

THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA

APPLICATION FORM TO DISTRIBUTE FREE PRINTED MATTER/PROMOTIONAL ACTIVITY

For information on fees, charges, and how to pay, please check our website www.rbkc.gov.uk .

Applications should be made on this form, giving at least **14 days notice** of commencement date.

If distributing Free Printed Matter from more than one street, please complete a separate application for each street.

Company details

Name of organisation:
Address:
Contact name:
Contact number:
e-mail address:
What does the free printed matter constitute? what information does it contain? (attach sample)

Proposed distribution details

Street name:
Street number(s) or exact description of location(s) on street:
.....
Requested date(s):
Requested time(s):
Requested day(s):
Number of distributors on street:

Payment must be made by debit or credit card.

I have read and understood the terms and condition of consent for distribution of free printed matter.

Name: _____

Job Title: _____

Signature: _____

Date: _____

Please complete fully and return to specialevents@rbkc.gov.uk or attach it to your event application.

Free Printed Matter Distribution Terms and Conditions of Consent

- 1) Consent cannot be granted if:
 - (i) the applicant is unsuitable by reason of misconduct:
 - (ii) the applicant has within the previous 5 years been convicted of any offence or paid a fixed penalty notice in relation to distribution of printed material under Section 94B of the Environmental Protection Act 1990 and Schedule 3A of the same act.
 - (iii) there has already been sufficiency of persons to who consent has already been given in the required locations
 - (iv) there is a risk of danger or unreasonable inconvenience to users of the highway
- 2) Consent shall be limited to the hours deemed suitable according to the requested location
- 3) The following are exempt from requiring consent:
 - (i) Charities within the meaning of the Charity Act 1993 where printed material relates to or is intended for the benefit of the charity
 - (ii) Political organisations
 - (iii) A person does not distribute printed matter if the distribution takes place within a public service vehicle
 - (iv) Literature for the purposes of religion or belief
- 4) The consent holder should not allow the highway to be obstructed in any way
- 5) Original proof of consent must be produced on demand by authorised council officers or police officers. Distributors not being able to produce a valid consent will be deemed as having breached condition of consent.
- 6) Consent applies to free printed matter distributed by the holder, and does not permit the use of a receptacle placed on the ground
- 7) Distribution must only take place at the consented location, and between the times specified in the consent
- 8) If the consent holder does not have anyone distributing free printed matter from their consented location during the licensed hours the Council reserves the right to revoke their license
- 9) Distribution must only take place by the consent holder or his sole agent
- 10) Distributors must not distribute free printed matter in such a way as to cause nuisance or annoyance to members of the public
- 11) The consent holder must ensure that the surrounding area is kept free of any litter generated by their free printed matter for fifty meters in any direction at all times
- 12) Any breaches of these conditions could result in enforcement and/or legal action being taken and/or your consent being revoked.
- 13) A copy of the free printed matters being distributed must be supplied with the application. The council reserves the right to reject an application for distribution if free printed matters being distributed are deemed unsuitable for site.