

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

| | | | |
|------------------|--|--------------|--|
| TO: | STRATEGIC ENVIRONMENT PLANNING & TRANSPORT COMMITTEE | | |
| DATE: | 4 APRIL 2017 | AGENDA ITEM: | 13 |
| TITLE: | HIGHWAY MAINTENANCE POLICY | | |
| LEAD COUNCILLOR: | COUNCILLOR TONY PAGE | PORTFOLIO: | STRATEGIC ENVIRONMENT PLANNING & TRANSPORT |
| SERVICE: | TRANSPORTATION & STREETCARE SERVICES | WARDS: | BOROUGH WIDE |
| LEAD OFFICER: | SAM SHEAN | TEL: | 0118 937 2138 |
| JOB TITLE: | STREETCARE SERVICES MANAGER | E-MAIL: | sam.shean@reading.gov.uk |

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report sets out details to update and amalgamate existing Highway Policies and Working Practices into a single Highway Maintenance Policy document.

2. RECOMMENDED ACTION

- 2.1 That the Committee adopt the Highway Maintenance Policy.
- 2.2 That the Committee delegate authority to the Head of Transportation & Streetcare in consultation with the Lead Member for Strategic Environment Planning & Transport, the Head of Finance and the Head of Legal & Democratic Services to make minor amendments to the Highway Maintenance Policy.

3. POLICY CONTEXT

- 3.1 To secure the most effective use of resources in the delivery of high quality, best value public service.
- 3.2 To make travel more secure, safe and comfortable for all users of the public highway.
- 3.3 To provide a public highway network as safe as reasonably practical having due regard to financial constraints and statutory duties.

4. THE PROPOSAL

- 4.1 The Council has several stand-alone Highway Maintenance Policies and Working Practices and this report aims to update and amalgamate them into a single Highway Maintenance Policy document.
- 4.2 The Council is committed to meeting legislative requirements and guidance in respect of the public realm and highway maintenance standards. Responsibility for maintaining these standards rests with the Council, in its capacity as the Local Highway Authority, but affects everyone living, working and visiting the Borough.
- 4.3 Section 41 of the Highways Act 1980 places a duty on Reading Borough Council as Local Highway Authority to maintain public highway land, so far as reasonably practicable.
- 4.4 The duty extends to include applications and issuing licences for the following on the public highway, under the Highways Act 1980:

| LICENCE | HIGHWAYS ACT 1980 SECTION |
|------------------------------------|----------------------------------|
| 4.4.1 Advertising ('A' Boards) | Section 115E (Appendix 1) |
| 4.4.2 Vehicle Crossings | Section 184 (Appendix 2) |
| 4.4.3 Disabled Bays | Section 115 (Appendix 3) |
| 4.4.4 Access Protection Markings | Section 115 (Appendix 4) |
| 4.4.5 Placing of skips | Section 139 (Appendix 5) |
| 4.4.6 Excavate and store materials | Section 171 (Appendix 6) |
| 4.4.7 Oversail the Highway | Section 177 (Appendix 7) |
| 4.4.8 Hoarding & Scaffold | Sections 169 & 172 (Appendix 8) |
| 4.4.9 Private Sewers | Section 50 (Appendix 9) |
| 4.4.10 Private Structures | Section 115 (Appendix 10) |
| 4.4.11 Planting | Section 142 (Appendix 11) |
| 4.4.12 Obstructions | Sections 143 & 149 (Appendix 12) |
| 4.4.13 Cranes | Section 178 (Appendix 13) |

- 4.5 Mirrors on the public highway have historically been strictly controlled and required official authorisation from the Department for Transport (DfT). The DfT have now devolved such powers to Local Councils and a mirror is now defined as a prescribed sign under 'The Traffic Signs Regulations and General Directions 2016 (TSRGD)'. A Council policy on mirrors will form part of an updated 'Traffic Management Policies and Standards - A Policy Document (November 2010)' which is currently being reviewed. An appropriate report will be presented to a future Traffic Management Sub-Committee.

4.6 'A' Board advertising on the public highway (Amended)

4.6.1 Current position

A policy to control 'A' Boards on the public highway was proposed and adopted in March 2011. Applications have been considered and assessed in accordance with the 'spirit' of the policy requirements/conditions but no licences have been issued. Although the Policy included a provision to charge an application fee of £75 and an annual charge of £75 to cover administration, regulation and site inspection costs, these fees/charges have not been applied.

4.6.2 The Proposal

With recent changes in Local Authority funding associated with Central Government's austerity programme a review of highway related fees/charges has been carried out and it will now be necessary to apply the fees/charges for 'A' Boards placed on the public highway. The original fees/charges agreed in March 2011 have been benchmarked against other Local Authorities as part of the review exercise. It is proposed to reduce them to £60 for the original application (which includes the first annual licence fee of £50) and a further £50 annual licence fee, reflecting the actual costs incurred in administering the application and regulating them on the public highway. The intention is to effectively regulate the placing of 'A' Boards on the public highway to ensure public safety, especially for visually impaired pedestrians, wheel chair/mobility scooter users and for pushchairs/prams.

4.6.3 Benchmarking

The benchmarking exercise has been carried out with comparable Local Authorities on the fees charged for 'A' Boards on the public highway. The results are shown in Appendix 1 (Table 1).

4.6.4 Removal and Storage of Unauthorised

The Council currently charges £105 for the removal and storage of unauthorised 'A' Boards. This charge is reviewed as part of the overall Council review of fees/charges.

4.7 Vehicle Crossings

4.7.1 Current Position

The Council receives many applications for vehicle crossings. These are assessed in accordance with various criteria/requirements required by the Council. The Council's criteria/requirements, which have been in place for several years, have previously been benchmarked against other Local Authorities and are in line with good practice, guidelines and standards.

4.7.2 The Proposal

A review has been carried out of the vehicle crossing criteria/requirements, as well as the standard letter/application form sent to applicants, with further clarification included where appropriate.

As part of the review exercise, it should be noted that there is specific reference to Council maintained grass verge areas and where such areas would be affected by a vehicle crossing application. The loss of sizeable areas of grass verge (permeable surface/natural soakaway) within the highway domain can have implications with drainage, potentially aggravating highway drainage issues. In addition, the loss of grass verge/green open space areas can have a considerable negative visual impact on the local environment and street scene. The loss of such amenity is considered unacceptable and, for this reason alone, a vehicle crossing application will be refused. Where there is just a small area of grass verge affected by an application, this will be identified through the assessment process and dealt with accordingly, as specified in the criteria/requirements of the Vehicle Crossing Policy.

The criteria/requirements for vehicle crossing applications and the standard letter/application form sent to applicants are shown in Appendix 2.

4.8 The remaining items listed in 4.4 (4.4.3 to 4.4.13) are existing Highway Licences that the Council issues and have been produced through good practice, benchmarking and legislation. (Appendices 3 to 13 refer).

4.9 An annual review of the Streetcare Highway Policy will be carried out.

5. CONTRIBUTION TO STRATEGIC AIMS

5.1 The Highway Maintenance Policy will contribute to the Council's Corporate Plan 2016 - 2019 priorities:

- Keeping the town clean, safe, green and active
- Providing infrastructure to support the economy
- Remaining financially sustainable to deliver these service priorities

6. COMMUNITY ENGAGEMENT AND INFORMATION

6.1 The Highway Maintenance Policy and Appendices 1 to 13 will be available on the Council's website.

7. EQUALITY IMPACT ASSESSMENT

7.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to—

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;

- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

7.2 The Council's existing Highway Maintenance Policies and Working Practices are being updated and amalgamated into a single Highway Maintenance Policy document. There is no overall change to service delivery at this time. Should any future updates/amendments be required, which result in service delivery changes, an equality impact assessment will be carried out.

8. LEGAL IMPLICATIONS

8.1 The principal legislation covering the Highway Maintenance Policy is contained within the Highways Act 1980.

9. FINANCIAL IMPLICATIONS

9.1 There are no financial implications to the Council associated with this report. All operational costs associated with the Highway Maintenance Policy are contained within the existing fully funded Revenue Budgets.

9.2 The Council regularly reviews its Fees & Charges which will include the Licences issued in relation to this Highway Maintenance Policy, as listed in Section 4.4 of this report.

10. BACKGROUND PAPERS

10.1 Highways Act 1980

10.2 'A' Board Policy Report March 2011

10.3 Traffic Management Policies and Standards - A Policy Document (November 2010)

11. APPENDICES

11.1 Advertising ('A' Boards) (Appendix 1)

11.2 Vehicle Crossings (Appendix 2)

11.3 Disabled Bays (Appendix 3)

11.4 Access Protection Markings (Appendix 4)

11.5 Placing of skips (Appendix 5)

11.6 Excavate and store materials (Appendix 6)

11.7 Oversail the Highway (Appendix 7)

11.8 Hoarding & Scaffold (Appendix 8)

11.9 Private Sewers (Appendix 9)

11.10 Private Structures (Appendix 10)

11.11 Planting (Appendix 11)

11.12 Obstructions (Appendix 12)

11.13 Cranes (Appendix 13)

READING BOROUGH COUNCIL 'A' BOARD POLICY APPLICATION PROCESS AND CONDITIONS

INTRODUCTION:

Reading Borough Council as the Local Highway Authority has a duty to ensure that pedestrians have a clear, safe route along pavements and walkways.

'A' Boards displayed on the public highway can be considered unsightly, make an area look cluttered and less attractive and have a negative impact on the street scene. 'A' Boards also create problems for users of the public highway who are visually impaired, especially for visually impaired pedestrians, those with mobility difficulties, wheel chair/mobility scooter users and for pushchairs/prams.

The Council appreciates and understands that businesses need to promote their services and custom, but this cannot be done without careful consideration being given to passing pedestrians and the effect on the street scene and local economy.

By Licencing 'A' Boards a uniformed approach can be taken to minimise the risk to users of the public highway by ensuring that they are considerately placed where there is reduced danger to pedestrians or where they could cause an obstruction.

Our aim is to assist in enhancing the economic sustainability of the Town Centre and the Borough while not causing a negative impact on the street scene.

Under the Highways Act 1980 sections 143 & 149 it is an offence to obstruct the highway. Legislation allows Local Highway Authorities to implement and adopt licensing schemes on the public highway.

POLICY:

The 'A' Board policy relates to advertising and similar boards that will be placed on the public highway, both with or without permission. An 'A' Board includes any type of free standing adverts/directional signs/information signs and inanimate characters.

The "Highway" includes footways, footpaths, paved areas and pedestrianised areas within the public highway domain. This policy does not include 'A' Boards sited on privately owned land.

APPLICATION PROCESS:

Applications for an 'A' board Licence can be made on-line by visiting www.reading.gov.uk . Please create an account and then make your application via the on-line application form.

You must obtain permission from Reading Borough Council prior to placing any 'A' Board on the public highway.

Please Note: Licences are only valid for 1 year and are not transferable. (Section 115E of the Highways Act 1980, section 224 of the Town and Country Planning (control of Advertisements) Regulations 1992)

Year 1 - A fee of £60 is charged for each application and this includes the first year licence fee of £50.

Year 2 (and subsequent years) - An annual fee of £50 will be charged per licence.

Annual licences are valid from 1st April to the 31st March the following year (or part thereof).

The applicant should complete and submit the on-line application form and upload the following information:

- a) The exact location of the 'A' Board including a scale drawing indicating where the A-Board will be placed in relation to the premises and where the entrance and exits are to the building. The dimensions of the 'A' Board, the width of the pavement, proximity to the kerb and distance to other street furniture (e.g. telephone kiosks, benches, street lighting columns, sign posts, litter bins and pavement cafés).
- b) Attach a colour photo or illustration of the proposed location of the 'A' Board.
- c) A copy of the business's current Public Liability Insurance Certificate/ Policy which will need to provide cover of £5,000,000 (minimum).
- d) Payment of the application fee (non-refundable).

If the application is for an 'A' Board positioned on the frontage of the premises other Council Departments will be consulted prior to permission being granted. If the 'A' Board is positioned away from the frontage other Council Departments as well as businesses whose premises have frontage to the proposed location of the 'A' Board will be given the opportunity to comment as required by legislation.

The needs of other highway users will also be taken into consideration e.g. vehicular access, pedestrian flow and the effect of 'A' Boards on the environment and other businesses.

If no objections are received and the 'A' Board' meets all of the required criteria a licence will be issued and will be valid until the 31st March of the current Financial Year.

If the Council receive any relevant/valid objections then they will consider them and determine whether to grant or refuse a licence. The application may take up to 4 weeks to process and you must not display any 'A' Board outside your premises until the Licence has been issued.

The Licence must be renewed annually and a reminder will be sent to the applicant at least 4 weeks before the expiry date of an existing licence and must be renewed before the expiry date. The cost of the renewal licence is currently £50.

Reading Borough Council reserves the right to refuse consent to any 'A' Board application. This decision will be final with no right of appeal.

CONDITIONS:

1. 'A' Boards will normally be licensed for outside the premises applying for the Licence.
2. Advertising must relate to the business that holds the Licence.
3. 'A' Boards shall not be attached to any street furniture.
4. 'A' Boards shall not be left out on the public highway outside the agreed hours of the issued licence.
5. An ideal clear, unobstructed remaining footway width of 2 metres shall be maintained.
6. Only one (1 No.) 'A' Board will be allowed per premises and shall relate to the normal business carried out by the applicant.
7. No rotating signs or signs on wheels or trailer type devices will be licenced.
8. 'A' Boards must not lean or be propped against a wall, be attached to trees, street furniture or other items on the public highway.
9. 'A' Boards will not be permitted on grass verges, central reservations, roundabouts, pedestrian safety refuges and other areas of the public highway where it could create a road traffic hazard, obstruct sightlines/visibility splays, or affect the maintenance of the area.
10. Where a business has a private forecourt adjacent to the public highway, an 'A' Board must fully remain on this private forecourt area and will not require a licence as it is not on the public highway.
11. The Council will first consult with the applicant if an 'A' Board is located inappropriately and/or in an unacceptable condition. (Failure to comply with the Council's reasonable instruction will result in the

removal of the 'A' Board by the Council and all costs recharged to the applicant).

12. 'A' Boards shall be fit for purpose, stable, robust and well maintained. It should appear to be professionally made and sign written. Offensive content will not be permitted.
13. 'A' Boards should not exceed 0.6 square metres with a maximum base width of 0.6 metres and no higher than 1.0 metres above ground level.
14. The 'A' Board must be 2 sided of the 'feet' type where the base is the widest part of the board so that it has a solid element just above ground level which is detectable by a visually impaired person using a cane. The frame and base/'feet' shall have a contrasting colour to the highway surface to ensure maximum visibility.
15. The 'A' Board should preferably be positioned adjacent to the applicant's premises ensuring that a clear, unobstructed remaining footway width of 2.0m is maintained.
16. The 'A' Board Licence shall be made available for inspection by a Council Officer as and when requested.
17. Any liability arising from an incident or damage involving an 'A' Board remains with the owner of the 'A' Board.
18. 'A' Boards shall not be displayed without prior permission from Reading Borough Council. (Failure to comply with the Licence conditions will result in the removal of the 'A' Board by the Council and all costs recharged to the applicant).

The conditions above may be periodically reviewed and subject to change following consultation and Committee approval. Any breach of the conditions may result in formal action being taken and the Licence revoked.

READING BOROUGH COUNCIL VEHICLE CROSSING POLICY

1. Applications for a vehicle crossing can be made on-line by visiting www.reading.gov.uk . Please create an account and then make your application via the on-line application form.
2. The Vehicle hard-standing area on property frontage should have minimum dimensions of at least 2.4m wide (along the boundary entry point) and a minimum 4.8m length (this is the minimum depth of property frontage required). Note: This is a minimum requirement; a greater size may be required to accommodate larger vehicles. A greater distance /depth may also be required to allow for property access/doorways etc. The vehicle hard-standing should be constructed before, or at the same time as the vehicle crossing is constructed. It is not permitted for vehicles to overhang the public highway as this can constitute an obstruction of the public highway under the Highways Act 1980.
3. Some roads are classified as traffic sensitive and may not be suitable for a vehicle crossing. If your property is on a classified road, the new access will require planning permission before any work can be carried out and Development Control and/or Planning will be consulted as appropriate.
4. If the proposed vehicle crossing is in a road where there is a formalised on-street parking scheme and/or Traffic Regulation Order in place, Network Management will be consulted as appropriate.
5. The entrance width/opening to the property frontage should be suitable for vehicle(s) to be able to park on hard-standing(s) perpendicular on property frontage (as explained in point 1 above). Entrance width/opening needs to be wide enough so that vehicles do not 'bump up' full height kerbs.
6. A vehicle crossing should be a minimum distance of 10m away from a junction.
7. Visibility splays/sight lines should be acceptable to ensure safe access/egress from property.
8. If any tree and/or root system would be affected by the proposed vehicle crossing, Planning and Parks will be consulted as appropriate.

9. The total continual length of dropped kerb (including where shared with neighbouring property, ideally should not exceed 10m. Note: in situations where it would be greater than 10m, the decision on whether or not to approve will be at the Council's discretion.
10. In situations where a neighbouring property already has an established historical/legal vehicle crossing and there is insufficient space/gap between the crossings to install 'transition kerbs' and 'full-height kerbing infill', it may be necessary to extend the existing dropped kerb from the neighbouring property to create the new vehicle crossing ('transition kerbs' laid back to back are not normally accepted). This will depend on the location of the proposed vehicle crossing in relation to the neighbouring existing vehicle crossing. Effectively such a situation creates a shared vehicle crossing rather than two separately defined vehicle crossings. This will be at the Council's discretion.
11. Water run-off from private property onto the public highway is not permitted. An appropriate method of drainage needs to be provided within the property curtilage including the use of suitable permeable surfacing materials.
12. Planning permission is required for any hard standing (new or repair/replacement) at a property that is constructed of a non-porous material (tarmac, concrete or brick paving) in excess of 5 square metres and does not have surface water run off to a permeable or porous area within the boundaries of the property, e.g. lawn. Hard standing at other properties (including flats) is likely to require planning permission regardless of the proposed material (except some industrial/warehouse uses). It is recommended that you contact Planning on (0118) 937 3787 if you require further information. If you do not meet these requirements, planning permission will be required **before** any work can be carried out. (A copy of the planning permission will be required).
13. If gravel is to be used as a permeable surfacing material to the hard-standing, a non-gravel apron/strip is required across the entrance width/opening on the private property frontage to prevent the gravel from migrating onto the public highway.
14. Vehicle crossing applications will not be approved in locations where there would be a substantial loss of public highway/Council maintained grass verge and/or have a detrimental effect on the local environment/street scene.

15. In situations where a very small, insignificant area of public highway /Council maintained grass verge is considered for removal, it will need to be replaced by a suitable permeable bituminous/tarmacadam material appropriate for use on the public highway and approved by the Council. This material will be applied to all of the crossing area.
16. Street furniture (e.g. sign posts, street lighting columns) should be a minimum distance of 1.0m from a vehicle crossing (top of transition kerb) to reduce risk of damage from turning vehicles. Note: where it is considered feasible/agreed by the Council to relocate/reposition street furniture/utility equipment so as not to impede a vehicle crossing, all costs associated with such work to be charged to vehicle crossing applicant and included in the cost estimate.
17. Edging kerb or similar approved will normally be required as a demarcation between the back of footway/highway boundary and property frontage boundary.
18. Utility covers/manhole covers within a vehicle crossing should be to the required specification/standard for vehicles to override (to be supplied by the relevant utility company as required). All work to utility covers/boxes/chambers should be carried out by relevant utility company (e.g. cover supply replacement/adjustment/ lowering etc.) to ensure that work is carried out in accordance with utility company's requirements, specification and standards. Utility mains/services/equipment and plant may require lowering/repositioning/replacing as a result of a vehicle crossing application. Again, all such work will be carried out by the relevant utility company. The cost(s) for any utility works required will be charged to the vehicle crossing applicant and included in the cost estimate.
19. Kerbing to vehicle crossings to match existing general 'kerb type' in the road where possible/practicable (e.g. granite kerbs/setts/conservation kerbs).
20. Where an Access Protection Marking (APM) is to be installed, it will extend to the whole length/width of the vehicle crossing (from top of transition kerb to top of transition kerb), including across the whole length/width of shared vehicle crossings. It will not be permitted to install an APM to part/half of a vehicle crossing, even where there is a shared vehicle crossing (Refer to Council's Access Protection Marking Policy).
21. There may well be other site specific factors/requirements which need to be taken into account with a vehicle crossing application. These will be

identified and considered as appropriate and will be at the Council's discretion.

22. All of the above vehicle crossing criteria will be considered as part of the site assessment.
23. The Council's decision on a vehicle crossing application is final, in its capacity as the Local Highway Authority.
24. The vehicle crossing application fee is non-refundable. Applicants are advised to first check that their application meets the various criteria of this vehicle crossing policy before submitting it to the Council.
25. The conditions above may be periodically reviewed and subject to change following consultation and Committee approval. Any breach of the conditions may result in formal action being taken.

READING BOROUGH COUNCIL DISABLED BAYS

1. Applications can be made on-line by visiting www.reading.gov.uk . Please create an account and then make your application via the on-line application form.
2. Please be advised ALL valid documents must be received. An incomplete application form will not be processed and may result in your application being rejected.
3. Reading Borough Council provides advisory Disabled Box markings to those individuals who meet ALL of the following criteria. The applicant is a:
 - 3.1. Valid blue disabled badge holder, (if you are not in possession of one and believe you are entitled to one, please apply online at <http://www.reading.gov.uk>). Please do not continue with your request for a disabled box until you receive confirmation that you will receive a blue disabled badge.
 - 3.2. Car owner or is registered at the same address as the car owner.
 - 3.3. Lives at the address to which the disabled box marking relates.
 - 3.4. Resides in a property with no off street parking, i.e. driveway or garage.
 - 3.5. Experiences difficulty in parking on street near their home.
 - 3.6. Have a disability that causes difficulty in walking more than very short distances.
4. The disabled box marking **cannot** be provided where existing “No Waiting” parking restrictions are in effect. These may take the form of single or double yellow lines. Exceptions to this apply in the cases of residents parking bays, providing the owner and the vehicle are in possession of a valid residents permit, (If this applies, please provide a copy of parking permit), and limited waiting restrictions within which Blue Disabled Badge holders can park unrestricted.
5. You must inform us when the property is vacated or if there is a change in the applicant’s circumstances and the disabled box is no longer required. Please

note that we do occasionally carry out checks that the boxes are still required, and remove those that are no longer required.

6. Please fill out part 1 of the application form and ask your Doctor / Consultant / Occupational Therapist to fill out Part 2 if your Blue Badge was issued prior to April 1st 2012. You will be responsible for any fees or charges levied by your Doctor / Consultant / Occupational Therapist in respect of this application.
7. As part of the application you will need to upload confirmation of blue badge entitlement AND vehicle registration document (V5).
8. Please note that a disabled parking bay is not exclusive to the person for whom it has been provided. Any person who has a blue badge can park in a disabled parking bay at any time. Also the vast majority of disabled parking bays are advisory only, which means that a person without a blue badge who parks in a bay cannot be removed by the Police or Council. The scheme therefore, relies on the goodwill of all road users.
9. The conditions above may be periodically reviewed and subject to change following consultation and Committee approval. Any breach of the conditions may result in formal action being taken.

READING BOROUGH COUNCIL ACCESS PROTECTION MARKINGS

1. Applications can be made on-line by visiting www.reading.gov.uk . Please create an account and then make your application via the on-line application form.
2. Where an Access Protection Marking (APM) is to be installed, it will extend to the whole length/width of the vehicle crossing (from top of transition kerb to top of transition kerb), including across the whole length/width of shared vehicle crossings. It will not be permitted to install an APM to part/half of a vehicle crossing, even where there is a shared vehicle crossing.
3. On receipt of your completed application form, we will arrange for a site visit to check suitability, including whether a Traffic Sensitive Street. Please note that not all roads are suitable for access protection markings and we may be required to consult with our Planning and Network Management Departments.
4. Once we have completed our inspection and assessment, we will then contact you to confirm if an access protection marking can be installed and advise you of applicable costs.
5. Please note: You may only have an access protection marking if your property has a legal vehicle access (i.e. Dropped Kerb).
6. The conditions above may be periodically reviewed and subject to change following consultation and Committee approval. Any breach of the conditions may result in formal action being taken.

READING BOROUGH COUNCIL PLACING OF SKIPS

1. Applications can be made on-line by visiting www.reading.gov.uk . Please create an account and then make your application via the on-line application form.
2. Each skip shall be clearly and indelibly marked with the owner's name and with their telephone number or address.
3. Each skip shall be deposited on the carriageway/verge outside the mentioned premises and shall be positioned so that its longer sides are parallel to the edge of the carriageway and as near to the carriageway as is reasonably practicable and so that it does not impede the surface water drainage of the highway nor obstruct access to any manhole, or the apparatus of any statutory undertaker.
4. Where more than one skip is on the highway at any one time, the skips shall be positioned as closely as possible to each other but not so as to obstruct access to any premises unless the consent of the occupier of those premises has been obtained.
5. Each skip shall not exceed five metres in length by two metres in width.
6. Each skip or group shall, while on the highway, be marked, guarded and lit in accordance with the following requirements.
7. The ends of each skip (that is to say, the sides of the skip facing traffic on both directions when the skip is positioned as mentioned in Condition 2 above) shall be painted yellow and shall be attached vertical red and yellow fluorescent markings to a design complying with Regulations 16 & 17 and Schedule 18 of the Road Vehicles Lighting Regulations 1984. The markings shall comply with BS AU 152:170 and must be marked with that number. The markings should be fitted as near as practicable to the top outer corner of ends of the skip, shall be 140-280mm wide and 350-700mm long and each marking shall have a minimum area of 980sq.cms.
8. Each skip shall be guarded by at least three traffic cones placed on the carriageway in an oblique line on the approach side of the skip. Where two or more skips are deposited in a row, so that the distance between adjacent skips does not exceed two metres, the row shall be guarded as if it were one skip.

9. At night (that is to say between half an hour after sunset and half an hour before sunrise) a red lamp shall be placed against or attached to each corner of the skip or the end corners of the row of skips where two or more skips are deposited in a row and the distance between adjacent skips does not exceed two metres. Each lamp shall have an illuminative power of not less than one candela and shall remain lit throughout the night.
10. No skip when standing in the highway shall contain any inflammable, explosive, noxious or dangerous material, which is likely to putrefy, or which otherwise is, or is likely to become, a nuisance to users of the highway.
11. No skip shall be used in such a way that any of its contents fall onto the highway, or that there is an escape of dust from the contents of the skip when standing on the highway.
12. Each skip shall be removed for emptying as soon, as is practicable and in any case not later than two working days after it has been filled.
13. No skip shall remain on the highway pursuant to this permission after the period of the permission has expired.
14. All materials placed in each skip shall be properly disposed of and the highway where the skip or skips have been deposited shall be left in a clean and tidy condition on the expiration of this permission.
15. The conditions above may be periodically reviewed and subject to change following consultation and Committee approval. Any breach of the conditions may result in formal action being taken and the Licence revoked.

READING BOROUGH COUNCIL EXCAVATE / STORE MATERIALS

1. Applications can be made on-line by visiting www.reading.gov.uk . Please create an account and then make your application via the on-line application form.

2. SITE PLANS
 - 2.1.Upload detail scale drawings showing works location, the proposed area of excavation and the boundary of the landowners' property. Please ensure that this plan is to a sensible scale and shows nearby landmarks including any road junctions and nearby properties. The area of excavation and the property boundary **must** be clearly highlighted.

 - 2.2.In addition each plan **must** clearly show the signing and guarding to Chapter 8 of the Traffic Signs Manual that is to be used on site (i.e. showing traffic/pedestrian management) and estimated measurements of the works area.

3. INDEMNITY AND INSURANCE COVER
 - 3.1.All applicants wanting to carry out work on or in the public highway within the Borough of Reading **must** carry a valid public liability insurance cover of no less than **£10 Million**. Proof of valid public liability insurance cover must accompany each application.

 - 3.2.This insurance cover must indemnify the Council against any claim in respect of injury, damage or loss arising from the works. This insurance cover must be maintained from the commencement of the works on the highway up to the conclusion and acceptance by the Council of the permanent reinstatement following a 2 year guarantee.

 - 3.3.Please note that if more than one contractor/ company will be working on the highway (i.e. main contractor and reinstatement contractor) proof of insurance will be required for each.

 - 3.4.If any insurance cover is due to expire before the works are likely to be completed we will need to see evidence that it has been renewed. Delays

in providing this information **will** delay your application and proposed start date.

4. ACCREDITATION DETAILS

4.1. The New Roads & Street Works Act 1991 introduced a legal requirement for there to be a qualified supervisor in control of any work and for there to be at least one qualified operative at all times. In addition, each of the operatives carrying out work must be qualified for the tasks they are undertaking.

4.2. Failure to meet these requirements is a criminal offence.

4.3. Reading Borough Council, as the Street Authority, will not allow any works to proceed if you cannot provide evidence to show that your supervisor and operatives are suitably qualified. We will require copies of the Street Works Qualification Register (SWQR) cards for at least one Supervisor and one Operative who will be on site during the proposed works. These copies will need to clearly show the front and reverse of each card and certificates will not be sufficient.

4.4. Please note that if a card has expired or is likely to expire before completion of the works it **will not** be accepted.

Important notes: Supervisor qualifications cannot overrule or replace Operative qualifications. One person cannot cover both the role of Supervisor and the role of Operative at the same time. Neighbourhood Officers may arrive on site at any time to verify that all tasks that are being undertaken are done so by suitably qualified operatives. It is therefore a requirement that the Street Works Qualification Register card is carried at all times.

5. LICENCE FEE

5.1. The fee for this licence is applicable for the first 4 weeks and an additional fee per week thereafter will be applied.

5.2. Payment can be made online as part of the application process.

5.3. The licensee may become liable for defect charges in the event that they fail to fully comply with the requirements for reinstatements in the highway which may become apparent during the guarantee period.

SCHEDULE OF CONDITIONS SUBJECT TO WHICH THE LICENCE IS GRANTED

Standard Conditions

1. The Licensee must contact all relevant utility companies to obtain responses of what apparatus is present in the vicinity of the proposed area of works, A List of the utility Companies, statutory undertakers, to be consulted is attached.
2. The Licensee or person working on their behalf must ensure at all times that no damage occurs to any apparatus belonging to any statutory undertaker and access to their plant must be allowed at all times.
3. The Licensee or person undertaking the work on their behalf must comply with any directions given in writing by Reading Borough Council (the Council) with respect to the erection and maintenance of traffic signs in connection with the deposit or excavation.
4. The Licensee must ensure that the obstruction or excavation is properly fenced and adequately lighted at all times in accordance with the New Roads & Street Works Act 1991 Code of Practice.
5. If the licensee fails to comply with any direction given verbally or in writing by the Council and the Council is then required to undertake the necessary works, including reinstatement, all costs associated with the works will be payable by the Licensee.
6. All supervisors and operatives must hold a street works qualification register (SWQR) card for the tasks they are undertaking.
7. The Licensee shall indemnify the council against any claim in respect of injury, damage loss or third party claim with respect to the deposit or excavation.
8. The minimum amount of public liability insurance cover will be £10 Million in respect of any one claim and an unlimited number of claims.
9. The Licensee shall regulate the Works so as to minimise obstruction to vehicular and pedestrian traffic. Traffic management plans and the associated application forms should be completed and returned to the Council should a Temporary Traffic Regulation Order under section 14 of the Road Traffic Regulation Act be required. Should a Temporary Order be required sufficient notice should be provided in accordance with the Traffic Management Act 2004.
10. There will be 4 inspections carried out at the following stages :-
 - (i) Prior to works commencing

- (ii) During the progress of the work
 - (iii) At the completion of the works
 - (iv) At the end of the maintenance period
11. The Council has the right to withdraw and licence issued if any of these conditions are not adhered to.

DECLARATION

The Applicant must carefully read and accept the declaration.

The conditions above may be periodically reviewed and subject to change following consultation and Committee approval. Any breach of the conditions may result in formal action being taken and the Licence revoked.

HIGHWAYS ACT 1980 SECTION 171

Application for consent to deposit building materials and make excavations in the streets

Notes for Guidance

1. Definition of street: Any part of the verge, footway or carriageway within the borough boundary that is maintained at the public expense.
2. It is an offence Under Section 171 of the Highways Act 1980 to deposit materials on the street and make excavations in the street without obtaining consent from the Council.
3. The name and address of the landowner requiring the service is to be provided. This may be a private individual, a limited company or a partnership. If a partnership, the names and addresses of those persons in whom the land is vested are to be given. If a company, the registered office is to be given. If the land is vested in joint names then details of both persons are required.
4. Supervisors of street works shall be qualified to the standard prescribed in the Street Works (Qualifications of Supervisors and Operatives) regulations 1992 and from 5th August 1997 all operatives shall be so qualified. Follow the instructions within Section 6 of the application form.
5. The licensee shall ensure that he, or any contractor employed by him, shall be aware of the obligations placed on him by the various Codes of Practice and Regulations prescribed under the New Roads and Street Works Act 1991. In particular the licensee shall comply with the Specification for the Reinstatement of Openings in Highways.
6. The licensee shall also comply with the Code of Practice "Safety at Road Works and Street Works" and give details of proposed traffic management measures in section 3. If it is considered that a road closure may be required then early advice from the Council should be sought. A period of 6 weeks should normally be allowed for road closure applications and there will be additional costs to the licence.
7. The licence shall remain in force for the time agreed in the licence or licence extension or until such times the Council agree by means of a final inspection of the area.
8. The licence does not dispense the licensee from obtaining any other consent, licence or provision which may be required on the street.
9. The licence or consent is not transferable to any other party.

10. If the applicant is a contractor employed by the owner of the property for the consent, then the licence should be assigned to that property owner prior to the commencement of works.
11. A minimum period of 28 days should be allowed for the application to be processed.
12. It is the responsibility of the licensee to ensure that safe digging practice is met and that all reasonable measures are taken to locate and avoid any buried apparatus. The applicant must contact all relevant utility companies to obtain responses of what apparatus is in the vicinity of the proposed works prior to applying for the licence.

READING BOROUGH COUNCIL OVERSAIL THE HIGHWAY

Applications can be made on-line by visiting www.reading.gov.uk . Please create an account and then make your application via the on-line application form.

The applicant(s) should provide details of the property owner who will enter into the licence agreement. The applicant is to upload detail drawings showing the proposed oversail onto the public highway with minimum clearances, including cross sections.

Licences are subject to the following terms and conditions:-

1. The Structures shall be placed at a height of no less than three metres above the present ground level of the footway of the Highway and in the position shown on the Drawings but shall not project more than five metres from the facing wall of the Building
2. The erection of the Structures shall be executed in all respects to the satisfaction of the Council acting reasonably
3. The Licensees shall at no time (without the consent of the Council such consent not to be unreasonably withheld or delayed) during the use repair alteration or demolition of the Building materially interfere with the convenience of persons using the Highway or do anything which affects the rights of or the apparatus of any Statutory Undertakers or Public Utilities or the Post Office and at all such times as aforesaid the Licensees shall comply with all reasonable requirements of the Council for the retention of the Structures
4. The Licensees shall at its own expense repair or effect non-structural alterations to the Structures or procure the same in such manner as the Council may reasonably require if at any time the Council (in exercise of its statutory functions) reasonably considers such work necessary in connection with the carrying out of improvements or other works to the Highway for the purpose of securing the safety of persons using the Highway or of preventing interference with traffic thereon
5. The Licensees shall not carry out any repairs or alterations to the exterior of the Structures without the prior written consent of the

Council (such consent not to be unreasonably withheld or delayed) save in the case of emergency when formal consent shall not be required

6. The Licensees shall not carry out any works maintenance or cleaning to the exterior sections of the Structures which require working over the carriageway of the Highway without first consulting with the local Police with regard to safety measures required to protect persons using the Highway
7. In the event of the Building being demolished the Licensees shall at their own expense remove all rubble building materials or other matter from the site and during such removal shall not materially interfere with the passage of persons or vehicles on the Highway
8. In the event of the Building being demolished as aforesaid this Licence shall absolutely determine but without prejudice to any claim by the Council against the Licensees in respect of any antecedent breach of any condition contained herein or contained in any notice served on the Licensees or the owner or occupier of the Building and for the avoidance of doubt this Licence shall otherwise continue for the life of the Building
9. The Licensees shall at all times keep the Structures and all fittings attaching it to the Building in good and substantial repair and condition to the reasonable satisfaction of the Council and so that the Highway shall not be damaged or any material inconvenience or obstruction caused to persons or vehicles passing along the Highway
10. The Licensees shall ensure that the Building is effectively drained in order to prevent water discharge from the Structures by conduit on to the Highway
11. The Licensees shall not affix or attach any sign, hoarding or form of advertisement to the Structures
12. The Structures shall be deemed to exist at the sole risk of the Licensees and the Licensees will at all times keep indemnified the Council and the officers servants and agents of the Council against all proceedings costs claims and demands in respect of any injury accident or damage which may be sustained or alleged to be sustained by any person or property by reason either directly or indirectly of the grant of this Licence or the implementation thereof

or the use repair alteration or demolition of the Structures or of any defect therein or in any of the fittings thereof or of any subsidence damage or obstruction thereby caused or arising there from in the absence of any act omission or negligence of the Council as Highway Authority

13. Save to the extent consistent herewith nothing herein contained shall affect or abridge the statutory or other powers and remedies of the Council as the Highway Authority for the Highway nor shall operate to vest in the Licensees any easement right or privilege whatsoever relating to the Highway, other than the limited and conditional privileges hereby expressly conferred upon the Licensees
14. This Licence does not give any approval or consent required for the Structures under any statutory provision other than Section 177 of the Highways Act 1980
15. The Licensees shall permit any officer servant or agent authorised in writing by the proper officer of the Council to inspect the Structures or any part thereof after reasonable previous notice (except in the case of emergency) shall have been given to the Licensees
16. In the event of the Licensees failing to comply with any terms and conditions of the Licence or lawfully imposed pursuant to it the Council may carry out any necessary works (including the removal of the Structures) and the expenses incurred in connection therewith shall be repaid to the Council by the Licensees on demand or be recoverable by action and the Council shall not be responsible for any damage or injury to persons or property arising there from in the absence of negligence
17. The terms and conditions herein contained or referred to shall be binding on the successors in title to every freeholder every mortgagee and every lessee holding a full repairing lease of the Building being a lease which includes the Structures or any part of it so far (in the case of any such lease) as such terms and conditions relate to the premises comprised in the relevant lease
18. On the date of this Licence the Licensees shall pay to the Council the sum of £(TBC) being its proper costs and other expenses incurred in connection with the grant of the Licence and on each anniversary of this Licence shall pay to the Council one peppercorn (if demanded) in

respect of the administration of this Licence and any matters arising under it (but without prejudice to the provisions of Clause 16 above)

19. This Licence shall be registered as a local land charge
20. It is hereby agreed and declared that no Licensees shall be liable for any breach of this Deed occurring after it has parted with its interest in the Building save in respect of an antecedent breach

The conditions above may be periodically reviewed and subject to change following consultation and Committee approval. Any breach of the conditions may result in formal action being taken and the Licence revoked.

READING BOROUGH COUNCIL HOARDING AND SCAFFOLD

1. Applications for licences can be made on-line by visiting www.reading.gov.uk . Please create an account and then make your application via the on-line application form.
2. The following conditions must be observed by Contractors when erecting scaffolding and hoardings:
 - 2.1. Before any structure is erected on a Public Highway a site meeting must be held with the Head of Transportation and Streetcare representative to agree the position of the proposed structure (Mobile scaffolds are not exempt from the need to obtain a licence). If approved a permit will be issued which in turn can be exchanged for a scaffold/hoarding licence.
 - 2.2. 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.
 - 2.3. No unauthorised advertising is permitted on any part of the temporary structure (see Town and Country Planning (Control of Advertisements) Regulations 1992).
 - 2.4. 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.
 - 2.5. 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.
 - 2.6. Any scaffold that does not comply with the requirements of the Head of Transportation and Streetcare representative must be altered or dismantled at the contractor's expense.

- 2.7. 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 of an adequate policy being in place.
- 2.8. All queries for scaffolds permits and licences shall be made to streetcare.admin@reading.gov.uk .

3. SCAFFOLD STANDARDS

- 3.1. 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.
- 3.2. 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 Streetcare representative to adopt the requirements outlined in items 3.15 to 3.20.
- 3.3. 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.
- 3.4. **A clear headroom of 2600mm** must be provided above all sections of the footway available for the general public to walk.
- 3.5. **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 scaffold is located near traffic signals, white lights will be required facing the carriageway.
- 3.6. Scaffolding lighting must be in place and operational within 7 days of the scaffold **commencing**.
- 3.7. **Outer** standards must be painted white to a minimum height of 2600mm.
- 3.8. 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.

- 3.9. **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.
- 3.10. All **scaffold** boards or any loose or lightweight material must be securely enclosed within, or fixed to, the scaffold structure.
- 3.11. **All site hutting** must be kept within the site perimeter and will not be permitted to oversail the public footway or carriageway.
- 3.12. 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.
- 3.13. Where scaffolds span the highway, the appropriate permissions must be in place to allow the road or footway to be closed.
- 3.14. All scaffolds must have a fan above 5030mm unless agreed with the Head of Highways and Transport 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.
- 3.15. 300mm x 300mm baulk timbers will be required, for protection, to be set in the carriageway adjacent to the scaffold standards.
- 3.16. The following requirements are applicable where a minimum clearance from the kerb face cannot be provided.
- 3.17. **Baulks to be painted red and white** and rigidly fixed together and braced 100mm from the kerbface.
- 3.18. Baulks to have red warning lights lit at all times and spaced at 3000mm intervals (Minimum wattage 60 watt GLS or equivalent).
- 3.19. Whenever baulk timbers are to be laid in the channel access to gullies and associated covers must be maintained.
- 3.20. Where gaps are required in the outer scaffold corresponding gaps are to be made in the baulk timbers.

4. ERECTION OF SCAFFOLD

- 4.1. The erection of the first lift of any scaffolding is to be undertaken outside of peak hours between 9.30hrs and 15.30hrs Monday to Friday or at the discretion of the Head of Transportation and Streetcare 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.
- 4.2. 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.
- 4.3. 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.
- 4.4. 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 Streetcare representative. The traffic management shall ensure that delays to all road users, especially buses are kept to the minimum. 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 Streetcare representative.**
- 4.5. **No scaffold tubes, boards or associated fittings may be stored on the public footway or carriageway during erection or dismantling.**
- 4.6. Scaffold clips or any other scaffolding materials must not be thrown to or from the scaffold during erection or dismantling.
- 4.7. Provision must be made for a safe pedestrian thoroughfare while the erection/dismantling of scaffolding takes place.
- 4.8. 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.

- 4.9. 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 Highways and Transport representative.
- 4.10. No scaffolding shall be attached to guard rails or any other street furniture.
- 4.11. 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.
- 4.12. Whenever there is the possibility of street lighting being obscured or removed arrangements must be made with the Head of Transportation and Streetcare representative for alternative lighting to be made (email streetlighting@reading.gov.uk). 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.
- 4.13. 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 Streetcare representative for alternative arrangements to be made. All costs will be borne by the scaffold licensee.
- 4.14. Whenever there is a possibility of fire hydrants, utility covers, sewer entrances being obstructed arrangements must be made with the Head of Transportation and Streetcare representative (email street.works@reading.gov.uk) to ensure that they are accessible at all times.
- 4.15. 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.
- 4.16. 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.
- 4.17. The requirements in paragraphs 4.1 to 4.16 equally apply for the removal of scaffolding from the Public Highway.

5. HOARDINGS

- 5.1. 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 Streetcare representative.
- 5.2. Hoardings shall be painted in a colour to be approved by the Head of Transportation and Streetcare representative and kept in clean and safe condition.
- 5.3. **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.
- 5.4. **All access doors to be fixed so as not to open out over the footway.**
- 5.5. Whenever a scaffold is to remain in situ for more than 28 days the outside line of then 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.
- 5.6. Whenever there is a possibility utility covers being obstructed, arrangements must be made with Street Works (email street.works@reading.gov.uk), to ensure they are accessible at all times. If there is a possibility of traffic control cabinets, or traffic counters or any other street furniture being obstructed arrangements must be made with Network Management (email network.management@reading.gov.uk), to ensure that they are accessible at all times.
- 5.7. 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 3.15 to 3.20 would apply.
- 5.8. 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.

- 5.9. If a footway is to be closed then requirements of Chapter 8, Temporary Road / Footway Closures must be adhered to.

6. STREET FURNITURE

- 6.1. 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.
 - 6.2. 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 is agreed by Network Management (email network.management@reading.gov.uk), the signals may be adapted temporarily, at the expense of the licensee.
 - 6.3. Where possible statutory signs, including street nameplate, road 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 their own expense, to be attached to the scaffold/ hoarding as agreed by the Head of Transportation and Streetcare representative (email streetcare.admin@reading.gov.uk).
7. The conditions above may be periodically reviewed and subject to change following consultation and Committee approval. Any breach of the conditions may result in formal action being taken and the Licence revoked.

READING BOROUGH COUNCIL PRIVATE SEWERS

Applications for a Section 50 Licence can be made on-line by visiting www.reading.gov.uk . Please create an account and then make your application via the on-line application form.

SCHEDULE OF CONDITIONS subject to which the licence is granted.

1. Standard Conditions

2. Schedule 3 to the Act provides that the authority may by notice in writing withdraw this licence if they consider it necessary to do so for the purpose of the exercise of their functions as street authority.

3. Where the licensee under a street works licence proposes

- (a) to cease using or abandon the apparatus, or
- (b) to part with his interest in the apparatus,

the licensee shall give the street authority at least six weeks' notice before doing so.

4. Where the licensee under a street works licence granted to the owner of land and his successors in title proposes to part with his interest in the land, he shall before doing so give notice to the street authority stating to whom the benefit of the licence is to be transferred.

5. (1) The street authority may by notice in writing served on the licensee withdraw a street works licence

- (a) if the licensee fails to comply with any provision of this Part or any condition of the licence
- (b) if the authority becomes aware that the licensee
 - (i) has ceased to use or has abandoned the apparatus, or intends to do so, or

- (ii) has parted with or intends to part with his interest in the apparatus in a case where assignment of the licence is prohibited, or
 - (c) if the authority consider the withdrawal of the licence is necessary for the purpose of the exercise of their functions as street authority.
 - (2) The withdrawal takes effect at the end of such period beginning with the date of service as may be specified in the notice.
6. The period shall not be less than 7 working days in the case of a withdrawal under subparagraph 5 (1) (a) or (b), and shall not be less than 3 months in the case of a withdrawal under sub paragraph 5 (1) (c).
7. (1) Where a street works licence expires or is withdrawn or surrendered, the street authority may remove the apparatus to which the licence relates or alter it in such manner as they think fit and reinstate the street, and may recover from the former licensee the expenses incurred by them in doing so.
- (2) If they are satisfied that the former licensee can, within such reasonable time as they may specify, remove the apparatus or alter it in such manner as they may require and reinstate the street,, they may authorise him to do so at his own expense.
- (3) Before executing any works under this paragraph the street authority or the former licensee, as the case may be, shall give not less than 7 working days' notice to any person whose apparatus is likely to be affected and shall satisfy their requirements as to the method of executing the works and as to the supervision of the works by them.
- (4) "The former licensee" means the person who immediately before the expiry, withdrawal or surrender of a street works licence was the licensee or, if that person has died, his personal representatives.
8. (1) The licensee under a street works licence shall indemnify the street authority against any claim in respect of injury, damage or loss arising out of:
- (a) the placing or presence in the street of apparatus to which the licence relates, or
 - (b) the execution by any person of any works authorised by the licence;

and the former licensee shall indemnify the street authority against any claim in respect of injury, damage or loss arising out of the execution by the authority or the licensee of any works under paragraph 7.

- (2) The liability of a licensee or former licensee under this paragraph arises:
 - (a) whether or not the damage or loss is attributable to negligence on their part or on the part of any person for whom they are responsible, and
 - (b) notwithstanding that they are acting in pursuance of a statutory duty.
- (3) However, their liability does not extend to damage or loss which is attributable to misconduct or negligence on the part of
 - (a) the street authority or a person for whom the authority is responsible, or
 - (b) a third party, that is, a person for whom neither the licensee or former licensee nor the authority is responsible.
- (4) For the purposes of this paragraph the persons for whom a person is responsible are his contractors and any person in his employ or that of his contractors.
- (5) The minimum level of cover shall be £10,000,000

The conditions above may be periodically reviewed and subject to change following consultation and Committee approval. Any breach of the conditions may result in formal action being taken and the Licence revoked.

READING BOROUGH COUNCIL PRIVATE STRUCTURES

In essence, private structures are obstructions to the public highway. However, there are exceptions (decommissioned BT boxes adopted by local community groups for example) and in the spirit of serving the community, the Council may be willing to allow certain private structures to remain within the public highway domain.

Applications for private structures can be made on-line by visiting www.reading.gov.uk . Please create an account and then make your application via the on-line application form.

SCHEDULE OF CONDITIONS subject to which the licence is granted.

- 1 The structure shall comply with the requirements of the Council's Head of Transportation and Streetcare or duly authorised officer (as the case may be) shall be of such a design as may be approved by the Council, and must be kept in good repair and condition at the Licensee's expense.
- 2 The area so permitted to be used must be solely for the purposes of the structure(s).
- 3 The licensee must complete the construction of the structure within 2 years from the date of the licence.
- 4 The Licensee shall keep the part of the highway to which this licence relates in a trim and tidy condition.
- 5 The Licensee shall not remove any soil from the part of the highway to which this licence relates or otherwise do anything which would interfere with the support given to the rest of the highway.
- 6 The Licensee shall remove the structure from the highway for the use of the highway if required to do so to permit works or the use of the highway by:
 - 6.1 the Council or
 - 6.2 any statutory undertaker as defined by s329(1) Highways Act 1980 or
 - 6.3 telecommunications operator as defined by the Communication Act 2003

- 7 The Licensee shall make no claim of charge against the Council in the event of damage to the structure in any way from whatever cause.
- 8 The Licensee shall indemnify the Council against all actions, proceedings, claims, demands and liability that may at any time be taken, made or incurred in consequence of the structure and maintain adequate public liability insurance (**minimum £5 million cover**) and produce evidence thereof on the granting of this licence and from time to time thereafter as requested by the Council.
- 9 The Licence hereby granted shall be annexed to the premises mentioned in the preamble above and shall remain in force until withdrawn by the Council under section 115E Highways Act 1980 or surrendered to the Council by the Licensee.
- 10 The Licensee shall pay to the Council on the granting of this License the appropriate fee to be agreed as part of the application process.

The Licensee's attention is draw to the Highways Act 1980 section 115E (failure to comply with the terms of permission).

The conditions above may be periodically reviewed and subject to change following consultation and Committee approval. Any breach of the conditions may result in formal action being taken and the Licence revoked.

READING BOROUGH COUNCIL PLANTING

Applications for Licences can be made on-line by visiting www.reading.gov.uk . Please create an account and then make your application via the on-line application form.

HIGHWAYS ACT 1980 - SECTION 142

LICENCE TO PLANT IN THE HIGHWAY

1. The planting of the cultivation shall be completed within two years of the licence being granted.
2. No hole shall be dug to a greater depth than 0.33 metres in connection with the planting of cultivation nor shall any hole be dug within one metre of the line of any apparatus of statutory undertakers, sewerage authorities or the Post Office in the Highway.
3. No cultivation which is of a poisonous nature (whether by reason of fruit flowers leaves or otherwise howsoever) or is otherwise likely to constitute a source of danger to persons or animals on the highway shall be planted.
4. All cultivation shall be properly cut pruned and trimmed at all times during the continuance of the Licence and no such cultivation shall be allowed to obstruct or interfere in any way with or to become a source of danger to passage along the carriageway or any footway of the Highway, or to overhang the premises of any person other than the Licensee.
5. The Licensee shall keep the part of the Highway to which their Licence relates in a trim and tidy condition and all grass planted or maintained in pursuance of their Licence shall be regularly cut or mown.
6. If it appears to the Authority at any time that any cultivation to which a Licence relates is, or is likely to, obstruct or interfere in any way with, or to be a source of danger to, passage along the carriageway or any footway of the Highway, or to overhang the premises of any person other than the Licensee or that any grass to which this Licence relates is not being regularly cut or mown the Authority may without notice to the Licensee, lop, prune, cut or trim such cultivation or cut or mow such grass as they think fit and any such action by the Authority shall be without prejudice to their power under Section 142 of the Highways Act 1980 to withdraw the Licence.

7. The Licensee shall not remove any soil from the part of the Highway to which this Licence relates or otherwise do anything which would interfere with the support given to the rest of the Highway.
8. Any Licence granted shall be annexed to the premises agreed and shall remain in force until withdrawn by the Authority under Section 142 of the Highways Act 1980 or surrendered to the Authority by the Licensee.
9. The Licensee shall pay an appropriate fee to cover the application process.
10. The Licensee shall also pay the Authority on the granting of the Licence the sum of one red rose (if demanded) on the anniversary of their Licence in each succeeding year during the continuance in force of this Licence.
11. Persons authorised by the Authority or any statutory undertakers sewerage authorities or the Post Office may at any time enter the part of the Highway to which this Licence relates without notice to the Licensee in order to carry out works for the purposes of the highway or the undertaking in question.
12. The Licensee is not authorised by their Licence to erect any fence or wall in any part of the highway to which the Licence relates unless previously approved by the Authority.
13. In respect of the indemnity given under Section 142(8) the Licensee shall at all times maintain **£10 million public liability insurance** and produce evidence thereof on the granting of the Licence and from time to time thereafter as requested by the Authority.

NOTES

The attention of the Licensee is drawn to:-

1. Section 142(6) and (7) of the Highways Act 1980 which prescribe the circumstances in which the Licence may be withdrawn by the Highway Authority or surrendered by the Licensee;
2. Section 142(8) of the 1980 Act which provides that the Licensee, or if deceased, his personal representative shall indemnify the Highway Authority against any claim in respect of injury, damage or loss arising out of the planting or presence of a cultivation or the execution of works by any person or by the Highway Authority;

3. Section 142(4) of the 1980 Act which requires that within one month after any change in the ownership of the premises takes place the Licensee shall inform the Highway Authority of it.

The conditions above may be periodically reviewed and subject to change following consultation and Committee approval. Any breach of the conditions may result in formal action being taken and the Licence revoked.

READING BOROUGH COUNCIL OBSTRUCTIONS

Reports of obstructions on the public highway can be reported to streetcare.admin@reading.gov.uk .

Highways Act 1980 (sections 143 and 147) Power to remove structures from highways

- 1) Where a structure has been erected or set up on a highway otherwise than under a provision of this Act or some other enactment, a competent authority may by notice require the person having control or possession of the structure to remove it within such time as may be specified in the notice.

For the purposes of this section the following are competent authorities:-

- a) in the case of a highway which is for the time being maintained by a [non-metropolitan] district council by virtue of section 42 or 50 above, that council and also the highway authority, and
 - b) in the case of any other highway, the highway authority.
- 2) If a structure in respect of which a notice is served under this section is not removed within the time specified in the notice, the competent authority serving the notice may, subject to subsection (3) below, remove the structure and recover the expenses reasonably incurred by them in so doing from the person having control or possession of the structure.
 - 3) The authority shall not exercise their power under subsection (2) above until the expiration of one month from the date of service of the notice.
 - 4) In this section "structure" includes any machine, pump, post or other object of such a nature as to be capable of causing obstruction, and a structure may be treated for the purposes of this section as having been erected or set up notwithstanding that it is on wheels.

READING BOROUGH COUNCIL CRANES/MOBILE LIFTING PLATFORM

1. Applications for Licences can be found on line at <http://www.reading-travelinfo.co.uk/road-works-applications.aspx>
2. The following should be provided in the application for a crane / mobile lifting platform permit:
 - 2.1. Applicant Name and Company (if applicable)
 - 2.1.1. Telephone Number
 - 2.1.2. Email Address
 - 2.1.3. Applicant Address
 - 2.2. Proposed Location
 - 2.3. Easting Co-ordinates (6-digits): Northing Co-ordinates (6-digits)
 - 2.4. Proposed Method, Equipment, details of Crane and Pedestrian Management
 - 2.5. Name Address of Crane Hire Company (if different from applicant)
 - 2.6. Proposed Start Date
 - 2.7. Proposed End Date
 - 2.8. Proposed Start Time(s)
 - 2.9. Proposed End Time(s)

Please note that a minimum of 28 days advance notice is required, following receipt of your completed application.

2.10. Traffic Management

- 2.10.1. 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.

2.10.2. A method statement.

2.11. Accreditation Details

2.11.1. 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.

2.12. Insurance

2.12.1. 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.

3. Fees

3.1. There is a standard fee of £(TBC) per permit, inclusive of VAT.

4. 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.

5. The conditions above may be periodically reviewed and subject to change following consultation and Committee approval. Any breach of the conditions may result in formal action being taken and the Licence revoked.