



## Highways, Transportation and Waste Streetworks

### East Kent

Ashford Highway Depot, Henwood Industrial Estate  
Javelin Way, Ashford, TN24 8AD  
Tel: 03000 418369 – Fax: 03000 422835

### Mid Kent (Canterbury & Swale)

Faversham Highway Depot  
Canterbury Road, Faversham, ME13 8LY  
Tel: 03000 418338 – Fax: 03000 422833

### Mid Kent (Maidstone and Tonbridge & Malling) and West Kent

Aylesford Highway Depot, St Michaels Close  
Aylesford, ME20 7BU  
Tel – Mid Kent (Tonbridge & Maidstone): 03000 418333  
Tel – West Kent: 03000 418319  
Fax: 03000 422833

**KCC Highways Contact Point: 03000 418181**

Dear Sir / Madam

### Placing of a Skip on the Highway

I refer to your request for information on the above. A permit has to be obtained from KCC Highways, Transportation and Waste when placing a builder's skip on the highway. It is necessary for the Skip Operator to make an application for a Skip Permit and not the owner or occupier of the property at which the skip is to be located.

Please find enclosed for your information:

- An application form for a Permit, to be completed and returned to the KCC Highways, Transportation and Waste Office appropriate to the site at which the skip will be placed. Please provide full payment as follows:
- **£29** each 7 days (or part thereof) for a **paper** permit or renewal permit application  
\*Initial permit can only be renewed for maximum of further 3 weeks (28 days inclusive of initial permit application)
- A copy of Control of Builders Skips – Conditions of Permit Form
- Controlled Waste Transfer Note
- Environmental Agency information on Waste Carriers.

**Please note that the above administration charges are for processing an application and are non-refundable. Additional charges may apply to any works on lane rental streets. Further information on the Kent Lane Rental Scheme can be found at [www.kent.gov.uk/lanerentalscheme](http://www.kent.gov.uk/lanerentalscheme)**

**If you register on the Kent County Councils "e-Skips" system and apply for permits electronically, the cost of a permit and renewal is £29 each 7 days (or part thereof).**

[www.kent.gov.uk/skips](http://www.kent.gov.uk/skips)

Please note that it is necessary for KCC Highways, Transportation and Waste to receive an application for a skip permit, 5 working days prior to the intended placing of a skip on the highway. It is expected that a 3 day notice for any renewal is given. If you have any further queries, please contact KCC Highways, Transportation and Waste on 03000 418181.

Yours faithfully

**Toby Howe**  
Senior Highway Manager  
Highway Operations

**West Kent:** Dartford, Gravesham, Sevenoaks and Tunbridge Wells  
**Mid Kent:** Canterbury, Maidstone, Swale and Tonbridge & Malling  
**East Kent:** Ashford, Dover, Folkestone & Hythe and Thanet



## Highways, Transportation and Waste Streetworks

### Permit to Place a Skip on the Highway

#### Section 1

To be completed by the Skip Company

**Skip Size**

<b>Location of skip</b>	<b>New Application</b> <input type="checkbox"/> <b>Renewal</b> <input type="checkbox"/>	
<b>Property Skip is for</b> (if different from above)	<b>Dates Permit Required</b>	
<b>Full name and Address of Skip Company</b>	<b>From</b>	<b>To</b>
<b>Emergency Telephone Number:</b> .....		
<b>Fax Number:</b> .....		

I have read, understood and will comply with the Control of Builders Skips – Conditions of Permit Note supplied and agree to pay for the administration of this permit or renewal permit for the period stated above. I understand these charges are non-refundable.

Signed: ..... Tel No: .....

Date: .....

Kent County Council will only use the information provided in conjunction with the processing, management and the compliance of your licence. The information may be shared with the relevant district, borough or city councils or statutory regulators for compliance and monitoring purposes as necessary.

Kent County Council, pursuant to the powers conferred by Section 139 of Highways Act 1980 hereby grants permission to the above applicant in accordance with the above dated application for the period as stated above (or shown in the special conditions) subject to the following:

1. The skip being in accordance with the Control of Builders Skips – Conditions of Permit Form
2. The Conditions of Permit being strictly adhered to.
3. KCC Highways, Transportation and Waste representative having agreed the exact position of the skip with any specific conditions detailed (including any additional coning or guarding) will confirm permission by his signed his approval below.
4. Compliance with additional Special Conditions (if any) outlined in the space below (unless the renewal box is ticked above. In this instance the special conditions attached to the original Permit application)
5. Kent County Council is to be indemnified up to the value of £5 million by the Licensee from and against all actions and claims arising out of the positioning of the skip and you are required to submit proof of this prior to the commencement of the work along with a copy of your £5 million public liability insurance.
6. The Skip Company has made full payment to the Authority.
7. Each initial permit is valid for a term of up to 7 days. A permit can be renewed for a maximum of 3 weeks (total of 28 days maximum for each permit).

**THIS CONSENT IS NOT VALID UNTIL SECTION 2 IS COMPLETED**

**Section 2 – To be completed by the Streetworks Team**

Special Conditions: .....

Signed: ..... Dated: .....

For and on behalf of KCC Highways, Transportation and Waste

Paid in full:	N/A	Agreed by:		Insurance & indemnity checked	Yes / No
Agreed:	Yes / No	Permit No:		Renewal:	Yes / No
					No of weeks allowed:

Assessed by: ..... Streetworks Team

Tel No: ..... Fax No: .....

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## **Control of Builders Skips – Conditions of Permit**

### **Legislation**

**Highways Act 1980, S.139(11)** – States that a ‘Builders Skip’ is a container designed to be placed on a road vehicle and deposited for the storage of builders’ materials, or for the removal and disposal of builders’ rubble, waste, household and other rubbish or earth. The term ‘Owner’ in relation to a builders skip which is the subject of a hiring agreement, is the skip company, provided the agreed hiring period is less than one month.

**Highways Act 1980, S.139(4)** – Requires that the skip is lit during the hours of darkness, is clearly marked with the owners name and a 24hr contact number and then removed as soon as practicable after it has been filled.

**Highways Act 1980, S.139(10)** – No nuisance or danger shall be created by the placing of an authorised skip on the highway, nor will the authority be liable for any injury, damage or loss resulting from a authorised skip on the highway.

**Highways Act 1980, S.140** – Empowers the highway authority or a constable in uniform to reposition or remove a skip that has previously been authorised by the authority. Any skip which is not collected by its owner may be disposed of.

### **Builders Skips Specification Requirements**

The skip should comply with the Traffic Signs Manual (Chapter 8), as well as the Builders Skips (Markings) Regulations Act 1984.

These regulations include:

- A skip should not exceed 5m in length, nor 2m in width
- Rear reflective end plates should comply with the British Standard Specifications (BS AU 152:1970)
- Each skip should be guarded by a line of at least 3 traffic cones on the approaching traffic side of the skip.
- The skip should be lit 30mins before sunset until 30mins after sunrise.

### **Conditions of Permit**

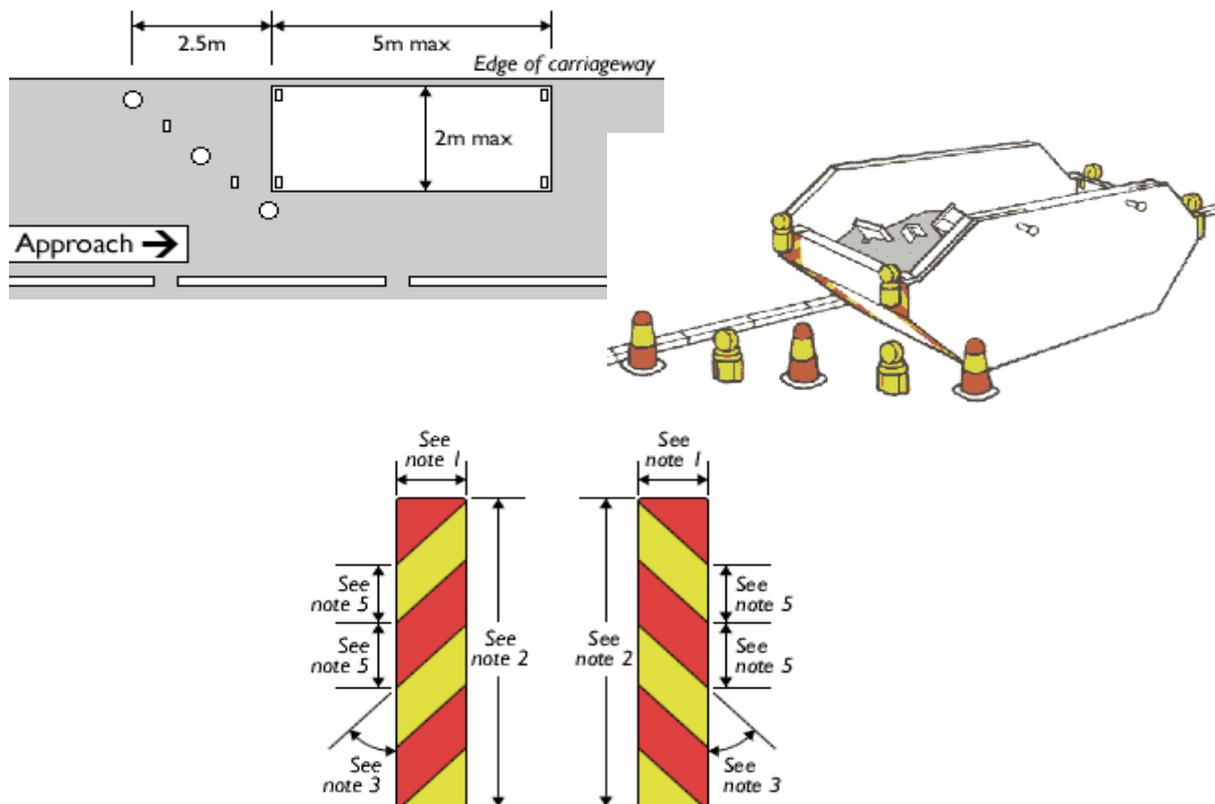
1. The builder’s skip must comply with the above Skip Specifications and requirements.
2. Each skip shall be positioned so that it does not impede the surface water drainage of the highway or obstruct access to any manhole or the apparatus of any Statutory Undertaker or the Council.
3. Where more than one skip is on the highway at any one time, the skips shall be positioned as closely as possible to each other. No skip should obstruct the access to any premises unless the consent of the occupier of these premises has been obtained.
4. No skip, when placed on the highway, shall contain any explosive, noxious or any other dangerous material which is likely to putrefy or which otherwise is, or is likely to become a nuisance to users of the highway. All material placed in a skip shall be correctly disposed of.

5. During use, the contents of the skip shall be kept 'damped-down' to prevent nuisance from dust, and spillage on the highway shall be immediately removed.
6. No skip shall partly or wholly obstruct a footway without the express permission of KCC Highways, Transportation and Waste, and is conditional upon the provision of a 1.5 metre wide pedestrian walkway. This walkway is to be cordoned off in accordance with the Department of Transport 'Traffic Sign Manual' Chapter 8.
7. A skip shall be removed as soon as practicably possible once it has finished being used by the customer, and should not remain on the highway after its permit has expired.
8. The Owner will require Public Liability Insurance to the value of £5 million, against any liability, loss or damage, claim or proceeding whatsoever arising under Statute or Common Law in respect of placing a builder's skip on the highway or its removal.
9. Please note that it is necessary for KCC Highways, Transportation and Waste to receive an application for a skip permit, 5 working days prior to the intended placing of a skip on the highway. It is expected that a 3 day notice for any renewal is given.
10. It will be necessary to check the site location as to suitability before a permit is issued. Spot checks will be made to ensure compliance.
11. Any location given on the permit application shall be unambiguous and will include property numbers where possible, rather than proper names of private properties or businesses.
12. Should a skip be in a position on the public highway where payment is necessary for parking (for example in a Pay and Display Zone), it is the responsibility of the owner of the skip to place any necessary monies with the relevant authorities, prior to placement of the skip on the highway.
13. No Skip shall be placed in, on or along any part of a bus stop, bus route and or bus clearway. KCC Highways, Transportation and Waste should be contacted if this is unavoidable prior to your application being submitted.
14. Your attention is drawn to Sections 139(4), 139(10), 139(11) and 140 of the Highway Act 1980 concerning the placing of builders skips on the public highway. It will be the responsibility of the skip owner to ensure that skips placed on the highway comply with the Highways Act 1980, in all respects.
15. This permit is being issued on the understanding that the skip is being used in conjunction with work at the premises named in the application and for no other purpose.
16. If any skip is found on the public highway without a valid permit, an inspection fee of £47.50 plus a retrospective permit fee of £29 will be incurred.

# Guarding of Skips on the Highway

## Arrangement of Cones and Lamps

## Specification of Design



### Notes:

1. The width of each half of the marking shall not be less than 140 millimetres or more than 280 millimetres.
2. The length of each half of the marking shall be not less than 350 millimetres nor more than 700 millimetres.
3. The angle of each stripe shall be not less than 40 degrees to the vertical or more than 50 degrees to the vertical.
4. Each half of the marking shall have a minimum area of 980 square centimetres.
5. The breadth of each stripe shall be not less than 133 millimetres nor more than 147 millimetres.