



WOKING BOROUGH COUNCIL
 APPLICATION OF INTENTION TO USE A CRANE
 OR OTHER EQUIPMENT / MACHINERY
 ON THE PUBLIC HIGHWAY.
 (LOCAL GOVERNMENT ACT 1972 / HIGHWAY ACT SECTION 178)



On behalf of Woking Borough Council the street authority under the above Act:

I / WE : _____

OF : _____

_____ POSTCODE: _____

DAYTIME TELEPHONE NUMBER: _____

EMERGENCY CONTACT NUMBER (out of office hours): _____

NAME OF PERSON RESPONSIBLE FOR THE CRANE / EQUIPMENT: _____

Hereby apply for a licence to be granted under the Local Government Act 1972:

TO USE (NAME PLANT): _____

ON THE HIGHWAY AT (LOCATION & ADDRESS OF WORKS): _____

PROPOSED DATE OF COMMENCMENT: _____ TO: _____ No Days: _____

THE APPLICANT NEEDS TO PROVIDE GOOD REASONS FOR SUCH WORKS. PLEASE EXPLAIN THE PRECISE REASON FOR THIS WORK, SUPPORTED WITH A SUITABLE PLAN SHOWING THE AREA OF THE HIGHWAY TO BE OCCUPIED AND ANY TRAFFIC MANAGEMENT:

ROAD CLOSURE REQUESTED (date): _____ TO: _____ No Days: _____
 (Minimum six weeks notice required)

- Please attach to this application:
1. A copy of Public Liability Insurance for a minimum of £5 million in respect of any one incident
 2. A cheque payable to 'Woking Borough Council' for the cost licence fee of £163 and refundable deposit.
 3. Diagram of the layout and dimensions

I have read and agree to comply with the conditions overleaf:

Name (please print): _____

Signed: _____ Date: _____

For Authority Use Only:

Date received: _____

Reference No: _____

Please send your completed application form with your attached documents and payment to:
 email: Town.Centre@woking.gov.uk post: **Engineering Team**, Woking Borough Council, Civic Offices, Gloucester Square,
 Woking, Surrey, GU21 6YL



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**SCHEDULE OF CONDITIONS APPLYING TO THE USE OF CRANES OR OTHER
EQUIPMENT/MACHINERY ON THE HIGHWAYS**

1. All applications must be made by the main operator, who will be held by the Council to be responsible for all matters pertaining to the Plant and its use on the highway.
2. On approval of this application, five working days' written notice or 48 hours verbal notice, must be given to the Council, of the date of commencement of the operations.
3. The Works shall be carried out with all speed and diligence. No works will not be carried out at night, weekends or bank holidays unless otherwise approved by the street authority.
4. The Applicant shall permit the Council to inspect the operations at all reasonable times.
5. During the operations, the Applicant shall take all steps to ensure that the safety and well-being of the public is not jeopardised and shall comply with all reasonable requests made by the Council in this respect. (Attention is drawn to the publication Code of Practice 3010, 1972 - "Safe Use of Cranes", available from the British Standards Institution of 2 Park Street, London, W1A 2BS).
6. The Applicant must have Public Liability Insurance to work on the public highway. The cover value of this should be a minimum of £5,000,000 per incident, with an unlimited number of incidents and shall be liable for and shall indemnify the Council against all actions in law or in equity damages, statutory or common law losses, costs, charges, fees, claims and damages in consequence of the transportation, erection, dismantling and/or use of the Plant whether by means of defect (latent or otherwise) in the said Plant or for any other reason whatsoever.
7. The Applicant shall note that the Council may, if it thinks fit and reasonable to do so, terminate this consent without notice. At such a time all operations and plant shall be dismantled and removed from the highway without delay.
8. Any damage of any kind whatsoever which may be caused to the public highway as a result of the works at the location described, and hereby undertake to pay Woking Borough Council the total cost of any repairs to the public highway as may be deemed necessary by the Highway Inspector. A refundable deposit is payable on issue of the licence. This deposit is to protect against potential damage to the public highway caused by the crane or equipment.
9. The signing and guarding of the Works shall be in strict compliance as contained in the Traffic Signs Manual Chapter 8 (Traffic Safety Measures and Signs for Road Works and Temporary Situations). The Applicant shall take all steps to ensure safety of the public and shall comply with all reasonable requests made by the Council and all other authorised persons.



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APPLICANT CHECKLIST:

A copy of public liability insurance certificate

A copy of your crane operating method statement

A traffic management plan – include a drawing of all relevant signage, clearly and safely directing traffic and pedestrians around the operation also any proposed diversion route if applicable.

Confirmation of road closures / parking bay suspensions / bus bay suspensions (where applicable)

Copies of Current Qualifications / Certificates of Operators / Banksman licence.

SKETCH OF THE PROPOSED LAYOUT:

Include any relevant site plans or diagrams and a drawing of the position and extent of the travel of the jib over the highway.

Load spreading pads employed Yes / No ; Type used: _____

Site inspection and ground condition report completed : Yes / No : Comments : _____
