

SCAFFOLD DESIGN BRIEF

Use this document to brief your temporary works designer. Complete all sections before submitting.

1. PROJECT INFORMATION

Project Name: _____

Site Address: _____

Contract Reference: _____

Scaffold Reference: _____

Client / Principal Contractor: _____

Site Contact Name: _____

Site Contact Phone: _____

Design Required By (Date): _____

2. SCAFFOLD TYPE AND PURPOSE

Scaffold Type (tick one or more):

- Independent Tied Facade Access
- Birdcage / Internal Access
- Loading Bay
- Public Protection / Pavement Gantry
- Facade Retention
- Temporary Roof
- Other: _____

Purpose of scaffold (e.g. facade repairs, window replacement, cladding installation, structural works):

SCAFFOLD DESIGN BRIEF (continued)

3. SITE CONDITIONS AND CONSTRAINTS

Ground conditions (e.g. concrete, tarmac, soft ground, sloping): _____

Ground bearing capacity (if known): _____

Access restrictions: _____

Proximity to services (electricity, gas, water): _____

Proximity to public highway / footpath: _____

Overhead hazards: _____

Wind exposure:

Normal

Exposed

Coastal / Elevated

Listed building constraints: _____

NOTE: SITE PHOTOGRAPHS ESSENTIAL

Attach site photographs showing ground conditions, access points, and any constraints. A designer cannot design what they cannot see.

4. LOADING REQUIREMENTS

Loading class (BS EN 12811-1) - tick one:

Class 1 (0.75 kN/m²) — Inspection only

Class 2 (1.50 kN/m²) — Light work

Class 3 (2.00 kN/m²) — General building (most common)

Point loads (describe): _____

Special loads (plant, materials, facade panels): _____

Will scaffold support other structures (formwork, hoisting)?

Yes

No

If yes, describe: _____

SCAFFOLD DESIGN BRIEF (continued)

5. SCAFFOLD GEOMETRY

Overall height: _____
Number of lifts: _____
Bay length: _____
Bay width: _____
Footprint / total length: _____

Returns:
 Yes If yes, describe: _____
 No

Internal scaffolds
 Cantilevered sections
If yes, describe: _____

Beam / truss-out sections

Sketch area (or attach elevation / plan):

SKETCH / ATTACH ELEVATION / PLAN

6. TIE REQUIREMENTS

Available tie type(s) - tick all that apply:

- Through ties
- Reveal ties
- Ring bolts
- Proprietary system
- Other: _____

Maximum tie spacing (if constrained): _____

Client restrictions on ties: _____

Facade material (e.g. brickwork, concrete, curtain wall, render): _____

SCAFFOLD DESIGN BRIEF (continued)

7. PROGRAMME

Scaffold erection start date: _____

Estimated duration on site: _____

Phased erection / dismantle required?

Yes

No

If yes, describe phases:

Coordination with other trades: _____

8. DESIGN DELIVERABLES REQUIRED

General arrangement drawings (plan + elevation)

Foundation / base detail drawings

Tie detail drawings

Structural calculations

Design certificate

TG20 compliance sheet (if applicable)

Design risk assessment

Design checking category required:

Cat 0

Cat 1

Cat 2

Cat 3

Other requirements: _____

9. SPECIAL CONSIDERATIONS

e.g. proximity to railways, temporary stability during erection, coordination with crane operations, heritage restrictions

10. SUBMITTED BY

Name: _____

Position: _____

Company: _____

Date: _____

Signature: _____

This design brief is a working document. The more complete the information provided, the more accurate and efficient the design process.

Incomplete briefs are the most common cause of design delays and revisions.