

The Royal Borough of Kensington and Chelsea

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



PLEASE FILL IN THIS FORM (IN BLOCK CAPITALS)

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).

1. 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: Email:

Your address and postcode:

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

2. Address of building site:

Location on the highway:
(if different from above)

Site contact: Site phone number:

3. Description of the materials or plant (or both)

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

4. Planning Permission: Do the works related to this application require planning permission? Tick one of the following options: *

☐ I confirm that planning permission is **not required** or where it is, planning permission has been granted without a requirement to agree a Construction Traffic Management Plan (CTMP).

☐ I confirm this planning permission for the works has been obtained and the associated CTMP has been agreed. I enclose a copy of the **approved** CTMP as evidence.

*Compulsory information

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

Your signature Date

Your name (in block capitals)

Your position: ☐ Director ☐ Company secretary ☐ Authorised agent

Licences and conditions 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, 148, 170 and 171) to leave building materials or plant (machinery) on the highway without a valid permit.

As the applicant, you are responsible for making sure that you and anyone else keeps to the conditions of the 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. (If you could reasonably store these materials at the site where the work is being carried out, then we will not normally give you this licence.) We will decide how much your deposit will be after we have inspected the site.
- **Where a parking bay is required, the suspension should be booked before you apply for a licence.** Please supply the Parking Suspension reference number:

KES: _____

- We will hold your deposit 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. You will be charged for the difference if our expense is more than your deposit, or if it's less, we will refund the difference. Your deposit will be returned if we don't have any expenses.
- These licences, and any renewals, are issued for three months at a time.

How to apply for a licence for storing materials or plant

Fill in this application form and return it with the administration fee to us.

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.)

The amount of the deposit will be decided after a site inspection is carried out. You will be informed in writing how much is required as well as the permit conditions that apply. There is a non-refundable admin charge per licence for holding onto a deposit.

You must confirm in writing when you have **finished your work**. This is so that we can inspect the site for any damage, and make any necessary repairs. The cost of repairing any damage to the public highway will be deducted from your deposit. If no repairs are needed, we will **refund** any deposit we owe you. However your deposit will only be refunded if your written request is received within six months after the last licence has run 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: _____ / _____ / _____

RBKC Network Management Service

Email completed application form to: highwayslicenceapplications@rbkc.gov.uk

Phone: 020 7361 2424 (Monday to Friday 9am to 5pm)

Website: www.rbkc.gov.uk