

Mobile Crane Licence

Highways Act 1980

Terms & Conditions and Application Guidance



Guidance Notes

1. The placement of a Mobile Crane on or within the public highway is regulated by the Highways Act 1980. If a Mobile Crane is to be operated wholly or partially in a street where TfL is designated as the Highway Authority, this activity must be authorised by Transport for London (TfL).
2. For the purposes of this application the term 'Mobile Crane' relates to vehicular plant being used to hoist detachable loads that require movement from one location to another. Licence applications for Tower Cranes Over-Sail, Scissor Lifts or other Mobile Elevated Working Platforms can be downloaded should be made [here](#)
3. Applications for a Mobile Crane licence must be made by, and paid for by the Mobile Crane operator, who must provide proof of the required level of public liability insurance (currently £10,000,000).
4. Before issuing a Mobile Crane licence to the applicant, TfL will consider the impact of the proposed activity to ensure it does not cause unnecessary disruption to the passage of all highway users, or conflict with any other known activities.
5. Consent to undertake a Mobile Crane operation shall be given in the form of a licence.

The standard terms and conditions relating to an approved Mobile Crane licence are provided later within this application pack. These may later be supplemented with any conditions that are specific to the actual operation itself or any local considerations.

Any Mobile Crane operators found operating on the public highway without a valid licence, or in contravention of the specified conditions attached to an approved licence, may be committing an offence under the Highways Act 1980 and could therefore be liable to prosecution by TfL.

6. The issuing of a Mobile Crane licence by TfL does not discharge the applicant from other statutory and non-statutory obligations related to any Mobile Crane operation on the public highway.
7. Applicants must undertake specific stakeholder consultations and confirm that no objections have been made by these parties to the proposed activity. These specified consultations must be complete before Mobile Crane licences are applied for. A list of contacts for these consultations are contained in Appendix A.
8. The processing time for applications may vary depending on the impact the Mobile Crane operation will have on the road network.

Where road closures, prohibitions, or suspension of existing controls of normal traffic movements are required to facilitate a Mobile Crane Operation, it will also be necessary for the Mobile Crane applicant to apply for a Temporary Traffic Regulation Order (TTRO). The application for a mobile crane operation TTRO should also be made through TfL's StarGo portal.

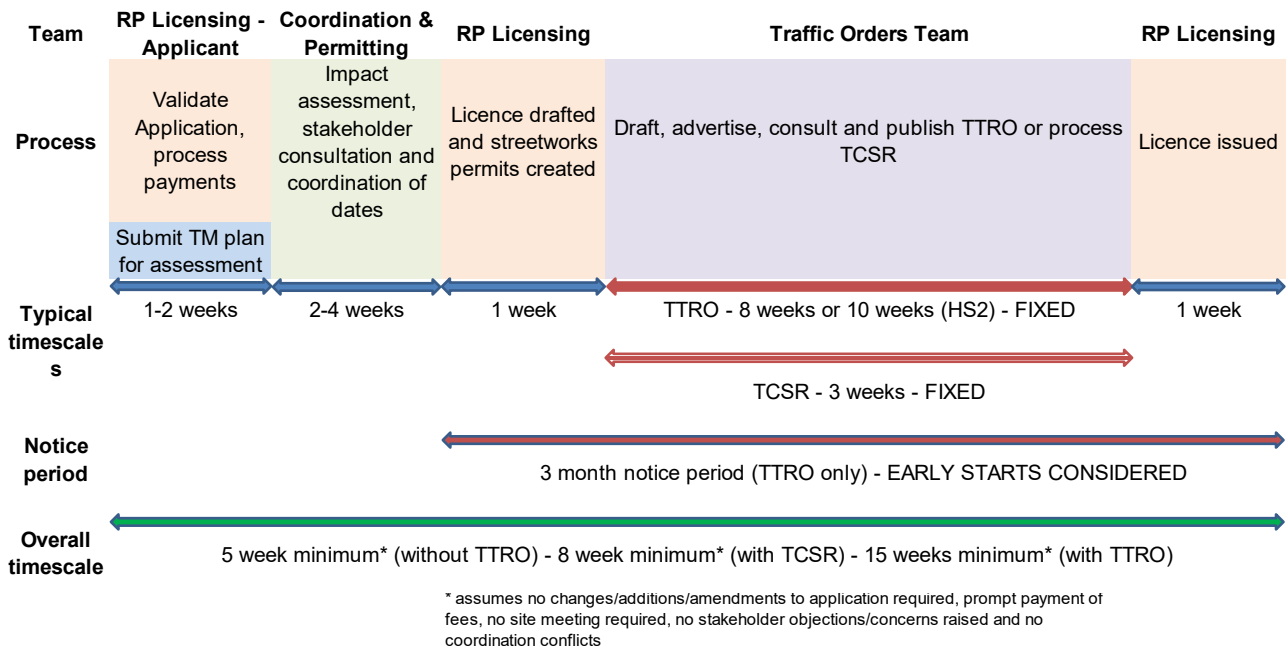
9. Mobile Crane Operations that require a TTRO will be regarded as a “Major Works” activity in accordance with the [London Permit Scheme](#) (LoPS) and will therefore be subject to a 3 month notice period. The 3 month notice period commences once the Traffic Management (TM) plans have been agreed, it is also at this stage that a TTRO should be applied for – TTROs cannot be applied for in advance of the TM plans being agreed by all stakeholders

It is the applicant’s responsibility to ensure the Traffic Order is in place before starting their works.

10. Suspensions to parking bays can sometimes be made using a Temporary Consolidation Suspension Request (TCSR). These can be processed in less time than a TTRO but are more limited in their application and cannot be used for general traffic prohibitions. Applicants will be advised whether a TTRO or TCSR will be required as part of the TM assessment.

In the case of an emergency where a danger to life or property is identified, a retrospective approval process will be implemented.

11. The below processing timescales are indicative.



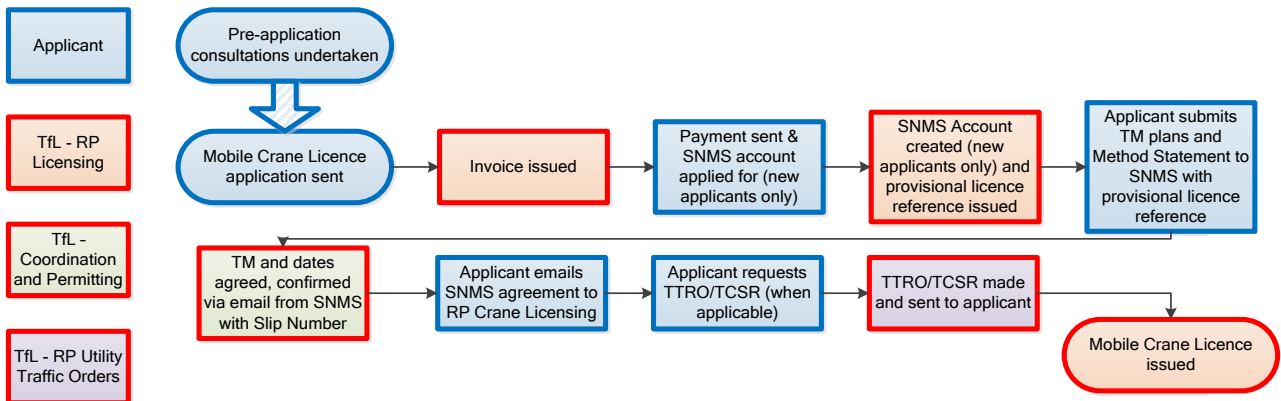
TfL shall endeavour to accommodate date requests on applications: however, priority must be given to the general coordination of all activities on the highway in order to fulfil our network management duty. Applicants must consider minimum notice periods and typical processing times when applying for dates. While “early start” requests will be considered, certain statutory processes (such as making TTROs) have fixed timescales.

Traffic Management Arrangements

12. All Mobile Crane Applications will be subject to an assessment of the applicant's proposed Traffic Management (TM) plans. Once payment for the licence has been made, applicants must then apply to snms@tfl.gov.uk for access to TfL's [SNMS](https://snms.tfl.gov.uk) portal (<https://snms.tfl.gov.uk>) where TM plans can be submitted for assessment (Appendix E). Once applicants have access to the SNMS portal, TM plans for subsequent Mobile Crane Licence applications can be made using the same account – though these will only be assessed once payment for each new licence application has been made.
13. As part of the TM assessment process a site meeting may be required depending on the anticipated impact of the proposed TM. Applicants will be responsible for arranging any site meetings with all necessary stakeholders – applicants will be advised of relevant stakeholder contacts during the TM assessment process. Typical stakeholders will include, but are not limited to, the following:
- TfL Asset Operations Team
 - Transport Providers (TfL Buses, London Underground and Network Rail)
 - Metropolitan Police Service or City of London Police
 - Traffic Management provider contracted for the operation
 - Land/Property Developer for the land benefiting from the crane operation
14. TM plans should provide the following as a minimum:
- a) Dimensions and residual carriageway running lane widths
 - b) Location details – Borough and Road Name, Northing and Eastings
 - c) Current road-layout ensuring bus stops, parking/loading bays, road markings are displayed
 - d) Full area of occupation including lead and end tapers
 - e) In the instance of a footway closure, a suitable and realistic pedestrian diversion needs to be shown
 - f) Clear diversion drawings for banned turns and road closures, ideally already route tested for normal vehicles and HGV's
 - g) Swept path analysis drawings at relevant locations – particularly roundabouts, chicanes
 - h) Proposed location of pedestrian marshals
 - i) Portable Light Signals (PLS) – provide the proposed temporary signal method of control and timings (ideally on a separate document and not on the TM drawing)

Application Process Stages

15. Mobile Crane applications will generally follow the below processing stages



16. To avoid delays, please ensure that the correct documentation is submitted at each stage of the application process.

Mobile Crane Licence Application

- a) Proposed traffic management plans including any diversion routes
- b) Public liability insurance certificate
- c) Crane specification document
- d) Confirmation of pre-application consultations undertaken with no outstanding objections

TM submission via SNMS

- e) Proposed traffic management plans including any diversion routes
- f) Pre-application consultation comments and confirmations

TTRO/TCSR application

- g) Completed TTRO or TCSR application form
- h) Final approved traffic management plans

Licence Charges/Fees

17. The total fee shall comprise of the standard total £750, plus any additional road space date(s) that are required.

Charge/Fee Description	Fee
TfL's general administration costs	£600
Inspection Fee – Prior to Crane Operation	£75
Inspection Fee – On completion of Crane Operation	£75
TOTAL	£750
TfL's additional administration cost for processing additional road space dates e.g. back-up date. (optional)	£150

18. A deposit may be requested in advance of a Mobile Crane Operation. The purpose of the deposit shall be to cover potential reasonable costs incurred by TfL in remediating any damage to the highway or associated assets caused by a Mobile Crane Operation. Where no damage is caused or TfL's reasonable costs do not exceed the deposit amount, TfL will refund the applicant wholly or partially accordingly. Deposit return form can be found in Appendix C.

Refused Applications

19. An applicant may appeal to the magistrates' court where TfL has:

- Refused to grant a licence to place a mobile crane on the public highway; or
- Refused to grant a licence except on terms prohibiting its assignment

Refunds

20. Where applications are refused by TfL a full refund shall be given. In all other circumstances, the amount of refund shall be determined by the stage of progress the application has reached at time of cancellation.

Stage of progress	Refund due
Before TM plans submitted to SNMS	£600
Before SNMS slip number issued	£300
After SNMS slip number issued	£200

Contacts

21. All general enquiries relating to Mobile Crane licences should be directed to:

Roadworks Performance Team
Telephone: (020) 3054 8472
07921 898 365
Email: RPCraneLicensing@TfL.gov.uk

22. Once TM submissions have been made via SNMS, applicants will be notified of the contact details of the Works Assessment Manager who will be the main point of contact to secure agreement of TM arrangements and coordination of timing and dates for the Mobile Crane operation.

Generic area contact details for the SNMS TM assessments:

Central – CAPCentral@TfL.gov.uk

Camden; City of London; Hammersmith & Fulham; Islington; Kensington & Chelsea; Wandsworth; Westminster

North – CAPNorth@TfL.gov.uk

Barking & Dagenham; Barnet; Brent; Ealing; Enfield; Hackney; Haringey; Harrow; Havering; Hillingdon; Hounslow; Newham; Redbridge; Tower Hamlets; Waltham Forest

South – CAPSouth@TfL.gov.uk

Bexley; Bromley; Croydon; Greenwich; Kingston-upon-Thames; Lambeth; Lewisham; Merton; Richmond-upon-Thames; Southwark; Sutton

Standard Conditions of the Licence

The following conditions are applicable to all licences. Supplementary conditions will also be applied at the discretion of Transport for London

- 1.1 A licence may only be granted to the applicant and is not transferrable.
- 1.2 The licence is only valid for period stated. Failure to comply with the dates specified within the licence is an offence under the Highways Act 1980.
- 1.3 The works must be carried out and completed without delay and in accordance with a schedule of work agreed with TfL. Actual times and dates of the Mobile Crane operation must be communicated to TfL by use of the form in Appendix C.
- 1.4 The applicant agrees that should any damage to the public highway, or associated assets, result from this activity, then TfL may undertake repair works and the applicant will pay all reasonable costs incurred by TfL in doing so. For this purpose, a deposit may be requested and held until TfL has confirmed there is no damage to the highway following the Mobile Crane operation.
- 1.5 The crane shall not be positioned on the public highway until a licence is obtained.
- 1.6 All temporary Traffic Management measures are to be designed, installed and maintained in accordance with the [Traffic Signs Manual Chapter 8](#) , [Safety at Street Works and Road Works Code of Practice](#) and TfL's [Temporary Traffic Management Handbook](#).
- 1.7 Applicants must provide a site specific risk assessment that includes consideration of underground structures and services.
- 1.8 No part of the licenced activity will obstruct or interfere with the drainage of the street or with access to, or operation of, the apparatus of the public utility companies.
- 1.9 The licensee and their employees or agents shall comply with any directions given by TfL regarding the safety of highway users, or the provision of lighting and warning signs.
- 1.10 The site shall not be used for the temporary placement of advertisements.
- 1.11 The licence does not exempt the licence holder from any parking or stopping controls and appropriate arrangements must be made for exemptions prior to placement.
- 1.12 Any request for an extension to the period for which the licence is granted must be made in writing at least 5 working days prior to the expiry of the licence.

Failure to comply with the terms and conditions of the approved licence is guilty of an offence and liable to prosecution in accordance with the provisions stated under the Highways Act 1980. It is incumbent on the applicant to ensure that the guidance and terms and conditions provided herein are fully understood before submitting an application.

Appendix A – Pre-Application Consultation Contacts

Consultation Type	Email/Website
TfL Highways – NM-Asset Operations (AO)	AssetOperationsNorthCorrespondence@TfL.gov.uk AssetOpertationsSouthCorrespondence@TfL.gov.uk AssetOperationsCentralCorrespondence@TfL.gov.uk
Abnormal load routing through Greater London	https://www.met.police.uk/advice/advice-and-information/abnormal-loads/v2/what-is-abnormal-load/
TfL London Underground – Infrastructure Protection	lulcedip@tfl.gov.uk https://tfl.gov.uk/info-for/urban-planning-and-construction/london-underground-and-rail-protection
Environmental Health Team noisy works approval	See relevant London Borough’s website for contact details – directory here https://directory.londoncouncils.gov.uk/



Appendix B – Crane On/Offsite Notice

This form must be submitted within 24 hours of the activity commencing

Applicant Contact Details		
Date of Notice:	Time of Notice:	
Crane Application Reference:		
Contractor (Supervisor on site):		
Contact Email Address:	Contact Telephone No:	
Mobile Crane Operation Details		
Description of Operation:		
Estimated Start Date:	Estimated End Date:	
Actual Start Date:	Actual End Date:	
Onsite Time:	Offsite Time:	
Activity Location		
Street Name:	Location:	
Declaration		
I confirm that the foregoing details are correct.		
Name:	Signature:	Date:
Completed forms should be returned to: RPCraneLicensing@tfl.gov.uk		

Appendix C –Deposit Refund Request Form

Note: A completed form must be returned to Transport for London following confirmation by TfL that the highway has been left in a/or restored to a satisfactory state

If you paid by Debit/Credit Card, please call 07921 898 365 and request your refund

1. Applicant Contact Details	
Applicant Name (Owner of Apparatus):	
Company Registration Number:	
Contact Email Address:	Contact Telephone No:
Full Postal Address:	
2. Crane Operations Details	
Licence Reference:	
Activity Completion Date:	
3. Refund Details	
Amount of Refund Requested: £ (less any deductions for other additional charges)	
Bank Account Name:	
Bank Account Sort Code:	Bank Account Number:
4. Declaration:	
I, the applicant, confirm that the foregoing details are correct and hereby request reimbursement of the residue deposit stated above	
Company Name:	
Company Address:	
Name:	Position:
Signature:	Date:
Completed forms should be returned to RPCraneLicensing@tfl.gov.uk	

Appendix D – SNMS Application

Please complete the below an email to snms@tfl.gov.uk.

Please note the first 5 fields are mandatory.

YOUR NAME	
YOUR CONTACT NUMBER	
YOUR COMPANY NAME	
YOUR EMAIL ADDRESS	
YOUR COMPANY WEB ADDRESS	
CONTRACTOR ACCESS REQUIRED?*	Yes
*IF YES, PLEASE INDICATE WHICH PROMOTER YOU WILL BE UNDERTAKING WORKS ON BEHALF OF, AND THE LONDON BOROUGH THESE WORKS ARE IN	R P Crane Licensing

You will receive two separate emails from SNMS, one containing your username and one containing your password. After you have received these, you may access the system at the following address: <https://snms.tfl.gov.uk>

If you have any technical queries regarding the SNMS portal, please contact: snms@tfl.gov.uk

Contact

Roadworks Performance
Network Management
Transport for London
Palestra
197 Blackfriars Road
London SE1 8NJ

Email: RPCraneLicensing@tfl.gov.uk

Telephone: 0203 054 8472
07921 898 365

