

CONTAINERS LICENCE APPLICATION PACK

FOLLOWING A SITE VISIT WITH OUR INSPECTOR/S AGREEING PERMISSION TO ALLOW A CONTAINER ON THE PUBLIC HIGHWAY YOU NOW HAVE TO COMPLETE THE FOLLOWING APPLICATION FORM IN ORDER TO PROCEED WITH THE LICENCE.

**WHY YOU NEED A LICENCE**

The aim of licensing is to balance the needs of businesses and residents with the public expectation of an unobstructed highway. We have provided this pack to help you make your application. Because the licences are issued in accordance with various legal requirements, we are sometimes obliged to quote the relevant legislation. Highways Act 1980 (Section 171 & 171a). Local Government Act 1982, Licensing Act 2003 and Local Government Act (Miscellaneous Provisions) 1982) Traffic Management Act 2004, and Disability Discrimination Act 2005. Containers are not permitted to be placed on the highway until a licence has been issued.

**THE APPLICATION PROCESS**

In order to process the licence and ensure the co-ordination of works you will need to apply at least two weeks in advance. Failure to enclose the correct documentation could delay the process. Application processes will vary dependent upon the nature of the area.

**WHAT YOU HAVE TO SEND BACK TO US**

a) Completed licence form with exact location of where container(s) are to be placed (Please attach drawing)

Exact site address if different from placement of containers.

* 1. Complete description of what the containers are to be used for
  2. Estimated dates licence is required
  3. Exact size of containers

1. b) Signed Agreement forms for fees and public liability. All applicants must hold a public liability policy in for the sum of £10 million or above.
2. c) Licence fee(s)
3. d) Emergency Contact number (24HRS) -Must be displayed on container at all times
4. e) Parking suspension 14 days or under apply via [Parking suspensions - London Borough of Richmond upon Thames](https://www.richmond.gov.uk/services/parking/parking_bays/parking_suspensions_and_dispensations/parking_suspensions) . If parking suspensions are required over this time email: [trafficorders@richmond.gov.uk](mailto:trafficorders@richmond.gov.uk)

**LICENCE FEES SCHEDULE**

**Licence fee of £282.50 (non-refundable). There is also a rental charge of the Highway @ £93.50 per week of the licence period (non-refundable) for each single container (rental charges are based on a weekly cost.)**

**COMPLETION OF WORKS PROCESS**

On completion of licence when site is clear the council needs to be informed in writing stating the date of site clear so that site inspection can be arranged.

**PARKING**

Where the containers are to be sited in a metered parking bay or resident’s parking you will require a suspension of an on-street parking place. 14 days or under apply via [Parking suspensions - London Borough of Richmond upon Thames](https://www.richmond.gov.uk/services/parking/parking_bays/parking_suspensions_and_dispensations/parking_suspensions) . If parking suspensions are required over this time email: [trafficorders@richmond.gov.uk](mailto:trafficorders@richmond.gov.uk)

A separate application and payment will be required for parking suspensions. It is an offence to place an obstruction in a parking bay, which has not been suspended the Council has the power to remove the obstruction and prosecute the person responsible.



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SITE AND APPLICANT DETAILS REQUEST FORM

|  |  |
| --- | --- |
| Name of Applicant |  |

|  |  |  |
| --- | --- | --- |
| Address of Applicant: | Telephone No. |  |
| Office |  |
| Mobile |  |
| Fax |  |
| Email |  |

|  |  |
| --- | --- |
| Out of hours emergency contact (24 hour) |  |

**SITE DETAILS**

|  |  |
| --- | --- |
| Business name: |  |

|  |  |
| --- | --- |
| Site Address: | Address of site of which the containers will be placed: |
|  |  |

|  |  |
| --- | --- |
| Nature of Works |  |

Estimated dates required for licence:

Start Date End Date

|  |  |  |
| --- | --- | --- |
|  |  |  |

|  |  |
| --- | --- |
| **Description**  **What the container will be used for?** |  |
| **Width of the container** |  |
| **Length of the container** |  |
| **Height of the container** |  |
| **No of containers** |  |
| **No of weeks Required for the containers** |  |
| **Justification, why containers need to be placed on the highway** |  |



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**PAYMENTS**

Payment to be made online via link sent to applicant once form and other required documentation is received.

Please write the road name in connection with your application for reference.

**CONTACT AND ADDRESS DETAILS**

Network Management

2nd Floor Civic Centre

44 York Street

Twickenham

TW1 3BZ

**Email:** [network.management@richmondandwandsworth.gov.uk](mailto:network.management@richmondandwandsworth.gov.uk)

**DECLARATION & INDEMNITY**

|  |
| --- |
| I confirm that the above details are correct and acknowledge that the above must be conducted in accordance with the requirements of the legislative acts and the associated legislation and codes of practice, together with any other conditions imposed by the street authority.  I also acknowledge the need for me to pay the prescribed fees that are imposed by the Highway Authority.  I confirm that I hold a public liability insurance policy for a minimum amount of **£10 million** and that will cover the period in which I occupy the public highway as required in the conditions.  As the applicant, I agree to indemnify the London Borough of Richmond (the Council) their officers and agents from and against all actions in law or equity, damages statutory of common law, losses, costs, charges and expenses arising in any manner whatsoever: (1) in respect of personal injury or death to any person or persons. (2) in respect of damage or injury to any property whether real or personal arising out of the transportation, erection, dismantling and/or use of the above-mentioned equipment or machinery whether by means of defect (latent or otherwise) in the equipment or by an act (omitted or committed) the company, its officers, its servants or its agents.  The above indemnity shall be enforceable against the Company in its operation (as aforesaid) of the equipment, whether such information was a result or express authority from the Council or otherwise.  In the above indemnity “the equipment” means the container which is or was, at the time of any operation on the highway in the Council’s administrative area and is the responsibility of the company or being used by the Company, its officers or its agents, for any such operation.  The above indemnity shall be in force throughout the works. The company undertakes to give the council advance notice of any proposed operation on any highway in the Council’s administrative area.  I agree to pay the full costs for any damage caused by my operation.  I also confirm that I have the authority to issue the above indemnity on behalf of the Company.  **Signature of Applicant:**  **Print Name:**  **Company:**  **Position Within Company:**  **Date:** |



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**CONDITIONS OF LICENCE**

* In accordance with the Highways Act 1980, we MAY grant permission for the use of Containers on the highway.
* The licence does not relieve the licensee from compliance with or being subject to the London Building Act. The Town and Country Planning Act, or any other Acts, Regulations, other by laws and General Statutory provisions in the area and shall not be regarded as dispensing with such compliance.
* An inspection will be carried out at the expiry of the licence and should the container(s) have caused any damage to the public highway, the council will carry out any necessary remedial works and charge all necessary costs to the licensee.
* Any disturbance or damage to utility plant will be the responsibility of the licensee.
* The signatory of this application is the person accepting responsibility for the compliance of all conditions and regulations associated with containers on the highway.
* Where containers are to be sited in a designated parking bay, the suspension of that parking bay/space is to be arranged by the applicant with the Parking department.
* The licence agreement will become invalid if any of the conditions are not adhered to or the licensee no longer has an interest in the project.
* The licence granted will be exercised in such a manner as not to cause a nuisance, disturbance or danger to the occupiers of adjoining properties or the users of the highway.
* The highway will at all times be kept in a neat and tidy condition and free from obstructions.
* All licences issued MUST be displayed on site.
* The placing of containers on the public highway should be in accordance with, and compliance to the relevant safety legislation and standards. There must be compliance with the H.S.E (Heath and Safety Executive) conditions and guidance notes.
* All containers must be placed on the carriageway only. Due care with respect to pedestrian management must be taken when the contents are moved from the carriageway to site.
* The containers must not prevent utilities from undertaking their statutory duty and therefore access to their plant must be allowed at all times.
* All channels and gullies will be kept clear of obstructions or otherwise protected to permit the proper drainage of the highway.
* Following completion of the licence period the site shall be left in a clean and tidy condition. Any staining of the public highway will be removed by the Council’s contractor and all costs will be charged to the licensee.
* The containers must be lit during the hours of darkness.
* Delivery and removal of all contents of the containers must be in accordance with Chapter 8 of the Traffic Safety Measures and Signs for Roadworks and Temporary Situations 1991.
* The licensee shall make no claim against the Council in the event of the containers being damaged in any way from whatever cause.
* The obstruction must **not** be sited within 20.0 metres of a Road junction, Bus stop/ stand Terminal, Traffic signals (temporary or permanent), Pedestrian crossing
* The licensee shall take all steps as may be reasonably practicable to ensure the safety and convenience of persons using the highway during the execution of the works (having regard in particular for the needs of people with a physical disability). Safe access around the works must be provided for pedestrians at all times in accordance with the red book (Safety at Street Works and Road Works, A Code of Practice) along with any agreements made with the Network Management team at the time of making an application.
* The licence is granted subject to payment of the appropriate licence fee as specified at the time of application.
* The licensee will comply with the provisions of the Highways Act 1980, the New Roads and Street Works Act 1991, the Traffic Management Act 2004, the Health and Safety at Work Act 1974, the Construction (Design and Management) Regulations 1994 where applicable and all other necessary statutory provisions or regulations.
* As per the licensee’s application form. The Licensee shall indemnify and keep indemnified the Council against all claims, demands, proceedings, damages, expenses, losses or costs caused by the Licensee, his agent or servant in the exercise of this Licence.
* Applicants must have public liability insurance providing a minimum of £10million to indemnify against all actions in law or in equity, damages statutory or common law losses, costs, charges and expenses arising in any manner whatsoever from the undertaking of the works.
* The Council, upon giving the requisite notice may withdraw the licence by giving notice in writing to the Licensee at the Licensee’s address contained herein.
* All traffic management must be in accordance with Chapter 8 of the Traffic Signs Manual.
* The Licensee and his contractors must comply with any reasonable instructions given by any authorised officer of the Council, in particular with regards to Health and Safety.