

Crane Licence Guidance

Completing the Application Form – General Information:

1. The applicant must specify the exact site address
2. The applicant must specify the start and end date and time of operation – this is often dependant on the bay suspensions and road closure notice periods so they should be contacted as early as possible where required.
3. The applicant must specify the reason for the operation, e.g. lifting what?
4. The applicant must specify the dimensions of the entire crane (weight length and width, including struts).

It is required to specify what type of crane or lifting equipment is to be used. A crane licence encompasses all lifting machinery including scissor lifts, lifting platforms, HIAB's, cherry pickers and alike.

Health & Safety

Health and Safety measures are no less important for Minor crane operations than for Standard operations. We will require a signed letter of indemnity and a copy of your insurance liability for each operation, regardless of size. Please note that no operator can carry out any type of crane operation on the public highway without agreeing to provide up to Five Million Pounds indemnity.

In addition Southwark Council will require a clear and exact site plan including the position and location of all safety barriers and information signs. If you need to carry out work at several points within close proximity we may licence these under one application, although this will be at the discretion of Southwark Council.

Southwark Council may inspect the site at any time during the operation. If the operation does not adhere to the agreed method and licence conditions, the inspector may instruct the operation supervisor to safely shut down the operation until the problem is resolved.

Crane Location

The crane must only be situated on the carriageway or within private site but never on the footway (unless under 5KN). The maximum weight allowed on the carriageway = 40KN

Damage to the Highway

Southwark Council reserves the right to inspect the site before, during and after the operation has been completed. If an officer of Southwark Council feels that the crane has damaged or altered the public highway in any way we will carry out repairs and recharge all reasonable costs to the applicant. If no inspection has been carried out to confirm the existing state of the highway prior to the operation, you must agree to pay any reasonable charges specified by this council if it is felt the highway has been damaged. It is suggested that the applicant takes photos of the site prior to the operation for your records.

Bay Suspensions / Road Closures

Please note - All bay suspensions and road closures need to be advertised in advance and it is recommended that the applicant contacts the relevant team as soon as possible in order to confirm crane operation start date. It is the applicant's responsibility to ensure this is in place prior to the licence being required.

If operation requires the suspension of parking bays, the applicant must submit an application to the Council's Parking Bay Suspensions Team at least two weeks in advance of the proposed start date.

Parking suspensions: parking@southwark.gov.uk

If operation requires a road closure or yellow line suspension, the applicant must submit an application to the Council's Traffic Orders Team a minimum of eight weeks in advance of the operation.

Highway temporary traffic orders: TTMO@southwark.gov.uk

In addition, payment for any bay suspensions or traffic orders must be paid in advance. If your operation requires the suspension of a bus lane or a bus stop, please contact London Buses in advance to arrange this.

Method Statement and Traffic Plan

All crane operations on the public highway require a method statement and traffic/pedestrian management plan. Your site and traffic/pedestrian management plan must adhere to the regulations set out in Chapter 8 of the Traffic Signs Manual 1991, and the Safety at Street Works and Road Works Code of Practice.

Licence and Deposit Fees

Crane Licence applications must be paid before any site inspections or issue of licence is performed. Highway Licence applications require payment for licence and deposit for potential damages.

Deposits are required to be held by Southwark Council in order to protect the highway authority's assets in the cases where damages are found due to licensed activities being performed. Deposits received by Southwark Council are refundable after site inspection confirms on completion and removal of the licensed activity that no damage has been sustained to the highway.

Additional Costs and Enforcement

Where an invalid licence or failure of compliance to licence conditions is found Southwark Council can issue a Fixed Penalty Notice under the Local London Authorities Act 2003 and the Highways Act 1980. If a Fixed Penalty Notice is issued, you have 28 days to pay £50.00 at a discounted amount. If you fail to pay the discounted amount of £50.00 you then have an a further 14 days in order to pay the Fixed Penalty Notice at the full cost of £100.00. If you fail to pay the Fixed Penalty Notice within the 36 day period the London Borough of Southwark may wish to prosecute.

Expiry – Deposit Return

Once the licensed activity has been finished you must inform Southwark's Highway Licensing Team that the works have actually been completed on site either by letter or email.

An inspection will take place upon completion of the licensed activity. If the site assessment shows no damages to highway the licensee has the right to reclaim the deposit minus any charges levied during the licence period. The deposit will be returned in the form of a cheque payable to the individual or company who applied for the licence.

What happens if the licensed activity has caused damage to the highway?

Photographs taken before and after completion of licensed activity will be compared and assessed for damages to the highway. If the assessment shows damages to the highway the repairs will be completed from the deposit. Any further costs required to repair highway will be invoiced to you. Any surplus money not used in repairing the highway will be returned to you.