

APPLICATION FOR MOBILE CRANE LICENCE

LICENCE NO. _____

HIGHWAYS ACT 1980 :

PLEASE COMPLETE (Block Letters)
NAME OF CRANE COMPANY:

Callers and completed forms to:
 Email: highwaylicences@haringey.gov.uk

ADDRESS: _____

Sharon Smith
 Haringey Council
 Traffic Management
 1st Floor
 River Park House
 225 High Road
 Wood Green
 London N22 8HQ

TEL: _____

FAX : 0208 489 1251
 TEL : 0208 489 0000 EXT. 1712
 10.00am – 12 noon or 1.00-4.00pm only

APPLICANT :		
NAME :		
ADDRESS :		
POSTAL CODE :		
TEL NO :	FAX NO :	CONTACT :
I/We hereby make application for a licence to erect a mobile crane on		
Start date _____	Start time _____	End date _____ End time _____
To be sited on the public highway at the premises situated at:		
Street _____		
Site location e.g. from outside no.10 to no.20, shop name: _____		
Is this on the footway or the carriageway? _____		
For the purpose of _____		
And I/we undertake to conform to the undermentioned conditions of permission upon which the Licence is granted.		
SIGNED _____	DATE _____	
NAME IN BLOCK LETTERS _____		
POSITION HELD _____		
PLEASE TICK : Householder <input type="checkbox"/> Builder <input type="checkbox"/> For limited company <input type="checkbox"/>		

For office use only:

Date issued for first inspection _____ Date returned _____

GUIDANCE NOTES FOR MOBILE CRANE LICENCE APPLICATIONS

The regulations made under the Local Authorities (Transport Charges) Regulations, 1998 authorised Local Authorities to impose charges for dealing with specified matters about certain Highway, Road Traffic Regulations and Travel Functions.

The consideration of an application for a licence for a mobile crane erected on the public highway by the Council and in accordance with the required criteria is a chargeable function.

1. Prior to issuance of a licence the Council will arrange to conduct a site visit, assess Traffic Management and local site conditions, co-ordinate any streetworks activities and process the application. This stage of the process, in normal circumstances, will take a minimum of 5 working days and the fee to cover these functions is **£75.00** which is non refundable in any instance, for urgent or emergency applications or retrospective applications to regularise crane operations that have not been previously authorised the fee is **£86.60**, **please ensure that this is a separate cheque and not combined with the licence/damage deposit cheques** Subsequent to the site visit the applicant will be required to forward details of traffic management arrangements in the form of a traffic management plan and protection of pedestrians and property in the form of a method statement (for approval by the council). Your site and traffic/pedestrian management plan must adhere to the regulations set out in Chapter 8 of the Traffic Signs Manual 1991, and the Safety at Street Works and Road Works Code of Practice.

Please ensure that your cheque for £75.00 or £86.60 is enclosed, made payable to" London Borough of Haringey", with your address on the back together with a covering letter containing contact details and location of proposed crane operations.

2. The licence is valid for one day per crane operation. However consideration will be given to an amended date for reasons relating to any delay in work.

3. Some locations may require a temporary Road Closure to ensure safety for all users of the highway during the lifting operations. You will be notified of this accordingly after conclusion of site meeting etc. A non refundable fee of £3,528.10 is required to carry out the statutory consultation process and preparation of a traffic management order for such closures.

4. Upon receipt of payment of the consultation fee detailed in (2) above, the Traffic Management Group will conduct the necessary consultation for the preparation of the traffic order(s). *Please note the consultation fee is payable in advance. The fee covers the Council's cost of carrying out the statutory consultation and advertising and is non-refundable irrespective of the outcome.* Please allow up to 6 weeks for a Traffic Management Order.

5. The crane should not be erected on the public highway until a licence has been obtained. The licence will be issued for the purpose of compliance with section 137 of the Highways Act 1980. Please note that we require proof of *Public Liability Insurance* of £10,000,000 as indemnity against any claims arising or by reason of anything done in respect of the crane activities on the public highway. **The licence does not remove the applicant's responsibility for safety or compliance with other statutory instruments, regulations or abnormal load movements.**

6. Once your application is received by the licensing officer, including all the requested documentation, depending on the scale of the operation you may be asked at this stage to provide a draft letter of notification to residents/businesses for approval, and to inform the emergency services.

7. Under sections 143 and 169 of the Highways Act 1980, failure to obtain a licence could lead to Court Action being taken on the part of the council.

All reasonable costs for removal and storage will be recovered from the person having control or possession of the structure.

8. Safe passage **MUST** be maintained for pedestrians at **ALL** times around the site and pedestrians **MUST** not be diverted across any carriageway.

9. The fee payable for issuance of a licence is **£370.00**

ALSO A SEPARATE CHEQUE IS REQUIRED TO COVER A DEPOSIT OF £200 THIS DEPOSIT WILL BE RETAINED AS A CAUTION FEE TO REPAIR ANY AREAS OF HIGHWAY DAMAGED AS A RESULT OF THE CRANE'S ACTIVITIES. THIS DEPOSIT IS FULLY REFUNDABLE IF DAMAGE IS NOT CAUSED TO THE PUBLIC HIGHWAY OR THERE HAVE BEEN NO COMPLAINTS REQUIRING SITE VISITS.

To ensure the fulfilment of these conditions, and when the crane has been removed, the Council will make good the public highway and any balances in the deposit will be returned or any additional costs will be recovered from the Licence holder.

Email highwaylicences@haringey.gov.uk for BACs Advice Information for Payment of Inspection and Balance Costings

10. Visits made to site to ensure compliance with the above following complaints from the public or others will be charged at a minimum of £37.00 per visit which will be deducted from the damage deposit.

Please do not submit your application until after the site visit has been held and you have been advised of all conditions to be applied.

APPLICATION CHECK LIST

your application should include ALL of the following documents:

- A completed & signed application form
- A copy of your company's **Public Liability** Insurance Certificate
- A copy of your crane operation Method Statement
- A Traffic Management Plan - This proposal must include a drawing of the location of all relevant signage, clearly and safely directing traffic and pedestrians around the operation. It must also include any proposed diversion route if applicable.
- Risk Assessment
- Crane Specification Document
- Any relevant site plans or diagrams
- Your inspection fee cheque (made payable to London Borough of Haringey) *Please ensure that these are separate cheques. (The Licence fee and Deposit cheques will be required once the licence is agreed by the inspector).*
- Confirmation of Road closures / Parking bay suspensions applied for (if applicable)

<p><u>Data Protection</u></p> <p>Organisation collecting your information</p>	<p>Haringey Council's Record of Processing Activities sets out full details of why and how we use personal information. You have a right to access the information that we hold and have inaccurate information corrected. Please see the information on the Data Protection section of our website for details of our processing activities, your legal rights relating to how we use your personal data and how to exercise those rights.</p>
<p>Why we need your personal information</p>	<p>Process your application for Highways Licences; scaffold, hoarding, container and crane licences</p>
<p>Data Protection Act 2018 basis for processing</p>	<p>Processing is necessary for compliance with a legal obligation</p>
<p>Details of statutory or contractual obligation</p>	<p>Highways Act 1980, Traffic Management Act 2004</p>
<p>Consequences of not providing the information</p>	<p>Haringey council would be unable to process your application.</p>
<p>Who we might share your information with</p>	<p>Haringey council staff</p>
<p>Will your information be transferred overseas?</p>	<p>No, the information is held locally by Haringey Council</p>
<p>How long we will we keep your information</p>	<p>6 years from date licence expires</p>
<p>Details of automated decision making, if applicable</p>	<p>N/A</p>

Please see the information on the **Data Protection** section of our website for details of our processing activities, your legal rights relating to how we use your personal data and how to exercise those rights.