



Skip Licencing, Compliance and Charges

Memorandum of Local Authority Requirements

The purpose of this document is to detail Stoke on Trent City Council's expectations and requirements relating to the management of applications for permission to place a skip or similar waste container on the public highway. The aim of this Memorandum of Local Authority Requirements is to ensure that the highway network is kept safe at all times, and that any disruption is kept to a minimum. All of the detail below is compliant with the Highway Authority's responsibilities under the Highways Act 1980, and this document has been produced in order to increase clarity and consistency across all companies.

1. Company Registration

Prior to any skip or other waste container being sited on the adopted highway network companies will be required to register with Stoke on Trent City Council as an approved company. This registration will require the company to:

- Have in place a minimum of £5,000,000 public liability insurance
- Have a valid waste carrier's certificate
- Indemnify Stoke-on-Trent City Council against any claims that may arise as result of an accident or injury caused by a skip or other similar waste container being sited on the public highway.

From the 26th April 2017 all company registrations will need to take place by applying online using the City Council's website.

Registrations will need to be updated on a regular basis as the documentation referred to above expires and is renewed.

Stoke on Trent City Council reserves the right to request a copy of the Company's certificates at any time, and should the company be unable to provide these documents, registration as an approved company will be suspended.

2. Skip Applications, Conditions and Charges

2.1 Applications

All skip licence applications will need to be submitted for approval by the Local Authority via the City Council's website.

From the 26th April 2017, the City Council will be unable to process skip applications in any other form.

All licenses, once approved will be for a period of 28 days, with the exception of those located in Town Centres, Traffic Sensitive Routes & Residential Parking Zones.

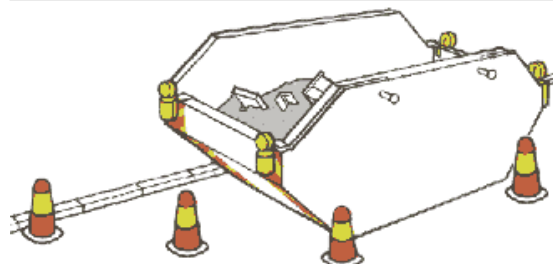
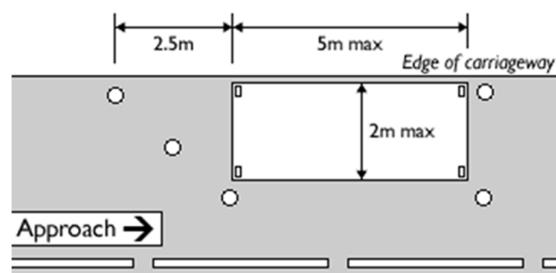
2.2 Conditions for the Placement of Skips on the Public Highway

It is the skip company's responsibility to ensure that any skip or other waste container is not placed on the highway in such a way that would:

- cause an obstruction for highway users
- impede surface water drainage
- obstruct access to other premises
- cause damage to the surface of the highway.

When siting skips or other waste containers the company must ensure that all items are:

- Clearly signed with the company name and telephone number and;
- Compliant with the requirements within the Builders' Skips (Markings) Regulations 1984
- Sited 20 meters away from a junction, unless otherwise permitted by the Highway Authority.
- An amber lamp shall be attached to each corner of the skip and must remain lit in hours of darkness.
- A skip placed in the carriageway shall be protected by cones positioned on the approaching side and cones around the imposing edge, all cones must have an intact reflective strip, as shown in the diagram below;



Minimum Standards for Guarding of the Skip

Any items must not be sited on grass verges without the express permission of the Authority, and should approval be given the Company must ensure that the item is placed on suitable boards to prevent any damage from occurring. Should damage occur as a result of siting of the skip, the Company will reimburse the Authority for all reasonable costs to rectify any damage.

Any skip or other waste container shall not partly or wholly obstruct a footway without the permission of the Highway Authority, if permission is granted you must;

- Leave a minimum of 1.2 meters of footway unobstructed, to allow sufficient space for pedestrian passage.
- If this is not available and the item or skip is still permitted under special condition, a 1.2 meter wide pedestrian walkway must be signed and guarded to segregate pedestrians from traffic.

You must at the request of the Highway Authority or other Emergency Services remove or reposition a skip, if requested to do so.

On the expiry of the licence, the highway where the skip has been positioned must be left in a clean and tidy condition and the Company will reimburse the Authority for all reasonable costs to rectify any damage.

2.3 Additional Conditions for the Placement of Skips in Town Centres, Traffic Sensitive Routes & Residential Parking Zones

In areas such as town centres, traffic sensitive roads and residential parking zones, the period of time that a skip can be sited on the public highway is reduced to 1 week (7 days) only.

To avoid skips being sited on traffic sensitive road, where possible they must be sited in a side road or on a driveway.

If it is only possible to site a skip on a traffic sensitive road they must be picked up and dropped off within the times specified. A list of streets and their given times can be found in Appendix 1.

There are 5 main town centres in the City these being, Hanley, Longton, Burslem, Stoke & Tunstall, a list of streets covered by the town centres can be found in appendix 2.

Skips placed within town centres must be lidded and lockable.

Skips will be subject to a weekly Parking Permit when sited in areas where there is a residential parking zone, or residents parking permit scheme.

2.4 Fees & Charges

The charges for skip licenses from the 1st April 2017 are detailed below. The Authority reserves the right to amend the charges with 7 days notices to all companies.

Standard Permit Charges	Fee
Standard Skip/Waste Container Licence (28 Days Only)	£40.00
Skips in Traffic Sensitive Locations (7 days only)	£40.00
Skips in Town Centres (7 days only)	£40.00
Skips sited in residential parking zone, or residents parking permit scheme (7 days only)	£40.00 Permit Fee £15.00 parking bay fee £5.00 Admin Fee (Total Fee £60.00)

All fees/charges will be invoiced on a monthly basis usually at the beginning of each month.

The invoices will include a report of the skip permit applications received for that invoice month.

Companies must pay all licence fees within 30 days on a monthly basis once the invoice has been received by the skip Company. Failure to pay in this manner may result in your Company Registration being suspended.

3. Inspection, Compliance, & Additional Charges

The Highway Authority reserves the right to carry out an inspection on any equipment or apparatus placed upon the highway at any time. Random samples will be carried out periodically in order to assess that compliance is being met.

Any complaints received by the Authority from members of the public regarding skips placed on the highway will be investigated and any appropriate action will be taken.

Inspections will be carried out by the Highway Authority's inspectors at regular intervals, checking skips in the area for valid licences and compliance.

Where instances of non-compliance are found upon inspection with regards to licence conditions, adherence to legal skip requirements or conditions set by Stoke-on-Trent City Council, the Company will be notified and additional charges will be incurred until the item is removed or a licence application has been made and approved.

Any skip placed upon the highway without a licence, the Company will be notified and additional charges will be incurred from the day of the Authority Inspection until the item is removed or a licence application (including licence fee) has been made and approved.

From the 1st April 2017 the additional charges for non-compliance and unlicensed skips are detailed below, the Authority reserves the right to amend these charges with 7 days' notice.

Additional Charges for Non-Compliant/Unlicensed Skips	Fee
Unlicensed Skips	£80.00 per day
Non-Compliant Skips (i.e. No lights or cones)	£80.00 per day

4. Continual Breach of Compliance

Where it is evident that a Company is continuously repeating offences, the Highway Authority reserves the right to remove the company from the approved registration list.

The Authority will take steps to remove items from the Highway Network and charge the Company all reasonable costs in doing so. The item will be stored for collection by the Company for the period of 30 days, should the item not be collected it will then be appropriately disposed of.

Continual Breach will be deemed by the Authority to have occurred after 3 occasions of breach of compliance.

Appendix 1: Traffic Sensitive Roads

The table below provides a list of the roads in the city that are deemed to be Traffic Sensitive, and the times at which skips or other waste container can be sited and removed. Skips or other waste containers must not be sited or removed outside of these times.

Street Name	Timings for Siting and Removal of Skips
Bagnall Road	09:30 – 15:30
Baptist Street	09:30 – 15:30
Barlaston Old Road	09:30 – 15:30
Bedford Road	09:30 – 15:30
Biddulph Road	09:30 – 15:30
Blurton Road	09:30 – 15:30
Botteslow Road	09:30 – 15:30
Broad Street	09:30 – 15:30
Brownhill Road	09:30 – 15:30
Bucknall New Road	09:30 – 15:30
Bucknall Old Road	09:30 – 15:30
Bucknall Road	09:30 – 15:30
Campbell Place	09:30 – 12:00
Campbell Road	09:30 – 15:30
Chell Street	09:30 – 15:30
Church Street	09:30 – 15:30
City Road	09:30 – 15:30
Clayton Lane	09:30 – 15:30
Clough Street	09:30 – 15:30
Cobridge Road	09:30 – 15:30
Commerce Street	09:30 – 15:30
Copeland Street	09:30 – 15:30
Davenport Street	09:30 – 15:30
Dividy Road	09:30 – 15:30
Duke Street	09:30 – 15:30
Elder Road	09:30 – 12:00
Elenora Street	09:30 – 15:30
Endon Road	09:30 – 15:30
Etruria Road	09:30 – 15:30
Festival Way	09:30 – 15:30
Fleming Road	09:30 – 15:30
Ford Green Road	09:30 – 15:30
Furlong Road	09:30 – 15:30
Glebe Street	09:30 – 15:30
Grove Road	09:30 – 15:30
Hanley Road	09:30 – 15:30
Hanover Street	09:30 – 15:30
Hartshill Road	09:30 – 15:30

Heron Street	09:30 – 15:30
High Lane	09:30 – 12:00
High Street	09:30 – 15:30
Hope Street	09:30 – 12:00
Howard Place	09:30 – 15:30
Hulton Street	09:30 – 15:30
Keelings Road	09:30 – 12:00
Kidsgrove Road	09:30 – 15:30
King Street	09:30 – 15:30
Knypersley Road	09:30 – 15:30
Leek New Road	09:30 – 15:30
Leek Road	09:30 – 15:30
Lichfield Street	09:30 – 15:30
Lightwood Road	09:30 – 15:30
Liverpool Road	09:30 – 15:30
London Road	09:30 – 15:30
Longton Road	09:30 – 15:30
Lonsdale Street	09:30 – 15:30
Market Place	09:30 – 15:30
Market Street	09:30 – 15:30
Marsh Street North	09:30 – 15:30
Marsh Street South	09:30 – 15:30
Mayne Street	09:30 – 15:30
Meir Road	09:30 – 15:30
Millrise Road	09:30 – 15:30
Moorland Road	09:30 – 15:30
Newcastle Road	09:30 – 15:30
Newcastle Street	09:30 – 15:30
Outclough Road	09:30 – 15:30
Park Hall Road	09:30 – 15:30
Pitt Street West	09:30 – 15:30
Potteries Way	09:30 – 15:30
Queens Avenue	09:30 – 15:30
Roundwell Street	09:30 – 15:30
Scotia Road	09:30 – 15:30
Shearer Street	09:30 – 15:30
Shelton New Road	09:30 – 15:30
Shelton Old Road	09:30 – 15:30
Sneyd Hill	09:30 – 15:30
Snow Hill	09:30 – 15:30
St Michaels Road	09:30 – 15:30
Station Road	09:30 – 15:30
Stoke Road	09:30 – 15:30
Stone Road	09:30 – 15:30
Sutherland Road	09:30 – 15:30
Swan Square	09:30 – 15:30
The Boulevard	09:30 – 15:30

The Strand	09:30 – 15:30
Times Square	09:30 – 15:30
Town Road	09:30 – 15:30
Trentham Road	09:30 – 15:30
Trinity Street	09:30 – 15:30
Vale Place	09:30 – 15:30
Victoria Place	09:30 – 15:30
Victoria Road	09:30 – 15:30
Victoria Street	09:30 – 15:30
Waterloo Road	09:30 – 15:30
Wedgwood Street	09:30 – 15:30
Werrington Road	09:30 – 15:30
Weston Road	09:30 – 15:30
Woodbank Street	09:30 – 15:30
York Street	09:30 – 15:30

Appendix 2 – Town Centres

The following tables details the streets in each Town Centre within the City.

Hanley Town Centre
Albion Square
Albion Street
Broad Street (Potts Way To Marsh Street South)
Brockley Square
Burton Place
Charles Street
Crown Bank
Fountain Square
Goodson Street
Hope Street
Huntbach Street
Lamb Street
Lichfield Street
Market Lane
Market Square
Miles Bank
Meigh Street
New Hall Street
Old Hall Street
Parliament Place
Parliament Row
Parliament Square
Percy Street
Piccadilly
Stafford Lane
Stafford Street
Tontine Square
Tontine Street
Town Road (Town Centre only)
Trinity Street (Marsh St to Stafford St)
Trinity Street (Marsh St to Etruria Rd)
Trumpet Passage
Upper Market Square

Longton Town Centre
Baths Passage
Baths Road
Bennett Precinct
Longton Bus Interchange
Longton Exchange Shopping Centre
Market Street
The Strand
Strand Passage
The Strand Service Road
Times Square
Transport Lane
Chancery Lane
Clayton Street
Commerce Street
Edensor Road
Heathcote Road
Kingscross Street
Smithy Lane
St Martins Lane
Gold St
Berry La
George Ct
Moulton Rd
Barford st

Tunstall Town Centre
High Street
Tower Square
Roundwell Street (
The Boulevard
Butterfield Place

Burslem Town Centre	Stoke Town Centre
Nile Street	Bootham Road
Queen Street	Campbell Place
St John's Square	Church Street
Brickhouse Street	Church Street (Campbell Pl to Glebe St)
Keates Street	Church Street (A500 to Glebe St)
	Church Street (Glebe St to Lonsdale Street)
Market Place	Cranmer Street
Market Passage	Liverpool Road
Fountain Place	Fleming Road
Westport Road	Glebe Street
Wedgwood Place	Kingsway
Wedgwood Street	Lowe Street
Moorland Road	South Wolfe Street
Swan Square	Welch Street