



GREEN, SAFE AND CLEAN

Opening a skip account with London Borough of Richmond upon Thames

For skip hire companies only

In order to open an account with the London Borough of Richmond upon Thames so that you may apply to licence a skip within our Borough and be invoiced, we require the following information from you.

A fax or letter on headed paper which states:

- Your Company name, company secretary name, and full registered Company address
- Any details of address or fax number that you wish us to send licences and invoices to if different from your registered Company address
- Your Company office telephone number, mobile number in case of emergency, and fax number
- A copy of your current Public Liability Insurance Schedule or a letter from your insurer or broker confirming you have a minimum Public Liability indemnity limit of £5,000,000 (or equivalent Euros for operations insured in Eire)

This information should be provided to the contact details below.

**Street Scene Enforcement Team
Central Depot
Langhorn Drive
Twickenham
TW2 7SG**

**Telephone: 020 8891 7096
Fax: 020 8891 7783**

Once this information has been received and checked. Our skip licensing desk will contact you with details of our licensing procedure and provide you with all the relevant forms. You must not drop any skip in our Borough without first being in receipt of a valid licence.