

Registration No:

**APPLICATION FOR REGISTRATION TO PLACE A SKIP ON THE  
HIGHWAY  
FOR SKIP HIRE COMPANIES ONLY**



With this application form, you will need to provide copies of your current Public Liability Insurance, confirming you have a minimum Public Liability indemnity limit of £5,000,000, a copy of your Waste Carriers licence and £113 application Fee, made payable to Royal Borough of Kingston upon Thames quoting Ref: 'Skip App Fee'.

BACS payment to quote GC20 R17116

**BACS payment details: Lloyds Bank / Account: 14717168 / Sort code: 30 80 12**

***Without all of this information we will not be able to register your company.***

Please send completed form to: **skips@kingston.gov.uk**

Name of Company: .....

Company Registered Address: .....

.....

..... Post Code: .....

Tel No..... E Mail: .....

Name of Managing Director/Secretary: .....

Operational Business Address: ..... Tel No.....

*(If different from above)*

.....

..... Post Code.....

Insurers Name & Address: .....

Public Liability Policy No. ....

Signed ..... Date .....

*I hereby declare that I have read and understood the requirements of the enclosed legislation from the Highways Act 1980 Sections 139, 140 & 140A, Road Traffic Regulation Act 1984 Section 65, the Builders' Skips Regulations 1984, Chapter 8 of the Traffic Signs Manual 1991 and The Local Authorities Regulations 1998 and the standard conditions required by the Royal Borough of Kingston-Upon-Thames and agree that this company will manage its operations, in compliance with them, when placing skips on the highway.*

***You must not place any skip on the public highway of the Borough without first being in receipt of a valid licence.***

***Failure to comply with any of the conditions or any skip which is found to be on the public highway without a valid skip licence from the Council may face formal enforcement action which could further lead to the skip being removed by the Council with the provider/owner of the skip facing legal proceedings and chargeable fees with all costs incurred in the process.***

## **STANDARD CONDITIONS THAT APPLY TO THE PLACING OF A BUILDERS' SKIP ON THE HIGHWAY**

1. Permission to place a skip on the highway will only be given to a skip owner registered with the Authority.
2. Permission to place a skip on the highway may be refused.
3. No skip is to be placed on the highway until an application has been submitted and a signed "licence" issued by the Authority. The applicant should allow three (3) working days from the time the Authority receives the application to the return of a licence.
4. Applications to place a skip on the highway are to be made in writing, on the Authority's prescribed form, be completed in full and signed by a designated representative of the skip owner.
5. Skips shall be placed on the carriageway only, unless otherwise stated on the licence. They must not be placed on footways or verge areas without specific permission. The skip shall be positioned so that its longer sides are parallel to the carriageway edge. A skip shall not be positioned so as to impede surface water drainage or access to highway/Statutory Undertakers surface apparatus.
6. No skip shall exceed 5 metres in length by 2 metres in width.
7. The two narrower sides of the skip are to be painted yellow and fitted with reflective red and yellow markings, as prescribed in the Road Vehicle Lighting Regulations 1984 for heavy goods vehicles.
8. Each skip is to be well maintained, painted and kept clean. It is to be marked with the owner's name and address and/or telephone number so as to conform with the Builders' Skip (Marking) Regulations 1984.
9. If required by the Authority a skip placed on the carriageway shall be guarded by a minimum of four (4) traffic cones, placed in an oblique line, on the approach to the skip by vehicles. The cones shall be at 1.2 metre centres. When the skip requires to be lit a road danger lamp shall be placed between each pair of cones.
10. At night (i.e. half an hour before sunset and sunrise) and when very poor daytime visibility (e.g. fog) is experienced, the skip shall be constantly lit with a minimum of four (4) amber lamps. One lamp protecting each corner of the skip. Each lamp shall have an illuminating power of at least 1 candela. If the Authority is required to attend an unlit skip, to make it safe, a standard charge of £60 will be levied and paid for, in the first instance, by the skip owner.
11. No skip placed on the highway shall contain any flammable, explosive, noxious, or vaporous substance nor anything that is likely to putrefy or which is, or is likely to become, a nuisance and/or danger to highway users.
12. No asbestos or suspected asbestos shall be placed in a skip unless it is contained within a sealed airtight container.
13. No skip shall be filled in such a way that any of its contents can fall onto the highway, protrude beyond the dimensions of the skip or allow dust or material escape.
14. No skip shall remain on the highway if the hirer no longer requires it, if it is full or after the expiry date stated on the "licence". The normal licence period will be less than one month.
15. When requested by a representative of the Authority for a skip to be removed, repositioned or other action taken the owner will take immediate action to comply with the stated requirements.
16. The skip must be placed directly outside the location address on the licence

(These conditions may be subject to amendment. Skip Companies will be notified in writing should changes be made)