



The Royal Borough of Kensington and Chelsea

APPLICATION FORM FOR A PERMIT/ PARKING SUSPENSION TO PLACE A BUILDER'S SKIP ON THE HIGHWAY



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Is this a renewal? Yes No If 'Yes' give your current licence number:

If you are renewing a permit, we must receive your new application form by 3pm prior to the day your skip permit expires.

PLEASE FILL IN THIS FORM (IN BLOCK CAPITALS)

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 address:

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

Your company phone number: Your site phone number:

email Address: Site Address:

Planned location of the skip (address):

I would like to place a skip on:

Resident's bay Pay-and-display bay Yellow line

Other Please give details

When do you need the skip permit? from: to:

Including Saturdays: Yes No

Including Sundays: Yes No

Please note that we will only issue a permit for a maximum of three months at a time.

How many skips will be on the site at any one time?

As the person signing this form, I would like to place a builder's skip on the highway in line with the terms of the Highways Act 1980 (sections 139 and 140). I agree to pay you the administration fee and any parking suspension charges that may apply before you issue my permit. If you are a limited company, a director or company secretary must sign this form. If this is not possible, you must attach to this form a letter on headed paper signed by the director or company secretary stating that you are an authorised signatory.

Your signature: Date:

Your full name (in block capitals):

Your position in the company: Director Company secretary Authorised agent

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

Turn over the form and continue to fill in the details required

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



Skip Company Details

Skip supplier's name:

(Please say whether they are an individual, a limited company, a company or a partnership.)

Skip supplier's registered address:

Skip supplier's phone number:

How long will the agreement with the skip company last?

From:

to:

Placing skips on the Highway

You can only leave a skip on the highway (public road) after we have authorised and issued a licence.

The skip must normally be left directly outside the property from where the rubbish and rubble will be removed, and it must be no more than five metres long and two metres wide.

You must put warning lights on the skip from 30 minutes after sunset to 30 minutes before sunrise. (Sunset and sunrise times are given in national newspapers.) If you do not light the skip, or get a permit, you may be fined up to £1000. There are more permit conditions on the back of the skip permit.

Roll on, roll off storage containers are not allowed within the Royal Borough as they do not meet the Builders Skip (Markings) Regulations 1984, and they are bigger than the maximum measurements of a skip (refer to point 4 under the Terms and Conditions shown on the last page).

Red routes

If you want to put the skip on a red route, you have to get permission from Transport for London (TfL) on 020 7974 2013. If you want a bay suspended for a skip, you must give us the same notice as you would for a normal suspension.

For Office Use Only

Amount paid: £ _____ Receipt number: _____ Date entered: ____/____/____

Permit number: _____ Administration reference: _____ Suspension number: _____

Skip to be in place from: _____ to: _____

Is the site authorised? Yes No Suspension officer: _____

Any special instructions: _____

How many skips will be on site at any one time? _____

Monday to Friday

Monday to Saturday

How do I apply for a permit for a skip?

Fill in this application form and calculate the correct suspension fee required.

Post your skip permit application to the postal address shown on the front page, or you can call in person at the Customer Service Centre at Kensington Town Hall. Please allow plenty of time for your postal application to reach us, especially if you require the suspension of a resident or pay and display bay.

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 require at least ten full working days' notice if you want to suspend a resident's parking bay, and at least two full working days' notice to suspend a pay and display bay. This notice period starts from the day we receive your application form so allow plenty of time for it to reach us.
- We will check where your skip will be left before we give you our approval. If the skip will be left in a bus stop, you must get permission from London Transport (020 7974 2013) before you apply to us for a permit or to renew a permit.

If we approve your application, we will send your permit to the address given on your application form.

Payment details

How will you pay for the application?

Cash Cheque Credit or debit card

Make your cheque payable to RB of Kensington and Chelsea.

Visit the Customer Service Centre to pay in person with any of the above options (the address can be found on the front page).

Applications and payment by post must reach us before 3pm on the deadline day of the notice period, so allow plenty of time for it to reach us.

If you require a member of the Suspensions team to contact you between 9am and 5pm Monday to Friday by telephone to arrange payment by credit/debit card, please tick this box. **(We do not accept Amex or Diners Club cards)**

Provide an alternative telephone and mobile contact number if different from the ones given earlier in the form.

Telephone Number:

Mobile:

Amount to be paid:

Signature:

Terms and conditions for using a builder's skip in the Royal Borough of Kensington and Chelsea

If you are renewing a permit, we must receive your new application form by 3pm prior to the day of expiry.

Highways Act 1980: sections 139 and 140

Permission to place a builder's skip on the highway

1. Under the terms of section 139 of the Highways Act 1980, we may grant permission to the applicant to leave a builder's skip on the highway outside the property they have applied for, and as long as they have applied for, depending on the conditions in the following paragraphs. You must put any necessary traffic signs on the highway to meet the conditions of this permission.
2. The skip will be left on the highway outside the **address given on the application**. It will be placed lengthways along the edge of the highway and as near to the kerb as possible so that it does not block surface water drainage or access to any manhole or gully or the equipment that any council employees, contractors or utility companies (e.g. Telecom, Water or Electricity) use.
3. Where more than one skip is on the highway at any one time, the skips will be placed as closely as possible next to each other, but not so that they block access to any premises unless we have the permission of the occupiers.
4. The skip must not be more than 16 feet 6 inches (5 metres) long and 6 feet 6 inches (2 metres) wide.
5. While they are on the highway, the skip or skips must be marked and lit in line with the following conditions.
 - (a) The ends of the skip (in other words, the sides facing the traffic in both directions when the skip is placed as in condition 2) must be painted yellow with red and yellow striped fluorescent reflective markings attached to the corners, in line with the Builders Skip (Markings) Regulations 1984, and British Standard BS AU 152:170. The yellow painting and the reflective strip must be kept clean at all times.
 - (b) The skip must be guarded by at least three traffic cones placed on the highway in a slanting line as you approach the skip. If two or more skips are left in a row, and less than two metres apart, the row must be guarded as if it were one skip.
 - (c) At night (in other words, between 30 minutes after sunset and 30 minutes before sunrise), you need to put a yellow lamp between the cones and either:
 - put a yellow lamp against each corner of the skip;
 - attach a lamp to each corner of the skip; or
 - attach a lamp to the end corners of the row of skips (where two or more skips are left in a row and are no more than two metres apart).

Each lamp must be at least as bright as one candle and stay lit all night.

6. When standing on the highway, skips must not contain any flammable, explosive, poisonous or dangerous material or any material which is likely to rot or likely to become a nuisance to users of the highway.
7. While standing on the highway, skips must not be overfilled so that their contents fall onto the highway, or that dust escapes from the skip. The skip must always be covered, unless this interferes with filling or removing the skip.
8. The skip must be removed for emptying as soon as possible, and certainly no later than two working days after it has been filled.
9. No skip must stay on the highway after this permission (as referred to in paragraph 1) has expired.
10. All materials placed in the skip must be properly disposed of and the highway must be left clean and tidy when the skip has been removed or this permission has expired.

Please note the following:

- (a) Section 139(4) of the Highways Act 1980 says that when the builder's skip is on the highway, the owner must make sure that the skip is properly lit at night clearly and permanently marked with the owner's name and phone number or address and removed as soon as possible after it has been filled. The owner must make sure that the conditions of the highway authority permission are met. If the owner is convicted of an offence under this section he or she will be fined up to £1000.
- (b) Nothing in section 139(10) of the Highways Act 1980 authorises creating a nuisance or a danger to highway users or holding a highway authority responsible for any injury, damage or loss caused by a skip on the highway (which this permission relates to).
- (c) Under section 140 of the Highways Act 1980, the highway authority or a constable in uniform can have a builder's skip removed from or repositioned on the highway (even if it was placed on the highway in line with the highway authority's permission) and claim costs from the owner for removing or repositioning the skip, and dispose of a skip if the owner does not collect it. Not moving or repositioning a skip if asked to do so under the section may mean a fine of up to £1000.

If you finish with the parking space early, you must tell us by fax or in writing. If you are due for a refund, we will send it to you.

Contact suspensions by phone: 020 7361 4385.

January 2014