Application to place crane/platform on the public highway

Highways Act 1980, Sections 169, 170, 171, 172, 173 and 174.

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**Version:** 1.0 (published)

**Last updated:** 09/04/2021

**This application is for permission to occupy the public highway. The Crane or Platform contractor will be responsible for ensuring that the design, construction and maintenance of the Crane or Platform has regard to Construction (Design Management) Regulations 2015, Regulation 13 and Regulation 27.**

A minimum of **10 working days’ notice** is required for your application to be approved; a site meeting also has to take place before commencement of work to allow a condition survey of the Highway.

Please ensure all the required information is completed and supporting documentation submitted. Failure to complete the application form fully will result in it being returned and the process restarting. The processing time commences upon receipt of a properly and fully completed application form.

Please email completed application forms to: streetworks@luton.gov.uk

Work must be programmed so the Crane or Platform is on the public highway for as short a time as possible to minimise inconvenience to highway users.

**To ensure that your application is approved without delays please make sure the following questions are answered accurately. A site meeting may be requested to clarify information or to discuss any onsite requirements.**

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| **Applicant details** | | | | | | | | | | | | | | | | | | | |
| Name of Crane/Platform Contractor: |  | | | | | | | | | | | | | | | | | | |
| Address: |  | | | | | | | | | | | | | | | | | | |
| Email Address |  | | | | | | | | | | | | | | | | | | |
| Telephone Number: |  | | | | | | | | | | | | | | | | | | |
| Out of Hours Contact: |  | | | | | | | | | | | | | | | | | | |
| **Public Liability Insurance details** | | | | | | | | | | | | | | | | | | | |
| Licences and/or extensions will not be issued without a valid public liability insurance of a minimum £10million being held by the applicant. If the requested licence end date is beyond the public liability insurance expiry date the licence will only be issued until the end of the insurance policy expiry date. | | | | | | | | | | | | | | | | | | | |
| Name of Insurer: |  | | | | | | | | | | | | | | | | | | |
| Expiry date: |  | | | | | | | | | | | | | | | | | | |
| Please Note: Luton Borough Council reserves the right to increase the amount of Public Liability insurance cover if it is considered that the site location requires a higher degree of Cover e.g. when working in the town centre | | | | | | | | | | | | | | | | | | | |
| **Please attach a copy of the public liability insurance (minimum £10million) policy for the period up to the requested licence end date.** | | | | | | | | | | | | | | | | | | | |
| **Accreditation details if operating a crane/cherry picker** | | | | | | | | | | | | | | | | | | | |
| The onsite crane operator must hold an up to date IPAF or equivalent accreditation for the operation of Crane/Platform. The person stated must be the person onsite during the operation of the Crane/Cherry Picker. | | | | | | | | | | | | | | | | | | | |
| Name of onsite operator: | |  | | | | | | | | | | | | | | | | | |
| Registration number: | |  | | | | | | | | | | | | | | | | | |
| Proof of IPAF or equivalent accreditation attached? Please tick 🗹 | | Yes | | | | |  | No | | |  | |  | | | | | | |
| **Location** | | | | | | | | | | | | | | | | | | | |
| Location of site: | |  | | | | | | | | | | | | | | | | | |
| Purpose of proposed structure e.g. repairs to roof | |  | | | | | | | | | | | | | | | | | |
| **If your work is going to obstruct a footway or part of a footway, you must provide a safe route for pedestrians that should include access to adjacent buildings, properties and public areas where necessary. This route must consider the needs of those with small children, pushchairs and those with reduced mobility, including visually impaired people and people using wheelchairs or mobility scooters.**  The applicant must provide and maintain a **1.2m walkway for pedestrians**; This is a requirement under the Safety at Street Work and Road Works (A Code of Practice) This applies for the entire duration of this licence.  If provision of 1.2m cannot be made for pedestrians a joint site inspection will be required and additional conditions applied. | | | | | | | | | | | | | | | | | | | |
| A walkway of 1.2m will be provided and maintained in the existing footway: | | | | | | | | | | Yes | | | | | |  | No |  | |
| Area of proposed structure measured from the back of the highway | | | | | | | | | | Length | | | | | |  | Width |  | |
| Maximum Height of the proposed structure: | | | | |  | | | | | | | | | | | | | | |
| **Please attach a site plan detailing area of highway to be occupied** | | | | | | | | | | | | | | | | | | | |
| **Onsite dates** | | | | | | | | | | | | | | | | | | | |
| Luton Borough Council will issue a licence initially valid for up to 28 days. The Crane/Platform will be inspected by a member of the Streetworks team during this 28 day period. Extensions will only be considered to licences which pass the for-mentioned inspection. Subsequent extensions will require the licence extension application form being submitted and are subject to a further fee. Failure to comply onsite will result in your licence extension being refused. | | | | | | | | | | | | | | | | | | | |
| Start Date: |  | | | | | | | | | | | | | | | | | | |
| End Date: |  | | | | | | | | | | | | | | | | | | |
| **Traffic Management** | | | | | | | | | | | | | | | | | | | |
| Traffic Management Required | Some c/w incursion | | |  | | Give & Take | | | | | |  | | | Priority Working | | | |  |
| Stop & Go | | |  | | Temporary Signals | | | | | |  | | | Road Closure | | | |  |
| **If traffic management is required a traffic management plan must be submitted with this application form. Failure to submit this information will result in your licence being refused.** | | | | | | | | | | | | | | | | | | | |
| You must use Department for Transport approved/qualified (New Roads and Street Works Act, Chapter 8) personnel or companies for this activity. Signs will need placing and maintaining by the company contracted for this. | | | | | | | | | | | | | | | | | | | |
| Name of TM Company |  | | | | | | | | | | | | | | | | | | |
| Company address |  | | | | | | | | | | | | | | | | | | |
| Telephone number |  | | | | | | | | | | | | | | | | | | |
| Email address |  | | | | | | | | | | | | | | | | | | |
| Insurance company name |  | | | | | | | | | | | | | | | | | | |
| **Payee details (if different from Applicant)** | | | | | | | | | | | | | | | | | | | |
| Licence fee for up to 28 day period: | £200.00 | | Extension fee for an additional 28 day period is £200.00. If extending the licence please complete the licence extension application form. | | | | | | | | | | | | | | | | |
| \*A large bond may be required dependant on the structure size. This will be agreed prior to the issuing of the licence. | | | | | | | | | | | | | | | | | | | |
| Name: |  | | | | | | | | | | | | | | | | | | |
| Address: |  | | | | | | | | | | | | | | | | | | |
| Email Address: |  | | | | | | | | | | | | | | | | | | |
| Telephone Number: |  | | | | | | | | | | | | | | | | | | |
| Method of payment , please tick 🗹 | Credit/Debit Card | | | | | |  | | BACS | | | | |  | | | | | |
| **A licence will not be issued until payment is received.**  When opting to pay by card the Payee will be contacted via phone once the application has been processed.  When opting to pay by BACS, LBC BACS details will be sent to the Payee once the application has been processed. | | | | | | | | | | | | | | | | | | | |

**Your attention is now drawn to the Schedule of Minimum Conditions below that will apply if permission is granted, there may be additional conditions required in special circumstances**

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| **CRANE/ PLATFORM LICENCE - SCHEDULE OF MINIMUM CONDITIONS** | | |
| **1.** | All Crane/Platform operators must be IPAF trained or equivalent, proof of this must be provided. | |
| **2.** | Luton Borough Council grants to the Licensee the right to operate a Crane / Platform on the Site, the jib of which will from time to time may over sail the Highway to a greater or lesser extent and during which time, sufficient traffic and pedestrian safety has been arranged. | |
| **3.** | The Licensee will erect maintain and dismantle the Crane/Platform strictly in accordance with manufacturer’s instructions and to ensure compliance with any requirements imposed by law statute statutory or public authority for the time being in force affecting the safety and operation of the vehicle. | |
| **4.** | The Licensee will ensure that the Crane/Platform has been serviced /overhauled within the specified times of the manufacturers inspection guidelines before its erection on the Site. | |
| **5.** | The Licensee will ensure that the Crane/Platform and every part thereof are maintained in good working order and condition while on site. | |
| **6.** | The Licensee will ensure that the Crane/Platform will be regularly inspected by a qualified engineer (whose fees shall be paid by the Licensee) and not less than once every six months by an independent qualified engineer to ensure that the Crane/Platform is being properly maintained in good working order and condition and that all safety and warning devices are functioning properly at all times. | |
| **7.** | Not to use the Crane/Platform for loads greater than what the machine can maintain safely. | |
| **8.** | Not to use the Crane/Platform for any load that is not within the tolerances of the machine. To submit to the Licensor design details of the Crane’s tolerances etc for approval not to be unreasonably withheld or delayed. | |
| **9.** | The Licensee shall ensure that banksman is employed specifically for when loads or the Crane winch over sail the Highway. | |
| **10.** | The Licensee will ensure that the driver and all personnel connected with the operation of the Crane are competent and efficient and take all the relevant and necessary safety precautions. | |
| **11.** | The Licensee will ensure that the jacks / supports / Stabilisers from the Crane/Platform are protected to stop any damage occurring to the Highway infrastructure including drain / inspection covers, the Licensee is responsible for any damage that may occur when placing the Crane/Cherry Picker on to the highway due to negligence, Luton Borough Council will repair the site by using its own contractor and a rechargeable for the costs incurred for the repair will be invoiced out to Licensee concerned. | |
| **12.** | The Crane/Platform must be signed and guarded in accordance with Chapter 8 and Safety at Street Works and Road Works Code of Practice, minimise inconvenience to persons using the street, in particular those people with less mobility, any vehicle/plant considered a danger to the public or causing a greater obstruction than is approved in the licence, the licence holder shall on instruction of Luton Borough Council or Bedfordshire Police forthwith remove the vehicle/plant. | |
| **13.** | Comply with the conditions of all necessary consents in connection with the use and operation of the Crane/Platform and will comply with all statutory requirements and any regulations of competent authorities, and shall operate the Crane / Platform in accordance with the best engineering practice. | |
| **14.** | Please Note If the Crane/Platform is placed in a metered parking bay, a parking dispensation must be obtained from Luton Borough Councils Parking Services, 01582 547272. | |
| DECLARATION | | |
| I/We have received, understood and signed a copy of the Schedule of Minimum Conditions for the erection of Crane/Cherry Picker on the highway giving my/our undertaking to observe and abide by the conditions contained within that document as well as any other additional conditions which may be listed as part of this Licence including payment of the associated fees of **£200:00** for a 28 day Permit which is non-refundable. | | |
| I/We declare that a valid Public Liability Insurance with a limit of no less than £10,000,000 is held by me/us, evidence to be provided with the application. I/We understand the responsibility for ensuring compliance with the Health and Safety and any other legislation. | | |
| **I enclose a copy of my Public Liability Insurance Certificate: the sum insured is for no less than £10,000,000.** | | |
| **I enclose a Site plan detailing area of highway to be occupied** | | |
| A fee of £200:00 (VAT exempt) must accompany this application. Your remittance should be made out to LUTON BOROUGH COUNCIL | | |
| If required, I enclose a traffic management plan | | |
| In the event of the Local Authority granting permission sought herein I/we agree to indemnify and hold harmless the Council from and against all actions in law or in equity, damages, statutory or common law losses, costs charges and expenses arising in any manner whatsoever out of the erection, maintenance, use and dismantling of the Crane/Cherry Picker on the Public Highway. | | |
| Applicants Signature | |  |
| Applicants Name | |  |
| Date | |  |
| Company | |  |
| Position | |  |