

Permission	Description of Purpose	Deadline	Cost
<b>Temporary Highways Consent</b>	Required when an item is placed on the public highway. E.g. : Red carpet, ropes and posts, barriers,	**10 working days	<b>£153</b>
<b>Temporary Events Notice (TENS)</b>	This is given by an individual (a premises user) and authorises the premises user to conduct one or more licensable activities at the premises for no more than 96 hours. Tens can be used to authorise relatively small – scale ad hoc events held at the premises involving less than 499 people at one time. For more information please click on this link.  <a href="http://www.rbkc.gov.uk/environmentandtransport/licensing/applicantsandbusinesses/temporareventnotices.aspx">http://www.rbkc.gov.uk/environmentandtransport/licensing/applicantsandbusinesses/temporareventnotices.aspx</a>	**10 working days	<b>£21</b>
<b>Premises Licence</b>	A Premises licence- Authorising premises for multiple licensing activities. For more information click on the attached link or alternatively contact the Filming & Special Events Office.  <a href="http://www.rbkc.gov.uk/environmentandtransport/licensing/applicantsandbusinesses/premiseslicences.aspx">http://www.rbkc.gov.uk/environmentandtransport/licensing/applicantsandbusinesses/premiseslicences.aspx</a>	Between 10-40 days depends on activity	Dependent on activity
<b>Road Closure</b>	Closures of a road – Please contact the Filming and Events office for further details.	6 weeks	<b>£1421</b>
<b>Distribution of Free Literature</b>	In order to distribute free literature on the streets you must have a licence to do so. You will need to fill a form, please follow link for further details.  <a href="http://www.rbkc.gov.uk/pdf/free_leaflet_dist_app_form_apr11.pdf">http://www.rbkc.gov.uk/pdf/free_leaflet_dist_app_form_apr11.pdf</a>	10 working days notice	<b>£190</b> for the 1 <sup>st</sup> distributor + <b>£26.80</b> each additional site
<b>Promotional Licence</b>	In order to distribute giveaways i.e. non literature you must have a license to do so. Please contact the Filming & Special Events Office for the appropriate form.  If food / beverage items are to be distributed The Environmental Health team will be informed and may wish to contact you separately.	10 working days notice	<b>£190</b> for the 1 <sup>st</sup> distributor + <b>£26.80</b> each additional site
<b>Parking bay suspension</b>	5 full notification days, in writing, to suspend a resident, diplomatic, numbered disabled bay, car club or doctor's parking bay 2 full notification days, in writing, to suspend a pay-and-display or blue badge disabled bay.  Where chargeable days are not booked as cumulative, seven consecutive days are required between the end of an application and the start of a new one for the same location and by same applicant.  <b>Please contact the Event &amp; Filming Department for a suspension application form.</b>	**Resident Bay 15 working days. P&D bays 7 working Days	<b>£51</b> per parking bay

**\*\* Please take into consideration when planning your event that the Filming and Special Events Office deadline for notification of your event is 14 days.**

Additional Fees: **Late Application** – If a deadline is missed we will endeavour to process your request. There is a late fee of **£80**

**Administration Fee**- There is an administration fee of **£80** per application. This fee may increase depending on the complexity of your event.

If a site visit is required there is an additional fee of **£78**