



Mobile Plant Licence Application Form

This form is intended to facilitate proper administration of the statutory Approval and Consents under the Highways Act 1980 (as amended), The New Roads and Street Works Act 1991 and the Traffic Management Act 2004 having regards to relevant guidance.

Applications received without details of insurance will **not** be processed. Safety and security for highway users is our paramount consideration at all times. A plan/drawing or other technical details must also be attached as part of the application and references to Technical Guidance where relevant are required.

A minimum of 7 working days are required for licence processing (note: this period may be extended where a site meeting is required). In emergency situations, the Applicant is required to contact Kingston Council by telephone for permission to undertake emergency works.

Please ensure that you read and understand all the conditions attached to the front and back of this permit. **Please answer all questions and ensure that all other information required is provided with the licence application.**

1. Particulars of Applicant:

Full name of Applicant:	
Name of Company:	
Address of applicant/ Company:	Post code:
Email contact:	
Office and mobile contact: Contact number of site owner <i>(if different)</i> CDM Co-ordinator contact if appointed:	



2. Details of Site and Proposed Activity:

Location of site:	Post code:
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Please attach a detailed drawing of the proposed activity, to include accurate dimensions of the activity i.e. area of occupation of the public highway. Also, any pedestrian or traffic management to be involved. A site specific method statement is to be included with all scaffolding applications. Applications received without a detailed plan of the proposed activity and copy of Public Liability insurance certificate will NOT be processed.

Description of works to be carried out:	
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Dimensions of structure/obstruction: Length:

Width:

Height:

3. Please tick the appropriate box for the type of structure you

require: Mobile Crane Cherry Picker Hiab Concrete Pump Scissor

Lift

OTHER- Please Describe.....



4. Requested Period of Licence: *(A minimum of 7 days' notice is required)*

Proposed start date:	
Proposed Completion Date:	
Required period of Permit (<i>Duration of weeks on site</i>):	

5. Details of Insurance Company:

Name of Insurance Company:	
Policy Number:	
Policy Expiry Date:	

A copy of Public Liability (NOT Employers) insurance certificate MUST be submitted

6. Application Charges:

- A charge of £285 will be made to consider an application and for the first month for a Minor Road
- A charge of £285 will be made for every additional month that the license is required for a Minor Road.
- A charge of £305 will be made to consider an application and for the first month for a Major Road
- A charge of £305 will be made for every additional month that the license is required for a Major Road
- A charge of £405 will be made to consider an application for the first month for a Construction site with multiple road locations.
- A charge of £405 will be made for every additional month that the licence is required for a

- Construction site with multiple roads
- The minimum refundable deposit is £405, depending on asset value, subject to site inspection evaluation.
 - On completion of works the Compliance Team will inspect the site. If damage has occurred to the footway or carriageway as a result of the works, an estimate will be sent to the contractor and the full amount shall be deducted from the deposit including any additional costs for administration.



Fees Examples:

	Cost Per Month (28 days)
Minor Road	£285
Major Road	£305
Construction Sites on Multiple Roads	£405

All cheques must be made payable to the Royal Borough of Kingston upon Thames (RBK)

All BACS Payments made to Lloyds Bank,

Acct: 14717168, Sort: 30-80-12 quoting: A92020 Q17116- Scaffolding

7. Deposits

Deposits must be reclaimed within one year of the expiry date of the licence. The request must be made in writing on completion of the works. Deposits will not be returned beyond this date or if damage has been caused to the Highway.

8. Declaration by Applicant:

****I/WE*** undertake to pay on demand, all costs associated with the repair of any damage to the highway caused by acts associated with the above mentioned activity that exceed the sum deposited. If the cost of any repairs is less than the sum deposited a refund of the appropriate amount will be returned to ****ME/US***. ****I/We*** hereby agree to accept full responsibility for any accidents or injury, claims or demands made by any person or bodies arising directly or indirectly from any activity covered by this application and confirm that the insurance policy shall remain in force without amendment for the duration of the entire activity hereby applied for. ****I/WE*** have read and understood the "conditions for certain activities on the public highway" and agree to abide by them and any special conditions imposed as part of the terms of the licence. ****I/WE*** accept that failure to comply with the terms and conditions of the licence will render it null and void and liable for enforcement penalties (****delete*** as applicable). ****I/WE*** have read and understood the Guidance Notes accompanying this application.

Name (Print):

Position:

On Behalf of (Company):

..... Signature:

..... Date:



9. Terms and Conditions for a Temporary Structure

Terms and Conditions for placing a Mobile Plant on the Highway (Highway Act 1980 Section 169)

1. All works on the public highway are to be carried out by qualified operatives.
2. The licensee shall take all steps as may be reasonably practicable to ensure the safety and convenience of persons using the highway during the execution of the works (having regard in particular for the needs of people with a physical disability). Safe access around the works must be provided for pedestrians at all times in accordance with the red book (Safety at Street Works and Road Works, A Code of Practice) along with any agreements made with the Network Management team at the time of making an application.
3. The licence is granted subject to payment of the appropriate licence fee as specified at the time of application.
4. The licensee will comply with the provisions of the Highways Act 1980, the New Roads and Street Works Act 1991, the Traffic Management Act 2004, the Health and Safety at Work Act 1974, the Construction (Design and Management) Regulations 1994 where applicable and all other necessary statutory provisions or regulations
5. The works are carried out entirely at the applicant's risk. As per the licensee's application form. The Licensee shall indemnify and keep indemnified the Council against all claims, demands, proceedings, damages, expenses, losses or costs caused by the Licensee, his agent or servant in the exercise of this Licence
6. Applicants must have public liability insurance providing a minimum of £10million to indemnify against all actions in law or in equity, damages statutory or common law losses, costs, charges and expenses arising in any manner whatsoever from the undertaking of the works.
7. The Licensee must inform the Council prior to the expiry of the licence if the works are likely to continue after the expiry of the Licence whereupon the Council may agree to extend the time period upon payment of the relevant fees.

8. The Council, upon giving the requisite notice may withdraw the licence by giving notice in writing to the Licensee at the Licensee's address contained herein

9. In the event of damage to the highway the Licensee must make good any damage using approved contractors and having the necessary licences in place to carry out the repairs. In the event of the Licensee not making good any damage to the highway the Council shall carry out any necessary repairs and recover the expenses reasonably incurred from the licensee.

10. You must protect the highway from jacks and stabilisers and ensure these are not placed over drainage covers or other utility apparatus. You must also take care to avoid overhead wires and cables with your apparatus.

11. Any instructions given by the Network Management Team must be adhered to.

12. All traffic management must be in accordance with Chapter 8 of the Traffic Signs Manual.

13. The Licensee and his contractors must comply with any reasonable instructions given by any authorised officer of the Council, in particular with regards to Health and Safety.

14. All parking suspensions and requirements must be agreed and satisfied prior to the works commencement.

APPLICATION PROCESS A mobile plant licence is issued in accordance with varying legal requirements and legislation.



10. FOR KINGSTON COUNCIL USE ONLY

Permit approved by:	Title: Date:
Total Licence Fee:	Total Deposit: Total Monies received:

Permit Type: Permit Number: HS Receipt Number:

Streetworks Inspector:

Permit approved by:	Title: Date:
Total Licence Fee:	Total Deposit: Total Monies received:
Permit Type:	Permit Number: HS Receipt Number: