The Royal Borough of Kensington and Chelsea

APPLICATION FOR CONSENT TO LEAVE BUILDER'S MATERIALS/PLANT ITEMS ON THE PUBLIC HIGHWAY

THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA

PLEASE FILL IN THIS FORM (IN BLOCK CAPITALS)

1. **I would like to store builder's materials, or place items of plant (machinery), on the carriageway (in line with the terms of the Highways Act 1980, sections 137, 148, 170 and 171).**

2. **Your/company name:**

(This means the name of the person or company applying. Please say whether you are an individual, a limited company or 'trading as'.)

Your phone number:

Your address and postcode:

(If you are applying for a company, please give its registered address.)

3. **Address of building site:**

Location on the highway:
(if different from above)

Site contact: **Site phone number:**

4. **Description of the materials or plant (or both)**

Length (in metres): **Width** (in metres):

5. **I am fully insured against all third party claims up to £5 million** ☐ Yes ☐ No

I have a copy of your conditions for issuing a permit. I have read and understood them and I agree to follow them.

6. **If the conditions of the permit state that I have to suspend a parking bay to store plant and materials, I agree to pay your service charges before you issue my permit.** ☐ Yes ☐ No

Notes

- You, the applicant, are responsible for making sure that you and anyone else keeps to the conditions of the permit.
- We issue permits up to three months at a time and you can renew them for further three month periods.
- We will not normally give you this permission if you could reasonably store these materials at the site where the work is being carried out.
- You must pay us a deposit and we will hold it to pay for any damage that you may cause to the road surface, any equipment or service used on or under the highway (for example, sewers) or street gullies and so on. We will return your deposit if we don't have any expenses. If you do cause us any expense, we will use your deposit to pay for it. If our expense is more than your deposit, we will charge you for the difference, but if it is less we will refund the difference.
- We will write and tell you how much deposit you must pay us and the charge, if it applies, for suspending any parking places. You must pay us both of these amounts before we issue your permit.
- You should make cheques and postal orders payable to 'R B of Kensington and Chelsea'.

Your signature Date

Your name (in block capitals)

Your position: ☐ Director ☐ Company secretary ☐ Authorised agent

The original signature must be provided on this request so faxed or emailed copies are not acceptable.

Licences for storing materials or plant on the public highway

It is an offence under the:

Highways Act 1980 (sections 169, 172, 173 and 184);

GLC General Powers Act 1970 (sections 1 and 5);

Local Government (Miscellaneous Provisions) Act 1976; and

Highways Act 1980 (sections 137, 170 and 171);

to leave building materials or plant (machinery) on the highway without a valid permit.

- Before you start work, you must get a licence and pay a deposit for all materials or plant you store on the public highway. We will decide how much your deposit will be after we have inspected the site.
- The Private Works Engineer will advise you via the deposit letter whether you will require a parking suspension. Do not send a request for a suspension unless you are advised to do so via the deposit letter.
- We issue these licences, and any renewals, for three months at a time.

How do I apply for a licence for storing materials or plant?

Fill in this application form and send it with the application fee. If paying by cheque please make it payable to RB of Kensington and Chelsea. (The fees may change so please check the list of administration charges.) **We do not accept faxed or photocopied applications.** Our highways department will inspect the site and decide how much your deposit will be and whether we need to suspend any parking bays. We will then write to tell you how much this deposit is and what the permit conditions will be. Where a parking bay is required, the suspension should be booked at the same time the deposit is paid.

After you have finished your work, you must write and tell the customer services section. This is so that the site can be inspected for any damage, and any necessary repairs can be made. (You will have to pay the costs involved.) If no repairs are needed, we will refund any deposit we owe you. We will not refund any of your deposit unless we receive a written request for a refund within six months after your last licence ran out. Approval to place toilets or containers on the highway is subject to discretion. It is important to enquire on this matter before submitting an application.

Red routes

If you want to apply for a licence for storing materials or plant on a red route, you must get permission from Transport for London (TfL) on 020 7974 2013

For our use only:

Licence number: _____ Administration fee: £_____

Administration reference: _____ Receipt number: _____

Date entered: _____ / _____ / _____

Postal address only: Parking Operations, Annexe Building, Council Offices, Pembroke Road, London W8 6LZ

Personal visits can be made to the Customer Service Centre, The Town Hall, Hornton Street, London, W8 7NX between 9am and 5pm Monday to Friday.

Phone: 020 7361 4385 Website: www.rbkc.gov.uk/parking

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