



# Skip Licence Application Form

There are 3 parts to this form and you need to **complete** them all:

**Part A:** Applicant details including who the skip is for and the name of the company providing it.

**Part B:** Skip details including where it will be placed on the road - i.e. in a parking bay or on a single yellow line.

**Part C:** Payment information and declaration to confirm that you agree to abide by the terms and conditions of the licence.

Once completed, please return to us by **email to [parkingsuspensions@westminster.gov.uk](mailto:parkingsuspensions@westminster.gov.uk)** or by **post** to: Skip Licensing, Westminster City Council, PO Box 734, Redhill, RH1 9FP.

## Minimum notice for applications:

**10 working days** (before 2pm) for skips placed in Resident, Pay-to-Park bays and for all other parking bays.

**3 working days** for skips placed on yellow lines.

If you would like assistance completing this application, please contact us:

**Tel: 020 7823 4567** Mon-Sat 8am–8pm or at all other times.

**E-mail:** [parkingsuspensions@westminster.gov.uk](mailto:parkingsuspensions@westminster.gov.uk)

**Website:** [www.westminster.gov.uk/parking](http://www.westminster.gov.uk/parking)

## PART A – Licence Applicant Details

Please tick this box if you are renewing an existing skip licence:  Current skip licence number: \_\_\_\_\_

**FEE: £78.00 (plus daily suspension or dispensation charge(s) – see part C)**

YOUR DETAILS (PERSON FILLING THE SKIP)	SKIP COMPANY DETAILS
Name	Name
Company (if applicable)	Company (if applicable)
Address	Address
Postcode	Postcode
Tel/Mob	Tel/Mob
Email	Email
Full name of person responsible for skip on site	

## PART B – Location of Skip

Depending on where you wish to place your skip, you will need to arrange either a parking suspension or a yellow line dispensation for the number of days that you require your skip to be placed on-street. Please note, permission will **not** be granted for a skip to be placed on a red route or within a security zone. For double yellow lines, permission will only be granted in exceptional circumstances. [www.westminster.gov.uk/suspensions-dispensations-and-skips](http://www.westminster.gov.uk/suspensions-dispensations-and-skips)

Number of skips required (**max 2**):

(Please note: licences for more than one skip will only be issued in exceptional circumstances).

Please tick the relevant box below for the location of your skip(s):

Parking bay     Single yellow line     Other – please specify: \_\_\_\_\_

Please specify as precisely as possible where you intend to deposit your skip.

**Site Address:**     **Postcode**

**Other location details:**  
**i.e. landmarks**

### For skips placed in parking bays only:

Number of parking spaces required (1 space is considered to be 5 metres, 1 skip per space only)

Type of space (e.g. Resident, Pay-to-Park, Motorcycle etc)

Highways Licence/permit number (if applicable)

### Type of material to be deposited in skip:

**Please note:** In no circumstances should materials containing asbestos be deposited in a skip on the public highway. Please contact our Environmental Health Team on 020 7641 1188 who can advise you on how to handle asbestos waste.

### When will your skip be required?

Skip licences are valid for 1 month. Please specify below the **first set of dates** that your skip will be placed on the street, as we will need to arrange a parking suspension or yellow line dispensation for these dates. For any subsequent date intervals, you will need to apply for further parking suspensions or dispensations within the 1 month licence period.

From (dd/mm/yy):		Until (dd/mm/yy):	
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## PART C – Charges, Payment & Declaration (payment not to be submitted with application)

Based on one skip per space, please use the chart below to help your calculate how much you will need to pay for a parking suspension or dispensation for your skip. The fee for the skip licence is an additional £78 (which can cover up to two skips).

The City of Westminster operates a tiered suspension and dispensation charging system depending on duration. The suspension charges also differ depending on location.

	Suspension per space for Zones A, C & D	Suspension per space for Zones B, E, F & G	Dispensation per skip All zones
Day 1	<b>£46</b>	<b>£50</b>	<b>£46</b>
Days 2-5	<b>£50 per day</b>	<b>£54 per day</b>	<b>£50 per day</b>
Days 6-42	<b>£75 per day</b>	<b>£81 per day</b>	<b>£75 per day</b>
Day 43 onwards	<b>£100 per day</b>	<b>£109 per day</b>	

A map of Westminster's parking zones can be viewed online at [www.westminster.gov.uk/parking-zones-and-prices](http://www.westminster.gov.uk/parking-zones-and-prices)

Please note that Suspensions can cause disruption so in order to give our residents, businesses and other stakeholders as much notice as possible, we require 10 working days' notice of any suspension application or the application may NOT be processed. Advanced notice periods are extended by 1 day where a Bank Holiday is involved and by 2 additional days over Easter and Christmas. Applications received within 10 calendar days of the proposed start date which are granted will be subject to a short notice administration fee of £20.

### Payment

**Please do not send payment with your application.** Once your application has been approved, we will contact you to confirm the details of your skip licence and take payment. We accept the following Debit/Credit card types: Visa, Mastercard, Maestro, Switch, Delta.

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

## Declaration

I/we declare that the information I/we have provided is correct to the best of my/our knowledge and agree to deposit the skip to the satisfaction of Westminster City Council in accordance with the Terms and Conditions of the licence issued.

I/we agree to indemnify and hold harmless the City Council from and against all actions in law or in equity, damages, statutory or common law losses, costs, charges and expenses arising in any manner whatsoever from my/our deposit of the skip and its associated use on the public highway.

I/we authorise Westminster to take payment on successful completion of my application.

<b>Signature of applicant</b>	
<b>Please print name</b>	
<b>Name of company (if applicable)</b>	
<b>Position in company (if applicable)</b>	

*To find out why Parking Services needs to collect and store personal data, how this is used and your rights to access your information, please refer to our Privacy Policy at [www.westminster.gov.uk/parking-services](http://www.westminster.gov.uk/parking-services).*

Please see next page for terms and conditions.

# General Terms and Conditions

## 1. Payment

Payment can be made by credit/debit card or by cheque. Cheques should be made payable to 'City of Westminster'. If correct payment is not received by 2pm on the last working day before the suspension or dispensation for your skip is due to commence, the application may be cancelled.

## 2. Conditions of Use

- 2.1 Westminster City Council may revoke the suspension or dispensation if skip work has not started as agreed, unless previously advised of an alternative start time. No refund will be provided.
- 2.2 Suspended spaces and dispensations are not to be used for parking, privately owned vehicles or company cars. Please ask if unsure.
- 2.3 For skips placed on a yellow line, the skip may only be deposited on the single yellow line at the location specified on your dispensation during the times and days stated on your dispensation.
- 2.4 For skips placed in parking bays, the skip may only be deposited in the parking space specifically suspended for that purpose (indicated on the suspension sign), which is only valid for use during the times and on the days stated on the sign.
- 2.5 The skip must not be deposited within the boundaries of the Royal Parks, nor in such a manner as to cause an obstruction.
- 2.6 The skip must be removed if requested to do so by a Metropolitan Police Officer, Traffic Warden, City of Westminster Marshal or Duty Officer.
- 2.7 A yellow line dispensation is not transferable and no refunds will be given for periods of unused time. Refunds may be given for unused days of a parking suspension (see section 3 below).
- 2.8 The City Council reserves the right to inspect the skip licence number overleaf by an Authorised Officer or Authorised Agent of the City Council, at all reasonable times for the purposes of verifying the works and/or authenticity of the suspension or dispensation application.
- 2.9 If any difficulties are encountered while the parking suspension or dispensation for your skip is in place, please telephone 020 7823 4567.

## 3. Refunds

If a suspension for a skip is no longer necessary (e.g. work finished after 5 days instead of 10) a refund for the days that were not needed may be applied for. Westminster must be notified by 2pm the day before the space is no longer required by calling the Suspensions Team on 020 7823 4567 between 8am and 2pm Monday to Saturday. The request will additionally need to be confirmed in writing (e-mail acceptable).

### 3.1 Full Refunds

- 3.1.1 A full refund will only be issued in the following circumstances:
  - (i) A suspension sign was not erected due to an error on the part of the City Council and the City Council was notified but did not or could not take action to allow the skip to be deposited in the relevant space.
  - (ii) If the suspension is cancelled by the customer in advance of the suspension being in place.
  - (iii) If the Police cancel a suspension for security reasons.
- 3.1.2 Refunds are either made to the credit/debit card used to pay for the suspension OR paid by BACS (bank transfer) if the original payment was made by cheque, in which case customers must provide their bank details.

### 3.2 Partial Refund

- 3.2.1 If you have paid for a suspension for longer than becomes necessary (e.g. paid for 10 days, but finished the work after 5 days) you are eligible for a refund of the days that were not needed.
- 3.2.2 A refund is calculated based on the number of spaces multiplied by the number of full un-used days remaining (minus administration fee as below).
- 3.2.3 An administration fee of £20 per space will be withheld.

- 3.2.4 Westminster must be notified by 2pm the day before the space is/spaces are not needed. Please call the Suspensions Team on 020 7823 4567 between 8am and 2pm Monday to Saturday.
- 3.2.5 Refunds are either made to the credit/debit card used to pay for the suspension OR paid by BACS (bank transfer) if the original payment was made by cheque, in which case the customer must provide their bank details.

**Terms and conditions of skip licence on next page**

## Terms and Conditions of Skip Licence

- 1) Where more than one skip is deposited on the highway at any time, the skips shall be positioned as closely as possible to each other, but should not obstruct access to any premises unless the consent of the owner/occupier of the property has been obtained in advance.
- 2) Skips shall not exceed 5 metres in length by 2 metres in width.
- 3) Skips shall be marked and lit in accordance with the following requirements:
  - a) Each end of the skip shall be painted yellow and comply with the Builders Skips (Marking) Regulations 1984;
  - b) Half an hour after sunset and half an hour before sunrise a yellow lamp shall be placed against, or attached to each corner of the skip, (or the end corners of the row of skips); and
  - c) Warning lamps must be checked daily and kept clean.
- 4) No skip positioned on the highway, shall contain any inflammable, explosive, noxious or dangerous material, or any material which is likely to putrefy or to become a nuisance or danger to users of the highway.
- 5) Each skip shall be removed for emptying as soon as practicable after it has been filled.
- 6) No skip shall remain on the highway after the period specified in the licence has expired.
- 7) All materials placed in a skip shall be properly disposed of and the highway shall be left in a clean and tidy condition after removal.
- 8) The Licence relates to a specified site near the premises. The skip shall not be placed in any other position without the prior consent of the City Council.
- 9) Skips shall only be deposited, removed or re-sited on the highway between 8am and 6pm Monday to Friday, and 8am to 1pm on Saturday. Only in exceptional circumstances are skips allowed to be deposited, removed or re-sited outside the above hours and only with the prior consent of the City Council.
- 10) The method used for filling of each skip shall not impede or cause a nuisance or danger to pedestrians and vehicular traffic.
- 11) No skip shall be dragged or pushed along the public highway. (The licensee is liable for any damage so caused).
- 12) No skip shall be placed on the footway or verge.
- 13) Where rubbish chutes are used to fill a skip, the skip should be completely enclosed at the discharge end to prevent any escape of debris or dust.
- 14) Skips shall be covered at all times unless they are being filled or removed.
- 15) The maximum period of consent is one month. Renewal is not automatic and three working days should be allowed from receipt for the City Council to process a further application.
- 16) Skips must not be positioned over gullies or manhole covers. There must be a reasonable gap between the skip and the kerb edge to allow for the drainage of surface water.
- 17) Skips will not be permitted to be placed on the public highway during the Christmas period of 22<sup>nd</sup> December to 2<sup>nd</sup> January inclusive (dates subject to change).
- 18) Skips will not be permitted to be placed on the public highway in the areas used for the Notting Hill Carnival (usually surrounding Notting Hill and Bayswater) which takes place on the August bank holiday weekend of each year.