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| Directorate of Place  Civic Office  Waterdale  Doncaster  DN1 3BU  Email Applications to:  [HighwayLicences@doncaster.gov.uk](mailto:HighwayLicences@doncaster.gov.uk) | C:\Users\julieal\OneDrive - Doncaster Metropolitan Borough Council\Documents\5.  Web & Forms\logo.png |

# **Application/Permission to place Crane/Apparatus on or over the Highway**

# **Highways Act Section 178**

**Permit No:** Click or tap here to enter text.

**Receipt No:** Click or tap here to enter text.

**Details of Applicant: Company Name:** Click or tap here to enter text.

**Contact Name:** Click or tap here to enter text.

**Email Address:** Click or tap here to enter text.

**Company Address:** **Telephone (office hours):**

Click or tap here to enter text. Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text. **Emergency Telephone (outside office hours):**

Click or tap here to enter text.

Click or tap here to enter text.Click or tap here to enter text.

**Name of person responsible for Crane/Apparatus:** Click or tap here to enter text..

**Contact No:** Click or tap here to enter text.

**Description of works being carried out:** Click or tap here to enter text.

**Location of site**: Click or tap here to enter text.

**Post Code:** Click or tap here to enter text. **Tel:** Click or tap here to enter text.

**State what will be hanging over the Highway**: Click or tap here to enter text.

**Start Date**: Click or tap to enter a date. **End date**: Click or tap to enter a date.

**Public Liability Insurance Details:** Click or tap here to enter text.

**Signature of person applying for permit**: Click or tap here to enter text.

**Printed name of person applying for permit:** Click or tap here to enter text.

**Application Date:** Click or tap to enter a date.

Permit Approved Signature (City of Doncaster Council): Click or tap here to enter text.

Date Signed: Click or tap to enter a date.

For and behalf of Highway Network Management

**Additional conditions:-**

The applicant is the person responsible for ensuring compliance with all the conditions associated with this permit. Please ensure that you read and understand all the conditions attached to the front and back of this permit. The section of the permit below must be retained and returned to the address above before any refund can be made

###### Office Use Only

**A deposit of £ Nil is required:** Click or tap here to enter text.

**Permit refused (state reasons why):** Click or tap here to enter text.

**Site cleared date:** Click or tap to enter a date.

**Inspectors Report:** Click or tap here to enter text.

**Signed:** Click or tap here to enter text. **Date:** Click or tap to enter a date.

**City of Doncaster Council**

**Highways & Transportation**

**Terms and Conditions for Overhangs on the Highway**

**Highway Network Management**

1. A copy of Public Liability Insurance for £10 million pounds must be produced before the Highway Authority can consider the application to overhang the highway.
2. You must supply a copy of the drivers accreditation
3. You will be responsible for any damage caused by the crane/apparatus to the highway, street furniture, private property and personal injury.
4. An Out of Hours Telephone number must be given in case of an Emergency.
5. Location plan
6. Traffic Management information i.e. Proposed Road Closures/ Lane Closures/Temporary Traffic lights

*\*Note: a separate application is required at least 6-8 weeks in advance for Traffic Management impacting on the carriageway. Please submit Cad drawing(s) and application form(s) to* [*network.management@doncaster.gov.uk*](mailto:network.management@doncaster.gov.uk) *or contact same if advice needed. Forms are available at* <https://www.doncaster.gov.uk/services/transport-streets-parking/application-forms-temporary-traffic-management> *or by request*

##### **Charges for Considering an Application for overhangs on the Highway**

A charge of **£237** will be made to consider this application; if the application is successful a licence will be issued for the remainder of that month.

Additional months will be charged at **£76.50**

**Signed:** Click or tap here to enter text.

##### Pp: David Snell - Traffic Manager

##### Head of Highways Infrastructure

##### City of Doncaster Council

Civic Office,Waterdale, DONCASTER, DN1 3BU

**Checklist:**

* Public & Employers Liability Insurance Choose an item.
* Risk Assessment/Method Statement Choose an item.
* NRASWA Qualifications Choose an item.
* TM plan (Cad drawing) if required Choose an item.
* I have signed and dated the agreement Choose an item.

**Privacy Statement:**

**Personal details submitted on this form will be dealt with in line with data protection legislation. This statement sets out what you need to know about how they will be used by City of Doncaster Council. Processing of personal information provided by you is necessary for the processing of applications under Section 178 of the Highways Act 1980 and will be used to administer this application for a licence. Your information will be shared with internal council departments and it may be shared with agencies to prevent and detect fraud. The data collected on this form is retained for as long as we need it, after which we will securely delete the information.**

**More information on your rights and how City of Doncaster Council handles your information can be found on the Council’s website. You can also contact the Council’s Data Protection Officer at** [**information.governance@doncaster.gov.uk**](mailto:information.governance@doncaster.gov.uk) **for more information.**

**City of Doncaster Council**

**Highway Network Management**

**Highways Act 1980 Section 178**

**Terms and Conditions for placing a Mobile Crane on the Highway**

1. The Highway must be protected from jacks and stabilisers
2. Jack and stabilisers must not be placed over drainage covers or other Statutory Undertaker’s apparatus
3. The crane must be banked at all times
4. Care must be taken to avoid overhead wires and cables
5. Signing & Guarding must conform to Chapter 8
6. You must comply with all instructions issued to you by the Traffic Management Officer
7. You will be liable for any costs incurred for Lane or Road closure
8. You will be responsible for any damage to the highway, street furniture and Statutory Undertaker’s equipment and apparatus
9. You will be responsible for any damage to private property or claims for personal injury
10. If in doubt contact the Traffic Management Officer or the Licensing & Enforcement Officer immediately
11. You must indemnify the Council against any personal injury claims or damage to property. You must provide Public Liability Insurance for £10 million pounds
12. An out of hours manned telephone number must be provided in case of an emergency