

Kent County Council Highways, Transportation & Waste Permitted List of Contractors and Consultants

Terms and Conditions

Application / approval process

1. Membership will be granted to the list on an individual category basis, once all stated requirements are met. These requirements will vary according to which categories are applied for (see appendix 1).
2. Once approved, a company will immediately become eligible to price for and carry out work that falls within the specified boundaries.
3. No reimbursement will be provided by Kent County Council for any costs incurred as a result of the application process.
4. It is the responsibility of the company to inform Kent County Council of any changes to their details (such as company name). Failure to do so may result in suspension or removal from the list.

Removal / suspension process

5. Kent County Council will inform a company at the earliest opportunity if it has been removed from the list for any category, or if a suspension has been issued.
6. A company may at any time request to be removed or suspended (temporarily or indefinitely) from any category if they do not wish to receive work enquiries.
7. In addition to the reason stated above, suspension or removal from the list may be triggered where one or more of the following circumstances applies:
 - a. Poor standard of work delivered
 - b. Unacceptable quality of customer service delivered
 - c. Failure to adhere to the agreed standards required to carry out a specific category of work
 - d. Up to date statutory documents are not provided when requested (includes evidence of accreditations and insurance)
 - e. Occurrence of a significant health & safety incident or issuing of an enforcement notice by the HSE
 - f. A significant financial risk identified
 - g. Failure to adhere to these terms and conditions
 - h. Other exceptional circumstances
8. A suspended company will not be permitted to price for or carry out any new work within the category for which they have been suspended, however may be able to continue with existing work at the discretion of the customer or responsible KCC manager, particularly where rectification is required.
9. A company may, at the discretion of Kent County Council, have its suspension lifted and be reinstated to the list upon successful explanation and rectification of any issues which led to the suspension.

10. In some instances, evidence of improved performance may be requested before a suspension is lifted.
11. Any company removed from the list (unless voluntarily) will not be permitted to re-apply for a period of 3 years (or less at the discretion of KCC).
12. All decisions will be communicated in writing.

Customer service

13. Customer enquiries and requests for quotations should be responded to within a reasonable time frame. Kent County Council will investigate any instances where customers are not receiving responses to communications, which may result in removal or suspension from the list.
14. Customers should be provided with clear timescales for any work to be undertaken, and informed in the first instance where there is a risk of deviation from this.

Awarding of work

15. The client (whether this is Kent County Council or external) is free to choose which companies to obtain quotes from, providing they meet the specified requirements for that category of work.
16. Membership of the Highways, Transportation & Waste Permitted List of Contractors & Consultants does not guarantee any work will be offered or awarded.
17. The maximum value of work that can be allocated to a company in any given category will be defined based upon the financial evaluation carried out by Kent County Council. A company has the option of requesting a lower threshold however.

Performance monitoring

18. Kent County Council and external clients will be given the opportunity to provide feedback both during and on completion of an order or project. Feedback may be used to inform the awarding of future work or as evidence towards suspension or removal from a list (see point 7).

Sub-contracting

19. Sub-contracting is only permitted where agreed in advance with Kent County Council. Where this is permitted, any sub-contractor appointed must come from the Highways, Transportation & Waste Permitted List of Contractors & Consultants.
20. The main contractor will remain liable for the actions and any issues arising as a result of work carried out by the appointed sub-contractor.

Publicity

21. Use of the Kent County Council logo in either hard or electronic format is not permitted, unless prior written agreement has been given by Kent County Council. This includes, but is not limited to; company vehicles, printed material and websites.
22. Companies are permitted to publicise ongoing and completed project activity providing permission is first sought from the customer or responsible manager.

Payment & invoicing

23. Where work is not carried out directly for Kent County Council, the customer is responsible for paying the company directly. Kent County Council is unable to take any responsibility for failure to abide by the agreed payment terms where the contract is between the company and customer directly.
24. Invoices should show a clear breakdown of all costs, including parts and labour, in order to comply with relevant tax requirements.

Health & Safety

25. When carrying out Highway works of any kind, it is the responsibility of the company to ensure that a NRSWA accredited operative or supervisor is present on site at all times.
26. Companies are responsible for ensuring that they comply with legislation at all times and will be required to prove this as part of the approval process. Failure to ensure strict adherence to health and safety legislation will result in suspension or removal from the list.

Licences and qualifications

27. It is the responsibility of the company to ensure that it holds valid licences, certificates and qualifications at all times, for the categories of work for which it has applied.

Environment and Sustainability

28. Those working with and on behalf of Kent County Council are expected to support the objectives of the KCC Environmental Policy: [View the policy in full](#)

Additional terms and conditions

29. Further terms and conditions may apply when carrying out specific categories of work as defined by KCC and the client (examples are provided in appendix 2).

Appendix 1

Matrix of required documentation for each category:

Documentation	SC	CS	SD	C3	TW	HC	WC	ML	SM	IS	WI
3 years' worth of full accounts	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Public Liability Insurance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Employer's Liability Insurance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Professional Indemnity Insurance			✓	✓							
Competent person qualifications	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
NRSWA operative accreditation	✓										
ICE, IStructE or equivalent chartering			✓	✓							
£1m+ bridge / structure design portfolio				✓							
Plant, equipment and vehicle safety systems	✓				✓	✓	✓	✓	✓	✓	✓
Signed Health & Safety statement of intent*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Organisation structure details*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Audit details*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Details of H&S training delivered to staff*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Example Risk Assessment*	✓				✓	✓	✓	✓	✓	✓	✓
Example Method Statement*	✓				✓	✓	✓	✓	✓	✓	✓
Accident / incident reporting procedures*	✓				✓	✓	✓	✓	✓	✓	✓
Emergency procedure*	✓				✓	✓	✓	✓	✓	✓	✓
ISO 9001 Quality Assurance Certificate*†		✓	✓	✓	✓		✓				

*Only required where a company has 5 or more employees.

†Section 278 Consultants with over 5 employees that are without ISO9001 certification may still apply to join the list, but will be limited to contract values of up to £30,000. ISO9001 required for companies of all sizes for Structure Design Consultants & Cat 3 Checking Consultants categories.

Key:

SC: Section 278 Contractors

CS: Consultants (Section 278 works)

SD: Structure Design Consultants

C3: Cat 3 Checking Consultants

TW: Tree Works / Arboriculture

HC: Hedge Cutting

WC: Weed Control

ML: Mowing / General landscape maintenance

SM: Supply & Manufacture signage

IS: Installation of signage

WI: Waste Infrastructure

Appendix 2

Additional terms and conditions for specific work types:

The Kent Lane Rental Scheme (KLRS) applies charges to companies carrying out work at set times on some of Kent's busiest roads:

[More information](#)

All work on Kent roads requires a permit before work commences. The [Kent Permit Scheme](#) section of the KCC website gives details of permit types and costs.