

Wandsworth Borough Council  
Streetworks Section  
Ground Floor Frogmore House  
Dormay Street  
London  
SW18 1EY  
Email: [streetworks@wandsworth.gov.uk](mailto:streetworks@wandsworth.gov.uk)

### **APPLICATION FORM**

This licence is issued by Wandsworth Council as highway authority at a cost of **£204.00** per day for the operation of mobile highway plant apparatus (crane, cherry picker, hiab, concrete pump, scissor lift etc.) The licence issued will only be valid for the days specified below as agreed with the authority.

### **APPLICANT DETAILS**

<b>Name of Applicant</b>	
<b>Address of Applicant</b>	
<b>Telephone Number</b>	
<b>Mobile Number</b>	
<b>Fax Number</b>	
<b>Email Address</b>	
<b>Name of Insurance Company</b>	
<b>Policy Number</b>	
<b>Expiry Date of Policy</b>	

Note: a copy of your policy should be provided with your application.

### **REQUIRED LICENCE DETAILS**

<b>Plant Type: Crane, Cherry Picker, Concrete Pump etc...</b>	
<b>Works Description</b>	
<b>Site Location Details</b>	
<b>Site Works Area</b>	Footway <input type="checkbox"/> Carriageway <input type="checkbox"/> Verge <input type="checkbox"/> Footpath <input type="checkbox"/> Cycle Path <input type="checkbox"/>
<b>Site Contact Name</b>	
<b>Site Phone Number 24/7</b>	

<b>Start Date:</b>	<b>End Date:</b>
<b>Start Time:</b>	<b>End Time:</b>
<b>TM Required (select all requirements)</b>	Footway Closure <input type="checkbox"/> Some Carriageway Incursion <input type="checkbox"/> Give/Take <input type="checkbox"/> Priority Working <input type="checkbox"/> Stop/Go <input type="checkbox"/> 2-Way PLS <input type="checkbox"/> multi-Way PLS <input type="checkbox"/> Lane Closure <input type="checkbox"/> Contra-Flow <input type="checkbox"/> Road Closure <input type="checkbox"/>

**Documentation requirements check list**

In order to process your licence, you need to enclose the following:

1. Completed crane licence application form
2. Site plan, pedestrian management plan and traffic management plan (if applicable)
3. Emergency Contact number (24 hours)
4. Licence fee (£204.00 per day) **to be paid upon request, once processed**
5. Parking suspension details – email the **Bay suspensions** Team on [Baysuspensions@wandsworth.gov.uk](mailto:Baysuspensions@wandsworth.gov.uk) to request suspension forms if necessary
6. Copy of public liability insurance, risk assessment and method statement.
7. Copy of notification letter to business and residents where necessary

**DECLARATION & INDEMNITY**

I confirm that the above details are correct and acknowledge that the above must be conducted in accordance with the requirements of the legislative acts and the associated legislation and codes of practice, together with any other conditions imposed by the street authority.

I also acknowledge the need for me to pay the prescribed fees that are imposed by the Highway Authority.

I confirm that I hold a public liability insurance policy for a minimum amount of **£10 million** which will cover the period in which I occupy the public highway as required in the conditions.

As the applicant, I agree to indemnify the London Borough of Wandsworth (the Council) their officers and agents from and against all actions in law or equity, damages statutory of common law, losses, costs, charges and expenses arising in any manner whatsoever: (1) in respect of personal injury or death to any person or persons. (2) in respect of damage or injury to any property whether real or personal arising out of the transportation, erection, dismantling and/or use of the above mentioned equipment or machinery whether by means of defect (latent or otherwise) in the equipment or by an act (omitted or committed) the company, its officers, its servants or its agents.

The above indemnity shall be enforceable against the Company in its operation (as aforesaid) of the equipment, whether such information was a result or express authority from the Council or otherwise.

In the above indemnity "the equipment" means any crane, scissor lift, cherry picker, elevating platform, equipment, machinery or load which is or was, at the time of any operation on the highway in the Council's administrative area and is the responsibility of the company or being used by the Company, its officers or its agents, for any such operation.

The above indemnity shall be in force throughout the works. The company undertakes to give the council advance notice of any proposed operation on any highway in the Council's administrative area.

I agree to pay the full costs for any damage caused by my operation.

I also confirm that I have the authority to issue the above indemnity on behalf of the Company.

**Signature of Applicant:**

**Print Name:**

**Company:**

**Position Within Company:**

**Date:**

### CONDITIONS

1. All works on the public highway are to be carried out by qualified operatives.
2. The licensee shall take all steps as may be reasonably practicable to ensure the safety and convenience of persons using the highway during the execution of the works (having regard in particular for the needs of people with a physical disability). Safe access around the works must be provided for pedestrians at all times in accordance with the red book (Safety at Street Works and Road Works, A Code of Practice) along with any agreements made with the Network Management team at the time of making an application.
3. The licence is granted subject to payment of the appropriate licence fee as specified at the time of application.
4. The licensee will comply with the provisions of the Highways Act 1980, the New Roads and Street Works Act 1991, the Traffic Management Act 2004, the Health and Safety at Work Act 1974, the Construction (Design and Management) Regulations 1994 where applicable and all other necessary statutory provisions or regulations.
5. The works are carried out entirely at the applicant's risk. As per the licensee's application form. The Licensee shall indemnify and keep indemnified the Council against all claims, demands, proceedings, damages, expenses, losses or costs caused by the Licensee, his agent or servant in the exercise of this Licence.
6. Applicants must have public liability insurance providing a minimum of £10million to indemnify against all actions in law or in equity, damages statutory or common law losses, costs, charges and expenses arising in any manner whatsoever from the undertaking of the works.
7. The Licensee must inform the Council prior to the expiry of the licence if the works are likely to continue after the expiry of the Licence whereupon the Council may agree to extend the time period upon payment of the relevant fees.
8. The Council, upon giving the requisite notice may withdraw the licence by giving notice in writing to the Licensee at the Licensee's address contained herein.
9. In the event of damage to the highway the Licensee must make good any damage using approved contractors and having the necessary licences in place to carry out the repairs. In the event of the Licensee not making good any damage to the highway the Council shall carry out any necessary repairs and recover the expenses reasonably incurred from the licensee.
10. You must protect the highway from jacks and stabilisers and ensure these are not placed over drainage covers or other utility apparatus. You must also take care to avoid overhead wires and cables with your apparatus.
11. Any instructions given by the Network Management Team must be adhered to.
12. All traffic management must be in accordance with Chapter 8 of the Traffic Signs Manual.
13. The Licensee and his contractors must comply with any reasonable instructions given by any authorised officer of the Council, in particular with regards to Health and Safety.
14. All parking suspensions and requirements must be agreed and satisfied prior to the works commencement.

### APPLICATION PROCESS

A mobile plant licence is issued in accordance with varying legal requirements and legislation such as New Roads and Streetworks Act 1991, Highways Act 1980, Local Government Act 1982, Licencing Act 2003 and Local Government Act (Miscellaneous Provisions) 1982, Traffic Management Act 2004 and Disability Discrimination Act 2005.

In order to process your licence and ensure co-ordination of works we ask that you apply a minimum of **TWO WEEKS** in advance this will usually be enough time but can vary depending on what if any Traffic Management you require. Should you need to close the footway or carriageway a temporary traffic order will be required. Please note a temporary traffic order takes a minimum of eight weeks to process.

For all road closure applications please contact the Streetworks team by calling 0208 871 8871 or email: [streetworks@wandsworth.gov.uk](mailto:streetworks@wandsworth.gov.uk) and they will advise you accordingly.

### **PAYMENTS**

**When Requested** payment should be made by Credit/Debit online – link to be provided once processed

Please write the **reference number** and **road name** provided by us in connection with your application for reference.

### **CONTACT AND ADDRESS DETAILS**

Streetworks Section  
London Borough of Wandsworth,  
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