NOTES FOR GUIDANCE FOR APPLICANTS

1. The requirement to obtain permission and a licence from the Highway Authority applies to any person or organisation who wishes to erect a crane where the slewing operation oversails the public highway.

2. A licence is required before any crane is erected. Failure to comply could lead to the council instructing the removal of the structure and court action being taken under S.143 and S.169 of the Highways Act 1980.

3. The Highway Authority is the London Borough of Barking and Dagenham.

4. The requirements of health and safety legislation must be adhered and carried out with regard to the hiring, erection, use and dismantling of cranes.

5. The applicant shall have a minimum public liability insurance of £10,000,000 proof of Public Liability Insurance must be submitted with the application. This cover must be maintained from commencement of the erection, during the works, up to completion and dismantling of the crane. Ongoing indemnity must be provided for the Highway Authority by the applicant against any claim in respect of injury, damage or loss arising in the public highway out of the presence of the crane to which the Licence relates.

6. The applicant must provide a letter of indemnity on company headed paper which must be signed by a company director.

7. If an applicant is an individual, please include the applicant’s full name and address. If the applicant is a company, please insert the Company’s full name and address, and the position of the person signing.

8. The applicant must provide 3 copies of a detailed plan (no smaller than 1:500 scale) of the site location, proposed crane location, extents of crane zoning, any relevant buildings, street furniture and statutory apparatus with in the zone.

9. The applicant must provide a method statement outlining reasons for the type of crane to be used with details, erection, construction programme, dismantling operation and proposed working hours.
10. The Applicant agrees to pay to the Council's reasonable costs for the sum of £750 being the Council's expenses in connection with the administering of this Licence.

11. In order for the Highway Authority to comply with its statutory duty e.g. Temporary Traffic Orders, New Roads and Street Works Act 1991 etc, all applications must be submitted at least TWO MONTH in advance of commencement of the proposed works.

12. Applicants should note that Special Conditions may be imposed by the Highway Authority for the following reasons:-

   (a) in the interests of safety

   (b) to minimise the inconvenience to persons using the street, having regard to people with a disability in particular

   (c) for Traffic Sensitive Street, Streets with Special Engineering Difficulties and Protected Streets

   (d) to protect the structural and integrity of the highway.

13. The licence granted shall remain in force until withdrawn by the Highway Authority, surrendered to the Highway Authority by the Licensee or expires the maximum period of 3 months.

14. The Highway Authority may if it thinks fit and reasonable to do so terminate the licence without notice. If the situation should occur, at such time all operations and plant shall be dismantled or the suspension of the permission to over sail the public highway without delay.

15. Where a licence expires or is withdrawn the Highway Authority:-

   a) If satisfied that the former Licensee has, within such reasonable time seek permission and can good reason for requiring an extension of the licence. Then the Highway Authority may authorise an extension if considered to be reasonable and may specify additional conditions in such a manner as they may require and reinstate the street, they may authorise him to do so at his own expense.

   b) A further licence will be required for any additional works at the fee level applicable at that time.

   c) If the licence is withdrawn, an application will be required for a new licence. then a may remove the apparatus to which the licence relates or alter it in such manner as they think fit and reinstate, the street and may recover from the former Licensee the expenses incurred by them in doing so.
16. In this Licence the terms:-

“Licence" shall include the Successor in Title - Personal Representative - Receiver – Liquidator or Trustee of the Licensee.
“Highway” shall include and apply to each and every Highway,
APPLICATION FOR CONSENT FOR A CRANE TO OVERSAIL /
PROJECT OVER THE HIGHWAY UNDER THE HIGHWAYS ACT
1980

This form is applicable for all licences required from 1st January 2019 and
supersedes all previous versions.

Date Submitted: .................................................................

1. Details of Applicant

Name......................................................................................................................
Address ......................................................................................................................
..............................................................................................................................
Postcode..................................................................................................................

Telephone No...........................................................................................................

Mobile No..............................................................................................................

e-mail address........................................................................................................

I/We hereby make application for a licence to erect a CRANE to project/oversail on
the public highway at the premises situated at:

..............................................................................................................................

From: ...........................................................(date) ...........................................(time am)

To: .................................................................(date) ..............................................(time pm)

Please note Maximum period for three months for any licence issued.

2. Public Liability Insurance:

Name of Insurance Company
..............................................................................................................................

Policy number: ......................................................................................................
Expiry date of insurance policy: ........../........../.........

Total amount of Insurance: ...................................................................................................................................................

Please note must be more than £10 million pounds

3. Payment:
I/We enclose with this application the sum of £795.00 in respect of administration expenses (non returnable).

4. DECLARATION:
I/we undertake to agree to the under mentioned conditions of permission upon which the Licence is granted. I confirm that the foregoing details are correct, and acknowledge that the works referred to above must be conducted in accordance with the requirements of the associated legislation and codes of practice, together with any other conditions imposed by the Highway Authority in the relevant licence.

Signature: ...........................................................................................................................................................................

Please print in Block

Capitals: ............................................................................................................................................................................

Position Held: ......................................................................................................................................................................

Date: ....................................................................................................................................................................................

LBBD OFFICE USE ONLY
Insurance Certificate Received: YES/NO
Date Approved:  

Please send your completed application to

My Place
Business Support Team
Barking Town Hall, 1 Town Hall Square
Barking, Essex, IG11 7LU
0208 215 3000

Alternatively, you can scan the form and send it highways@lbbd.gov.uk