BUILDERS MATERIALS LICENCE APPLICATION FORM

For permission to deposit materials on the public highway
HIGHWAYS ACT 1980 SECTION 171

Exact Location and Type of Material to be placed on the public highway

Is the location in a Controlled Parking Zone? Yes / No
If so, please contact the Parking Service before submitting the Building Materials Storage Application Form. Dispensation for materials storage can be purchased from the Parking Service

If anything (containers/building materials/skips) are placed in a controlled parking zone (CPZ) location, then parking must be contacted to suspend the bays - https://www.brent.gov.uk/services-for-residents/parking/suspending-a-parking-bay-and-dispensations/

An application for a suspension of a bay must be made 21 days in advance.
- Suspension application form (.pdf, 235.4kB)

Email the form to parking.suspensions@brent.gov.uk or post it to Unit 20-22, Whitby Avenue, Park Royal, NW10 7SF.

Building Company Name and Address, if applicable

Name and Address of Applicant

e-mail address

Tel No: 

SIGNATURE(s)

Days Permission Required For: 30 Days FROM TO 

Standard Conditions Applicable to the Depositing of Builders Materials on the Highway in the London Borough of Brent

1. The material must be deposited in a manner which does not pose a danger to people or vehicular traffic.

2. The licensee is required to ensure at all times that the entire spread of materials is condoned off with the use of reflective safety cones. On placement, the cones must be spaced out at an interval of 1m on all of 3 sides, with the exception of the side adjacent to the kerb line.
2a. If any materials deposited on the highway, in accordance with this licence, are not effectively
condoned off with the use of reflective cones, the Council will arrange for this facility, and recover
the expenses incurred in doing so from the licensee.

2b. If you are liable to pay due to condition 2a, the Council is entitled to recover from you a further
reasonable sum.

3. Where it becomes necessary for materials to be stored on a portion of grass verge, the Council
may charge an additional cost. The money will be used by the Council to restore the verge on
completion of works for which the licence is granted. However, such payment may be refunded if
the segment of grass verge does not sustain any damage.

4. No obstruction must be caused to the flow of water in the road channel or to roadside gullies.
Where sand/ballast is to be deposited, a drainage pipe must be placed along the channel prior to
the material being deposited, in order to permit the flow of rain water.

5. This consent does not relieve the licensee of liability for any injury, damage or loss resulting from
the presence on the highway of material to which the permission relates.

6. Consent does not affect the powers of the Police to require the immediate removal of materials
from a location, by reason of heavy or abnormal traffic, special event or emergency, or for any
other lawful reason

7. Any existing damage and/or staining of the public ground for which a licence application is being
made must be notified to the Council prior to the materials being deposited. Failure to do so could
result in your being held responsible

8. Any damage or stain caused to the highway will be made good by the Council and the cost
charged to you. You may not mix concrete, or place wet concrete directly on the surface of the
carriageway, or any other public ground. A spot board must be used to protect the surface of the
public ground

9. Where permission is granted to place materials on the footway on exceptional grounds e.g.
narrowness of the carriageway, a minimum of 4’ (1.2m) must be maintained at all times for the safe
passage of pedestrians

10. On licence, materials placed on the carriageway must not extend more than 4’6” (1.35m) out into
the carriageway from the kerb face. No obstruction may be caused to any entrance or exit points

11. Where it becomes necessary to confiscate materials, the licensee shall be liable for all associated
costs incurred by the Council. In addition, the Council shall bear no liability if such materials
sustain damage whilst in transit, in storage, or however and wherever the damage is caused

12. FAILURE TO COMPLY WITH ANY OF THE ABOVE CONDITIONS WILL RESULT IN
IMMEDIATE CANCELLATION OF THIS LICENCE, AND COMMENCEMENT OF
ENFORCEMENT ACTION TO REMOVE MATERIALS FROM THE PUBLIC HIGHWAY.
HIGHWAYS ACT 1980 SECTIONS 171/132.
Credit Card or Cheque payment methods

By Post: cheque payable to “Environmental Improvement - London Borough of Brent” – to be sent to address above or call 0208 937 536 to make payment by credit card.
Terms and conditions

1) Materials must not be deposited on the proposed site prior to the receipt of a materials licence.

2) On receipt of your application, we require 5 working days to arrange an inspection of the proposed location, to enable us process your application.

3) The building material licence issued is solely for the placement of building materials on the applicable public ground. A separate licence must be obtained for other items like skips, hoarding, scaffolding etc.

4) It is your duty as the licensee to ensure that on delivery, the materials are placed within the licensed section of the public highway.

5) We need a minimum of 1.2m space for pedestrians to pass and re-pass along the footway.

   We will not grant a licence which blocks the footway until a temporary traffic order is in place from Highways.

   If a footway or road closure is needed, you need to contact Highways and Infrastructure on Transportation@brent.gov.uk and apply for a temporary traffic order: the lead time is 8-10 weeks for the licence to be put in place”.

6) It is your duty as the licensee to ensure that delivery vehicles do not engage in any action that may lead to the damage of any segment of public highway, or fixtures. Where damage occurs, it is your duty to report such damage to Environmental Improvement, providing details of the delivery company. Such details are usually contained in the consignment note.

7) You are responsible for ensuring that during the term of building works your building contractor conforms to all specified conditions contained in the application form.

8) Where specified conditions are broken, the Council will take measures necessary to safeguard the highway, and/or the public. All costs incurred in the process will be deducted from your deposit.

9) Where your deposit amount fail to cover the Council's reasonable costs incurred in safeguarding the public highway, a supplementary invoice will in due course be despatched to you for payment.

10) Should the need arise for an extension of your licence, you are required to contact the Council within five working days before expiry of the current licence.

11) On completion of building works, it is your duty to ensure the following:
   
   a) All materials, wastes and tools are removed from the public land.
   
   b) The segment of public land is cleaned, and restored to an acceptable condition.
   
   c) All relevant safety equipment e.g. cones, lamps and traffic signs are removed from the public land.

12) If your materials are confiscated, you will have the option to reclaim them within 14 working days. You will be issued with a release note to enable you reclaim the materials from our storage, on payment of transportation, storage, and all other relevant charges. The Council will dispose off confiscated materials which are not claimed, after 14 working days.

13) We wish to inform you that we can not guarantee the safe condition of confiscated materials whilst in transit, or in storage.
14) Repairs to damage caused will be charged at cost plus 25%

Please contact SSH.Highwayslicences@Brent.gov.uk for any enquiries

THE LONDON BOROUGH OF BRENT
BUILDING MATERIAL LICENSING

The following conditions apply if you require the use of a Controlled Parking Bay for storage of materials:

1) You are required to obtain consent from our Parking Service before utilising the bay.

2) If anything (containers/building materials/skips) are placed in a controlled parking zone (CPZ) location, then parking must be contacted to suspend the bays - https://www.brent.gov.uk/services-for-residents/parking/suspending-a-parking-bay-and-dispensations/

An application for a suspension of a bay must be made 21 days in advance. Suspension application form (.pdf, 235.4kB) Email the form to parking.suspensions@brent.gov.uk or post it to Unit 20-22, Whitby Avenue, Park Royal, NW10 7SF.

THE LONDON BOROUGH OF BRENT
BUILDING MATERIAL LICENSING
PRICE LIST

| Licence fee (30 days only) – Residential | £150 |
| Licence fee (30 days only) – Commercial | £300 |

If we confiscate your materials, the following charges will apply:

| Pick up charge | £400.00 |
| Transportation charge | £105.00 (per cubic metre or part) |
| Storage charge | £35 per cubic metre (or part of) per day |

Please note that you will be responsible for collection of your confiscated materials from our point of storage, on payment of all relevant charges.

Please contact SSH.Highwayslicences@Brent.gov.uk for any further information