

**Yr Amgylchedd, Ffyrdd a
Chyfleusterau**
Adran Gwaith Stryd
Swyddfeydd Mochdre, Conway Road,
Mochdre,
LL28 5AB.



Environment, Roads and Facilities
Street Works Section
Mochdre Offices, Conway Road,
Mochdre,
LL28 5AB

Adain Gwaith Stryd
Rhif Ffacs: 01492 575454

Street Works Section
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Yr Amgylchedd, Ffyrdd a Chyfleusterau / Environment, Roads and Facilities
Pennaeth Gwasanaeth / Head of Service - Geraint Edwards, BEng(Hons) CEng FICE

CAIS AM DRWYDDED AR GYFER SGAFFALD/ SCAFFOLD LICENCE APPLICATION

**DEDDF PRIFFYRDD 1980: ADRANNAU 169, 172, 173
TRWYDDED AR GYFER CODI, CYNNAL A THYNNU
SGAFFALDIAU, FFENSYS/SGRINIAU DIOGELWCH A
STRWYTHURAU ERAILL.**

**HIGHWAYS ACT 1980: SECTIONS 169, 172, 173
LICENCE FOR THE ERECTION, MAINTENANCE AND
DISMANTLING OF SCAFFOLDING, HOARDING AND
OTHER STRUCTURES**

Eich Cyf:
Your Ref:

Cyf Awdurdod Stryd (Rhif Trwydded): SW2800/
Street Authority Ref (Licence Number):

Enw Cyswllt (Prif lythrennau): Contact name (Block capitals)		
Ar Ran (Cwmni Sgaffald): On behalf of (Scaffold Company)		
Cyfeiriad: Address:		
Rhif Ffôn: Tel. No:	Rhif Ffôn y tu allan i oriau: Out of hours Tel. No	Rhif Ffacs: Fax No:
LLEOLIAD Y SGAFFALD LOCATION OF SCAFFOLD	Enw / Rhif Tŷ: House name / number:	
Enw Stryd: Street name:	Pentref / Tref: Village / Town:	
Dyddiad o: Date from:	Dyddiad hyd at: Date to:	
RHAID I'R YMGEISYDD ARWYDDO AC ANFON COPI O'R CAIS AM DRWYDDED AR BOB ACHLYSUR. THE APPLICANT MUST SIGN AND FORWARD A COPY OF A LICENCE APPLICATION ON EACH OCCASION		
Nid yw'r Drwydded yma'n ddilys ac ni ddylid codi'r sgaffald nes:-	This Licence is not valid and erection of scaffolding is not undertaken until:-	
1. Bod yr Adran wedi derbyn a gwirio cadarnhad ysgrifenedig gennych sy'n nodi eich bod yn derbyn yr holl Amodau.	1. Your written confirmation of acceptance of all the Conditions is received and verified by this department.	
2. Eich bod wedi derbyn y drwydded wedi'i chydarwyddo gan y Peiriannydd Gwaith Stryd neu eu Swyddog awdurdodedig.	2. You have received the countersigned Licence from the respective Street Works Engineer or his authorised Officer	
DATGANIAD / DECLARATION: Rwyf / Rydym yn cytuno i gadw at yr holl amodau a nodir yn y Drwydded Sgaffaldiau yma a gyhoeddir i mi/ni gan Gyngor Bwrdeistref Sirol Conwy	I / We agree to abide by all the conditions laid down in this Scaffolding Licence from the respective Street Works Engineer or his authorised Officer.	
LLOFNOD/SIGNATURE:.....ENW(Printiwch)/NAME(Print).....		
DYDDIAD/DATE:.....		

AT DDEFNYDD YR AWDURDOD PRIFFYRDD YN UNIG / FOR HIGHWAY AUTHORITY USE ONLY

AMODAU SY'N BENODOL I'R SAFLE: SITE SPECIFIC CONDITIONS:	
GAN HYNNY rhoddaf Drwydded ar gyfer Sgaffaldiau, Ffensys/Sgriniau Diogelwch neu Strwythurau eraill yn unol â'r amodau ynghlwm.	I HEREBY grant a Licence to Scaffolding, Hoarding or other Structures in accordance with the conditions attached
ARWYDDWYD AR RAN YR AWDURDOD/ SIGNED ON BEHALF OF THE AUTHORITY:.....	DYDDIAD/ DATE:.....
Yswiriant Atebolrwydd Cyhoeddus hyd at £5 miliwn/ Public Liability Insurance to £5 million	Cofrestrwyd gyda CITB Registered with CITB

AMODAU SAFONOL

1. Bydd yr ymgeisydd wedi indemnio'r Cyngor Bwrdeistref Sirol a / neu Gynulliad Cenedlaethol Cymru, a'i gadw wedi'i indemnio, rhag pob trallod, difrod a chostau a allai gael eu codi, eu dwyn neu eu gwneud am ba reswm bynnag a allai godi'n uniongyrchol neu'n anuniongyrchol o ganlyniad i'r gwaith a awdurdodir i'w wneud dan y rhybudd, yn cynnwys tynnu'r gwaith. Bydd wedi'i indemnio am isafswm o £5,000,000 am unrhyw un cais. Rhaid i'r ymgeisydd ddarparu'r Dystysgrif Yswiriant sy'n nodi'n glir bod ganddo ef / hi'r Yswiriant angenrheidiol i gydymffurfio â'r amod yma.
2. Rhaid i'r holl ymgeiswyr darparu tystiolaeth ysgrifenedig eu bod yn: -
 - (a) Aelodau o sefydliad masnach cydnabyddedig sy'n archwilio statws ariannol a chydymffurfiaeth ei aelodau ac sy'n monitro ei aelodau'n gyson.
 - (b) Bod eu busnes / cwmni wedi'i gofrestru gyda Bwrdd Hyfforddi'r Diwydiant Adeiladu (CITB).
 - (c) Bod eu gweithwyr sy'n codi, cynnal a thynnu'r sgaffaldiau ar y briffordd wedi'u cymhwyso'n unol â chanllawiau CITB a Diwydiant fel y rhestrir isod: -
 - Gweithiwr dan Hyfforddiant
 - Gweithwyr â Thystysgrif Sgaffaldiau sylfaenol neu NVQ Lefel II
 - Gweithwyr â Thystysgrif Sgaffaldiau uwch neu NVQ Lefel III
3. Rhaid i'r ymgeisydd ddarparu manylion am ei (g)waith arfaethedig, math o waith, a manylion am y sgaffaldiau y bwriedir eu codi h.y. confensiynol neu ynghrog / ar gantlifrau etc. ar ffurf lluniad / braslun dimensiynol. Rhaid darparu rhif ffôn cyswllt y tu allan i oriau.
4. Dylid codi'r strwythur yn briodol gyda deunyddiau cadarn, ar sylfeini da, a dylid ei gynnal yn briodol bob amser. Hefyd dylid sicrhau nad oes unrhyw ddarnau sy'n ymwithio allan yn beryglus neu ochrau garw.
5. Rhaid i'r sawl sy'n gwneud cais am drwydded ddarparu tystiolaeth ysgrifenedig bod y strwythur wedi'i godi'n unol â *Rheoliadau Adeiladu (Iechyd, Diogelwch a Lles) 1996* a / neu ddeddfwriaeth ddilynol arall a'i fod wedi'i archwilio gan 'unigolyn cymwys' yn unol â'r Rheoliadau y cyfeiriwyd atynt yn flaenorol os bydd angen.
6. Bydd y strwythur wedi'i oleuo'n briodol yn ystod oriau tywyllwch. Ni fydd lampau a / neu arwyddion ar gael gan y Cyngor dan unrhyw amgylchiadau.
7. Dylai wyneb y droedffordd fod yn wastad ac wedi'i gynnal yn dda fel bod modd i gerddwyr, pramiau a phobl anabl fynd heibio'n rhwydd heb unrhyw rwystr gyda lled o 1.2 metr ar bob adeg yn ystod gwaith adeiladu.
8. Pan fo'r droedffordd neu'r ymyl wedi'i rwystro'n sylweddol rhaid darparu ffordd ddiogel ar y ffordd i gerddwyr - gan eu diogelu'n llawn rhag cerbydau sy'n pasio a'i oleuo'n addas yn y nos. Rhaid i bob rhwystr dros dro nodi'n glir i yrwyr sy'n agosáu beth yw union led y rhwystr ar y ffordd a chaniatáu pellter rhesymol er mwyn diogelwch. Rhaid i'r holl rwystrau ar y briffordd fod ag arwyddion llawn a bod wedi'u goleuo'n llawn yn unol â Phennod 8 o Lawlyfr Arwyddion Traffig a / neu unrhyw ddeddfwriaeth ddilynol arall. Rhaid i bob arwydd fertigol, llorweddol a chroeslinol a leolir ar neu ger y briffordd a dan 2.5 metr fod wedi'u marcio'n glir gyda gweledd uchel.
9. Ar gyfer uchder o 2.28 metr neu fwy uwchben troedffordd gall platfform freichio ar gantlifrau o wyneb yr adeilad o led sy'n gyfartal i led y droedffordd llai na 0.50 metr (*Ile clir ar yr ochr*), dylai'r platfform fod wedi'i gau â bordiau ochr a llawr, er mwyn diogelu'r cyhoedd rhag darnau sy'n disgyn.
10. Dylid gwneud iawn am unrhyw ddifrod a achosir i'r droedffordd neu ffordd wedi'i phalmantu neu fetel yn sgil codi, cynnal neu dynnu sgaffaldiau, ffensys/sgriniau diogelwch neu strwythur arall, i'r Awdurdod Priffyrdd ar gost yr ymgeisydd.
11. Dylid tynnu'r strwythur yn syth ar ôl cwblhau'r gwaith adeiladu. Dylai'r Trwyddedai hysbysu'r Awdurdod Priffyrdd ymlaen llaw cyn y dyddiad a'r amser y bwriedir tynnu'r strwythur fel y gellir, os ystyrir bod angen, archwilio'r safle ar y cyd er mwyn asesu difrod posibl i'r briffordd o ganlyniad i ddarparu'r strwythur a / neu waith cysylltiedig.
12. Ni chaniateir codi sgaffald rhwng 08:30 a 17:30 mewn ardaloedd o amwynder uchel.
13. Mae'r caniatâd hwn yn ddilys am gyfnod o ddim hirach na 28 diwrnod o'r dyddiad cyflwyno, ac mae'n rhaid cyflwyno cais pellach i'w adnewyddu o leiaf 2 ddiwrnod gwaith cyn diwedd y cyfnod hwnnw.
14. Ni fydd unrhyw beth yn y Drwydded yma a gyhoeddir yn esgusodi'r ymgeisydd o'i (d)dyletswyddau dan y ddeddfwriaeth bresennol sy'n ymwneud â chodi, cynnal a thynnu sgaffaldiau, ffensys/sgriniau diogelwch neu strwythur arall. Mae'r telerau a'r amodau yma yn ychwanegol, nid yn disodli unrhyw ofynion statudol sy'n ymwneud â gwaith a awdurdodir gan y caniatâd yma.
15. Tynnir sylw'r ymgeisydd ar ddarpariaethau Adrannau 168 a 172 o Ddeddf Priffyrdd 1980.
16. Nid yw'r drwydded yma'n ddilys ac ni chaniateir codi sgaffaldiau na ffensys/sgriniau diogelwch na strwythur arall nes:-
 - (a) Bod y swyddfa yma wedi derbyn a gwirio cadarnhad ysgrifenedig gennych sy'n nodi eich bod yn derbyn yr holl amodau y cyfeiriwyd atynt yn flaenorol.
 - (b) Eich bod wedi derbyn y Drwydded wedi'i chydarwyddo gan y Peiriannydd Gwaith Stryd neu ei swyddog awdurdodedig.
17. Yn dilyn cyhoeddi'r drwydded yma, os caiff ei ddwyn i sylw'r Cyngor bod y sgaffaldiau, ffensys/sgriniau diogelwch etc heb eu codi a'u diogelu'n briodol, nad ydynt yn ddiogel, neu eu bod wedi'u newid, mewn unrhyw ffordd fyddai'n beryglus i ddefnyddwyr y briffordd, yna dylai'r trwyddedai gymryd camau ar unwaith i naill ai adfer y sefyllfa neu dynnu'r strwythur. Os na chymerir y camau yma o fewn amser rhesymol, ni fydd gan y Cyngor ddewis ond gweithredu ei hun a chodi tal am wneud hynny ar y trwyddedai. Wrth benderfynu beth yw amser rhesymol, bydd y Cyngor yn cymryd i ystyriaeth ddifrifoldeb pob sefyllfa. Hefyd gall y Cyngor ddwyn achos cyfreithiol yn eich erbyn. Mae'n bosib na ystyrir ceisiadau am drwyddedau pellach / yn y dyfodol.

STANDARD CONDITIONS

1. The applicant will indemnify and keep indemnified the Council and/or National Assembly for Wales against all distress, damages and expenses which may be levied, brought or made against it by the reason of any matter which may arise directly or indirectly as a result of works authorised to be carried out under notice., including the dismantling of the works and such indemnity to be for a minimum of £5,000,000 for any one claim. The applicant must provide the Insurance Certificate clearly indicating that she/he has the necessary Insurance cover to comply with this condition.
2. All applicants must provide written proof that they are: -
 - (a) Members of a recognised trade organisation which undertakes the vetting of competence and financial status of its members and which continues periodic monitoring of its members.
 - (b) That their firm/company are registered with the Construction Industry Training Board (CITB).
 - (c) That their operatives who erect, maintain and dismantle scaffolding within the highway are qualified in accordance with Industry and CITB Guidance as listed below: -
 - Trainee
 - Operatives holding basic Scaffolding Certificate or NVQ Level II
 - Operatives holding an advance Scaffolding Certificate or NVQ Level III
3. The applicant must provide details of his/her proposed works, their extent, nature of the scaffolding proposed i.e., conventional or suspended/cantilevered etc., in the form of a dimensional drawing/sketch. An out of hours contact telephone number and address must be provided.
4. The structure shall be properly erected from sound materials, on good foundations, and properly maintained at all times. It should also be free from awkward, dangerous projections or rough edges.
5. The licensee must provide written proof that the structure has been erected in accordance with *The Construction (Health, Safety and Welfare) Regulations 1996* and/or other subsequent legislation and has been inspected by a 'competent person' in accordance with the aforementioned Regulations will be required if considered necessary.
6. The structure shall be properly lighted during hours of darkness. Lamps and/or signs will not be made available by the Council under any circumstances.
7. The footway should have a well-maintained level surface and allow an uninterrupted and free passage 1.2 metres wide at all times during building operations, for pedestrians, perambulators and the disabled.
8. Where the footway or verge is substantially obstructed pedestrians must be provided with a safe passageway on the carriageway - fully protected from passing vehicles and adequately lit at night. All temporary barriers must clearly indicate to approaching drivers the full width of the obstruction in the carriageway and allow a reasonable margin of safety. All obstructions within the highway are to be fully signed and lit in accordance with Chapter 8 of the Traffic Signs Manual and/or any other subsequent legislation. All vertical, horizontal and diagonal members located within or near the highway and below 2.5 metres shall be clearly marked with high visibility.
9. For a height of 2.28 metres or more above the footway a working platform may cantilever out from the face of the building to a width equal to the width of the footway less 0.50 metres (*sideways clearance*), such platform to have close boarded side and floor, to protect the public against falling debris.
10. Any damage caused to the paved or metalled footway or carriageway through the erection, maintenance or dismantling of the scaffolding, hoarding or other structure shall be made good to the Highway Authority at the applicant's expense.
11. The structure shall be removed immediately building operations have been completed. The Licensee is to advise the Highway Authority well in advance of the anticipated date and time of the dismantling of the structure so that if considered necessary a joint inspection of the site can be undertaken to assess possible damage to the highway as a result of the provision of the structure and/or works associated.
12. Scaffolding may not be erected between the hours of 08:30 and 17:30 in high amenity areas.
13. This permission is valid for a period of no longer than 28 days from the date of issue, and a further application must be made for its renewal a minimum of 2 working days before the end of that period.
14. Nothing in the issue of this Licence shall relieve the applicant of his/her duties and obligations under current legislation relating to the erecting, maintenance and dismantling of scaffolding, hoarding or other structure. Terms and conditions as set out herein are in addition and not in substitution for all statutory requirements concerning works authorised by this permission.
15. The applicant's attention is drawn to the provisions of Sections 168 and 172 of the Highways Act 1980.

16. This licence is not valid and the erection of scaffolding or hoarding or other structure is not to be undertaken until:-
 - (c) Your written confirmation of acceptance of all the aforementioned conditions is received and verified by this office.
 - (d) You will have received the countersigned Licence from the Street Works Engineer or his authorised Officer.

17. If it is brought to Councils attention, following the issue of this Licence, that the scaffolding, hoarding etc. has been improperly erected and secured, is unsafe, or has been altered, in any such way as to constitute a danger to highway users, then the licensee shall take immediate steps to either rectify the situation or dismantle the structure. Failure to take such action within a reasonable time will leave the Council with no option but to take the action itself and pursue costs in doing so from the Licensee. In determining what is a reasonable time, the Council will take into account the seriousness of each situation. The Council may also instigate court proceedings. Further/future licence requests/applications may be denied.