

The Royal Borough of Kensington and Chelsea



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA

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

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-by-phone 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?

## 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

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

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

## 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.**

**To read the full Terms and Conditions visit:** <https://www.rbkc.gov.uk/parking-transport-and-streets/roads-and-pavements/terms-and-conditions-highway-licences>

### 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

### RBKC Network Management Service

Email completed application form to: [highwayslicenceapplications@rbkc.gov.uk](mailto:highwayslicenceapplications@rbkc.gov.uk)

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

Website: [www.rbkc.gov.uk](http://www.rbkc.gov.uk)

# How do I apply for a permit for a skip?

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

**Where a parking bay is required, the suspension should be booked separately before you apply for a permit. Please supply the Parking Suspension reference number:**

**KES:** \_\_\_\_\_

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-by-phone bay. This notice period starts from the day we receive your application form so allow plenty of time for it to reach us. Contact Parking Suspensions on 020 7361 4385.
- We will check where your skip will be left before we give you our approval. Where possible a skip should be placed on private land. To leave a skip on 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

Credit or debit card       BACS

**Please allow plenty of time for your application to reach us especially if you require a suspension of a resident or pay-by-phone parking bay.**

**If you require a member of the Suspension team to contact you between 9am to 5pm Monday to Friday by telephone to arrange payment by credit/debit card or by another method, 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:

