Birmingham City Council
Highways

Working in Partnership amey

# DEPOSIT OF MATERIALS PERMIT APPLICATION FORM

**DETAILS BELOW MUST BE FULLY COMPLETED BY THE PRINCIPLE CONTRACTOR.**

**COMPANY NAME & ADDRESS**: _____

_____

_____ Post Code: _____

Contact Name: _____

Telephone No: _____ Fax No: _____

Email Contact: _____

Start Date: _____ (**Minimum 10 working days notice from receipt of your details**)

End Date: _____ (Dates are subject to change, dependent on conditions)

**LOCATION** (i.e. Property No.): _____

(Street): _____

(District): _____

Brief Project Details: _____

**CONTRACT VALUE** (if duration over 4 weeks): _____

**TO BE INCLUDED:**

☐ RISK ASSESSMENT ☐ METHOD STATEMENT

☐ PLAN / SKETCH WITH DIMENSIONS ☐ PUBLIC LIABILITY INSURANCE (£5 million min)

☐ TMP2 Form

ARE YOU WORKING NEAR TO A TREE? **YES / NO** ARE YOU OBSTRUCTING PARKING BAYS? **YES / NO**

**NB. OMISSION OF ANY OF THE ABOVE DETAILS WILL RESULT IN YOUR APPLICATION BEING UNAVIODABLY DELAYED**

**Please Note:** The fee for a permit is currently £205.00 for projects less than 4 weeks duration. For projects exceeding 4 weeks, a percentage of the contract value is charged dependent upon the contract value, and a returnable bond payment is required. **Please make cheque payment to "Birmingham City Council" with your application or we will provide our banking details on receipt of application. Applications will not be processed without payment**.

**Please Note:** Once your permit is approved you are liable to sign and make payment promptly before works commence. If works do commence without payment you will be liable for further charges and possible enforcement action. If you cancel your permit application, you will be liable to pay an administration fee. You will also be required to notify us via email to highwayspermitmanagement@birmingham.gov.uk and bhm.permits@amey.co.uk i f you cancel you cancel your application.

**Permit payment and collection address:**
**PO Box 37 (3/4)**
**1, Lancaster Circus Queensway,**
**Birmingham.**
**B4 7 DJ**

**For technical advice contact Amey Permits on:**
**Tel: 0121 212 7269 / 7222**
**Email: BHM.permits@amey.co.uk**

**John Blakemore, Director, Highways & Resilience**
**1, Lancaster Circus Queensway, Birmingham. B4 7DJ**

**Contact Birmingham City Council Permits Team to arrange payment and collection of permits:**
**Tel:** 0121 675 0273
**Fax:** 0121 303 1314
**Email: Highwayspermitmanagement@birmingham.gov.uk**