

**London Borough of Newham, Environment & Sustainable Transport, Network Management**

**Crane Licence Application**

**Note:** Please complete form in **BLOCK CAPITALS**

Applicant Information (Licensee): Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Post Code: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Tel: \_\_\_\_\_  
 24 Hour Emergency Contact:  
 Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
*Please submit a copy of traffic management plan*

**Operation Details:**

*Please Note: Each operation must not last more than 24 hours. You are permitted two operations per licence. If additional dates are required then further applications must be submitted.*

**Crane Location:** Property No. / Name: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 Postcode: \_\_\_\_\_

**Details of Operation:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**First operation date:**  
 Start: \_\_\_\_\_ End Date: \_\_\_\_\_ Operation times: \_\_\_\_\_ to \_\_\_\_\_

**Second operation date (N/A for oversail):**  
 Start: \_\_\_\_\_ End Date: \_\_\_\_\_ Operation times: \_\_\_\_\_ to \_\_\_\_\_

**First back up date:**  
 Start: \_\_\_\_\_ End Date: \_\_\_\_\_ Operation times: \_\_\_\_\_ to \_\_\_\_\_

**Second back up date (N/A for oversail):**  
 Start: \_\_\_\_\_ End Date: \_\_\_\_\_ Operation times: \_\_\_\_\_ to \_\_\_\_\_

*Please Note: The standard permitted hours are 8.00am to 6.00pm Monday to Friday, Saturday 8.30am to 1.00pm. These times may vary depending upon the location required. If you wish to work outside these hours you should also contact the relevant Council's Environmental Health Team and provide written evidence of their agreement.*

**London Borough of Newham, Environment & Sustainable Transport, Network Management  
Crane/ Tower Crane Licence Application**

**Crane Operator Information**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Tel: \_\_\_\_\_

24 Hour Emergency Contact:

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

**Crane Details:**

Crane Model / Make: \_\_\_\_\_ Weight: \_\_\_\_\_

Dimensions: (L)\_\_\_\_\_ (W)\_\_\_\_\_ (H)\_\_\_\_\_ Capacity (Tonnes)\_\_\_\_\_

**Details of Principal Contractor's Public Liability Insurance Cover**

Insurer: \_\_\_\_\_

Policy Cover: \_\_\_\_\_

Cover (£): \_\_\_\_\_

***Please supply copies of Insurance certificate(s)***

*Please Note: The licensee must provide evidence proving they hold a minimum level of Public Liability insurance cover not less than £10 million for any one claim. Please ensure that period of cover is indicated on any documentation provided.*

**Traffic Management Details (if applicable):**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Tel: \_\_\_\_\_

24 Hour Emergency Contact:

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

*Please submit a copy of traffic management plan*

**London Borough of Newham, Environment & Sustainable Transport, Network Management  
Crane Licence Application**

Will the jib oversail the highway? [Yes / No]

If yes, please submit a plan of the swept area of the arm over the highway

**Method Statement and Risk Assessments:**

Site specific Method Statements and Risk Assessments relating to the erection (loads to be lifted) operation and dismantling of the crane must be included.

**This should include outrigger plans as per Condition 17**

Please list enclosed information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Crane Licence Fee:** payable by Credit card or BACs payment (details will be on proforma invoice)

*Please note that no deposit is payable and that the licence fee is non-refundable.*

**The London Borough of Newham aims to process Crane Licence Applications within 15 working days. Where a Traffic Order is required, please allow a minimum of 15 working days from the date the Site Meeting takes place and the application is submitted.**

**Please note we do not charge VAT on licences or issue VAT receipts.**

Licence Type	Period of Licence	Charges
Crane	2 Operational dates as agreed	£437.00 Low Impact site £518.00 High impact site
Tower Crane - Over sail	Per month or part month thereafter	as above +£98.00 per month

**Document checklist: Please ensure that all requested information and documentation is included with this application. In cases where information or documentation is incomplete, applications will be returned unprocessed.**

- Copy of Public Liability Insurance
- Operational Dates and Times
- Traffic Management / Jib Oversail drawings
- Method Statement and Risk Assessment
- Crane Licence Fee
- Completed and Signed Application Form

**IMPORTANT - PLEASE READ:**

Application to use a Crane on the TLRN does not constitute permission to commence works. No operation may take place until consent has been granted and the licence has been received.

Please allow 15 working days for the application to be processed. If this application relates to emergency works, please contact us directly at [trafficorderapplications@newham.gov.uk](mailto:trafficorderapplications@newham.gov.uk).

Return completed application by email to: [trafficorderapplications@newham.gov.uk](mailto:trafficorderapplications@newham.gov.uk)  
 London Borough of Newham, Network Management Team,  
 1000, Dockside Road,  
 London,  
 E16 2QU.