Dear Customer

**Highways Act 1980 - Depositing Crane/Cherry Picker/Mobile Platform on Public Highway.**

Further to your request to deposit a crane on the public highway, I ask that you supply the following information to allow consideration of your proposals.

1. Size of crane to be used
2. Safety Policy for this type of work
3. Proposed dates and times
4. Reason for works
5. Third Party Insurance Cover for working on Public Highway and copy of payment slip for insurance
6. Information on the appointed Contractor's knowledge of:
   a. The New Street Works Act 1991;
   b. Highways Act 1980;
   c. BSI Codes of Practise 7121 “Codes of practice for safe use of cranes”.

7. We need a minimum of 1.2m space for pedestrians to pass and re-pass along the footway.

We will not grant a licence which blocks the footway or road until a temporary traffic order is in place from Highways.

If a footway or road closure is needed, you need to contact Highways and Infrastructure on Transportation@brent.gov.uk and apply for a temporary traffic order: the lead time is 8-10 weeks for the licence to be put in place.

Can you provide proof of public liability insurance and a plan of where this will be sited.

A deposit of £5000 is needed in case of any damage to the public highway.

If a crane/cherry picker/mobile platform is placed on the public highway without a licence or is on street after the licence has expired, a fine of £600 per week will be levied.

If you need any further information, please contact SSH.Highwayslicences@brent.gov.uk
If anything (cranes/cherry pickers/mobile platforms/containers/building materials/skips) are placed in a controlled parking zone (CPZ) location, then parking must be contacted to suspend the bays - https://www.brent.gov.uk/services-for-residents/parking/suspending-a-parking-bay-and-dispensations/

An application for a suspension of a bay must be made 21 days in advance.

- **Suspension application form** (.pdf, 235.4kB)

Email the form to parking.suspensions@brent.gov.uk or post it to Unit 20-22, Whitby Avenue, Park Royal, NW10 7SF.
LONDON BOROUGH OF BRENT - INDEMNITY FORM

PLACING A CRANE ON THE PUBLIC HIGHWAY.

In consideration of the Mayor, Alderman and Burgesses of the London Borough of Brent acting by the Council (hereinafter called "The Council") having granted me (or us) permission to place a crane/cherry picker/mobile platform within ______________________________ for the purpose of ____________________________________________________________

I (or we) undertake to comply so far as may be necessary with each and every provision of the Highways Act 1980 and any other subsequent instruction written by an authorised representative of this authority or any modification or amendment thereof and to indemnify the Council and their Officers in respect of all costs, penalties, claims or charges which may arise by reason of any default on my (or our) part thereunder.

I (or we) further undertake, after removing the crane, to maintain the road surface in a good and safe condition until such time as such road surfaces shall be permanently reinstated by the Council whose proper charges in this respect I (or we) will pay on demand. I (or we) also agree to indemnify the Council in respect of all costs, charges or claims arising through any default of my (or our) part in complying with any of the provisions of this undertaking.

DETAILS OF COMPLETION DATE AND TIME ARE REQUIRED IN WRITING

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<th>Company name in full (please print)</th>
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<tbody>
<tr>
<td>Contact name (block capitals)</td>
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<td>Contact Address</td>
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<td>Telephone no.</td>
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<td>Dates Required:</td>
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<td>List of equipment or machinery to be placed on / over highway</td>
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<td>Street or place in which the equipment or machinery is to be used. (please include street name, nearest building numbers or other applicable landmarks)</td>
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<td>Signature</td>
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This letter of indemnity is to be signed and returned to SSH.Highwayslicences@brent.gov.uk prior to any works being carried out.
The fee for this application is £300 per day (non-refundable) and cheques should be made payable to ‘Environmental Improvement - London Borough of Brent’

- Credit card payment can be made to 0208 937 5736.
- Placement of crane/cherry picker/mobile platform on the public highway not to be undertaken prior to licence being issued.
- Any existing damage and/or staining of the public ground for which a licence application is being made must be notified to the Council prior to the deposit of any crane/cherry picker/mobile platform. Failure to do so could result in your being held responsible.
- Any damage or stain caused to the highway will be made good by the Council and the cost charged to you.

FOR OFFICE USE ONLY

| Licence fee: £ | Total amount received: £ | Licence No: |