



Licence
Application 2025/26

Place Directorate
Environmental Services Director
Cathy Knubley

Crane Licence

Crane Licence Application for lifting equipment on or over sailing the Highway Highways Act 1980 Section 169 & 178

The council will only accept applications from the crane operator/owner.

A deposit is required with all applications and the applicant will be liable for any expenses incurred by the council for repairing damages, rubbish clearance etc.

| Section 1 Licence Type & Date | | | | | |
|----------------------------------|--------------------------|------------------------|--------------------------|----------------------------|--------------------------|
| New application | <input type="checkbox"/> | Amend existing Licence | <input type="checkbox"/> | Renewal of Licence | <input type="checkbox"/> |
| Crane: | <input type="checkbox"/> | Cherry Picker/MEWP: | <input type="checkbox"/> | Over sail: (Max 12 months) | <input type="checkbox"/> |
| Hoist: | <input type="checkbox"/> | | | | |
| Start date: | | | End date: | | |

| Section 2 Applicant details | |
|--------------------------------|-----------|
| Full Name: | |
| Name of company (if required): | |
| Type of business: | |
| Address: | |
| | Postcode: |
| Company Address: | |
| | Postcode: |
| Telephone number: | |
| Mobile number: | |
| Email address: | |
| Alternative Contact Name: | |
| Alternative Telephone number: | |
| Alternative Email address: | |

| Section 3 Location of Licence (A detailed traffic management plan must also be submitted) | |
|--|--|
| Property name / number: | |
| Street Name: | |
| Town: | |

Network Management & Streetworks Co-ordination

Place Directorate, Environmental Services
Harrow Council, Harrow Hub, Forward Drive, Harrow, HA3 8FL
Email: nrswa@harrow.gov.uk Telephone: 020 8736 6072



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| | |
|--|--|
| Postcode: | |
| Size (metres) of lifting equipment: | |

Section 4

Insurance details – Public liability insurance of a minimum of £5million per claim must be provided up to completion of the guarantee period for the permanent reinstatement (Evidence must be submitted with this form)

| | |
|--------------------------------|------------------|
| Insurance company name: | |
| Address: | Postcode: |
| Telephone number: | |
| Policy number: | |
| Expiry date: | |

Section 5 Licence Fees

| | |
|---------------------------|---------|
| Deposit: | £726.00 |
| Licence fee: | £329.00 |
| Over sail Licence: | £363.30 |

Section 6 Conditions

The applicant must ensure the following:

1. The safety of the general public must be your primary consideration at all times.
2. Payment should be included with the application or contact details provided with application where debit/credit card payments need to be taken. Applications will not be assessed or accepted unless payment has been taken.
3. Public liability insurance to a value of £5m that covers the public highway is obtained.
4. Harrow Council is indemnified against any third-party claim arising from your presence on or above the highway.
5. The full cost of any clearance, reinstatement or repairs to the highway, street furniture or statutory undertakers' equipment resulting from your activities will be deducted from the deposit and any outstanding fees will be paid on demand.
6. The equipment is attended at all times and removed from, or does not overhang, the highway when not in use.
7. The working area is coned off to protect pedestrians. A minimum width of 1.5m must be provided for pedestrians at all times. If this cannot be maintained on the footway a temporary guarded walkway must be provided in the carriageway. Refer to Safety at Streetworks and Roadworks Code of Practice.
8. Local residents and business are notified at least 2 days in advance of works being carried out.
9. A minimum width of 6.75m must be maintained for two-way vehicular traffic on a bus route or 5.5m on a non-bus route, if this is not possible you must provide, in agreement with Harrow Council, a minimum width of 3.25m and a method of single alternate traffic control or a TTRO will be required. A traffic management plan must be submitted for approval where the minimum widths are not able to be maintained.
10. A copy of the licence is to be on site whilst the lifting is being used on the highway.
11. Date stamped photographs are to be taken of the highway where the lifting equipment is located before and after the lifting equipment is placed on the highway. This is to ensure that no damage is caused to the highway by the placement of the lifting equipment. The photographs should be sent to the Council within 7 days after the lifting equipment is removed from the highway.



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12. Refunds will only be made upon the council receiving a written request and a copy of the photographs taken in condition 11, failure to do this will result in refunds being withheld.

Please note any additional special conditions attached to the licence, subject to a site meeting.

Notes For Applicants

1. Inspections are carried out periodically both in and out of normal working hours. Persons found not to be complying with the conditions of any licence will be reported for possible legal action.
2. A road closure or other temporary traffic regulation order may be required in certain instances; there is a 6-8 week lead time in arranging a road closure, from payment, and applicants are expected to take this into account when applying for a crane license. Please contact TTRO.requests@harrow.gov.uk regarding any road closure or other means of suspension.
3. Where a crane is identified that does not have a licence, the council may issue a licence whether prosecution is deemed appropriate. The fee for such a 'retrospective' application is twice the administration fee. Officers will exercise discretion to make the standard charge where there is evidence that the company genuinely endeavored to apply for the license in advance or there was a genuine emergency.

Section 7 Declaration

Print Name:

I confirm that the foregoing details are correct, and I will notify the council immediately of any changes to these details.

I confirm I have read the application in full and I, the signatory below, agree to comply with the licence conditions and the provisions of the New Roads and Street Works Act 1991 and Section 169, 172, 173 & 178 of the Highways Act 1980. I also accept responsibility for the lifting equipment while on or over sailing the highway, and will indemnify the Council against any damage, accident, or claim.

Signed:

Date:

Please return your completed application to:

Network Management & Streetworks Co-ordination

Place Directorate, Environmental Services

Harrow Council, Harrow Hub, Forward Drive, Harrow, HA3 8FL

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Or email: nrswa@harrow.gov.uk