

APPLICATION FOR CRANE/BOOM OVERSAIL LICENCE

LICENCE NO. _____

HIGHWAYS ACT 1980 :

PLEASE COMPLETE (Block Letters)
NAME OF CRANE COMPANY:

ADDRESS: _____

TEL: _____

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

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

FAX : 0208 489 1251
TEL : 0208 489 0000 EXT. 1300
10.00am – 12 noon or 1.00-4.00pm only

APPLICANT :		
NAME :		
ADDRESS:		
		POSTAL CODE :
TEL NO :	FAX NO :	CONTACT :
I/We hereby make an application for a licence to permit our crane's boom to over sail the public highway for _____ Weeks From (date) _____ To (date) _____ To be sited on the public highway at the premises situated at: Street _____ Site location e.g. from outside on.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 CRANE/BOOM OVER SAIL 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 crane/boom to over sail 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. 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. 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.

3. Upon receipt of payment of the consultation fee, the Traffic Management Group will conduct the necessary consultation for the changes to 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.

4. **The crane's boom should not over sail 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 out of or by reason of anything done in respect of the crane's boom over sailing 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.**

5. 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.

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

7. The fee payable for issuance of a licence is £679.00. **ALSO A SEPARATE CHEQUE IS REQUIRED TO COVER THE DEPOSIT OF £200 FOR THE AREA OF PUBLIC HIGHWAY WITHIN THE LIMITS OF THE BOOM'S REACH. THIS DEPOSIT IS FULLY REFUNDABLE IF DAMAGE IS NOT CAUSED TO THE PUBLIC HIGHWAY.**

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

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 on the deposit will be returned or any additional costs will be recovered from the Licence holder.

8. All cranes and booms are to be lit at night, and the applicant will be held responsible for any accident accruing therefrom and charges due to the Council having to light these structures due to default.

9. 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.

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.
- Any relevant site plans or diagrams.
- Your licence fee and damage deposit cheques (made payable to London Borough of Haringey).
- Confirmation of Road closures / Parking bay suspensions applied for (if applicable).

Data Protection

Organisation collecting your information	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.
Why we need your personal information	Process your application for Highways Licences; scaffold, hoarding, container and crane licences
Data Protection Act 2018 basis for processing	Processing is necessary for compliance with a legal obligation
Details of statutory or contractual obligation	Highways Act 1980, Traffic Management Act 2004
Consequences of not providing the information	Haringey council would be unable to process your application.
Who we might share your information with	Haringey council staff
Will your information be transferred overseas?	No, the information is held locally by Haringey Council
How long we will we keep your information	6 years from date licence expires
Details of automated decision making, if applicable	N/A

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.