Dear Sirs

Deposit of Container / Portacabin/Portaloo onto the Highway

Site / Exact Location:-

I refer to your request regarding depositing a container / portakabin onto the public highway at the above location.

Please confirm the following information below:

- Length of time the container / portakabin will be on the public highway
- The start and end date
- Site / exact location where the container / portakabin will be placed
- Purpose of the work
- Size of container - all containers should have lamps attached during night time hours.

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”.

Can you provide proof of public liability insurance and a plan of where this will be sited.

Please note that there is a non-refundable fee of £300 including VAT per month for each container / portakabin, payable prior to depositing of container / portakabin on the highway.

A deposit of £1000 is needed in case of any damage to the public highway.

If a container/portakabin is placed on the public highway without a licence or is on street after the licence has expired, a fine of £207 per week will be levied.

If you need any further information, please contact SSH.Highwayslicences@brent.gov.uk

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.

If granted, parking will post notices alerting other motorists of the change and will send the applicant the permit(s) which must be displayed in the windscreen of the authorised vehicle. There is no minimum period for which notices must be posted before a change can be implemented.

**Cost**

The charge for parking suspensions is £44 per bay per day. (Suspensions for Brent Council funded street maintenance is at no cost)

The charge for the early reinstatement of a parking bay that has been suspended is £88.

The charge for the short notice suspension of a parking bay (under 14 days) is £88.
# APPLICATION FOR CONTAINER/PORTACABIN/PORTALOO LICENCE

<table>
<thead>
<tr>
<th>Applicant:</th>
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<tbody>
<tr>
<td>Address:</td>
<td></td>
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<tr>
<td>Tel:</td>
<td></td>
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<tr>
<td>email:</td>
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</tr>
<tr>
<td>Location of work:</td>
<td></td>
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<tr>
<td>Nature of work:</td>
<td></td>
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<tr>
<td>Licence required:</td>
<td>From:</td>
</tr>
<tr>
<td>Date</td>
<td></td>
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<tr>
<td>Dimensions of footway to be covered:</td>
<td>Length: metre(s)</td>
</tr>
<tr>
<td>Description of surface to be enclosed, eg, tarmac, paving stones, etc.:</td>
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<tr>
<td>Width of footway available for public use. (We need a minimum of 1.2m space for pedestrians to pass and re-pass along the footway):</td>
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Signed: 
Date: 

- Please complete, and return this form to the above address, together with a remittance of £300 per month (non-refundable)
  - A licence will be sent to the applicant upon receipt of the required fee(s)
- Written notification of completion of work is required,
- Make cheque payable to: “Environmental Improvement - London Borough of Brent”, or credit card payment can be made to 0208 937 5736.
- Placement of container/portacabin/portaloop on the public highway not to be undertaken prior to licence being issued.
- 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 deposit of any Container / Portacabin/Portaloop. Failure to do so could result in your being held responsible
- Any damage or stain caused to the highway will be made good by the Council and the cost charged to you.

FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Licence fee: £</th>
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<tbody>
<tr>
<td>Total amount received: £</td>
<td>Licence No:</td>
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</tbody>
</table>

Innovators in progress

Innovators in progress
INDEMNITY FORM

Container/Portacabin/Portaloo

In consideration of the Mayor, Alderman and Burgesses of the London Borough of Brent acting by the Council (hereinafter called "the council") having granted me (or us) permission to place container/portacabin/portaloo in the road known...

The following information to be completed by applicant

as:

For the purpose of placing Container/Portacabin/Portaloo on the public highway.

(a) For each container/portacabin/portaloo the council requires a non-returnable fee of £300 per month.

I (or we) undertake to comply so far as may be necessary with each and every provision of the Highways Act 1980 and any other subsequent instruction written by an authorised representative of this authority or any modification or amendment thereof and to indemnify the council and their officers in respect of all costs, penalties, claims or charges which may arise by reason of any default on my (or our) part thereunder.

I (or we) also agree to indemnify the council in respect of all costs, charges or claims arising through any default of my (or our) part in complying with any of the provisions of this undertaking.

On completion of work, please inform the council in writing

Date: ______(day) __________________________(month) 201_

Signature ____________________________________________

Name in full ____________________________________________ (BLOCK CAPITALS)

Address: ____________________________________________

Telephone No:

Fax No: