

Kent Paper Permit Guidance

Permit Requirement	What you need to do
To	Where you need to send your permit application: East Kent Street Works Team for Ashford, Dover, Shepway, Thanet. Mid Kent Street works Team for Canterbury, Swale, Maidstone, Tonbridge & Malling. West Kent Street Works Team for Dartford, Gravesend, Sevenoaks, Tunbridge Wells.
From	Input your own unique reference number
Purpose	Tick the correct box as appropriate. One permit application is required (with same reference number) for each stage of works.
Timing	Fill in the known dates.
Works Category	The hours or days in brackets is the amount of advanced notice we require prior to your start date of works. For major works (more than 10 days duration or requires a Temporary traffic order) a provisional advanced application (PAA) must be sent at least 3 months in advance.
Special Engineering Difficulty	If works are near a bridge or culvert. If so, contact "Structures team" at KCC on 03000 418181.
Location Details	Provide specific location of works including address, postcode and more info if possible such as National Grid Reference (NGR).
Description of Works	Provide detail on what works are to be carried out at the above location.
Conditions	Please select 'Y' for Yes on your permit request for those that need to apply in order to carry out your works. N.B. Standard conditions apply to all permits.
Condition Text	For each condition marked 'Y', detail needs to be provided of what you intend to do to meet conditions i.e. weekend working, publicity etc. Please see example form for more info.
Sending your application	Please send in completed permit applications to: East Kent Street Works Team: Email: streetworkseast@kent.gov.uk Fax: 03000 422835 Post: East Kent Streetworks Team. Ashford Depot, Javelin Way. Henwood Industrial Estate. Ashford. Kent. TN24 8AD. Mid Kent (Canterbury and Swale) Street Works Team: Email: streetworksmid@kent.gov.uk Fax: 03000 422833 Post: Mid Kent Streetworks Team. Faversham Highway Depot, Canterbury Road. Faversham. Kent. ME13 8LY. Mid Kent (Maidstone and Ton & Malling) and West Kent Street Works Teams: Email: streetworkswest@kent.gov.uk streetworksmid@kent.gov.uk Fax: 03000 422833 Post: West Kent Streetworks Team. Doubleday House, St Michaels Close, Aylesford. Kent. ME20 7BU.