

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>	

Contractors Information:	
Company Name: _____	
Contact Name: _____	
Address: _____	

Post Code: _____	
E-mail: _____	
Tel: _____	
24 Hour Emergency Contact:	
Name: _____	Tel: _____

Details of Principal Contractor's Public Liability Insurance Cover	
Insurer: _____	
Policy Cover: _____	
Cover (£): _____	
<i>Please supply copies of Insurance certificate(s)</i>	
<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 £464.00 on application and £104pcm
		High impact roads £550.00 on application and £104pcm

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
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- Completed and Signed Application Form

IMPORTANT - PLEASE READ:

Payment can be made by Credit or Debit Card by phone or by BACs payment once pro-forma invoice has been issued(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.

Please note that no licence is valid until it has been issued and no permissions are granted unless by prior agreement.

Return completed application by email to trafficorderapplications@newham.gov.uk

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