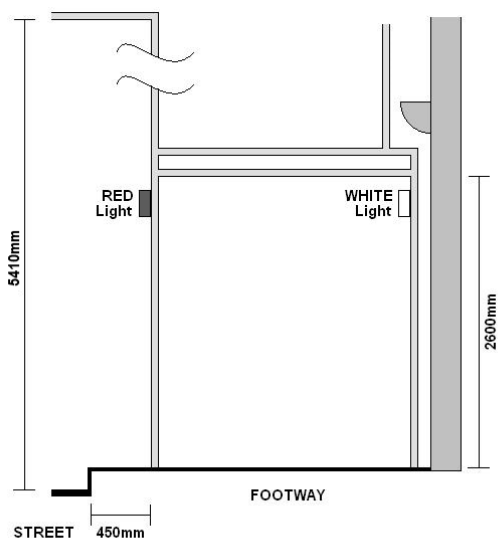


Diagram 1

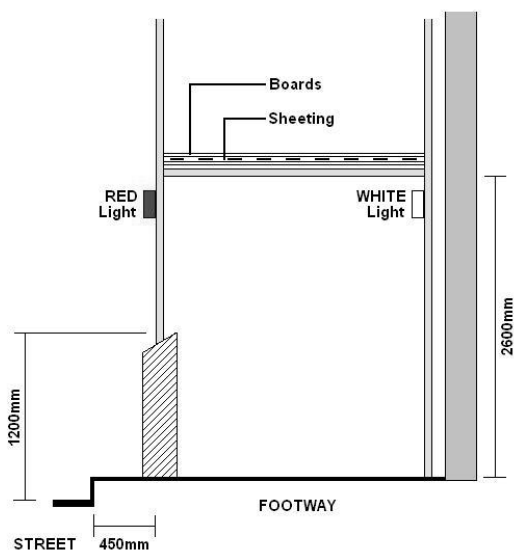


Diagram 2

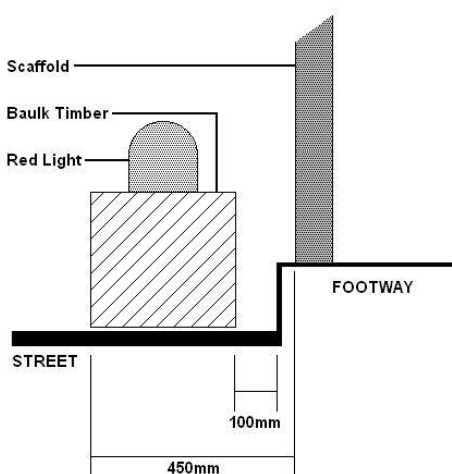


Diagram 3

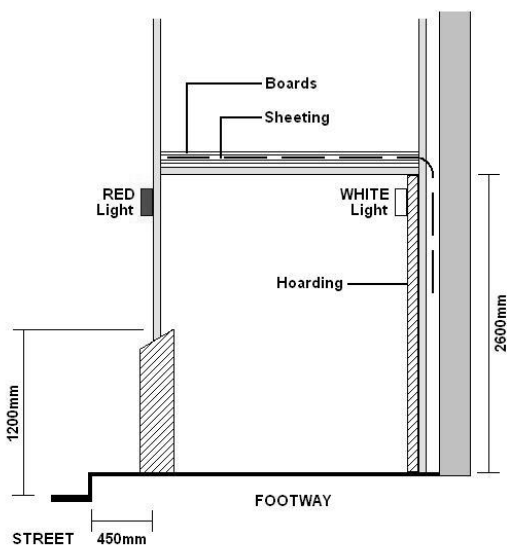


Diagram 4 (Demolition Sites)

4. STREET LIGHTING

- 4.1 Most street lights in the City are attached to buildings. Any work that could affect street lighting or illuminated street furniture must be notified to the City. No work will be permitted on or adjacent to these units without the City's authority.
- 4.2 Should there be a requirement to remove or relocate a lighting unit, this will be done by the City at the developer's expense.
- 4.3 Any temporary arrangements must comply with the City's standards on lighting the public highway and will require 8 weeks' notice before the erection of the scaffold.
- 4.4 A minimum of 8 weeks' notice will also be required to disconnect any power supplies. Unauthorised interference with electrical units will not be permitted under any circumstances. Any breaches of this requirement may be reported to the HSE.
- 4.5 All City and power supplier costs will be borne by the applicant with costs being paid in advance. This includes any reinstatement at the end of your works.

5. STREET FURNITURE

- 5.1 Scaffolds and hoardings must not be attached to street furniture.
- 5.2 Where traffic signs or street name plates are obscured, alternative arrangements must be made with the City at the cost of the licensee. This will include a location plan for asset management purposes. A minimum of 4 weeks notice will be needed.
- 5.3 Scaffolds/hoardings should not obscure traffic signals, but should it be unavoidable, a design must be agreed by the City and TfL, with all costs met by the licensee.

- 5.4 Scaffolds/hoardings must not obstruct access to manholes, chambers, cabinets, CCTV cameras or Pay & Display machines.
- 5.5 Temporary lighting may be required if a scaffold blocks light to a solar powered Pay and Display machine.
- 5.6 Where site works potentially impact WiFi or other telecommunications equipment attached to street furniture, alternative arrangements will be made by the City at the cost of the licensee, including works on behalf of the relevant service provider. A minimum of 8 weeks notice will be required.
- 5.7 Unless authorised by the City, the licensee must not tamper with or remove any of the above items.

6. SITE OPERATIONS, CRANES AND PLANT

- 6.1 All site welfare must be kept within the site perimeter and will not be permitted to over sail the public highway unless suitable justification is made within the construction logistics plan for your development.
- 6.2 Any agreement will be for a limited period of time and the welfare must be repositioned within the site boundary as soon as possible. Structural scaffolds to support welfare will require technical approval from the City (see Section 13).
- 6.3 Mobile cranes and aerial platforms on the highway will require a licence to be issued by the City with 4 weeks notice, and will be restricted to evenings and weekends unless agreed otherwise.
- 6.4 Adequate protection to the highway from mobile crane outriggers must be provided. Any damage caused will be recharged to the applicant.

- 6.5 Where a crane, hoist or lifting beam oversails the public highway from within the site, the site will need to complete a City indemnity form and a fee may be applicable.
- 6.6 Hoists and lifting beams must be fixed more than 5.41m above the highway.
- 6.7 Adequate protection to the public will be required when lifting loads over the highway, and under no circumstances should pedestrians or vehicles be allowed to pass beneath such loads unprotected. If necessary, traffic holds to facilitate lifts must be controlled using appropriate signage and with prior approval from the City (see Section 8).
- 6.8 Pumps, ladders and hoses must not obstruct the public.
- 6.9 Concrete pumps on the highway will be by agreement only and require pre and post condition surveys of the drainage and sewers at the site's expense.
- 6.10 Skips are not permitted to stand on the public highway. All skips must remain on the body of the vehicle.
- 6.11 The public highway must not be used for the storage of materials. They must be lifted directly from the vehicle and taken into site.
- 6.12 Demolition methods affecting the public highway must be submitted to the City's Highways & Pollution Teams for approval.
- 6.13 Trial holes in the highway require City approval and utility notification, including method statements and reinstatement details. Archeological consent may also be required, and inspection fees may be applicable. Any voids found must be filled in accordance with the City specification at the site's expense.
- 6.14 Temporary substations on or above the highway will require a tripartite legal agreement between the developer, the City and UKPN under the Electricity Act 1989. Three months notice and a fee will be required.

7. SITE ACCESS AND LOGISTICS

- 7.1 Gates and doors must not open over the highway and temporary steps will not be permitted.
- 7.2 All ramp gradients must be 1:15 or less, be surfaced with an approved non-slip material and have a white handrail if the ramp is longer than 1m in length. This handrail requirement also applies for any temporary footway extending outside the line of the hoarding or scaffold.
- 7.3 Vehicles are not permitted to cross a public footway or highway structure unless it is adequately strengthened to the City's specification. This will require a lowered temporary vehicle crossing constructed and later reinstated at the site's expense by the City.
- 7.4 An estimate for these works will be provided by the City and the contractor must sign a standard indemnity form for the temporary crossing.
- 7.5 Before a crossing is constructed, the site must contact all relevant utilities for details of their plant under the highway. If a trial trench is required to establish their location and depth, this will be undertaken by the City, also at the site's expense.
- 7.6 Mud must not be carried onto the public highway from the site, and adequate wheel washing facilities must be provided within the site boundary.
- 7.7 Streets within the City 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 City and vehicles called in when required.

- 7.8 In planning lorry movements, sites must account for relevant weight restriction locations and the prohibition on lorries travelling through the centre of the City (except for access).
- 7.9 Lorry trailers must not be uncoupled from an articulated tractor unit, and vehicles must not be left with their engines idling.
- 7.10 The use of a vehicle loading area enclosing the highway and demarked using semi permanent materials (e.g. hoardings, blocks or lego) must be agreed in advance and will require a City indemnity.
- 7.11 All vehicle movements to and from the public highway into the site (including any external loading bays) must be controlled by suitably qualified traffic marshals (banksmen). These arrangements must be included in the relevant logistics plan, which should be approved prior to works commencing.

8. ROAD CLOSURES AND TRAFFIC MANAGEMENT

- 8.1 Temporary highway closures require a City traffic order and will typically be limited to weekends, Bank Holidays or between 1900hrs and 0700hrs Monday to Friday. (Also see section 15 for Out of Hours approval).
- 8.2 A minimum of 12 weeks' notice is required. Shorter periods will only be accepted in exceptional circumstances, and a fee will be charged to cover admin, advertising and inspection.
- 8.3 Road closures are not to be used for the storage of materials, skips or parking. Parking bays within a road closure must still be suspended.
- 8.4 All diversion and temporary traffic signs are the applicant's responsibility, although guidance on the City's road network will be provided.

- 8.5 TfL consent (via the City) will be required for road closures that affect bus routes, the Strategic Road Network or the TfL Road Network.
- 8.6 Permission to close a road may be withdrawn at any time for emergency purposes, misuse or any other reason considered reasonable and appropriate without compensation.
- 8.7 Use of traffic lights, stop/go or priority boards by sites will require a City indemnity form to be completed. A fee will be charged and 4 weeks' notice is required.
- 8.8 All works that impact the highway will apply the signing and guarding principles of the Code of Practice on Safety at Street Works and Road Works, particularly ensuring the safety of vulnerable road users.
- 8.9 Every effort must be made to minimise the impact on cycle lanes, and where one has to be closed, appropriate alternatives must be considered within the Construction Logistics Plan.
- 8.10 Sites will be expected to work with the City to facilitate major special events e.g. the Lord Mayor's Show.

9. PARKING

- 9.1 Parking dispensations from the City are required for site vehicles to load and unload from the highway, including where parking bays have been suspended for this purpose. A daily fee is charged and three working days' notice is required.
- 9.2 Parking bays may be suspended by agreement with the City at the site's expense. Five days' notice from the date of payment is required.
- 9.3 No scaffold, hoarding, plant, tools or materials shall obstruct a live parking bay.

- 9.4 The City reserves the right to require the site to suspend parking bays in the interest of public safety, or extend an existing suspension, if bays cannot be safely brought back into use. The contractor will be responsible for all bay suspension charges in such cases.
- 9.5 Contractors may only obscure parking lines and signs by agreement with the City. In such cases, temporary lines and signs will be installed at the site's expense.
- 9.6 The suspension of non-standard bays (e.g. motorcycle, disabled, doctors etc) may have more significant consequences for stakeholders and so will require a prior local area or equality impact assessment if needed for long periods.
- 9.7 This assessment will include whether alternative facilities need to be provided and where. The cost of this assessment, and any subsequent highway changes deemed necessary will be recharged to the applicant. As a result, a 3 month notice period is required for any non-standard bay suspensions lasting more than a week.

10. DRAINAGE

- 10.1 All temporary works that affect the highway must be constructed with adequate cross falls and must not compromise the highway drainage.
- 10.2 Only clean water should be discharged from the site to the highway drainage system. All site water should be taken through intermediate settlement units for re-use on site.
- 10.3 Fire hydrants, drainage covers and sewer/subway access points must be accessible and useable at all times, with space available to maintain pedestrian access. Hoardings must be constructed to allow this.
- 10.4 Hydrants must not be used without a Thames Water licence and must be protected by barriers when in use.

11. HIGHWAY DAMAGE AND CLEANSING

- 11.1 The contractor is responsible for all damage to the highway as a result of the site's activities, including blocked drainage, stained carriageways and damaged street furniture.
- 11.2 The cost of all repairs by the City will be recharged to the site via a reparations process. The site is therefore encouraged to take all reasonable steps to ensure the highway and its street furniture are adequately protected.
- 11.3 Condition surveys can be submitted and agreed with the City before starting on site. In their absence, it will be assumed that the highway, its drainage, structure and street furniture are damage free.
- 11.4 The site must ensure that all adjacent highways are kept free of debris and materials resulting from the work being carried out, including litter left by site employees.
- 11.5 The site must avoid creating litter traps when positioning baulk timbers, barriers and scaffolds, and when the site is complete, the area must be left clean and tidy.
- 11.6 Contractors are advised to familiarise themselves with the City Time Banding Scheme, which prevents refuse from being left on public highway between the hours of 08:00hrs and 18:00hrs.
- 11.7 Sites can also join the Clean Street Partnership, a voluntary scheme for the site to help with additional cleansing in the vicinity.

- 11.8 Contractors must ensure their employees do not discard cigarette butts outside their site and they must use the butt bins provided.
- 11.9 Failure to comply with these standards will render the contractor liable for the costs incurred by the City in remedial action, Fixed Penalty Notices or legal action under the Environmental Protection Act, 1990.

12. FAÇADE CLEANING

- 12.1 All cleaning activities over or adjacent to the public highway must be confined to weekends, Bank Holidays, or between 1900hrs and 0700hrs Monday to Friday. (See section 15 for Out of Hours consent, and planning permission or listed building consent may also be required).
- 12.2 No cleaning materials such as water or sand shall be allowed to fall onto the unprotected public highway, and no cleaning with water is permitted when there is a risk of freezing temperatures.
- 12.3 For works from cradles, no equipment is permitted lower than 2.6 metres above the footway or 5.41 metres above the carriageway at any time other than in emergencies, or where properly licenced hoardings or road closures are in place.
- 12.4 For cleaning works other than from cradles, the face of the building must be protected by scaffolding for the full height. The scaffold shall be covered by protective sheeting which must be securely anchored and retained within the scaffold structure.
- 12.5 Whenever protective sheeting is used it must be fixed to ensure the continued good operation of street lighting. If the City considers that additional lighting is required then all costs for this lighting will be borne by the contractor.

- 12.6 Works done by abseiling must have the area beneath the operation barriered off and a City indemnity form completed for the operation.
- 12.7 Only superficial building cleaning from aerial platforms will be accepted.
- 12.8 If using additives in water to clean a building, contact Thames Water's Trade Waste Team for prior approval.

13. STRUCTURES AND TECHNICAL APPROVAL

- 13.1 Contractors who wish to modify, demolish or rebuild structures that impact the highway must have technical approval from the City to ensure the continued integrity and safety of the public highway.
- 13.2 This Approval In Principle (AIP) takes the form of a review of your design proposals for supporting the public highway, taking into account dead, live and imposed loads, and will need to be reviewed by the City.
- 13.3 AIP's will also be required for structural scaffolds, including those that support site accommodation and sub stations, or require structural support such as foundations or ground level kentledge.
- 13.4 Technical Approval typically requires 12 weeks' notice and a fee will be charged. Once the AIP has been approved, Design, Check and Compliance certificates must then be submitted.
- 13.5 No arrangements for technical approval will be made until payment is received, and no loading of the temporary works will be permitted until approval is given.

- 13.6 All old or temporary retaining structures under the highway must be removed or cut back to a depth of 1.2 metres unless otherwise agreed by the City. If necessary, a projection licence and/or S38 agreement must be obtained.
- 13.7 Façade supports will not be permitted on the public highway unless it can be independently shown that it is structurally impractical to support the façade internally.
- 13.8 Waterproofing to basement structures is the responsibility of the building owner and works to excavate the highway to repair waterproofing must be agreed by the City.

14. TREES, PLANTS AND GARDENS

- 14.1 A scaffold/hoarding licence does not imply consent to affect trees, plants, gardens, boundary walls, railings, tombstones, statues and other public works of art etc and such consent must be sought separately.
- 14.2 Where any proposed work is adjacent to or affects any garden, open space, churchyard, planter, bed or tree (including the roots), the contractor must consult the City's Open Spaces team a minimum of 4 weeks before the work begins.
- 14.3 An indemnity form (or agreement, where appropriate) must always be completed prior to the commencement of works, and a tree protection plan may be required.
- 14.4 All trees, plants and other landscaping features remain under the management of the City at all times, and no work may be carried out without the express permission of the City.

- 14.5 The contractor is responsible for the cost of the repair/replacement of any plants or features damaged during the works.
- 14.6 Work on historic sites, churchyards, railings, tombstones, scheduled sites and archaeological remains may require planning consent and/or church faculty approval.
- 14.7 Works affecting trees in conservation areas or those that have Tree Protection Orders will also require planning approval.

15. NOISE, DUST, AIR QUALITY AND VIBRATION

- 15.1 The City's Pollution Control Team is responsible for the regulation of air quality, noise, dust and vibration from sites. Early contact is strongly advised to discuss proposals, with key requirements set out in the City's Code of Practice for Deconstruction and Construction, and the Code of Practice : Minimising the Environmental Impact of Streetworks.
- 15.2 If your works do not disturb others, then extended hours or even 24 hour working may be possible on application to the Pollution Control Team. Sites are expected to fully communicate with affected stakeholders, but where residents or businesses are likely to be disturbed, then the following restrictions will usually apply;

Permitted Hours

08:00 - 18:00 hours (Monday to Friday);
08:00 - 13:00 hours (Sat) or
09:00 - 14:00 hours (Sat in sensitive residential areas)
No working is permitted on Sundays, 'Bank' or other national holidays.

Quiet Hours (Monday to Friday)

10:00 – 12:00 hours

14:00 – 16:00 hours

- 15.3 During 'Quiet Hours' noise generating activities e.g. percussive breakers, cutting using power tools, noisy machinery etc will not usually be permitted. These hours may be adjusted for retail businesses relying on lunchtime trade.
- 15.4 Works outside the 'permitted hours' or during 'quiet hours' can only be undertaken with the prior consent from the Pollution Control Team. This includes scaffold work and crane operations.
- 15.5 Contractors will always be expected to use 'Best Practicable Means' to minimise their impact. Examples include dust suppression, adjusted working times, quieter working methods, silenced machinery, acoustic barriers and monitoring.
- 15.6 Complaints about excessive noise disturbance, vibration, dust or a nuisance (if found to be justified) may result in formal enforcement action, including restricted working hours. Light pollution must also be prevented.
- 15.7 Dust must be minimised and not become a nuisance to other premises or the public at large. Action can be taken under the Environmental Protection Act 1990 to prevent such nuisance arising at any stage during demolition or construction.
- 15.8 When carrying out works which may produce vibration, all potential receptors must be considered, in particular occupiers with basements under the highway, party walls and heritage sites.

- 15.9 To reduce emissions from PM10 and NO2 (air pollutants) sites are expected to follow the air quality guidance in the City's Code of Practice. The Code highlights the working method and controls to be employed during demolition, construction, earthworks and vehicle track out, recommending offsite fabrication and stone cutting, damping down, encapsulating works and load covering before leaving the area.
- 15.10 Appropriate machinery, vehicle choice and management should be employed to minimise emissions. Non road mobile machinery (NRMM) should be appropriately selected for the size of work conducted, and engine emissions, use and maintenance should meet minimum GLA requirements and City policy.
- 15.11 Diesel generators should not be used, there should be no engine idling (on and off site) and low/zero emission technology should be employed where possible.
- 15.12 Emission monitoring should be deployed so that action can be taken to mitigate problems.
- 15.13 Due to the historical redevelopment of the City, 'made ground' or fill is expected to be present (to varying thickness) which may contain contaminated and/or putrescible material. It can therefore be a potential source of contamination such as asbestos.
- 15.14 If any undetected or unexpected contamination or ground gas is identified or suspected, the Contractor must stop work, seek the advice of a competent person, undertake further specific investigations to characterise the contamination and develop an appropriate remediation strategy.
- 15.15 The Pollution Control Team must be notified and must approve all remedial work.

16. UTILITIES

- 16.1 Sites are reminded that utilities have a statutory right to access their plant, cables, pipes and equipment on or below the highway.
- 16.2 As a result, sites are encouraged to design their scaffolds, hoardings and logistics with the needs of utilities in mind, particularly the risk that emergency access may be required at any time.
- 16.3 Engagement with all the utilities with plant in the vicinity of the site is recommended, and the City can provide appropriate contact details as/when required.
- 16.4 All public highway utility excavation and reinstatement works are subject to permitting consent from the City under the London Permit Scheme. A permit will still be required for utility works behind a temporary site hoarding.

17. TRANSPORT FOR LONDON

- 17.1 Transport for London (TfL) is the strategic Highway Authority for London, as well as manager of London's bus, traffic signal and Underground network.
- 17.2 Parking, scaffolding, hoardings and road closure consents on Red Routes are the responsibility of TfL. However, the City must be contacted for all works affecting river bridge structures, even where TfL are the Highway Authority.
- 17.3 TfL must be consulted on any scaffold or hoarding affecting a bus stop. A scaffold must not be tied to or rest upon any part of TfL infrastructure.

- 17.4 Where a scaffold surrounds an active bus stop, pedestrian access points must be agreed by TfL, and clear sight of the bus stop sign must be maintained from the road.
- 17.5 Bus stops are legal traffic signs and must not be obstructed or removed without permission from TfL. Suspension or removal of bus stops, shelters or bus cages painted on the road can only be arranged through TfL and will be at the expense of the applicant.
- 17.6 All traffic signals are the responsibility of TfL. TfL and the City must be contacted in relation to any proposed changes or impacts within the vicinity of a traffic signal.
- 17.7 Any proposal to re-locate a pedestrian crossing will require a design from the applicant that will need to satisfy a City road safety audit and TfL traffic impact assessment before being agreed. The cost of these assessments and the works will be met by the applicant.

18. EMERGENCIES AND EMERGENCY SERVICES

- 18.1 In an emergency, call 999, but be aware of how to contact your local hospital A&E.
- 18.2 For police non-emergency calls, ring 101, and for anti terrorism matters, ring 0800 789 321.
- 18.3 If your site is near the Thames, remember that in the event of an emergency, (e.g. a person falling into the river), ring 999 and ask for the Coastguard, giving your location. Missing lifebelts can be reported to the City on 0207 606 3030.

19. SUMMARY

19.1 Contacts:-

- Highways (primary point of contact), Scaffolding and Hoarding, Street Lighting, Traffic Management and Parking:
020 7332 3553/4
highways.management@cityoflondon.gov.uk/
traffic.management@cityoflondon.gov.uk
- Considerate Contractor Scheme:
020 7332 1004
ccs@cityoflondon.gov.uk
- Technical Approval for structures:
020 7606 3030
bridges@cityoflondon.gov.uk
- Noisy works & air pollution: 020 7606 3030
public protection@cityoflondon.gov.uk
- TfL Buses: **central.rsm@tfl.gov.uk**
- Police Anti-Terrorist Hotline : 0800 789 321
- Planning matters : 020 7606 3030
plans@cityoflondon.gov.uk
- Historic Buildings and Public Works of Art – City Surveyor's Heritage Section:
corporate property@cityoflondon.gov.uk

19.2 Supplementary Guidance is available on request for:-

- Technical Approval for structures (AIPs)
- Street lighting specifications
- Considerate Contractor Scheme Guidance & Applications
- Construction / deconstruction management plans
- Construction Logistics Plans
- CLOCS / FORS / WRRR / City Mark

19.3 Key Application Processes / Licences required (by notice period):-

3 working days

- Parking dispensations

5 working days

- Site hours variations for noisy works
- Pay & Display bay suspensions

4 Weeks

- Scaffold / hoarding licences
- Crane oversailing licences
- Street furniture alterations
- Open Spaces indemnity / tree protection plan
- General indemnities eg mobile cranes, stop / go boards etc

2 Months

- Street lighting changes
- Wifi / telecommunication equipment relocation

3 Months

- Technical approval for structures
- Traffic orders / road closures
- Long-term non-standard parking bay suspensions
- Consent for temporary substations

20. SCAFFOLD CHECKLIST

DO'S

- Ensure safe provision for pedestrians, & consider all road users (particularly cyclists)
- Comply with HSE Regulation 8 – prevent falling objects and store materials safely
- Bottom lifts to go up after 7pm Monday-Friday or after 8am/9am on Saturday
- Outer standards are 450mm back from the kerb edge, or on the kerb protected by a baulk timber
- Rear standards tight to the building line
- Clear headroom of 2.6m above the footway, double boarded and sheeted
- Clear headroom of 5.41m above the carriageway
- Include gaps at regular intervals at the kerb side, and provide lights at 3m centres
- Consult premises affected by your works beforehand

DON'TS

- Don't store tubes, boards or fittings on the public highway
- Don't throw clips or materials to or from the scaffold
- Don't uncouple the trailer from the tractor unit
- Don't put scaffold standards on dropped kerbs or utility boxes

TELL US:

- If your scaffold affects street lights, street furniture, wifi units, trees or gardens
- If your scaffold supports site accommodation or electricity substations
- If your scaffold requires structural support
- If you need a road closure, parking bay suspensions or permits
- About all works at evenings & weekends (for noise issues)
- About all cranes, concrete pumps & major plant on the highway
- If you have an accident or cause any damage
- If you need to change your scaffold or extend the licence period



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