

Form SK3e Application to place a skip on the highway

### Highways Act 1980 (Section 139) Road Traffic Regulations Act 1984 (Section 67(3)

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| --- | --- |
| Approved skip license number: |  |
| Valid from: |  |
| Valid to: |  |
| Site checked (y/n): |  |
| Site visited (y/n): |  |
| Positioning agreed (y/n): |  |
| Special conditions: |  |

## For Council use only:

Once your application is complete please email it, along with accompanying documentation, to [streetworks@medway.gov.uk](mailto:streetworks@medway.gov.uk).

Please allow 3 working days for permit approval. 28 days may be required on classified roads.

## Section 1 – Applicant Details

| **First name** |  |
| --- | --- |
| **Surname** |  |
| **Email** |  |
| **Telephone Number (24 hour access)** |  |
| **Telephone Number (Alternative Number)** |  |

## Section 2 – Address

| **Building Number / Name** |  |
| --- | --- |
| **Street** |  |
| **Town** |  |
| **Postcode** |  |

## Section 3 – Licenses

| **Public liability insurance (min. £5 million expiry date** |  |
| --- | --- |
| **Waste carriers license expiry date** |  |

## Section 4 – Location

| **Please state the precise location of skip, (not just address)** |
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|  |

NOTE: The exact positioning of skip may need to be agreed by Traffic Management.

| **Skip to be on highway (max 2 weeks** | **From dd/mm/yyyy** |  | **To dd/mm/yyyy** |  |
| --- | --- | --- | --- | --- |

## Section 5 – Declaration

| I agree to abide by all standard conditions (as below) and any special conditions as advised. |
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| I agree to provide 3 working days for each skip application. |
| I agree not to place a skip until permission is received and a skip license reference number provided. If a skip is placed illegally, there is a fixed penalty notice of £500 |
| I accept that a £43 full charge is made for each new permit request |

**Standard Conditions of Permissions to place a builder’s skip on the highway**

1. The local council/highway authority issues licences, in exercise of their powers under section 139 of the Highways Act 1980
2. Each skip shall be deposited on the carriageway outside the premises and shall be positioned so that it does not impede the surface water drainage of the highway, nor obstruct access to any manhole or the apparatus of any statutory undertaker or the local council.
3. Where more than one skip is on the highway at any one time, the skips shall be positioned as closely as possible to each other, but not so as to obstruct access to any premises unless the consent of the occupier of those premises has been obtained. Permission for more than one skip at once would require prior permission.
4. Each skip shall not exceed 5 metres in length by 2 metres in width, unless specifically authorised by the local Council.
5. Each skip or group of skips shall, while on the highway, be marked and lit in accordance with the following requirements:
   1. The ends of each skip (that is to say, the sides of the skip facing traffic in both directions when the skip is positioned as mentioned in Condition 2 above) shall be painted yellow and marked in accordance with the requirements of The Builder's Skips (Markings) Regulations 1984 (Statutory Instrument 1984 No. 1933). The painting and the markings (i.e. reflective marker boards) shall always be kept clean and efficient and clearly visible for a reasonable distance to persons using the highway on which the skip is placed.
   2. Each skip shall be clearly and indelibly marked with the owner’s name and telephone number or address.
   3. Each skip will be guarded by at least 3 traffic cones placed on the carriageway in a taper line on the approach side of where 2 or more skips are deposited in a row, so that the distance between adjacent skips does not exceed 2 metres, the row shall be guarded as if it were one skip.
   4. At night (between half an hour after sunset and half an hour before sunrise), a flashing amber safety lamp shall be placed against or attached to each corner of the skip or the end corners of the row of skips (where two or more skips are deposited in a row and the distance between adjacent skips does not exceed 2 metres) and shall remain lit through the night.
6. No skip, when standing in the highway, shall contain any inflammable explosive, noxious or dangerous material or any material likely to putrefy or which otherwise is, or likely to become, a nuisance to users of the highway.
7. No skip shall be used in such a way that any of its contents fall onto the highway. To prevent an escape of dust from the contents of the skip the material should be 'damped down'.
8. Each skip shall be removed for emptying as soon as practicable as and in any case no later than 2 working days after it has been filled.
9. No skip shall remain on the highway after the period of this permission expires.
10. All materials placed in each skip shall be properly disposed of and the highway where the skip or skips have been deposited shall be left in a clean and tidy condition on the expiration of this permission.
11. Where skips are placed on verges/unmade ground or high amenity paving (as defined by the local council), the surface shall be protected against damage by skips and/or the vehicles delivering or collecting the skips, in a manner approved by the local council.
12. No skip shall partly or wholly obstruct the footway or any other pedestrian route (pedestrian crossings, pram ramps, etc.) without the permission of the local council. Permission would only be granted after consultation and agreement with other parties and conditional upon the provision of a safe walkway, signed and guarded in accordance with Chapter 8 of the Traffic Signs Manual and "Safety at Street Works and Road Works - A Code of Practice".
13. Skips shall not be sited in contravention of any Waiting Restriction Order without prior permission from the local council.
14. The owner of the skip shall indemnify the local council against any liability, loss, damage, claim or proceedings whatsoever arising under statute or common law in respect of the placing and maintaining of the builders skips on the highway, its delivery and removal there from.
15. The company applying to place a skip on the highway must have a minimum Public Liability Insurance cover of £5,000,000.
16. The company applying to place a skip on the highway must have a valid Environment Agency Certificate of Registration under the control of Pollution Act (Waste Carriers Licence).

**Skips Licences**

All skips placed on the public highway must have a licence. It is the responsibility of the company providing the skip to contact the Council requesting permission to place it on the highway.

A licence will not be issued to a member of the public.

A copy of the company’s Liability Insurance must be provided prior to the approval of the licence. No licences will be issued to companies with liability insurance that does not exceed £10,000,000.

Licences are required to ensure a skip is not placed so as to block access to property or apparatus within the highway, reduce highway widths to an unacceptable extent or to restrict visibility at junctions, access and crossing points. If any of these are affected during the siting of the skip the Highway Authority must be contacted and a site visit arranged to discuss the situation. However, this must be done prior to the placing of the skip.

Each skip will be guarded by at least 3 traffic cones placed on the carriageway in a taper line on the approach side; where 2 or more skips are deposited in a row, so that the distance between adjacent skips does not exceed 2 metres, the row shall be guarded as if it were one skip.

You must not place a skip on the Public Highway without a licence from us. You must give at least 3 days’ notice when applying for a licence (example licence submitted before 3pm Monday earliest start would be Thursday).

Skips must be clearly marked with the company name and 24-hour emergency contact telephone number.

The fees for a skip licence are £43 every 14 days.

A licence is only valid for 14 days, if your skip is on site without a licence this will be finable.

If a licence is not obtained or there is a failure to comply with the conditions specified, the offending company may be liable for prosecution.

Any skip (illegally placed or otherwise) deemed dangerous by the authority will be inspected, possibly removed, and stored and the relevant company informed and re-charged. Any skip not complying with the above or on the Highway without a licence will be deemed to be illegal. In such circumstances a fine for non-compliance of this policy will incur a Fixed Penalty Notice £300, the amount of the penalty will rise to £500 if not paid within 28 days. All reasonable costs incurred will be reclaimed by the authority.

It should be noted that a failure to obtain a relevant and up to date licence will result in the skip (if placed on the Highway) being classed as illegal. In such circumstances this will result in your insurance cover being classed as null and void.

**Conditions of Approval**

* You must indemnify Medway Council against all claims, however caused, or arising from or attributable to, the placing of the skip and other works to be carried out, you should ensure in respect of liability imposed by the conditions. A valid copy of the insurer’s certificate must be shown.
* The skip always must clearly display the company name and 24hrs telephone number
* The skip shall be painted a bright colour to ensure visibility and have reflective chevrons.
* The skip shall be adequately lit during the hours of darkness
* The Owner will be responsible for the contents of the skip and damage howsoever arising from the storage of same whilst on the public highway
* DO NOT place skips on blind corners
* DO NOT place skips in bus stops
* DO NOT place skips near ‘Give Way’ junctions
* DO NOT places skips in school crossing patrol zones
* DO NOT place skips on verges