

# Materials Licence – Minor – Up to 1.5 x 4 metres



Companies who wish to place materials on the highway must apply for a licence under Section 171 of the Highways Act 1980.

**Materials must be bagged and/or palleted**, cover a maximum area of 1.5 x 4 metres and be single height only. The licence is only applicable for a maximum of one calendar month. Renewals are at the council's discretion and will be decided on a case by case basis.

Please be aware that this licence does not constitute a parking bay suspension. If the materials are to be placed in a parking bay please apply for parking suspensions online:

<https://www.southwark.gov.uk/parking/guide-to-parking/suspension-of-parking-bays>

All licence applications require up to 15 working days to process from the date the application is received by the Highways Licensing Team. Incomplete applications may take longer to process.

Once the application has been reviewed, you will be contacted with confirmation of the required fees. The cost of a minor materials licence is £129.30 per month. Payment can be made online or by phone once we have issued you with an invoice. No licences will be issued until payment has been made.

Please note that all payments should be made by the applicant. The applicant must also be the signatory on the indemnity form and the holder of liability insurance.

All of the following documents are required as part of materials application.

1. A completed & signed application form
2. A signed letter of Indemnity
3. A copy of your company liability insurance
4. Company Bank Details, VAT number and company number on letter headed paper. This is needed to set your company up on our systems and to pay back any deposits on your account.
5. All relevant site plans or diagrams
6. Confirmation of road closures / parking bay suspensions / planning permissions applied for (if applicable)

**Complete applications must be submitted via either:**

**Email:**

[highwayslicensing@southwark.gov.uk](mailto:highwayslicensing@southwark.gov.uk)

**Post:**

Southwark Council, Highways Licensing,  
Network Management,  
Environment, Neighbourhoods and Growth,  
Floor 3 Hub 1  
PO BOX 64529, London, SE1P 5LX

Where an invalid licence or failure of compliance to licence conditions is found Southwark Council can issue a Fixed Penalty Notice under the Local London Authorities Act 2003 and the Highways Act 1980. If a Fixed Penalty Notice is issued, you have 28 days to pay £50.00 at a discounted amount. If you fail to pay the discounted amount of £50.00 you then have an a further 14 days in order to pay the Fixed Penalty Notice at the full cost of £100.00. If you fail to pay the Fixed Penalty Notice within the 42 day period the London Borough of Southwark may wish to prosecute.

<b>Applicant Details</b>	
Full name of applicant	
Full address of applicant	
Office contact telephone number	
Mobile number	
24 hour contact number	
Email address	
Name of company providing materials	
Road and exact location of material placement	
Start Date	
End Date	
Are you renewing an existing licence? If so provide the current licence number.	
Total length and width of the area required for the materials	
How many metres of clear highway will remain? (footway and/or carriageway)	
<b>Will any of the following be affected by the placement of the materials?</b>	
Parking restrictions	
Traffic Signals	
Pedestrian crossings	
Access to adjoining properties	
Street lighting	
<b>Will traffic management be required for the following? If yes, provide details.</b>	
Safe vehicle passage	
Safety during placement of materials	
Safe pedestrian passage	
Do you have public liability insurance for placing a materials on the highway?	
Reason for materials on highway:	

## Terms and Conditions

**Any failure to comply with the terms and conditions listed below will render your license invalid. Please read and ensure you fully understand these conditions before signing the agreement.**

### **Materials Licence Terms and Conditions**

1. The site must be completely surrounded by barriers at all times. Any barriers and supports must be included in the area agreed by the licensing officer of Southwark Council.
2. All access “doors” into the materials must open into the agreed area and not outwards onto the public highway.
3. All loose materials must be placed on a protective barrier between the materials and highway surface and contained to stop spillage onto highway.
4. No stacking of materials will be permitted at any time on the highway as part of this licence.
5. No mixing of materials will be permitted on the highway as part of this licence.
6. No toxic, flammable/inflammable, explosive, noxious or dangerous materials will be allowed to be stored on the highway at any time.
7. No generators will be allowed to be stored or operated on the highway unless prior agreement has been given by Southwark Council.
8. All traffic and pedestrian management must comply with the Safety at Street Works and Road Works Code of Practice. Details of layout must be provided as part of the application and maintained on site at all times.
9. The location for the materials must be as agreed by the licensing officer from Southwark Council. This will include minimum widths required for safe passage of highways users.
10. Where materials are to be sited in a designated parking bay, the suspension of that parking bay/space is to be arranged by the applicant with Southwark Councils Parking department.
11. The materials shall not be placed within 20 metres of a road junction, bus stop (stand or terminal), traffic signals, pedestrian crossing, entrance to or exit from schools and or hospitals.
12. An inspection will be carried out on expiry of the licence and should the materials have caused any damage to the public highway, the London Borough of Southwark will carry out any necessary remedial works and charge all necessary costs to the applicant.
13. The licensee shall make no claim against the London Borough of Southwark in the event of the materials being damaged in any way from whatever cause or causing damage to persons or property.
14. During the hours of darkness, poor daytime visibility and bad weather, road danger lamps (flashing amber) must be placed to indicate the area of the site. If Southwark Council contractors are called out to make the site safe, additional charges will be incurred.
15. Building materials placed on the highway shall not obstruct or interfere with the drainage of the street or with any apparatus owned by public utility companies.
16. Provision must be made to allow rainwater to drain away into the public gullies/drains.
17. Materials must not be stored on the public footway unless prior agreement has been given by Southwark Council.
18. Where it is observed that licence conditions are not being adhered to then fixed penalty notices may be issued.
19. The licensee shall remove any materials from the highway immediately if requested to do so by Southwark Council, its agents, contractors, the police or by a statutory undertaker. Additionally, the applicant must abide by instructions from Officers on behalf of Southwark Council. In these circumstances a request must be made to Southwark Council before materials are returned to site.
20. Southwark Council retain the right to cancel this licence at any time if it is felt that the licensee is not abiding by the terms and conditions, or indeed if other issues are experienced by any third party as a result of this licence. In these circumstances no refund or any other moneys will be refunded to the licensee or any other third party.
21. Any obstruction caused to any third party premises or items (including emergency exit / access routes) must have prior written approval from the third party.

22. This licence is issued for the purposes of section 171 of the Highways Act 1980, but does not relieve the applicant from compliance with any other part of that Act, or any other Act, by laws, statutory provision or Regulation that may apply.

<b>Agreement to comply with materials licence terms and conditions as listed above.</b>
<b>Name</b>
<b>Company</b>
<b>Signature</b>
<b>Date</b>

### **Traffic and Pedestrian Management Plans**

Please enclose a plan/illustration which shows the area of the highway to which the application relates to. Please state all dimensions of materials in relation to the site and where appropriate please indicate where materials come within proximity of premises, adjacent buildings, light columns, trees or any other permanent fixture on the highway.

## Materials Licence Indemnity

“The Company” (as detailed and signed below) hereby agrees to indemnify, the London Borough of Southwark (“The Council”), their officers and agents from and against all actions in law or equity, damages, statutory or common law losses, costs, charges and expenses arising in any manner whatsoever:

( i ) in respect of personal injury or death of any person or persons and  
( ii ) in respect of damage or injury to any property whether real or personal(including the property of the Council) arising out of the transportation, erection, dismantling and or use of the equipment whether by means of defect(latent or otherwise) in the equipment or by an act (omitted or committed) the Company, its officers, its servants or its agents.

The above indemnity shall be enforceable against the Company in its operation (aforesaid) of the equipment, whether such information was a result or express authority from the Council or otherwise, unless due to any act or neglect of the Council or any person for whom the Council is responsible.

In the above indemnity, “the equipment” means any materials, equipment, machinery, or load which is or was, at the time of any materials placement on the highway in the Council’s administrative area and is the responsibility of the company or being used by the Company, its officers or its agents, for any such materials operation.

The above indemnity shall be in force from the date of signature below. The Company undertakes to give the council advance notice of any proposed material placement on any highway in the Council’s administrative area.

The Company undertakes to maintain public liability insurance for at least five million pounds sterling for any one accident with a reputable insurance company and to produce a copy of the policy and evidence of payment of premium as and when requested from time to time the Council.

I also confirm that I have the authority to issue the above indemnity on behalf of the Company.

### **Indemnity agreement on behalf of the company applying for the materials licence;**

Name:

Signed:

Job Title/Position:

Company:

Date: