

# Crane Operation/Oversail – Application Form

Application form to place a crane, cherry pickers, scissor lifts, or any type of mobile elevated working platform on/over the public highway

Highways Acts 1980



**Engineering Service**  
London Borough of Camden  
Floor 4, 5 PS  
Judd Street  
London  
WC1H 9JE  
Tel 020 7974 5960  
www.camden.gov.uk/cranes  
cranes@camden.gov.uk

Under the provision of the Highways Act 1980 Section 137 it is an offence for anyone without lawful authority or excuse to obstruct the free passage along the highway. Under the provision of the Highways Act 1980 Section 169 it is an offence to erect or retain over the public highway any structure which obstructs the highway without a licence from the highway authority.

**Crane operations/oversails on Red Routes are licenced by Transport for London (TfL). You will need to contact TfL Forward Planning at [TMANotifications@tfl.gov.uk](mailto:TMANotifications@tfl.gov.uk)**

Please complete this application in **BLOCK CAPITALS**

## Part A: Your details

Company Name	<input type="text"/>		
Address	<input type="text"/>		<input type="text"/>
Company Contact	<input type="text"/>		
Contact No.	<input type="text"/>	Out of hours No	<input type="text"/>
Email	<input type="text"/>		

## Part B: What type of operation would you like to carry out?

Refer to **parts 1 and 2** of the guidelines. Tick the appropriate box to indicate what type of operation you wish to carry out:

<input type="checkbox"/> Crane	<input type="checkbox"/> Cherry Picker	<input type="checkbox"/> Scissor Lift	<input type="checkbox"/> Crane Oversail	<input type="checkbox"/> Other
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## Part C: What works will you be carrying out?

Please describe the work you will be carrying out that will require this equipment to be placed on the public highway:

## Part D: Where will you be working and what roads will be affected?

Road name(s):	
Nearest property (name or number):	Postcode:

### Part E: When would you like to carry out the operation?

Please indicate the **dates and times** that you would like the operation to be in place **Note: Applications received that state "ASAP" or "To be confirmed" will not be progressed.**

State preferred back-up dates, see **part 3** of the guidelines:

### Part F: Traffic Management Plan

I have enclosed a Traffic Management Plan for these works

All applications **must** include a Traffic Management Plan as stated in **part 5** of the guidelines

### Part G: How would you like to pay?

Processing fees, and ways to pay, are detailed in **parts 1 and 9** of the **guidelines**. Let us know how you would like to pay by ticking the appropriate box below.

I have enclosed the sum of  to cover the cost of my application.

Please contact  on  to take a payment by credit/debit card.

We may need to contact someone about the works when they start or in the case of an emergency, often this can be someone other than the person who made the application. **Note: These contact details will be placed on your licence which will need to be clearly placed on the crane when the crane is sited on the public highway and on the Council website for the duration of the works.** Please state who we should contact:

Contact Name(s)

Contact Number(s) Daytime:  Evening:

### Part I: Agreement and Indemnity

We confirm that the details given in Parts A to H above are correct.

We hereby agree to indemnify and save harmless the LONDON BOROUGH OF CAMDEN, their servants and agents against all liabilities costs expenses damages and losses suffered or incurred by the LONDON BOROUGH OF CAMDEN arising out of or in connection with the transportation, erection, dismantling and or use of equipment or machinery, whether by means of defect (latent or otherwise) in the said equipment or otherwise, pursuant to the authority of the LONDON BOROUGH OF CAMDEN granted as a result of this application.

I confirm on behalf of the company named in Part A that I have read and understood the terms and conditions and that they will abide by these terms and conditions and any decision made by the London Borough of Camden with regard to the suitability, or timing, of the proposed traffic order.

Name:

Signature:

Position in company:

Date:

## What happens next

Details of how to submit your application are given in **part 10** of the guidelines.

You may need to submit other supporting documentation which will need to be submitted with your application form.

Once we have received these, and payment we will begin to process your application. We will contact you for payment if you have stated in part G of this application form that you wish to pay by credit/debit card.

For some applications we will also need to liaise with London Buses, Transport for London and/or a neighbouring borough(s), or permission from other departments or licences are required to permit your operation (such as out of hours working). This may affect the time taken to process your application. Please pay special attention to 1 to 6 of the guidelines and part 1 of the terms and conditions prior to your works.

## **Privacy Statement and Data Protection**

As a Local Authority and Data Controller, London Borough of Camden collects holds and processes a considerable amount of information, including personal information about residents, people it provides services to, and other people. It does this to provide its services in the most effective and efficient way that it can

The Council recognises that it has a duty to people whose information it holds to treat that information responsibly, keep it safe and secure, and process it correctly and proportionately. This privacy notice explains how we use any personal information we collect about you

If you would like general information about Data Protection, the law and good practice please see the Information Commissioner's website. The Information Commissioner is the Data Protection statutory governing body for England and Wales.

### **Who is the data Protection Officer?**

The name and contact details of the Data Protection Officer:

London Borough of Camden  
Judd Street  
London  
WC1H 9JE

0207 974 4444

The Council's Data Protection Officer is Andrew Maughan who is the council's Borough Solicitor. He can be contacted at: [dpo@camden.gov.uk](mailto:dpo@camden.gov.uk)

### **What information do we collect about you and for what purpose?**

We may collect personal or company data about you, which covers basic details such as name, address, telephone number, postcode and email address. We will always explain to you why and how this information will be used.

We process personal or company information to enable us to provide a range of services within the Streetworks Team, which are governed by government legislation.

### **We will process personal or Company data for the following purposes:**

For the purpose to which you provided the information. (e.g. processing information for the purpose of processing your application forms), and to monitor the Council's performance in responding to your request

To allow the Council to be able to communicate and provide services appropriate to your needs,

Where necessary for the Council's Law Enforcement functions, e.g. licensing, planning enforcement, trading standards, food safety, etc. where the Council is legally obliged to undertake such processing

Where you have consented to the processing or for the purpose of a contract/application you have entered into with us

Where otherwise permitted under data protection legislation e.g. disclosure to comply with legal obligations.

Departments in Camden that have personal and sensitive information on you will only allow designated officers to access or process this information. If an external agency asks us to provide any information that is

sensitive and personal to you we will only disclose it once we have your specific consent to do so or where we are legally required or legally able to do so.

Camden Council may also use your personal or company data, after it has been anonymized, to allow the statistical analysis of data to allow the Council to effectively target and plan the provision of services

### **The legal basis of processing:**

It is necessary for the performance of a contract or application form

It is necessary for the compliance of Government legislation

### **When do we share your personal data with third parties?**

The Council may disclose personal or company data to third parties, but only where:

It is necessary to comply with a legal obligation, or Where permitted under data protection legislation, e.g. where the disclosure is necessary for the purposes of the prevention and/or detection of crime; or

Where it is necessary to allow a third party working for or on behalf of the Council and/or to provide services to you. The information you provide us may be shared with other Local Authorities, the Department of Work and Pensions (DWP), HMRC and the Home Office. There will be times that the information will be disclosed to our partner organisations that provide services on behalf of Camden. Once your details are no longer required, they will be deleted securely. The Council will take all reasonable steps to make sure personal data we hold is kept safe. Were your information is disclosed to a third party, the Council will seek to ensure they have sufficient systems and procedures in place to keep your data safe and prevent its loss.

If you choose to complete any of our online forms, Camden Council will not use the personal information you give us for marketing purposes without first gaining your consent. We may pass your details on to third party service providers who are contracted to Camden Council in the course of dealing with your request E.g a homecare agency. These third parties are obliged to keep your details secure, will use them only to fulfil the request and will dispose of the information at the appropriate time

No personal information you have given us will be passed on to third parties for commercial purposes

**Our policy is that all information will be shared among officers and other agencies where the legal framework allows it, if this will help to improve the service you receive and to develop other services.**

### **How long do we keep your personal data?**

We keep your personal or company data for no longer than reasonably necessary and in line with our corporate data retention schedule

### **Security of your information**

In deciding what personal data to collect hold and use, the Council is committed to ensuring that it will:

Recognize that any personal data handled by Camden is held on behalf of that person and that we ensure we respect that responsibility

Adopt and maintain high standards in respect of the handling and use of that personal and company data

Only collect, hold and use personal data where it is necessary and proportionate to do so

Securely delete any personal data when no longer needed

Keep your personal data secure and safe

Not unnecessarily and without good reason, infringe the privacy of those upon behalf we hold data

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Consider and address the privacy risks first when planning to use or hold personal information in new ways, such as when introducing new systems

Be open and transparent with individuals about how we use their information and who we give it to

Make it easy for individuals to access and correct their personal information (see Your rights)

Provide training to staff who handle personal information and treat it as a disciplinary matter if they misuse or do not look after personal and company information properly

Have a robust data breach reporting procedure that effectively manages the risks and includes actions to minimise a similar breach occurring again.

### **Transfer of data abroad**

We will not transfer your personal information outside the EU.

### **Your Rights**

Unless subject to an exemption under data protection legislation you have the following rights with respect to your personal data:

The right to request a copy of your personal data, which the Council holds about you

The right to request that the Council correct any personal data if it is found to be inaccurate or out of date

The right to request your personal data is erased where it is no longer necessary for the Council to retain such data

The right to withdraw your consent to the processing at any time, but only if we have relied on your consent to process your data when you supplied it to us

The right, in certain circumstances, to request that the Council provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability). [Note: this only applies where the processing is based on consent or is necessary for the performance of a contract with you and in either case the Council processes the data by automated means]

The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing

The right, in certain circumstances, to object to the processing of personal data. [Note: this only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority)

The right to lodge a complaint with the Information Commissioners Office. Website: [www.ico.org.uk](http://www.ico.org.uk)

I consent to the collection, use and disclosure of my personal or company information in accordance with the Privacy Statement above.

Name (Please print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Application Guidelines (PLEASE RETAIN)



## Part 1: Types of Crane Operation, application timescales and associated fees

The application fees for Crane operations licences and Crane oversail licences are non-refundable as they are used to covers the cost to process your application.

Administration fees are determined by the category of works per road as follows:

Level 1 = **£438.12**

Level 2 = **£670.66**

Level 2 operations are charged at a higher rate as they have a greater impact on road and footway users and more work has to be done to coordinate these works with other activities taking place in the area.

### Crane Operation Licence

Level 2 works are defined by the following:

- a carriageway closure is required and/or
- the structure is placed on a high category road (see a list of high category roads below)
- Maximum number of operational dates per licence is 4 days

All other Crane Operations will be classed as **Level 1**

**Note: Licences will be issued for no more than 2 consecutive days per road and for no more than 2 non-consecutive days per road, in these instances multiple licences will need to be applied for and paid for.**

### Crane Oversail Licence

All Crane Oversail operations are classed as **Level 2**.

**Note: Licences will be issued for no more than 6 months. Licences exceeding this limit will require multiple licences to be applied for and paid for.**

**Crane operations/oversails on Red Routes are licenced by Transport for London (TfL). You will need to contact TfL Forward Planning at [TMANotifications@tfl.gov.uk](mailto:TMANotifications@tfl.gov.uk).**

Applications take up to 10 working days to process from receipt of application form, payment and supporting documentation. **You will need a separate application for each road/street.**

An additional **4 weeks may** be required if the crane operation is on or impacts any road on the SRN (see **Part 7**), or If we need to liaise with London Buses or a neighbouring borough on your behalf.

## Part 2: If you need to restrict traffic or close a road to carry out your operation

If it not possible to maintain an absolute minimum of **3.0m width of carriageway** whilst carrying out your proposed operation, the Local Authority, if satisfied, may issue an order to restrict, regulate, or prohibit traffic under the Road Traffic Regulations Act 1984 from any road.

Therefore, if you require a **road closure** to facilitate your crane operation, **you will need to complete** both application forms to apply for road closure permissions and a crane licence. Please complete the **TTR application form**, which is available at [www.camden.gov.uk/temporary-traffic-restrictions](http://www.camden.gov.uk/temporary-traffic-restrictions)

## Part 3: Operational Dates and Back-up Dates

Each application can only be licenced for up to **four operational dates** within a month, Crane oversail applications can be licenced up to **6 months**. It is understood that for various reasons crane operations cannot always be carried out on the date scheduled. For this reason we allow alternative back-up dates for your convenience. Back-up dates are an alternative and **must not** be used in addition to the planned operational date(s).

In all cases you will need to inform us whether the crane operation took place on the planned date(s). You will need to contact us by 10am on the next working day following the operational dates issued to you to:

- inform us that the operation is complete or
- request the use of the back-up dates

You will need to give a valid reason to use the back-up dates. The use of back-up dates will be at the Council's discretion.

## Part 4: Working out of hours

Standard working hours are **8am to 6pm Monday to Friday** and **9am to 1pm on Saturday**.

If you wish to work outside of these hours you will need to get permission separately from the **Environmental Health team** by contacting 020 7974 4444 or [www.camden.gov.uk/noisy-building-works](http://www.camden.gov.uk/noisy-building-works)

Please allow up to 20 working days' notice, works cannot commence without this permission being in place and will affect the response times to your application.

## Part 5: Traffic Management Plans

You will need to submit a traffic management plan with your application. Your plan will need to include:

- How you intend to maintain traffic flow, both vehicular and pedestrian.
- Dimensions of works area and access left for pedestrians/vehicles
- The extent of changes to any restrictions in place, eg parking
- Location of any street furniture (bus stops, telephone boxes, trees etc)

## Part 6: Traffic Management

You will be responsible for the provision and costs of traffic management and traffic signs on all affected roads.

## Part 7: Works affecting the Strategic Route Network (SRN) and or high category roads



If your operation is on, or will significantly impact, any of the SRN roads in Camden we will need to consult Transport for London. Transport for London can object to the dates that you have applied for if they consider that traffic will be significantly impacted. If we receive an objection from TfL we will work with them, on your behalf, to find alternative dates for you to carry out your operation.

### Roads in Camden that are classified as high category

Abbey Road	Delancey Street	Kentish Town Road	Russell Square
Adelaide Road	Drake Street	Kilburn High Road	Shaftesbury Avenue
Albany Street	East Heath Road	Kingsway	Southampton Place
Avenue Road	Fitzjohn's Avenue	Lidlington Place	Southampton Row
Bayham Street	Fortess Road	Maida Vale	Spaniards Road
Bedford Square	Goodge Street	Midland Road	St Giles Circus
Bloomsbury Square	Gordon House Road	New Oxford Street	St Giles High Street
Bloomsbury Street	Gower Street	North End Way	Tavistock Square
Bloomsbury Way	Grafton Place	Osnaburgh Street	Theobald's Road
Calthorpe Street	Grafton Way	Osnaburgh Terrace	Torrington Place
Cambridge Circus	Gray's Inn Road	Pancras Road	Tottenham Court Road
Camden High Street	Guilford Street	Parkway	Upper Woburn Place
Camden Street	Harrington Square	Pratt Street	Vernon Place
Castlehaven Road	Hawley Road	Prince Albert Road	West End Lane
Chalk Farm Road	Heath Street	Princes Circus	Woburn Place
Charing Cross Road	High Holborn	Procter Street	York Way
Clerkenwell Road	Highgate High Street	Red Lion Square	
College Crescent	Highgate Hill	Rosebery Avenue	

### Part 8: Parking Suspensions

You will need to apply and pay separately to suspend parking bays if you wish to occupy a designated parking bay(s).

The minimum notice period required to suspend a parking space is 14 calendar days advanced warning period, plus 3 working days processing time, therefore you will need to allow at least **17 working days'** notice.

You can apply online at: [www.camden.gov.uk/parkingsuspensions](http://www.camden.gov.uk/parkingsuspensions)

A suspension number will be issued to you, which you will need to supply to us before your works commence. Failure to do so may impact your application.

**Email your suspension number to [cranes@camden.gov.uk](mailto:cranes@camden.gov.uk)**

You **must** inform Parking Services when your works finish **by calling 020 7974 5800**, so they can return the bay(s) back to use.

If you wish to suspend a **bus stop/stand**, you will need to contact TfL Bus Operations at:  
**central.rsm@tfl.gov.uk**

### Part 9: How to pay for your licence

Please contact us, you can pay by credit/debit card. We are unable to process your application until a payment has been received.

### Part 10: Submitting your application

Send your completed application with any necessary supporting documentation by email to:

[cranes@camden.gov.uk](mailto:cranes@camden.gov.uk)

### Part 11: Cancelled Applications

Application fees for Crane Operation Licences are non-refundable

### Part 12: Useful Contacts

#### **Streetworks Authorisations and Compliance Team**

(Traffic Restrictions/Cranes Operations)

020 7974 5960

E: [cranes@camden.gov.uk](mailto:cranes@camden.gov.uk)

Web: [camden.gov.uk/cranes](http://camden.gov.uk/cranes)

#### **Environmental Health**

(Out of hours working permissions)

020 7974 4444

E: [OOHNoiseNotification@camden.gov.uk](mailto:OOHNoiseNotification@camden.gov.uk)

#### **Parking Suspensions (Contact Camden)**

Applications: 020 7974 4444

On completion of works: 020 7974 5800

Web: [camden.gov.uk/parkingsuspensions](http://camden.gov.uk/parkingsuspensions)

#### **TfL Bus Operations**

Paul Murphy

E: [central.rsm@tfl.gov.uk](mailto:central.rsm@tfl.gov.uk)

Graham Stump

E: [graham.stump@tfl.gov.uk](mailto:graham.stump@tfl.gov.uk)

#### **TfL Forward Planning**

E: [TMANotifications@tfl.gov.uk](mailto:TMANotifications@tfl.gov.uk)

#### **Metropolitan Police**

E: [TDNWTrafficManagementUnit@met.police.uk](mailto:TDNWTrafficManagementUnit@met.police.uk)

#### **List of Ward Councillors**

Web: [camden.gov.uk/councillors](http://camden.gov.uk/councillors)

#### **City of Westminster**

E: [permits@westminster.gov.uk](mailto:permits@westminster.gov.uk)

#### **City of London**

E: [traffic.management@cityoflondon.gov.uk](mailto:traffic.management@cityoflondon.gov.uk)

#### **London Borough of Islington**

E: [streetworks@islington.gov.uk](mailto:streetworks@islington.gov.uk)

#### **London Borough of Brent**

E: [transportation@brent.gov.uk](mailto:transportation@brent.gov.uk)

#### **London Borough of Haringey**

E: [Traffic.Orders@haringey.gov.uk](mailto:Traffic.Orders@haringey.gov.uk)

#### **London Borough of Barnet**

E: [NRSWA@barnet.gov.uk](mailto:NRSWA@barnet.gov.uk)

#### **LFCD (London Fire)**

E: [northwestareasupportteam@london-fire.gov.uk](mailto:northwestareasupportteam@london-fire.gov.uk)

#### **LAS (London Ambulance Service)**

William Kilminster

E: [william.kilminster@lond-amb.nhs.uk](mailto:william.kilminster@lond-amb.nhs.uk)

# Terms and Conditions (PLEASE RETAIN)

## Part 1: Before Works Commence

- 1.1. Parking suspensions must be put in place where necessary and the suspension number provided to the Streetworks Authorisations and Compliance Team.
- 1.2. Permission must be sought in order to work outside of normal working hours 8am to 6pm Monday to Friday and 9am to 1pm on Saturdays.
- 1.3. The suspension of any bus stops/stands must be sought from Transport for London
- 1.4. Traffic management, in accordance with Chapter 8, must be in place prior to any works commencing.
- 1.5. Failure to comply with points 1.1 to 1.4 may affect the implementation of the restriction.

## Part 2: During Works

- 2.1 Traffic management, in accordance with Chapter 8, must continue to be in place for the duration of the works.
- 2.2 If any aspect of the work, e.g. working hours, parking suspension need to change at any time you must contact the relevant Council department detailed in the application guidelines. Relevant permission must be in place before changes can be implemented.
- 2.3 A copy of your licence must be clearly displayed in the crane at all times.
- 2.4 Licences are not transferrable, if the works are going to be taken over by another company they will need to re-apply for a licence. Your licence will be cancelled however no refund will be issued.
- 2.5 Failure to comply with points 2.1 to 2.4 may lead to the order being rescinded.

## Part 3: On Completion of Works

- 3.1 You will need to inform us whether the operation took place on the planned date(s). You will need to contact us by 10am on the next working day following the operational dates issued to you. Failure to do so will result in all back-up dates being cancelled.
- 3.2 If parking suspension were in place you **must** inform Parking Services that your works have finished by calling 020 7974 5800, so they can return the bay(s) back to use.
- 3.3 All associated traffic management must be removed from site in order to return the road and any diversionary routes back to normal use. You will be recharged the costs incurred by the Council if we have to attend site to remove any remaining traffic management.

## Part 4: General

- 4.1 While the Council will endeavour to meet the dates requested in your application, priority has to be given to the coordination of works; in some instances, you may be directed to undertake works on alternative dates from those requested.
- 4.2 There may be circumstances outside of the control of the Council e.g. where emergency or urgent situations arise, that will mean that it may be necessary to postpone or cancel your works. We will work with you in these instances to re-schedule your works.
- 4.3 Failure to comply with any part of this application terms and conditions will mean that your application will be cancelled.