

# Application for Licence/Parking suspension to place building materials on the highway



You must complete **all** sections of this form. Incomplete forms will not be processed. Please return your completed application form to Parking Suspension by FAX: **0208 753 3267**, or POST to: **LBHF, Parking Suspensions, PO Box 57142, London SW6 2WZ**. For queries regarding your application please call **020 7371 5678**.

**NOTICE PERIOD:** Applications must be received **no later than 12pm on the 8th day** before the date you wish to place the materials on the highway. You must allow us more time if there is a week-end or bank holiday. (We do not authorise building materials to be placed on yellow lines, red routes, disabled bays, doctor's bays, motor cycle bays, loading bays or market trader bays).

**Authorisation of a parking bay suspension does not guarantee the authorisation of a materials licence. You MUST also receive confirmation of your building materials licence number prior to placing the materials on site.**

## 1 Are you renewing an existing licence or extending a bay suspension?

YES  NO

Current materials licence number  Current materials licence expiry date

Bay suspension consent number  Current suspension end date

**Please note: A renewal is an immediate continuation of an existing licence or suspension of bays. If you delay renewing your existing licence or extending your suspension you will be charged the full fee and the 8 days notice period will apply. If you are renewing your licence or extending a bay suspension, we must receive your completed application form by 12 noon, 2 working days before the suspension expires.**

## 2 Licence application (please complete in **BLOCK CAPITALS**)

### Building Company Details

Name	
Company Name	
Address:	
Postcode	
Telephone/Mobile	
E-mail	Fax

### Residents Details

Name	
Company Name	
Address:	
Postcode	
Telephone/Mobile	
E-mail	Fax
Full name of person responsible for materials on site:	

## 3 Location

Street name	<input style="width: 90%;" type="text"/>
Building number or name	<input style="width: 80%;" type="text"/>
Site address if different from above location	<input style="width: 90%;" type="text"/>

The materials must only be placed outside this location or at the location granted (if your requested location is unsuitable for any reason). Enforcement action will be taken to remove them if placed elsewhere.

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**4 Duration**

A valid parking bay suspension must be in place for the duration of the time the materials are on the highway.

Start date

End date

Total number of days  
suspension required

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**5 Declaration**

I/we understand that if I/my company damage(s) the public highway then I/my company will be liable to pay the Council the cost incurred by the council, of remedying such damage. I/my company have read and understood the terms and conditions relating to this application in line with section 171 of the Highways Act 1980.

Signing this document makes you legally responsible for complying with the licence conditions and/or current highway legislation.

Signature of applicant

Please print name

Name of company

Date

**Please ensure that we receive your application within the notice periods specified on the first page of this form.**

**Official Use only**

Consent Number

Officer's name

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Suspension Start Date

End Date

Total number of Days

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Suspension Fee taken

Licence Fee taken

Receipt Number

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**6 Payment**

The fee for a materials licence is £61 for the first month and thereafter £54 per month renewal fee. In addition a fee of £35 per day is payable for a parking bay suspension.

We accept the following Debit/Credit Cards: Visa, Mastercard, Maestro, Solo, Switch, Delta.

Credit/debit card (details below)  Credit/debit card by telephone  Cashiers

I/we authorise Hammersmith and Fulham Council to take payment on successful completion of this application.

Amount £

Card type

Issue number

Cardholders name

Cardholders signature

Cardholders address

Card number

Expires

Valid from

Signature strip no.

(NB: The signature strip number is the last 3 digits on the signature strip, which is on the reverse of your card)

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## Standard Conditions of Licence to Deposit Building Materials on the Highway

HIGHWAYS ACT 1980

ROAD TRAFFIC REGULATIONS ACT 1984

HEALTH AND SAFETY AT WORK ETC. ACT 1974

### YOU MUST

- 1) Place the building materials on the highway in the position indicated by the Council.
- 2) If required by the representative of the Council, guard materials by at least three traffic cones.
- 3) If required by the Council building materials or other things, such as a portaloo, may need to be surrounded by a hoarding.
- 4) At night (i.e. between ½ hour after sunset and ½ hour before sunrise) to provide lamps at each corner of the building materials. Each lamp shall have an illuminated power of not less than one candela, shall be clearly visible to all traffic and shall remain lit during the hours of darkness.
- 5) When loading or unloading building materials, or transferring materials from the carriageway to the site, ensure that the work is in the charge of competent persons whose names have been supplied to the representative of the Council.
- 6) Remove the building materials from the highway or reposition it if required by the police or the representative of the Council.
- 7) Keep the site and surrounding area in a clean and tidy condition at all times and prevent spillage onto the highway.
- 8) Report any fly-tipping immediately to the Council - telephone: 020 8753 1100 (direct).
- 9) Remove the building materials from the highway and leave the site in a clean and tidy condition when the licence expires.
- 10) When mixing concrete or similar materials, this should be done on the carriageway only NOT on the footway and spot boards should be used to protect the surface.

### YOU MUST NOT

- 11) Leave building materials on the highway any longer than is necessary.
- 12) Put or allow to be put on the highway any flammable, explosive, noxious or dangerous material, or material which is likely to putrefy or become a nuisance.
- 13) Place on the footway any building materials as this is an obstruction and dangerous to pedestrians.
- 14) Deposit building materials so as to impede any surface water drainage or obstruct access to any inspection chamber or apparatus of any statutory undertaker or the Council.
- 15) Drag or push building materials along the highway in such a manner which may or does cause damage. Any damage to the highway will be repaired by the Council and all costs incurred will be recovered from the licensee.
- 16) Deposit building materials within 18.3 metres (60 feet) of any road junction, intersection, bus stop, bus stand or terminal, traffic lights, pedestrian crossing, school, hospital, or works entrances or exits, except with the express permission of the representative of the Council.
- 17) Deposit building materials on "Keep Clear" markings, doctors' markings, or vehicular access to any premises, except with the express permission of the occupier of the premises concerned.
- 18) Staining of the carriageway carries a possible fine and/or prosecution.
- 19) The cost of removing any stains on the carriageway will be recovered from the Licensee.
- 20) You must comply with ALL the conditions 1 to 19 and any Special Conditions imposed on the Licence and any subsequent directions to the satisfaction of the council.

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**PLEASE NOTE**

- 1) License fees are not refundable unless a site is deemed unsuitable for the location of a skip by a Highways Officer and no alternative location can be agreed upon.
- 2) The suspension opening hours are Monday - Friday 8.00am – 6.00pm
- 3) A bay is approximately five metres in length.
- 4) Suspensions only apply during the controlled zone hours. If you have any problems with illegally parked vehicles in the suspended area booked, contact the parking office on 020 7371 5678. We cannot guarantee to remove all vehicles parked in a suspended bay.
- 5) We do not accept postal payment by cheque.
- 6) You can pay by cash/cheque/credit or debit card at Hammersmith Town Hall Extension – 9:00am – 5:00pm (Monday to Friday excluding bank holidays) following authorisation of your suspension/skip licence.

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**Building Materials Licence Contact Details**

Environment Services Reception Team  
London Borough of Hammersmith and Fulham  
1st Floor, Town Hall Extension  
King Street  
London W6 9JU

Telephone:  
020 8753 1081 (Call Centre)