



Licence
Application 2025/26

Place Directorate
Environmental Services Director
Cathy Knubley

Building Materials Licence

Application to deposit building materials on the Highway **Highways Act 1980 Section 171**

A deposit is required and will be refunded once an Inspection is completed after the materials have been removed and the Council is satisfied that no remedial action is required to rectify any damage to the public highway.
Please ensure you read and understand the conditions attached to this licence application before returning.

Section 1 Licence Type & Date											
New application				Amend existing Licence				Renewal of Licence			
Start date:					End date:						

Section 2 Applicant details	
Full Name:	
Name of company (if required):	
Type of business:	
Address:	Postcode:
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 plan must also be submitted)	
Property name / number:	
Street Name:	
Town:	
Postcode:	



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Length (metres) of area required:						
Width (metres) of area required:						
Total (sq. metres) of area required:						

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

Deposit:	£727.10
Licence fee (first month):	£200.00(non-refundable if works have commenced)
Licence fee (extension per month):	£150.00(non-refundable if works have commenced)

Section 6

Conditions

The applicant must ensure the following:

1. The safety of the general public is the primary consideration at all times.
2. Payment should be included with the application or contact details provided with application where debit/credit card payments need to be taken. Applications will not be assessed or accepted unless payment has been taken.
3. Public liability insurance to a value of £5m is obtained that includes the public highway.
4. The materials are protected by means of barriers and adequately lit during the hours of darkness in accordance with the Safety at Street works and Roadworks code of practice.
5. The materials are sited as directed on the licence.
6. Care and attention are paid to public safety when depositing materials on the highway, that the public are excluded from the work area, and free passage is maintained.
7. The highway in the vicinity of the materials is kept clean and clear of any obstruction at all times.
8. The full cost of any clearance, reinstatement or repairs to the highway, street furniture or statutory undertakers' equipment resulting from your activities will be deducted from the deposit and any outstanding fees will be paid on demand.
9. The materials are removed on or before the expiry date of the licence, unless the Council has granted an extension.
10. Harrow Council is indemnified against any third-party claim arising from your presence on the highway.
11. Comply with any special requirements that the Council or Environmental Compliance Officer may deem necessary.
12. Date stamped photographs are to be taken of the highway where the materials are located before and after the materials are placed on the highway. This is to ensure that no damage is caused to the highway by the placement of the materials. The photographs should be sent to the Council within 7 days after the materials are removed from the highway.
13. Refunds will only be made upon the Council receiving a written request and a copy of the photographs taken in condition 12, failure to do this will result in refunds being withheld.
14. The surfacing of the carriageway (tarmac layer) must be protected by means of plywood or by other sources so that consequential damage will not occur.

Please note any additional special conditions attached to the licence, subject to a site meeting.



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Notes For Applicants:

1. Inspections are carried out periodically both in and out of normal working hours. Persons found not to be complying with the conditions of any license maybe subject for possible legal action.
2. The license is valid for the period stated. Application for renewal must be received at least 7 working days before the expiry of the existing licence. If payment is not received before the licence expires a retrospective fee will be charged or deducted from the deposit.
3. Where building material is identified that does not have a permit the council may issue a permit whether or not prosecution is deemed appropriate. The fee for such a 'retrospective' application is twice the initial fee. Officers will exercise discretion to apply the standard charge where there is evidence that the company genuinely endeavored to apply for the permit in advance or there is a genuine emergency.

**Section 7
Declaration**

Print Name:

I confirm that the foregoing details are correct, and I will notify the council immediately of any changes to these details.

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 the [legislation].

Signed:

Date: