



Hartlepool
Borough Council

Hartlepool Borough Council Skip Licence Policy

UPDATED 1ST APRIL 2026

Before reading these pages, please note that requests to place a skip on the Public Highway will not be accepted from the person(s) hiring the skip. The request will be made by the Authorised Skip Hire Contractors.

We as the Highway Authority for Hartlepool authorise skips to be placed on the Public Highway or other Council lands, at certain locations, under Section 139 of the Highways Act 1980. The following Policy details the criteria that we apply to this function.

1. Skips shall not be deposited on any part of the highway or public right of way or other Council lands unless Hartlepool Borough Council, being the Highway Authority for the area, has issued a skip licence.
2. If possible three working days notice should be given prior to placement of the skip on a highway.
3. Skip licenses will only be issued to the owner/operator of the skip to be deposited.
4. All skip owners must be registered with Hartlepool Borough Council and, in this respect, must adhere to the rules and regulations specified in this policy.
5. Skip companies must, on an annual basis; provide copies to the Council of their public liability insurance being to a minimum value of £2,000,000.



6. Licenses will be issued for a period of 14 Days and a charge of £15.00 per skip will apply. Any skip required for a period longer than 14 days will require a new licence and a further charge of £15.00 (per 14 days) will be payable.

7. Skips placed on the highway or Council land without a valid licence will be subject to a retrospective licence fee, retrospective licence fees will be charged at £50.00 (see additional note: Retrospective Licence Issue)

8. Skips located on the highway or Council land must be positioned on the carriageway, not on the footpath or grass verge areas unless with prior approval of the Council.

9. Should the skip be positioned on any Council footway, footpath or verge the skip company will be liable for any and all costs of repair for any damage caused by their actions.

10. Skips shall not be placed on a highway or Council lands contrary to a traffic regulation order restricting the parking of vehicles on that section of highway.

11. Where a skip is to be located in an area subject to a residents parking bay regime the skip shall be positioned so as to be directly outside the property of the resident hiring the skip. The Authorised Skip Hire Contractors shall contact the HBC Parking department at parking@hartlepool.gov.uk to arrange to pay any additional fees for using the residents parking bay while the skip is in use.



12. The skip shall be positioned so that its longer side(s) is parallel to the edge of the carriageway and as near to the edge of the carriageway as is reasonably practicable so that it does not impede the surface water drainage of the highway nor obstruct access to any manhole or to any statutory undertaker or Hartlepool Borough Council apparatus.

13. When more than one skip is on the highway at any one time the skips shall be positioned as closely as possible to each other.

14. Skips shall be positioned so as to not obstruct access to any premises, unless the consent of the occupier of those premises has been obtained.

15. Each skip shall not exceed 8 cubic yards in capacity. Skips larger than 8 cubic yards must have prior approval from the H.B.C. Licensing Officer

16. Roll-on/Roll-off skips (20 cubic yd +) are not allowed on the highway without a written application (from the applicant) and written permission from the Council, if permission is granted the skip must not be left out overnight.

17. Each skip, or group of skips, shall, while on the highway or Council land, be marked (guarded) and lit in accordance with the:
'Department of Transport's Builders' Skips (Markings) Regulation 1984 (copy of 'Markings' document attached)



18. No skip, when standing on the highway or Council land, shall contain any inflammable, explosive, noxious or otherwise dangerous material which is likely to putrefy, or which otherwise is, or is likely to become, a nuisance to users of the highway.

19. No skip shall be used in such a way that any of its contents can fall onto the highway, project over the adjoining footway or that there is an escape of dust from the contents of the skip when standing on the highway.

20. Each skip shall be removed for emptying as soon as practicable and in all cases not later than one working day after it has been filled.

21. All materials placed in each skip shall be appropriately disposed of and the highway where the skip(s) have been deposited shall be left in a clean and tidy condition on the expiration of this permission.

22. If a skip is deposited on the public highway for which a licence has not been applied for the owner of said skip shall be instructed to remove the skip immediately and apply for a retrospective skip license (retrospective skip licenses will be at a fee of £50.00)

23. License cancellation: the license fee is to cover the cost of processing a license. Fees will only be cancelled if a license has not been processed, or if the cancellation is within two hours of submitting the application.



24. A register will be maintained by Hartlepool Borough Council recording all skip placements and licence issue. Skip licence invoices will be issued on a monthly basis for licences issued during that period.

25. Private Land – If a skip is to be placed on non-Council land or private land a HBC skips licence is not necessary. It is however the duty of skip operators to ensure that the placement is on private land only, any unlicensed skip identified on the council highway will automatically be issued with a retrospective licence.

26. It is required when skips are positioned on the highway they have;

- Reflective strips along the sides of the skips
- The placement of cones with reflective sleeves at protruding corners of the skip
- Lights attached to the skip

In certain locations, reflective strips / cones would normally be sufficient but busier roads, bus routes, junctions etc will require the inclusion of lights. As well as safeguarding members of the public from injury this requirement is issued to protect Authorised Skip Hire Contractors from possible insurance claims.



Applying for a licence

Licences can be applied for using the following methods:

- By Telephone: – (01429) 266522
- or on-line application <https://www.hartlepool.gov.uk/roads-highways/highway-licences>
- By Email- highways@hartlepool.gov.uk

Licence applications can be processed Monday to Friday 8.00am – 4.00pm

Licence application – Weekend & Holiday periods - Licences must be applied for prior to placing a skip on the highway. If a skip is deposited on the highway during a weekend or Bank holiday period a license application can still be applied for on-line during these periods.

On-line applications, during out-of-hour periods, will have a log date and time, this will be proof of application. A licence will be issued by the Council for applications requested outside of normal office hours at the first opportunity.

Retrospective Licence Issue

Facilities are in place for receiving skip licence applications during weekend and Bank holiday periods as detailed above. Any skip placed on the highway without a valid licence or proof (email or on-line method) of application will be issued a retrospective permit.

