

Privacy Notice

We are committed to protecting your personal information when you use Parking & Mobility Services. The Service can ensure that your privacy is respected and protected.

We need to collect your personal information so that we can provide you with the full range of our services and carry out our statutory functions. Below in the link, we outline our obligations and your rights under the General Data Protection Regulations (GDPR), which regulates the use of personal information by all public sector organisations.

https://www.towerhamlets.gov.uk/lgn/council_and_democracy/data_protection_freedom_of/data_protection_freedom_of.aspx

Skip applications are processed by the Suspensions, Dispensation and Skips Team based at 585–593 Commercial Road, London, E1 0HJ. The team can be contacted by email (skips@towerhamlets.gov.uk) or by telephone on 020 7364 6586

The completion and / or signing of the Skip application form is taken as the agreement to all conditions of use and it is advisable that all applicants read and understand these conditions before returning their signed application forms to the team.

It will help us process your form quicker if all parts of the form are completed including the exact location where you intend to place the skip and whether you want the skip on yellow lines or a Parking bay.

We will try to approve the skip for your preferred location but cannot guarantee this. Our objective in any case is that skips wherever possible will be placed within a Parking bay rather than on a yellow line. Skips will only be allowed on the yellow line where there is no obvious alternative.

We need 7 working days notice to issue any skip license. This is to allow us inspect the proposed location, suspend the bay if required and give other residents enough time to find alternative parking where necessary. However we will encourage you to contact us as soon as you know that you may require a skip, as this will allow us even more time to notify residents and other road users of possible disruption to parking in their area.

Terms and Conditions of use

The owner/licensee of a skip must clearly and indelibly mark the skip with the owner's name, telephone number and address

The Skip owner is responsible for ensuring that a valid license is in place before the skip is deposited on the public highway and should ensure that all terms and condition of use are met.

Where more than one skip is deposited on the highway at any time, the skips shall be positioned as closely as possible to each other, but should not obstruct access to any premises unless the consent of the owner/occupier of the property has been obtained in advance.

Skips shall not exceed 5 meters in length by 2 meters in width.

Skips shall be marked and lit in accordance with the following requirements:
each end of the skip shall be painted yellow and comply with the Builders Skips (Marking) Regulations 1984;

(b) half an hour after sunset and half an hour before sunrise a yellow lamp shall be placed against, or attached to each corner of the skip, (or the end corners of the row of skips); and

(c) Amber warning lamps to be fixed securely to all corners of builders skips and the lamps kept lit during the hours of darkness. Warning lamps must be checked daily and kept clean.

No skip positioned on the highway, shall contain any inflammable, explosive, noxious or dangerous material, or any material which is likely to putrefy or to become a nuisance or danger to users of the highway.

Each skip shall be removed for emptying as soon as practicable after it has been filled.

No skip shall remain on the highway after the period specified in the license has expired.

All materials placed in a skip shall be properly disposed of and the highway shall be left in a clean and tidy condition after removal.

The License relates to only the approved location and should be a specified site near the premises. The skip shall not be placed in any other position without the prior consent of the City Council.

Skips shall only be deposited, removed or resisted on the highway between 08:00 hours and 18:00 hours, Monday to Friday, and 08:00 to 13:00 hours on Saturday. Only in exceptional circumstances are skips allowed to be deposited, removed or resisted outside the above hours and only with the prior consent of the Council.

Your skip should be located as near as possible to the property for which it is required

The method used for filling of each skip shall not impede or cause a nuisance or danger to pedestrians and vehicular traffic.

No skip shall be dragged or pushed along the public highway. (The licensee is liable for any damage so caused).

No skip shall be placed on the footway or verge, except on exceptional circumstance, as long as the footway is wide enough, hardened and approval from our highways section.

Where rubbish chutes are used to fill a skip, the skip should be completely enclosed at the discharge end to prevent any escape of debris or dust.

Skips shall be covered at all times unless they are being filled or removed.

The maximum period of consent is 28 days. Renewal is not automatic and three working days should be allowed from receipt for the City Council to process a further application.

Skips must not be positioned over gullies or manhole covers. There must be a reasonable gap between the skip and the kerb edge to allow for the drainage of surface water.

Each skip should be removed for emptying as soon as practicable after it has been filled.

All conditions of the skip license imposed by the Council must be complied with. Contravention of any condition may result in prosecution action by the Council.

The Council, or a Police Officer, can remove or reposition a skip on the highway, even though it was positioned in accordance with a license issued by the Council. Any costs incurred for the removal, repositioning and/or disposal of the contents of a skip will be recoverable from the owner or licensee of the skip.

The Council is not liable for any injury, damage or loss resulting from the presence of a skip on a public highway

Space approved for skip cannot be used for any other purpose and any vehicles parked will be removed

No permission will be granted for any period exceeding 28 days and agree to deposit skips only at the agreed location.

If the council is required to remove waste which has fallen onto the public highway, or have to remove illegally placed skips e.g. skips kept longer than paid for, the council may take the following action -;

- ✓ Remove and return skips until all reasonable costs have been recovered
- ✓ Instigate legal proceedings to recover further costs and may not approve future applications for skips

Parking Suspensions are granted for specific reasons and cannot be used for the parking of personal vehicles whilst in force.

How much does it cost?

There are three associated charges for skip licenses, as set out below.

1. A highway maintenance fee:

1 -7 days = £16.60 plus Parking Charges

8 -14 days = £27.70 plus Parking Charges

15 - 28 days = £33. 80 plus Parking Charges

2. A bay / space occupancy fee of £42.50 per skip per day.

3. A service charge of £19.50 for residents, registered charities and emergency services or £61.50 for other users.

Note: Customer to be advised of total fee payable by a Highways Officer/Operational officer once approval is given.

A skip can be applied and approved for up to 28 days subject to confirmation of full payment for the period required.

Full payment is required in advance and is not negotiable. Credit card payments are accepted over the phone.

We will not refund the skip license fee if application is cancelled or dates altered.

Completing your Skip application form

Kindly complete all sections of the form, stating whether you prefer the skip on yellow line or parking bay. Unless no alternative could be found, our objective will always be to site the skip in a Parking bay.

Remember to read the conditions before signing the appropriate section and returning the forms either by email or post to the address below:

By email: Skips@towerhamlets.gov.uk,

By post to: - Skip Licensing (LBTH - Parking Services), Car Pound, 585 – 593 Commercial Road, London, E1 0HJ

Legislation

Sections 139 and 140 of the Highways Act 1980

The Builders' Skips (Markings) Regulations 1984



OFFICIAL USE ONLY	
Payment	
Ref	
Amount	£

LONDON BOROUGH OF TOWER HAMLETS SKIP LICENCE APPLICATION FORM

Car Pound, 585 – 593 Commercial Road, London, E1 0HJ Telephone No: 0207 364 6586
 Email Address: Skips@towerhamlets.gov.uk

COMPLETE IN BLOCK CAPITALS AND RETURN TO THE ABOVE EMAIL/ADDRESS
THE COUNCIL NEEDS MINIMUM OF 7 WORKING DAYS NOTICES BEFORE THE SKIPS LICENSES CAN BE GRANTED.

HIGHWAYS ACT – SECTION 139

Please complete all sections of the 'skip application form', with exact information about where you are going to locate the skip, including if the skip is required on the yellow lines or parking bay.

Skips will only be allowed on a yellow line if there is no Parking bay within a reasonable distance.

PART A - Licence Applicants Details

Please tick this box if you are renewing an existing skip licence

Current skip licence number if applicable: _____

Your Details (Person filling the skip)	Skip Company Details
Name	Name
Company (If Applicable)	Company (If Applicable)
Your Address:	Skip Company Address:
Postcode:	Postcode:
Tel/Mob:	Tel/Mob:
Email:	Email:
Full name of person responsible for skip on site:	

I/We wish to apply for permission to deposit _____ Number of Builders Skips' (max 2) on the public highway outside the address stated below:

Number of parking spaces required: _____

For the purpose of disposing of: _____

For the inclusive period from: _____ TO _____

I/We agree to maintain the skip(s) in all respects to the satisfaction of the London Borough of Tower Hamlets, and subject to the statutory provisions applicable and in conformity with the terms and conditions required by the London Borough of Tower Hamlets as published on the LBTH approved website and attached with this form.

I also confirm that I have read and agree to all the terms and conditions as published on the council's website and the attached with this form.

I agree to the above Terms and Conditions:

PRINT NAME:	SIGNATURE:	DATE:
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