



APPLICATION FOR A LICENCE TO PUT UP A TEMPORARY STRUCTURE

PLEASE FILL IN THIS FORM (IN BLOCK CAPITALS)

1. **Your/Company name:**

(This means the name of the person or company applying. Please say whether you are an individual, a limited company or 'trading as'.)

Your phone number:

Email:

Your address and postcode:

(If you are applying for a company, please give its registered address.)

2. **Site details – Type of structure** (please tick appropriate box):

You will need to pay an administration fee for the following:

Scaffold **Hoarding** **Gantry** **Cradle** **Fan**

You will not need to pay an administration fee for the following:

Lift Footway **Crossover**

Site location:

Site contact: **Site phone number:**

Size of the Structure (in metres):

Length: **Height:** **Width:** (You **must** fill in this section)

Reason for structure:

(We issue permits for three months at a time)

3. **Planning Permission: Do the works related to this application require planning permission?**

Tick one of the following options:*

I confirm that planning permission is not required or where it is, planning permission has been granted without a requirement to agree a Construction Traffic Management Plan (CTMP).

I confirm this planning permission for the works has been obtained and the associated CTMP has been agreed. I enclose a copy of the approved CTMP as evidence. *Compulsory information

4. **I will be responsible for making sure that all the licence's conditions are followed.**

Your signature: **Date:**

Your name (in block capitals):

Your position: Director Company secretary Authorised agent

RBKC Network Management Service

Email completed application form to: highwayslicenceapplications@rbkc.gov.uk

Phone: 020 7361 2424 (Monday to Friday 9am to 5pm)

Website: www.rbkc.gov.uk

Licence for putting up a temporary structure

- It is an offence to put up or leave a temporary structure (like a scaffold) on the highway without a valid licence.
- You must get a licence and pay a deposit for all temporary structures before you start work. We will decide how much your deposit will be after we have inspected the site.
- Where a parking bay is required, the suspension should be booked before you apply for a licence. Please supply the Parking Suspension reference number:

KES: _____

- Your licence must be in force and displayed on the structure at all times. You must renew your licence on or before the date it runs out.

How do I apply for a licence for a temporary structure?

Fill in this application form and send it with the application fee. If paying by cheque please make it payable to RB of Kensington and Chelsea. (The fees may change so please check the list of administration charges.)

Our highways department will inspect the site to decide how much your deposit will be. We will then write to tell you how much this deposit is and what the permit conditions will be. There is a non-refundable admin charge per licence for holding onto a deposit.

After you have finished your work or taken down the temporary structure, you must write and tell the Network Management Service (see the front contact panel of the application form). This is so that we can inspect the site for any damage, and make any necessary repairs. (You will have to pay the costs involved.)

If no repairs are needed, we will refund any deposit we owe you. However, we will not refund any of your deposit unless we receive your written request for a refund within six months after your last licence ran out.

What are the conditions for a licence for a temporary structure?

You must renew your licence on or before the date it runs out.

Under the London Local Authorities Act 1991 you, as the licence holder, are responsible for:

- preventing unauthorised access to the scaffolding;
- the security of the building where the scaffolding is being used; and
- the security of any adjoining building.

To read the full Terms and Conditions visit:

<https://www.rbkc.gov.uk/parking-transport-and-streets/roads-and-pavements/terms-and-conditions-highway-licences>

You can get information and advice on preventing crimes (concerning scaffolding) from the crime prevention officer at your local police station.

Red routes

If you want to apply for a temporary structure licence on a red route, you must get a licence from Transport for London (TfL) on 020 7974 2013.

For our use only:

Licence number: _____ Administration fee: £ _____

Administration reference: _____ Receipt number: _____

Date entered: _____ / _____ / _____