

**London Borough of Newham  
Highway Over Sail Licence Application**

A minimum of 15 working days notice is required for a licence to be issued (note: this period may be extended when a site visit is required). In emergency situations, the Applicant is required to contact the Local Authority by telephone for permission to erect emergency works.

**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: _____
<i>Please submit a copy of traffic management plan</i>	

<b>Contractors Information:</b>	
Company Name: _____	
Contact Name: _____	
Address: _____	
_____	
_____	
Post Code: _____	
E-mail: _____	
Tel: _____	
24 Hour Emergency Contact:	
Name: _____	Tel: _____

<b>Details of Principal Contractor's Public Liability Insurance Cover</b>	
Insurer: _____	
Policy Cover: _____	
Cover (£): _____	
<b><i>Please supply copies of Insurance certificate(s)</i></b>	
<i>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.</i>	

**London Borough of Newham**

**Over Sail Location Details:**

**Over Sail Location:** Property No./Name: \_\_\_\_\_

Street: \_\_\_\_\_

Postcode: \_\_\_\_\_

**Details of Over Sail:** \_\_\_\_\_

\_\_\_\_\_

**Crane Make:** \_\_\_\_\_ **Crane Model:** \_\_\_\_\_

**Over Sail Date:**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Over Sail Licence Fee:** Cheques to be made payable to London of Newham

*This fee covers a minimum of one pre-site inspection, one post site inspection and all administrative costs. Please note that no deposit is payable and that the licence fee is non-refundable.*

**The London Borough of Newham aims to process Over Sail Licence Applications within 15 working days.**

Licence Type	Period of Licence	Charges
Over sail	Per month or part month thereafter	Low impact roads £437.00 on application and £98pcm
		High impact roads £518.00 on application and £98pcm

**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
- Over Sail Dates
- Method Statement and Risk Assessment
- Over Sail Licence Fee
- Completed and Signed Application Form

**IMPORTANT - PLEASE READ:**

Payment can be made by Credit or Debit Card by phone or by BACs payment (see pro-forma invoice for details) .

**Please note that we do not charge V.A.T. on Highway's Act Licences and we do not issue V.A.T. receipts.**

Upon receipt a preliminary inspection of the site will be undertaken and if approved a licence will be issued, which will vary from site to site. Failure to adhere to these conditions will result in withdrawal of the licence.

**Please allow 15 working days for the application to be processed. If this application relates to emergency works, please contact us directly.**

**Return completed application by email to [trafficorderapplications@newham.gov.uk](mailto:trafficorderapplications@newham.gov.uk)**

**London Borough of Newham,  
Environment and Sustainable Transport  
Network Management Team,  
1000, Dockside Road,  
London,  
E16 2QU.**