

THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA

DISTRIBUTION OF FREE LITERATURE

APPLICATION FORM

Applications should be made on this form giving 14 days notice of commencement date. A fee of £168 is payable for each site. If you are applying for a street with a time band please indicate which timeband you require. Payment must be included with your application. Additional sites are £24 each.

Please see conditions of consent over page

Name of Organisation:	
Address:	
Contact Name:	
Telephone Number:	Fax Number:

Precise location of proposed distribution site(s)		
1.	Date(s)	
	Time(s)	
	or AM / PM delete as applicable for time banded streets	
2.	Date(s)	
	Time(s)	
	or AM / PM delete as applicable for time banded streets	
3.	Date(s)	
	Time(s)	
	or AM / PM delete as applicable for time banded streets	
4.	Date(s)	
	Time(s)	
	or AM / PM delete as applicable for time banded streets	

Name: _____ **Job Title:** _____

Signature: _____ **Date:** _____

Please complete all section and return, together with your cheque payable to **RB of Kensington and Chelsea**, to:

*The Director of Waste Management and Leisure
Council Offices 37 Pembroke Road London W8 6PW*

Telephone Number: 020 7361 3001*

Data Protection : Any details given for an individual will only be used in relation to this application and will not be disclosed to the public.

* Calls may be recorded for security or training purposes

Time Banded Sites: 9am-12noon and 2pm-5pm

These sites are for people distributing media only.

This means people distributing magazines only with no loose inserts or flyers

If you do not intend to solely distribute magazines or newspapers please do not request one of these sites

- 1) Brompton Road, 40 metres west of Hans Crescent
- 2) Earls Court Road, outside number 246
- 3) Kensington High Street, outside number 113
- 4) Sloane Square, outside number 36
- 5) Thurloe Street, outside number 20

Conditions of Consent

- 1) Consent cannot be granted if:
 - (i) the applicant is unsuitable by reason of misconduct;
 - (ii) the applicant has within the previous 5 years been convicted of any offence under Section 4 of the LLA 1994;
 - (iii) there has already been sufficiency of persons to who consent has already been given in the required locations
 - (iv) there is a risk of danger or unreasonable inconvenience to users of the highway
- 2) Consent shall be limited to the hours deemed suitable according to the requested location
- 3) The following are exempt from requiring consent:
 - (i) Charities within the meaning of the Charity Act 1993 where printed material relates to or is intended for the benefit of the Charity
 - (ii) Political organisations
 - (iii) A person does not distribute printed matter if the distribution takes place within a public service vehicle
 - (iv) Literature for the purposes of religion or belief
- 4) The consent holder should not allow the highway to be obstructed in any way
- 5) Proof of consent must be produced on demand by authorised Council Officers or Police Officers
- 6) Consent applies to literature distributed by the holder, and does not permit the use of a receptacle placed on the ground
- 7) Distribution must only take place at the consented location, and between the times specified in the consent
- 8) If the consent holder does not have anyone distributing leaflets from their consented location during the licensed hours the Council reserves the right to revoke their licence
- 9) Distribution must only take place by the consent holder or his sole agent
- 10) The consent holder must ensure that the surrounding area is kept free of any litter generated by their material for fifty metres in any direction at all times