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| New application |  |
| Renewal application |  |

**APPLICANT MUST SIGN AND RETURN A COPY OF THE LICENCE APPLICATION**

Please allow up to 5 working days for processing.

Details to be completed in capital letters and black ink.

The application is not valid and skip(s) must not be deposited until:

1. Your written confirmation of acceptance of all the Conditions is received and verified by this Department
2. You have received the countersigned Licence from the respective Head of Agency or Authorised Officer

**Applicant details**

|  |  |
| --- | --- |
| (Mr/Mrs/Miss/other) |  |
| Full Name |  |
| On behalf of (skip company) |  |
| Address |  |
|  |
| Postcode |  | E-mail |  |
| Telephone No. |  | Mobile no. |  |

**Location of skip**

|  |  |
| --- | --- |
| House name/no. |  |
| Street name |  |
| Village/Town |  | Postcode  |  |
| Size of skip (cubic yard) |  | No. of skips |  |
| Date from |  | Date to |  |

**Fees**

The relevant application fee must be paid before consideration is given to your application. Please enclose a cheque (payable to Gwynedd Council) with your application form(s) or phone 01286 685170 / 01286 685169 to pay by card.

\*Please note this is non-refundable.

* New application: £31 per skip
* Renewal application: £31 per skip

**Declaration**

I/We agree to abide by all the conditions laid down in this application issued to me/us by the North & Mid Wales Trunk Road Agent:

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

**The Licence is not valid and deposit of the skip on the highway is not to be undertaken until:**

1. Your written confirmation of acceptance of all the Conditions is received and verified by the Office.
2. You have received the countersigned Licence from the Head of Agency or his authorised officer.

|  |
| --- |
| **SITE SPECIFIC CONDITIONS** |

I HEREBY grant a Licence to deposit a skip in accordance with the conditions overleaf.

……………………………………………………..

**David Cooil**

**Head of Agency**

**Date**………………………………………………..

**Return to North and Mid Wales Trunk Road Agent**

**Unit 5 Llys Britannia, Parc Menai, Bangor, LL57 4BN**

🕿 01286 685169 / 01286 685170: **E-mail:** **streetworks@nmwtra.org.uk****:**

1. The skip shall be positioned so that its longer sides are parallel to the edge of the carriageway, footway or verge so that it does not impede the surface water drainage of the highway nor obstruct access to any manhole or the apparatus of any Statutory Undertaker.
2. The actual siting of the skip or skips shall be agreed with the authorised officer of the Council, so as to ensure the minimum inconvenience to the passage of traffic both vehicular and pedestrian.
3. The applicant will indemnify The Trunk Road Agency against any distresses, actions, proceedings, claims, demands, costs, damages and expenses which may be levied, brought or made against it by reason of any matter which may rise directly or indirectly as a result of this permission. The indemnity provided by the policy should be no less than £10 million for any risks, accident or any one claim. A copy of the Certificate of Insurance must be produced before a licence can be issued.
4. The applicant will be held liable for any damage to the highway structure and/or Statutory Undertakers apparatus resulting from the deposit of skips on the highway and the actual costs of making good any damage will be charged by the Trunk Road Agency.
5. Where more than one skip is on the highway at any one time, each skip shall be positioned as closely as possible to each other, but not so as to obstruct access to any premises unless the written consent of the occupier of those premises has been obtained.
6. No skip shall exceed 5 metres in length by 2 metres in width.
7. Each skip or group of skips shall while on the highway be marked, guarded and lit in accordance with the following requirements :-
	1. The end of each skip (that is to say, the sides of the skip facing traffic in both directions when the skip is positioned as mentioned in Condition 2 above) shall be painted yellow and shall be marked in accordance with the requirements of the Builders Skips (Marking) Regulations 1984. The painting and the markings shall at all times be kept clean.
	2. The sides of each skip shall display the name, address or name and telephone number of the skip hirer. The telephone number shall be that at which the skip hirer can be contacted on a 24 hour basis, in case of emergency.
	3. Each skip shall be guarded by at least 4 traffic cones placed on the carriageway in an oblique line on the approach side of the skip. Where 2 or more skips are deposited in a row, so that the distance between adjacent skips does not exceed 2 metres, the row shall be guarded as if it were one skip.
	4. At night (that is to say between half-an-hour after sunset and half-an-hour before sunrise) an amber lamp shall be placed or attached to each corner of the skip, or the end corners of the row of skips where two or more skips are deposited in a row and the distance between adjacent skips does not exceed 2 metres, and shall also be placed between each cone and the next. Each lamp shall have an illuminated power of not less than 1 candela and shall remain lit throughout the night.
8. No skip, when standing in the highway, shall contain any inflammable, explosive, noxious or dangerous material or any material which is likely to purify or which otherwise is, or is likely to become a nuisance to users of the highway.
9. No skip shall be used in such a way that any of its contents fall on to the highway or that there is an escape of dust from the contents of the skip when standing in the highway.
10. Each skip shall be removed for emptying as soon as practicable, in any case not later than 2 working days after it has been filled.
11. No skip shall remain on the highway pursuant to this permission after the period of this permission specified in paragraph 2 above has expired.
12. All materials placed in each skip shall be properly disposed of and the highway where the skip or skips have been deposited shall be left in a clean and tidy condition on the expiration of this permission.
13. No skip shall be positioned less than 15m from a junction unless authorised by an officer of the Trunk Road Agency.
14. The Trunk Road Agency may also specify any other relevant conditions relating to the placement of a skip as they see necessary.

**GDPR Privacy Notice**

**Your personal information**

The North & Mid Wales Trunk Road Agent (NMWTRA) operate as Agent on behalf of the Welsh Government (WG) for the trunk road network in North & Mid Wales.

As agent, NMWTRA will assume the role of “*Data Processor*” on behalf of WG who are the “*Data Controller*”. WG as Data Controller will be responsible for your personal information.

**Why we need your information**

The WG will use your information as followed:-

|  |  |
| --- | --- |
| **Data Collected** | **Why we need your information?** |
| Streetworks Application | To process your streetworks applications we shall record personal data. |

**Justification for using your Information**

The WG collects and uses your personal information because it has a legal duty or right to do so; or to perform a public interest task; or because you have given your consent. The legal term for this is called the *legal basis of processing*.

*In this instance, the WG is using your personal information because it is undertaking a task in the public interest.*

The WG will not use your information for automated decision making or profiling.

**How your data will be Shared & How long will the data be retained**

Your data may be shared with the following organisations and the data will be retained as detailed below.

The WG will not transfer your personal information to another country.

|  |  |  |
| --- | --- | --- |
| **Data Collected** | **Who we will share your data with?** | **Retention Period** |
| Streetworks Application | - Trunk Road Agents | 15 years |

**Your rights**

You have legal rights, and it is important that you know what they are.

**You have the right to obtain a copy of your personal data.** You will be provided with copies of your personal data within the statutory period of one month (or if providing your personal data is a complex matter, this will be done as soon as is reasonable within 3 months). Your personal data will be provided to you free of charge, however, if your request is deemed *manifestly unfounded* or *excessive*, a reasonable fee will be charged. You ask to obtain your personal data by contacting the WG Data Protection Officer.

**You have the right to have information about you corrected.**

You have the right to ask that your personal data is rectified if it is incorrect or incomplete. This will be done within 1 month, or if your request is complex, within 3 months.

**The right to have personal data erased** inspecific circumstances:

* Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed;
* If you withdraw your consent;
* When you object to the WG processing and there is no overriding legitimate interest for continuing the processing;
* If the personal data was unlawfully processed;
* When the personal data has to be erased in order to comply with a legal obligation; or
* When the personal data is processed in relation to the offer of information society services to a child, e.g. an app developed specifically for children.

**The right to restrict processing.** Where it is claimed that data is *inaccurate* or the *right to erasure* has been exercised you can require the WG to restrict processing until verification checks have been completed.

**The right to data portability**. Under certain circumstances, you have the right to obtain and reuse your personal data across different circumstances.

**The right to object**. In addition to the right to object to your information being used for direct marketing, you have the right to object to processing based on the performance of a task in the public interest/exercise of official authority (including profiling), and processing for purposes of scientific/historical research and statistics.

**The right to withdraw your consent** at any time if consent has been relied upon originally.

**Rights in relation to automated decision making.** You have the right not to be subject to decisions based solely on automated processing, including profiling, which produces legal effects on you or affects you in a significant way.

**Data Protection Officer:** The email address for the WG Data Protection Officer is DataProtectionOfficer@gov.wales

If you wish to complain about the way that the WG has used your personal data contact the Data Protection Officer.

If you are not satisfied with their response you also have the right to contact the Information Commissioner:

<https://ico.org.uk/concerns>.

**Information Commissioner’s Office**

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113