

Application for a Licence/Parking Bay suspension to place a skip on the highway



Please note: To ensure compliance with licence conditions, applications will only be accepted from skip companies only. If you are applying for a skip and materials licence you will need to suspend a bay for each. We will not suspend one bay for both licences.

You must complete all sections of this form. Incomplete forms will not be processed. Please return your completed application to Parking Suspensions 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 skip on the highway. You must allow more time if there is a week-end or a bank holiday. (We do not authorise skips for 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 skip licence. You MUST also receive confirmation of your skip licence number prior to placing the skip on site.

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

YES NO

Current skip licence number Current skip licence expiry date

Bay suspension consent number Current suspension expiry 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)

Skip Company/Building Contractor Details

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

Skip Hirer's Details

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

3 Location

Street name

Building number or name

Site address if different from above location

The skip 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.

4 Duration

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

Start date

End date

Total number of days
suspension required

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 139 and 140 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 skip 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)

Standard Conditions of Licence to Deposit a Skip on the Highway

HIGHWAYS ACT 1980

ROAD TRAFFIC REGULATIONS ACT 1984

HEALTH AND SAFETY AT WORK ETC. ACT 1974

YOU MUST

- 1) Place the skip on the highway in the exact location indicated in the license agreement and authorised by the Council, with its longer sides parallel to the highway and as close as possible to the edge of the carriageway.
- 2) Ensure that the skip is clearly and indelibly marked with the owner's name and telephone number or address, and has affixed below and right across the top edge of each end a strip of striped material complying with the Builders' Skips (Markings) Regulations 1984, having broad red and yellow reflective or fluorescent stripes which shall at all times be kept clear.
- 3) If required by the Council, guard a skip by at least three traffic cones. Where a licence has been granted for two or more skips to be placed in a row, guard them as one skip.
- 4) At night (i.e. between ½ hour after sunset and ½ hour before sunrise) light the skip as follows:
 - (a) Where no traffic cones are required a lamp shall be placed against or attached to each corner of the skip or the end corners of a row of skips where a licence has been granted for two or more skips to be deposited in a row and the distance between adjacent skips does not exceed 2 metres.
 - (b) Where traffic cones are required as in (a) above but in addition a lamp shall be placed between each cone and the next. 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) Ensure the skip shall be kept securely covered at all times except when being filled, and always between the hours of 7pm and 7am, and during football matches.
- 6) Ensure that no skip shall be used in such a way that any of its contents fall onto the highway, or that there is an escape of dust from the contents of the skip.
- 7) When transferring material from the site to the skip, ensure that the work is in the charge of competent persons whose names have been supplied to the Council.
- 8) Properly dispose of all materials placed in or around the skip (whether by the person to whom the licence is granted or any other person).
- 9) Keep the site and surrounding area of the skip in a clean and tidy condition at all times and prevent spillage onto the highway.
- 10) Remove or reposition the skip if required by the police or the Council.
- 11) Remove the skip as soon as it is filled ensuring the contents are covered during transit for disposal.

Standard Conditions of Licence to Deposit a Skip on the Highway

- 12) Remove the skip from the highway and leave the site in a clean and tidy condition when the licence expires.
- 13) When in exceptional circumstances a licence is granted to place more than one skip on the highway, position the skips as close as possible to each other.
- 14) When in exceptional circumstances a licence is granted to place two or more skips on opposite sides of the highway, position these skips so that they are offset by at least 18.3 metres (60 feet).
- 15) Only place a skip on the footway or verge with the express permission of the Council and then only when a deposit has been paid against possible damage.
- 16) Report any fly-tipping immediately to the Council - telephone: 020 8753 1100 (direct).

YOU MUST NOT

- 17) Leave the skip on the highway any longer than is necessary.
- 18) Put or allow to be put in the skip any flammable, explosive, noxious or dangerous material, or material which is likely to putrefy or become a nuisance.
- 19) Place on the footway any planks used to facilitate filling the skip since this is dangerous to pedestrians.
- 20) Deposit the skip so that it impedes any surface water drainage or obstructs access to any inspection chamber or apparatus of any statutory undertaker or the Council.
- 21) Drag or push the skip 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.
- 22) Deposit the skip 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 Head of Highways and Engineering.
- 23) Deposit the skip on "Keep Clear" markings, doctors' markings, or vehicular access to any premises, except with the express permission of the occupier of the premises concerned.

- 24) Use a skip the dimensions of which exceed 5 metres (16 feet 6 inches) in length, 2 metres (6 feet 6 inches) in width or 1.2 metres (four feet) in height unless expressly authorised by the Council.
- 25) If any of the requirements of this License are not complied with the London Borough of Hammersmith and Fulham may take such measures as necessary to mark, guard, light or remove the skip and clean and repair the highway and the Skip Owner shall be liable for the costs incurred in such measures. Failure to pay the costs within 14 days of notification of the amount may result in prosecution.
- 26) You must comply with ALL the conditions 1 to 25 above, and any Special Conditions imposed on the Licence and any subsequent directions to the satisfaction of the Council

PLEASE NOTE

- 1) Licence 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 owner of the skip (as defined in Section 139(11) of the Highways Act 1980) must indemnify the Council against any liability, loss, claim or proceeding whatsoever arising under Statute or Common Law in respect of depositing and maintaining of the skip on the highway or its removal there from.
- 3) Section 139(4) of the Highways Act 1980 requires the owners of a builder's skip which has been deposited on the highway to ensure that the skip is properly lighted during the hours of darkness, that it is clearly and indelibly marked with the owner's name and telephone number or address, that the skip is removed as soon as practicable after it has been filled and that each of the conditions of the highway authority's permission is complied with. Conviction of an offence under this subsection renders the owner liable to a fine not exceeding Level 3.
- 4) Section 139(10) of the Highways Act 1980 provides that nothing in the section shall be taken as authorising the creation of a nuisance or of a danger to users of a highway or as imposing on a highway authority by whom a permission has been granted under the section any liability for any injury, damage or loss resulting from the presence on a highway of the skip to which the permission relates.
- 5) Section 140 of the Highways Act 1980 empowers the highway authority or a police officer to require the removal or repositioning of, or to remove or reposition, a builder's skip deposited on the highway, even though it was deposited in accordance with the highway authority's permission, to recover from the owner the cost of such removal or repositioning and to dispose of a skip which is not collected by its owner. Failure to comply with a request to remove or reposition a skip under the section may result in a fine not exceeding Level 3.
- 6) The Parking Suspension Office opening hours are Monday - Friday 8.00am – 6.00pm (excluding Bank holidays)
- 7) A bay is approximately five metres in length.
- 8) 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 Monday-Saturday 8.00am-6.00pm (excluding Bank holidays). We cannot guarantee to remove all vehicles parked in a suspended bay.
- 9) We do not accept postal payment by cheque.
- 10) 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.

Skip 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)