

## LBB Building Materials FAQ's (383)

<b>Q1.</b>	<b>Who needs one?</b>
<b>A.</b>	<p>Wherever there is building works occurring that use the highway For example:</p> <ul style="list-style-type: none"> <li>• Shops with scaffold up on the footpath</li> <li>• Cranes working on loft conversions <i>For cranes we issue an indemnity not a licence however it follows the same procedure as a licence, costs etc are all the same.</i></li> <li>• Hoarding fencing off a site from the footway</li> </ul> <p>Building materials being stored on the highway, We grant building materials licences for a 3 month period only <b>if further extensions are required, additional fees and deposit apply and are at the discretion of the Highways Inspector.</b></p>
<b>Q2.</b>	<b>How much does it cost?</b>
<b>A.</b>	<p>You will need to pay an admin fee and a deposit in case of any damage: Licence Fee: <b>£162.00</b> which can be paid with credit/debit card or cheque.</p> <p>Deposit varies depending on the size of the site and work being undertaken.</p> <p>The amount of deposit will be determined by a site visit from a Highways Inspector, the minimum amount of deposit taken is <b>£500.</b></p>
<b>Q3.</b>	<b>Who is responsible?</b>
<b>A.</b>	<p>We accept applications from builders on behalf of the landowner; however the landowner is ultimately responsible in making sure licences are in place.</p>
<b>Q4.</b>	<b>How do I apply?</b>
<b>A.</b>	<p>Phone our First Contact Service on 020 8359 3000</p> <p>Please provide the company name, the site address, the date the works are commencing and expected completion date</p>
<b>Q5.</b>	<b>How long does it take?</b>
<b>A.</b>	<p>We aim to send out the relevant documentation on the same day the application is received.</p> <p>The customer then has 5 days to return the paperwork to us with the necessary payment.</p> <p>Once the payment has been received the licence/ indemnity can be issued, upon approval of the Highways Inspector.</p> <p>Providing the documents and payments are returned promptly the process should take approximately 5-7 working days.</p>
<b>Q6.</b>	<b>Anything else I should be doing?</b>

**A.** [See guidance notes](#) (PDF Document).

Liaising with other council departments e.g. planning, have the relevant planning procedures been followed.