Free Printed Matter distribution application form

Important

If distributing from more than one street, please complete a separate application for each street.

For information on fees, charges, and how to pay, please check our website:
www.rbkc.gov.uk

Applications should be made on this form, giving at least **14 days notice** of commencement date.

Section 1 Company details

Name of organisation:

Address:

Contact name:

Contact number:

Email address:

What information will the leaflet contain? Attach a sample to this application.

THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA

Section 2 Proposed distribution details

Street name:

Street number(s):*

Requested date(s):

Requested time(s):

Requested day(s):

Number of distributors on street:

* or exact description of location(s) on street.

Section 3 Payment options (please select one)

- ◯ Cheque payable to 'Royal Borough of Kensington and Chelsea' enclosed.
- ◯ Contact me to make payment by debit or credit card.

Section 4 Signature

I have read and understood the terms and condition of consent for distribution of free literature.

Name:

Job title:

Signature:

Date:

Day/month/year

Next step

Please complete the form and return it via email:

OSU.EandN@rbkc.gov.uk

Free Literature Distribution Terms and 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 or paid a fixed penalty notice in relation to distribution of printed material under Section 94B of the Environmental Protection Act 1990 and Schedule 3A of the same act.

(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.

(ii) A person does not distribute printed matter if the distribution takes place within a public service vehicle.

(iii) Literature for the purposes of religion or belief.

4. The consent holder should not allow the highway to be obstructed in any way.

5. Original proof of consent must be produced on demand by authorised Council officers or Police officers. Distributors not being able to produce a valid consent will be deemed as having breached condition of consent.

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 license.

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 meters in any direction at all times.

11. Any breaches of these conditions could result in enforcement and/or legal action being taken and/or your consent being revoked.

12. A copy of materials being distributed must be supplied with the application. The Council reserves the right to reject an application for distribution if materials being distributed are deemed unsuitable for site.

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