

SKIP PERMIT - GUIDANCE NOTES

The Permit itself consists of two parts:-

1. **Derbyshire County Council Standard Conditions**
2. **Combined Application Form/Permit**

1. Derbyshire County Council Standard Conditions

These set out the requirements and legal obligations that an applicant will have to fulfil in order to place a skip on the highway.

The skip owner is required to sign and date a copy of these and return it with their initial Application Form and any other documentation such as insurance certificate, to **Derbyshire County Council, County Hall, Matlock, Derbyshire, DE4 3AG.**

Once a signed copy of the Standard Conditions is held on file any future applications made by that applicant will only require the submission of the Application Form as this makes reference to the applicant having understood the Standard Conditions.

The Standard Conditions will be updated as required when either legislation/codes of practice are amended or the requirements of the County Council change. Such amendments will only be carried out by the Highways Information Unit, County Hall, Matlock.

Any applications for Skip Permits made after the issue of an amended Standard Conditions will need to be treated as a new application. The applicant will be required to sign, date and return a copy of the amended Standard Conditions to the address stated above.

It is important to note that all applicants must sign and date a copy of the Standard Conditions and that a copy is kept on file at County Council HQ. Any possible legal action in relation to a skip on the highway will require the submission of the completed Standard Conditions as evidence to a court of law.

2. Combined Application Form/Permit

The form should be submitted by the applicant via hand, post or fax.

The applicant should fill in the details requested on the Application Form and they must sign and date the section confirming that they have received and signed a copy of the Standard Conditions. No Application Form should be accepted without this section being signed. A cross reference should be made to ensure that the County Council has on file a copy of the current Standard Conditions signed and dated by the applicant.

Once satisfied that the Application Form is correctly completed, the County Council should carry out the normal checks to ensure that the proposed location for the skip is acceptable. Should there be a requirement for additional conditions these should be noted on the Application Form in the relevant section and the Application Form should then be signed and dated by the Highway Authority before being returned to the applicant as the Permit.

A copy of the Permit must be kept on file as should legal action be taken in regard to the skip this will be required as evidence.

Any amendments to the Application Form that may be required will be carried out by the Highway Information Unit at County Hall, Matlock, Derbyshire.

Receipt of Payments

Following the introduction of Local Authorities (Transport Charges) Regulations 1998 it is now practice for Highway Authorities to charge skip companies for consideration of their applications to place skips on the highway. Further requirements have also been imposed by the Traffic Management Act 2004 which has reinforced the importance which Highway Authorities place on relieving congestion and ensuring the safety of temporary obstructions on the highway. Derbyshire County Council have therefore introduced the non returnable charge of £14.00 per application to cover this provision for payments made by cash, cheque or online. **Please note** the Highway Authority reserves the right to refuse requests to place the skips on the highway if these payments are not received. Where extensions are requested that exceed the 7/14 day period the request will be considered as a new application and charges applied accordingly.

Requests for approval submitted by hand or post must be accompanied by the payment at the time of submission. This obviously will not be possible with requests by fax and here separate arrangements need to be made with the skip companies who send a fax. Where a fax is sent a monthly invoice will be raised with the skip company at the end of each month based on the number of applications made in that period.

All payments are non-returnable as they are made against consideration of the application and therefore the Highway Authority will incur costs even when permission is refused. This applies similarly when permits are cancelled by skip companies. Where invoices are required please provide the relevant details to Environmental Services, Network Management Admin Team, County Hall, Matlock, Derbyshire DE4 3AG, who will invoice the skip company accordingly.