

London Borough of Enfield, Highway Services, Place

Crane Licence Application

Note: Please complete form in **BLOCK CAPITALS**

Crane company name (licensee): _____

Contact name: _____

Address: _____

Postcode: _____

Email address: _____

Telephone number: _____

24-hour Emergency Contact

Name: _____ Mobile number: _____

Operation details:

Crane location: Property name/number: _____

Street: _____

Postcode: _____

Details of operation or oversail:

First operation date:

Start date: _____ End date: _____ Operation times: _____ to _____

Second operation date:

Start date: _____ End date: _____ Operation times: _____ to _____

First back up date:

Start date: _____ End date: _____ Operation times: _____ to _____

Second back up date:

Start date: _____ End date: _____ Operation times: _____ to _____

Please Note: The standard permitted hours are 8.00am to 6.00pm Monday to Friday, Saturday 9.00am to 1.00pm. These times may vary depending upon the location required. If you wish to work outside these hours you should also contact the relevant Council's Environmental Health Team and provide written evidence of their agreement.

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Crane details:

Make / Model: _____ Weight: _____

Dimensions: (L)_____ (W)_____ (H)_____ Capacity (tonnes) _____

Details of Public Liability Insurance:

Insurer: _____

Policy Cover: _____

Cover (£): _____

From: _____ To: _____

Please supply copies of Insurance certificate(s)

Please Note: The licensee must provide evidence proving they hold a minimum level of Public Liability insurance cover not less than £5 million for any one claim.

Traffic Management Details (if applicable):

Company name: _____

Contact name: _____

Address: _____

_____ Postcode: _____

Email: _____

Telephone: _____

24-hour Emergency Contact:

Name: _____ Mobile: _____

Please submit a copy of your traffic management plan.

Method Statement and Risk Assessments:

Site specific Method Statements and Risk Assessments relating to the erection (loads to be lifted) operation and dismantling of the crane must be included.

This should include outrigger plans.

Please list enclosed information: _____

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Each application must include a payment of the £233.40 application fee. Please note that the relevant licence fees and a deposit of £5,000 is payable and that the licence fee is non-refundable.

The London Borough of Enfield aims to process Crane Licence Applications within 30 days. Where a Traffic Order is required, please allow a minimum of 6 weeks from the date the site meeting takes place.

Fees and Charges 2023-24

CRANE LICENSING & OVER-SAILING	
Administration Fee – non refundable	£260.00
Licence Fee Per Day of Licence Approved	£260.00
Licence for Over-sail over the Highway Per Day	£25.00
Deposit - refundable against damage to the highway	£5000.00
Charge for additional inspections regarding equipment on the public highway - complaints/enquiries. Per Hour (min. 1 hr)	£93.00

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
- Operational Dates and Times
- Traffic Management / Jib Oversail drawings
- Method Statement and Risk Assessment
- Crane Application Fee
- Completed and Signed Application Form

IMPORTANT - PLEASE READ:

This application to use a crane on the Enfield public highway does not constitute permission to commence works. No operation may take place until consent has been granted and the licence has been received.

Please allow 10 working days for the application to be processed. If this application relates to emergency works, please contact us directly.

Return completed application to:

**London Borough of Enfield,
Highway Services**

B Block North, Civic Centre

Silver Street, Enfield, EN1 3XA or email to highway.licensing@enfield.gov.uk