



Havering
LONDON BOROUGH

**NRSA Department
London Borough of Havering
Street Management**
Town Hall, Main Road
Romford, RM1 3BB

Telephone: 01708 433476
Email: nrsa@havering.gov.uk

Date: 2025-2026

Dear Sir/Madam,

Application for Erection of Mobile Crane, Cherry Picker, Tower Lift - Section 169 Highways Act 1980

I hereby request London Borough of Havering to give permission for placing a crane on the Highway details of which are given below. I understand that this application must be received by the council at least two weeks notice before the licence can be issued.

A 1/200 scale plan showing the area must be included with this application. It should clearly show the boundary of the proposed work area, and the locations of all temporary barriers and road signs. Adherence to this scale plan will form part of the licence agreement, and any required changes by the applicant may result in the need for a new application being made along the associated fees.

Payment for **£780.00** (non-refundable) for Category 1 Roads (Traffic sensitive)

Or

Payment for **£430.00** (non-refundable) for Category 2 Roads (Non Traffic sensitive)

The London Borough Of Havering will advise on Category of road.

Payment to be made on application by Debit/Credit Card or BAC's or request Invoice to: Tel: 01708 433476.

Copy of Public Liability insurance in the sum of not less than £10 million in respect of any one accident with the number of accidents unlimited.

Note that the completion of this application form does not grant permission to carry out the proposed work and the applicant must wait until the licence is granted. It is anticipated that the licence will be granted within 10 working days of receipt if all the information is received.

If you require any further details or clarification please do not hesitate to telephone the above number.

The licence will cover a period/duration of up to and including 10 calendar day's continuous occupancy or exact specified dates stated within this period, after which the licence will expire on requested dates specified. On expiry a new application will be required, again extending to maximum 10 days duration or stated dates within this 10 day period.



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1. Name of Applicant: _____

2. Organisation: _____
(if applicable)

3. Address of Applicant: _____

4. Telephone Number: _____

5. Emergency contact, 24 hour emergency contact name for duration of the works:

Office: _____ Mobile: _____

6. Reason for Crane, Cherry Picker, Tower lift, Scissor Lift, other (Delete as appropriate)

7. Duration of Above: _____

8. Estimated Start date...../...../..... Finish date...../...../.....

9. Estimated Start time..... Finish time.....

10. Exact location for above to be placed: _____

Signed by Applicant: _____

(Print Name): _____

Date: _____

Names of individual, or / of the Partners, or of the Company:

Address: _____

Telephone No: _____

To whom any notices should be sent: _____

Date: _____

Signature: _____

Address: _____

Telephone No: _____

PLEASE NOTE

A Public Liability Insurance must be taken out by and in the name of contractor in the sum of not less than £10 million in respect of any one accident. The number of accidents unlimited.

The Policy Schedule Number and last renewal receipt valid for a minimum period of six months for these works on the highway should be enclosed.

Attention is drawn to Chapter 8 Traffic Signs Manual. An explanatory booklet, "Traffic Warning Signs for Road Works" is issued by the Department of Transport and is available from Her Majesty's Stationery Office.

NOTES

PROVISIONS RELATING TO CONTROL OF SCAFFOLDING ON HIGHWAYS
HIGHWAYS ACT 1980 SECTION 169

1. (1) Subject to subsection (6) of this section a person shall, in connection with any building or demolition work or the alterations, repair, maintenance or cleaning of any building, erect or retain on or over a highway any scaffolding or other structure which obstructs the highway (hereafter in this section referred to as a “relevant structure”) unless he is authorised to do so by a licence in writing issued for the purposes of this section by the highway authority (hereinafter in this section referred to as a “licence”) and complies with the terms of the licence: and a licence may contain such terms as the authority issuing it thinks fit.
- (2) If a person applies to a highway authority for a licence in respect of
of
any relevant structure and furnishes the authority with such particulars in connection with the structure as the authority reasonably demands, it shall be the duty of the authority to issue a licence to him in respect of the structure unless the authority considers-
 - (a) That the structure would cause unreasonable obstruction of a highway; or
 - (b) That a relevant structure erected otherwise than as proposed by the applicant would cause less obstruction of a highway than the structure proposed by him and could conveniently be used for the work in question.
- (3) If on an application for a licence in connection with a highway the highway authority refuses to issue a licence or issues a licence containing terms to which the applicant objects, the applicant may appeal to a magistrates’ court against the refusal or terms: and on such an appeal the court may –
 - (a) In the case of an appeal against a refusal, direct the highway authority to issue a licence in pursuance of the application:
 - (b) In the case of an appeal against the terms of the licence, alter the terms.
- (4) Subject to subsection (6) of this section, it shall be the duty of a person to
whom a licence is issued by a highway authority in respect of a relevant structure –
 - (a) To ensure that the structure is adequately lit at all times between half an hour after sunset and half an hour before sunrise:

- (b) To comply with any directions given to him in writing by the authority with respect of the erection and maintenance of traffic signs in connection with the structure:
- (c) To do such things in connection with the structure as any statutory undertakers reasonably request him to do for the purpose of protecting or giving access to any apparatus belonging to or used or maintained by the undertakers.

(5) A person who contravenes the provisions of subsection (1) of this section otherwise than by failing to comply with the terms of the licence or who fails without reasonable excuse to comply with the terms of a licence or to perform a duty imposed on him by the preceding subsection shall be guilty of an offence and liable on summary conviction to a fine not exceeding £500.

(6) Nothing in the preceding provisions of this section applies to a relevant structure erected before the coming into force of this section or erected or retained by the British Railways Board, the London Transport Executive in the exercise of powers conferred on the body in question by an enactment: and nothing in paragraph (a) and (b) of subsection (4) of this section applies to a relevant structure if no part of it is less than eighteen inches in a horizontal direction from a carriageway of the relevant highway and no part of it over a footway of the relevant highway is less than eight feet in a vertical direction above the footway.

(7) No civil or criminal proceedings shall lie in respect of any obstruction of a highway which is caused by a relevant structure if the structure is on or over the highway in accordance with a licence and the person to whom the licence is issued performs the duties imposed on him in respect of the structure by subsection (4) of this section: and a highway authority by which a licence is issued shall not incur any liability by reason of the issue of the licence.

APPEAL

The effect of Section 316 of the Highways Act 1980 is that an appeal to the Magistrates' Court shall be by way of complaint for an order and shall be brought within 21 days from the date of service of the Council's consent.

VARIOUS ADDITIONAL PROVISIONS CARRYING CRIMINAL PENALTIES IN RELATION TO OBSTRUCTION OF HIGHWAYS

HIGHWAYS ACT 1980

Under Section 131 if a person without lawful authority or excuse deposits anything whatsoever on a highway so as to damage the highway he shall be guilty of an offence and liable to a fine of £200 for first offence and £500 for a second or subsequent offence.

Under Section 148 if a person, without lawful authority or excuse deposits anything on highway to the interruption of any user of the highway he shall be guilty of an offence and liable to a fine of £550.

Under Section 161 if a person, without lawful authority or excuse deposits anything whatsoever on a highway and in consequence a user of the highway is injured or endangered he shall be guilty of an offence and liable to a fine of £1000.

Section 168 provides for a penalty not exceeding £1000 on summary conviction where an accident occurring in or near a street gives rise to the risk of serious bodily injury or would have given rise to such risk if the appropriate authority has not taken emergency measures to deal with such risk.

Section 170 provides with certain exceptions that a person who mixes or deposits on a highway any mortar or cement or another substance which likely to stick to the surface of the Highway or which, if it enters drains or sewer connected with the Highway, is likely to solidify in the drains or sewers shall be guilty of an offence and liable on summary conviction to a fine not exceeding £1000.