



The Royal Borough of Kensington and Chelsea

# APPLICATION FOR A LICENCE TO PUT UP A TEMPORARY STRUCTURE



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA

**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

Postal address only: RBKC Parking Suspension Service, PO Box 67735, London W6 6FX  
Personal visits can be made to the Customer Service Centre, The Town Hall, Hornton Street,  
London, W8 7NX between 9am and 5pm Monday to Friday.  
Phone: 020 7361 4385 Website: [www.rbkc.gov.uk/parking](http://www.rbkc.gov.uk/parking)  
Email: [parking.suspensions@rbkc.gov.uk](mailto:parking.suspensions@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.
- On application, the Private Works Engineer will advise you via the deposit letter whether you will require a parking suspension. Do not send a request for a suspension unless you are advised to do so via the deposit letter.
- 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.) This is available from Parking Suspensions on 020 7361 4385. Our highways department will inspect the site and decide how much your deposit will be and whether we need to suspend any parking bays. We will then write to tell you how much this deposit is and what the permit conditions will be. Where a parking bay is required, the suspension should be booked at the same time the deposit is paid.

After you have finished your work or taken down the temporary structure, you must write and tell the customer services section at Parking Suspensions (see the front 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.

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

**Chelsea**, 2 Lucan Place, SW3 3PB Phone: 020 7589 1212

**Kensington**, 72 Earls Court Road, W8 6EQ Phone: 020 7376 1212

**Notting Hill Gate**, 101 Ladbroke Square, W11 3PL Phone: 020 7221 1212

### 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: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_