



Highways, Transportation and Waste Streetworks

East Kent

Ashford Highway Depot, Henwood Industrial Estate
Javelin Way, Ashford, TN24 8AD
Tel: 03000 418369 – Fax: 03000 422835

Mid Kent (Canterbury & Swale)

Faversham Highway Depot
Canterbury Road, Faversham, ME13 8LY
Tel: 03000 418338 – Fax: 03000 422833

Mid Kent (Maidstone and Tonbridge & Malling) and West Kent

Aylesford Highway Depot, St Michaels Close
Aylesford, ME20 7BU
Tel – Mid Kent (Tonbridge & Maidstone): 03000 418333
Tel – West Kent: 03000 418319
Fax: 03000 422833

KCC Highways Contact Point: 03000 418181

Dear Sir / Madam

Placing of a Crane or Mobile Elevating Work Platform on or over the Highway

I refer to your request for information on the above. A permit has to be obtained from KCC Highways & Transportation when placing a Crane on or over the highway. It is necessary for the Crane operator to make an application for a Crane Permit and not the owner or occupier of the property at which the Crane is to be located.

Please find enclosed for your information:

- An application form for a Permit, to be completed and returned to the KCC Highways & Transportation Office appropriate to the site at which the Crane will be placed (please see footer of this letter for further information relating to KCC H&T offices)
- Conditions of Permit form

Please provide full payment as follows:

£160 each 7 days (or part thereof) for a **paper** permit or renewal permit application

Please note that the above administration charges are for processing an application and are non-refundable. Additional charges may apply to any works on lane rental streets. Further information on the Kent Lane Rental Scheme can be found at www.kent.gov.uk/lanerentalscheme

Please note that it is necessary for KCC Highways & Transportation to receive an application for a Crane permit, a **minimum of 5 working days** (longer if possible, due to confirming traffic management requirements) prior to the intended placing of a Crane on or over the highway. It is expected that a **minimum of 3 days notice for any renewal** is given. If you have any further queries, please contact KCC Highways & Transportation on 03000 418181.

Yours faithfully

Toby Howe
Senior Highway Manager
Highway Operations



Permit to Place a Crane / MEWP on or over the Highway

Section 1
To be completed by the Crane Operator

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Location of Crane	New Application	<input type="checkbox"/>
	Renewal	<input type="checkbox"/>
Property Crane is for <i>(if different from above)</i>	Dates Permit Required	
Full name and Address of Crane Operator	From	To
Emergency Telephone Number:		
Fax Number / Email:		

I have read, understood and will comply with the Conditions of Permit Note supplied and agree to pay for the administration of this permit or renewal permit for the period stated above. I understand these charges are non-refundable.

Signed: Tel No:

Date:

Kent County Council will only use the information provided in conjunction with the processing, management and the compliance of your licence. The information may be shared with the relevant district, borough or city councils or statutory regulators for compliance and monitoring purposes as necessary.



Kent County Council, pursuant to the powers conferred by Section 169 of Highways Act 1980 hereby grants permission to the above applicant in accordance with the above dated application for the period as stated above (or shown in the special conditions) subject to the following:

1. The Crane being in accordance with the Conditions of Permit Form
2. The Conditions of Permit being strictly adhered to.
3. KCC Highways & Transportation representative having agreed the exact position of the Crane with any specific conditions detailed (including any additional coning or guarding) will confirm permission by his signed his approval below.
4. Compliance with additional Special Conditions (if any) outlined in the space below (unless the renewal box is ticked above. In this instance the special conditions attached to the original Permit application)
5. Kent County Council is to be indemnified up to the value of £5 million by the Licensee from and against all actions and claims arising out of the positioning of the Crane and you are required to submit proof of this prior to the commencement of the work along with a copy of your £5 million public liability insurance.
6. The Crane Operator has made full payment to the Authority.
7. Each initial permit is valid for a term of up to 7 days.



THIS CONSENT IS NOT VALID UNTIL SECTION 2 IS COMPLETED

Section 2 – To be completed by the Street Works Team

Special Conditions:

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Signed: Dated:

For and on behalf of KCC Highways
& Transportation

Paid in full:	Yes / No	Agreed by:		Insurance & indemnity checked	Yes / No
Agreed:	Yes / No	Permit No:		Renewal:	Yes / No
				No of weeks allowed:	
Assessed by: Street Works Team		
Tel No:					

Conditions of Permit

1. All applications must be made by the main operator, who will be held by KCC to be responsible for all matters pertaining to the Plant and its use on the highway.
2. In this document any reference to Crane includes any Crane 'oversailing' the highway and any Mobile Elevating Work Platform (a mechanical device that provides temporary access for one or more individuals via a movable platform to an area at a height above ground level, commonly referred to as Vertical Scissor Lift, Cherry Picker, Boom Lift, Lift Platform or Aerial Work Platform).
3. The above Permit application must be completed and submitted to the relevant KCC Highways & Transportation Office along with: -
 - a) 3 copies of a Traffic Management plan (no smaller than 1:2500 scale).
 - b) Method statement and site-specific risk assessment
 - c) Copy of your Crane Operators qualifications
 - d) Overall Crane dimensions, including details of the load being lifted
 - e) Details of how the Crane will be transported to and from site, especially if such transportation will involve the movement of an abnormal load on the highway
 - f) Proof of Public Liability Insurance to the value of £5 million, against any liability, loss or damage, claim or proceeding whatsoever arising under Statute or Common Law in respect of placing and using a Crane on or over the highway or its removal.
4. In assessing any application KCC will require that a Crane shall be positioned so that it does not impede the surface water drainage of the highway or obstruct access to any manhole or the apparatus of any Statutory Undertaker or KCC.

5. No Crane shall partly or wholly obstruct a footway without the express permission of KCC Highways & Transportation and is conditional upon the provision of a 1.5-metre-wide pedestrian walkway, anything less than 1.5 metres by agreement only. This walkway is to be cordoned off in accordance with the Department of Transport 'Traffic Signs Manual' Chapter 8.
6. A Crane shall be removed as soon as practicably possible once it has finished being used by the customer and should not remain on the highway after its permit has expired.
7. The Works shall be carried out with all speed and diligence. No works will be carried out at night, weekends or bank holidays unless prior approval has been obtained from KCC Highways & Transportation.
8. Please note that it is necessary for KCC Highways & Transportation to receive an application for a Crane permit, a **minimum of 5 working days** prior to the intended placing of a Crane on or over the highway. It is expected that a minimum of 3 days notice for any renewal is given. **If a road closure is needed, then a minimum of 3 months notice is required.**
9. It will be necessary for KCC Highways & Transportation to check the site location as to suitability before a permit is issued. This may necessitate a joint site inspection (KCC and Crane Operator). If a further inspection is required, then a further fee of £50 becomes payable by the Crane Operator. Spot checks will be made to ensure compliance. The Applicant shall enable the Council to inspect the operations at all reasonable times.
10. 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.
11. Any location given on the permit application shall be unambiguous and will include property numbers where possible, rather than proper names of private properties or businesses.
12. In the placing and operation of a Crane the applicant is required to adhere to Code of Practice 3010:1972 and BS7121, Part 1,1989: both of which refer to "Safe Use of Cranes", with particular attention drawn to the following sections:
 - Planning / Management of the lifting operation, to include a minimum clearance of 5.7m above the carriageway and 2.7 m above the footway
 - Selection and duties of personnel
 - Safety
 - Siting of cranes
 - Erection and dismantling
 - Operating conditions
 - Handling of loads, to include no swinging of a load over the live carriageway
 - Raising or lowering of personnel
 - Signalling systems

In the placing and operation of a MEWP the applicant is required to adhere to The Lifting Operations and Lifting Equipment Regulations 1998 and BS 8460:2005 Safe use of MEWPs Code of Practice, again, with particular attention drawn to the above sections.

13. The signing and guarding of the Works shall be in strict compliance with the Traffic Signs Manual Chapter 8 (Traffic Safety Measures and Signs for Road Works and Temporary Situations) and the Safety at Street Works and Road Works A Code of Practice 2013. 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.
14. Should a Crane be in a position on the public highway where payment is necessary for parking (for example in a Pay and Display Zone), it is the responsibility of the owner of the Crane to place any necessary monies with the relevant authorities, prior to placement of the Crane on or over the highway.
15. No Crane shall be placed in, on or along any part of a bus stop or bus lane. KCC Highways & Transportation should be contacted if this is unavoidable prior to your application being submitted.
16. The Applicant shall note that in the event of any damage, of any kind whatsoever, being caused to the public highway as a result of their works at the location described, the Applicant shall hereby undertake to pay Kent County Council the total cost of any repairs to the public highway as may be deemed necessary by the KCC Streetworks Inspector.
17. This permit is being issued on the understanding that the Crane is being used in conjunction with work at the premises named in the application and for no other purpose.
18. If any Crane is found on the public highway without a valid permit, a charge of £47.50 plus a retrospective permit fee of £160 per 7 days (or part thereof) will be incurred by the Crane operator, along with Lane Rental charges (if applicable).