



Licence
Application 2025/26

Place Directorate
Environmental Services Director
Cathy Knuble

Skip Licence

Skip Licence Application to place a skip on the Highway Highways Act 1980 Section 169, 172 & 173

It is the responsibility of the skip hire company to make sure they have a licence for the skip if it is placed on the Highway.
Applications are to be made by the skip company rather than the builder or site owner/homeowner.

Section 1 Licence Type & Date					
New application	<input type="checkbox"/>	Amend existing Licence	<input type="checkbox"/>	Renewal of Licence	<input type="checkbox"/>
Start date:			End date:		

Section 2 Applicant details	
Full Name:	
Name of company (if required):	
Company Address:	Postcode:
Telephone number:	
Mobile number:	
Email address:	
Alternative Contact Name:	
Alternative Telephone number:	
Alternative Email address:	

Section 3 Location of Licence (A detailed sketch plan must also be submitted)								
Property name / number:								
Street Name:								
Town:								
Postcode:								
Location of skip:	Road without restrictions	<input type="checkbox"/>	Road with restrictions	<input type="checkbox"/>	In parking bay	<input type="checkbox"/>	In CPZ Zone	<input type="checkbox"/>
Type of parking bay:	Pay & Display	<input type="checkbox"/>	Permit	<input type="checkbox"/>	Free Bay	<input type="checkbox"/>	Loading	<input type="checkbox"/>
							Disabled	<input type="checkbox"/>

Skips placed in a controlled parking bay may be subject to an additional charge for bay suspensions. Please check with your client and if applicable visit the Council website for more information regarding bays suspensions as refund for incorrect application will not be given.



Licence
Application 2025/26

Place Directorate
Environmental Services Director
Cathy Knubley

Section 4	
Insurance details – Public liability insurance of a minimum of £5million per claim must be provided up to completion of the guarantee period for the permanent reinstatement (Evidence must be submitted with this form)	
Insurance company name:	
Address:	Postcode:
Telephone number:	
Policy number:	
Expiry date:	

Section 5 Licence Fees	
Licence fee per fortnight:	£78.80
Non-licensed Skip fee:	£157.60

Section 6 Conditions
<ol style="list-style-type: none">1. At no time can a skip be located on private property without the consent of the council as vehicle crossings are only suitable for domestic use and not for HGV access and will be punishable under a FPN.2. The offence of depositing a builder's skip on a highway without the permission of the council is punishable by fine of up to £1000.3. Skips placed in a controlled parking bay may be subject to an additional charge for bay suspensions.4. Where a skip is identified that does not have a permit, the Council may issue a permit whether or not a prosecution is deemed appropriate. The fee for such a "retrospective" application is twice the initial fee. Officers will exercise discretion to make the standard charge where there is evidence that the company genuinely endeavoured to apply for the permit in advance.5. Failure to complete the appropriate sections in full may result in a delay in processing your application.6. Please allow at least 5 working days before skip delivery is due for us to process your application.7. "Owner" in relation to a builders skip which is the subject of a hiring agreement, being an agreement for a hiring of not less than one month, or a hire purchase agreement, means the person in possession of the skip under that agreement (Highway Act 1980 Section 139(11)).8. Inspections are carried out periodically both in and out of normal working hours.9. Persons found not to be complying with the conditions of any licence will be reported for possible legal action.10. The licence is only valid for the period stated on it. This will be for up to 2 weeks at a time. An application for renewal must be received at least 5 working days before the expiry of the existing licence.11. The power to levy a charge is derived from Regulation 3 of the Local Authority (Transport Charges) Regulations 1998.12. The power for the council to make conditions is in section 139 of the Highways Act 1980 and section 65 of the Road Traffic Regulation Act 1984. <p>Please note any additional special conditions attached to the licence, subject to a site meeting.</p>



Licence
Application 2025/26

Place Directorate
Environmental Services Director
Cathy Knubley

Section 7 Declaration			
Print Name:			
<p>I confirm that the foregoing details are correct and I will notify the council immediately of any changes to these details.</p> <p>I confirm I have read the application in full and I, the signatory below, agree to comply with the licence conditions and the provisions of Section 169, 172 & 173 of the Highways Act 1980. I also accept responsibility for the structure on the highway, and will indemnify the Council against any damage, accident or claim.</p>			
Signed:		Date:	

Please return your completed application to:
Network Management & Streetworks Co-ordination
Place Directorate, Environmental Services
Harrow Council, Harrow Hub, Forward Drive, Harrow, HA3 8FL
Email: nrswa@harrow.gov.uk Telephone: 020 8736 6072