



City of Westminster

TEMPORARY TRAFFIC ORDERS and CRANES & PLATFORMS

Applications for Approval to Close a Road
or site a Crane/Platform vehicle on the Public Highway

Westminster *TranServ*

A Balfour Beatty Mouchel Parkman Joint Venture

REVISED : AUGUST 2011

GENERAL INFORMATION

A licence under Section 169 of the Highways Act 1980 is required to site a crane or platform vehicle on the highway. This includes any vehicle using outriggers, as well as concrete pumps and larger HIABs.

A Temporary Traffic Order (TTO) is required to close the public highway to facilitate roadworks, streetworks, or building works, which are either on or adjacent to the highway. This is issued under Section 14 of the Road Traffic Regulation Act 1984.

If a TTO is required for a Crane/Platform operation the City Council waives the application for a crane licence as approval is granted through the TTO process.

Please Note

1. Crane licences are granted for a maximum of four dates. Additional applications with fees are required for each multiple of four operation dates requested.
2. **A TTO is required** whenever access to the highway is prevented, ie
 - For a full road closure
 - A banned turn
 - Making a road one-way
3. Use of Traffic Lights does not require a TTO as no access is prevented. Closure of a footway or pavement at the side of a road does not require a TTO.

Your Activity	Does your work require a TTO?	Make an Application for	Current Fee
Siting a Crane/Platform on the Highway	No	Crane Licence under S169 Highways Act Allow 10 working days for processing after WCC's receipt of all information	£294
Siting a Crane/Platform on the Highway (preventing access to the road)	Yes	TTO under S14 RTRA Allow 8 weeks for processing after WCC's receipt of all information	£1,816
Any Works Requiring a Road Closure	Yes	TTO under S14 RTRA Allow 8 weeks for processing after WCC's receipt of all information	£1,816

CONSIDERATION OF YOUR APPLICATION

Westminster Council Customer Services Initiative (the Csi) receives applications and checks that all necessary information and the fee have been submitted.

Westminster TranServ Traffic Team make the technical assessment of proposals, coordinates with other road users, and agrees the method of traffic management and timing.

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- How to apply for a Crane or Platform licence
- How to apply for a TTO
- Standard Terms and Conditions for all licences and TTOS
- Application Form
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**APPLYING FOR CRANE AND AERIAL PLATFORM OPERATIONS WITH FREE
MOVEMENT (PARTIAL CLOSURE) IN THE CITY OF WESTMINSTER (SECTION 169
OF THE HIGHWAYS ACT 1980)**

1. Approval must be obtained to use any crane or aerial platform on the public highway.
2. Submit all applications with fees cheque to Westminster City Council Customer Service Initiative (known as CSI).

Please post your application to: Highways Management (CSI)

PO Box 5749, Dingwall, IV15 9WW

Contact details: Tel: 020 7641 2000

Fax: 01349 867 269.

Email: highwaysmanagement@westminster.gov.uk

3. Please ensure your application includes the following documents:
 - Completed application form
 - Sketch of proposed traffic management
 - Site location plan
 - Indemnity form
 - Public Liability insurance (minimum £5 000 000)
 - Details of parking suspensions
 - Copy of notification letter to affected residents and distribution details
 - Payment (cheques to be made payable to "City of Westminster")
4. If the application is incomplete and / or contains erroneous information it will be returned and can only be processed when all necessary information has been submitted and received.
5. **Payment for processing the request must be enclosed with the application.** The cost of processing an application is currently **£294 (from 1 April 2010)**. The application will be processed under Westminster City Council Terms and Conditions (see below). The payment will not be processed until the details of the operation are agreed between WCC / TranServ and the applicant. Once the application has been approved and returned signed, the payment will be processed. There may be additional charges from other sources, such as London Transport or Parking Suspensions and additional warning signs which will need to be paid for separately.
6. Applications can be for a maximum of four dates (including back-up dates). Applicants requiring additional dates must pay for an additional licence.
7. Full and complete Applications must be **received at least 10 working days in advance** to allow for the assessment of the proposal. Dates for the operation(s) cannot be confirmed until the application has been received and co-ordinated with all other highway work. Proposals are agreed subject to events that may arise outside the Council's control.
8. Once the operation details have been agreed with Westminster TranServ Traffic Team the application form will be returned to the applicant with a unique reference number. The operation will only be valid for the dates requested on the application form. A copy of the signed application form must be present on site when the operation is ongoing. This reference number should be quoted on all future correspondence.

9. Should it be necessary to cancel any operation please contact Westminster TranServ Traffic Team on Traffic@westminster.transerv.co.uk giving them as much notice as possible. Please note that payments are in the form of a consideration fee and are non-refundable once an application has been considered.
10. If any parking provision needs to be suspended for your work then you must contact the City Council's Parking Team at least 7 working days in advance of the operation. They can be contacted on 020 7641 6850. Details can be viewed on the Westminster website at <http://www.westminster.gov.uk/services/transportandstreets/parking/suspensionsanddispensations/suspensions/>
11. You are advised to take careful note of the City Council's Terms and Conditions set out below as part of these application documents as full compliance is a requirement of approval being given. You may wish to take independent advice on the contents of the terms and conditions and degree of liability involved in carrying out a crane operation, in particular where the oversailing of private properties is involved.

APPLYING FOR A TEMPORARY TRAFFIC ORDER (TTO) IN THE CITY OF WESTMINSTER (SECTION 14 OF THE ROAD TRAFFIC REGULATION ACT 1984)

1. Approval must be obtained to close the public highway or restrict access to a section of street.
2. Submit all applications with fees cheque to Westminster City Council Customer Service Initiative (known as CSI).

Please post your application to: Highways Management (CSI)

PO Box 5749, Dingwall, IV15 9WW

Contact details: Tel: 020 7641 2000
Fax: 01349 867 269.

Email: highwaysmanagement@westminster.gov.uk

3. Please ensure your application includes the following documents
 - Completed application form
 - Sketch of proposed traffic management
 - Site location plan
 - Indemnity form
 - Public Liability insurance (minimum £5,000,000)
 - Details of parking suspensions
 - Copy of notification letter to affected residents and distribution details
 - Payment (Cheques to be made payable to "The City of Westminster")
4. If the application is incomplete and / or contains erroneous information it will be returned and can only be processed when all necessary information has been submitted and received.
5. **Payment for processing the request must be enclosed with the application.** The cost of processing an application is currently **£1,816 (from 1 April 2010)**. The application will be processed under Westminster City Council Terms and Conditions (see below). The payment will not be processed until the details of the operation are agreed between WCC / TranServ and the applicant. Once the application has been approved and returned signed, the payment will be processed. There may be additional charges from other sources, such as London Transport, Parking Suspensions and additional warning signs which will need to be paid for separately.
6. Full and complete Applications must be **received at least 8 weeks in advance** to allow for the assessment of the proposal. The dates for the Order cannot be confirmed until the application has been received and co-ordinated with all other highway work. Proposals are agreed subject to events that may arise outside of our control.
7. Once the details have been agreed with the Westminster TranServ Traffic Team a "Proposal to make an Order" will be sent to the applicant with a unique reference number. This is when the payment will be processed. The Order will only be valid for the agreed dates. A final copy of the TTO will be issued to the applicant, and it must be present on site when works are ongoing. This reference number should be quoted on all future correspondence.

8. Should it be necessary to cancel any operation please contact Westminster TranServ Traffic Team on Traffic@westminster.transerv.co.uk giving them as much notice as possible. Please note that payments are in the form of a consideration fee and are non-refundable once an application has been considered.
9. If any parking provision needs to be suspended for your work then you must contact the City Council's Parking Team at least 7 working days in advance of the operation. They can be contacted on 020 7641 6850. Details can be viewed on the Westminster website at <http://www.westminster.gov.uk/services/transportandstreets/parking/suspensionsanddispensations/suspensions/>

THE CITY COUNCIL'S TERMS AND CONDITIONS FOR CRANE & AERIAL PLATFORM OPERATIONS AND TEMPORARY TRAFFIC ORDERS IN WESTMINSTER

1. All crane and aerial platform operations and TTOs must have approval from Westminster TranServ Traffic Team before they proceed. A copy of the TTO and the signed approved application form must be on site while the TTO is in operation.
2. Note that the display of advertisements may require advertisement consent from the City Council as local planning authority, especially if they are illuminated. The definition of an advertisement is broad and includes Christmas lights, banners on lamp columns and banners across streets, even if there is no overt commercial advertising. It normally takes between 6-8 weeks for an application for advertisement consent to be processed. It is a prosecutable offence under the Town and Country Planning Act to display an advertisement without obtaining the necessary advertisement consent from the City Council. For any type of Advertisement, therefore, you must check with Westminster's Planning & City Development (P&CD) Team on 020 7641 2520.
3. If you need to contact Westminster City Council outside normal office hours please call 020 7641 2000.
4. Notification Letters must be sent to all affected residents and occupiers informing them of your plans. This must be done one to three weeks before the operation takes place. A copy of the planned letter along with distribution details must be included with the application.
5. Access to premises must be maintained at all times unless agreed in advance with the building occupier. Pedestrian access must be maintained at all times.
6. An operation must not be sub-contracted to another crane or aerial platform company, or another depot, without notification.
7. Outriggers must not be placed directly on to any part of the carriageway or footway. Suitable timbers or mats (or similar) must be positioned under all outriggers. The crane company must satisfy themselves that the crane operation will not damage the highway.
8. It is the responsibility of the Crane Company to check for vaults and public utility services etc. under the highway. The Crane Company must provide adequate protection or amend the site layout to avoid the vaults and services. Any damage to the highway will be repaired at the applicants cost.
9. Under no circumstances may trailers be uncoupled from the towing unit. Failure to comply will result in the operation being stopped.
10. The City of Westminster is environmentally sensitive and the WCC Noise Team provides day and night cover for residents and occupiers troubled by noise. It is essential that sufficient notice is given for any work outside normal hours in order that liaison can take place with the WCC Noise Teams. Normal working hours are 0800-1800Hrs on Weekdays (except Bank Holidays) and 0800-1300Hrs on Saturdays. Works over a Bank Holiday period will be considered on a job by job basis. However, if traffic considerations preclude work on a weekday, the contractor should strictly adhere to the start and finish times indicated by Westminster TranServ Traffic Team. This will generally be 0800-1800Hrs on a Saturday and 0900-1800Hrs on a Sunday. Note that the start time is the time at which the crane should arrive at the site, not the time at which the crane is to be rigged ready for work. For any operations outside normal working hours, a letter must be sent to all affected residents, giving one to three weeks notice of the intended operation with a copy to Westminster TranServ.

11. In the City streets are subject to either whole or partial closure at planned or short notice for special events or security reasons. Forthcoming planned events can be viewed on the website, though please note that not all events are displayed here; <http://www.westminster.gov.uk/services/business/specialevents/>
12. Westminster TranServ monitors all crane works, and officers will, as needed, positively direct and regulate site operations which do not comply with the requirements. **This may result in any such operation being suspended.**
13. Signing and guarding must conform to Chapter 8 Traffic Signs Manual and the booklet "Safety at Street Works and Road Works Code of Practice". Cones must be at least 750mm high. No made up or handwritten signs will be permitted. High visibility jackets and appropriate PPE must be worn at all times while on site.
14. A fully completed indemnity form must be supplied to the Council prior to the start of the operation. For operators with regular contracts in the WCC area, a block indemnity covering all operations over any period (up to one year) may be used. However, a copy of the indemnity must be supplied with each application.
15. Public liability insurance for at least £5,000,000 (five million pounds sterling) for any one incident must be maintained with a reputable insurance company and a copy of the policy and evidence of payment of premium must be produced as and when requested from time to time by the Council.
16. The operation, including all incidental work shall be carried out with due care and rigorous compliance with all relevant Health and Safety Regulations appertaining at all times. The safety of the public is of paramount importance at all times.
17. The operator shall give such notices as are required by law to be given to any person entitled to notice and shall not do any unlawful act or omit to do anything required by law during or incidental to the execution of the operation. The operation shall be carried out without negligence and so as not to occasion any avoidable or unlawful interference, injury or prejudice with or to the rights, interests or property of any person or so as to cause or to be likely to cause injury to any person.
18. If back up dates are required Westminster TranServ Traffic Team must be notified at least 6 working days in advance. However, due to the high number of activities on the highway within the City of Westminster, no guarantees can be given that the roadspace will be available on the back up dates.
19. Only vehicles essential to the operation may be parked within the site limits. All private vehicles etc must be parked elsewhere.
20. All valid traffic signs and street nameplates must be not be obscured at any time.
21. No cleaning materials, including water, hoses, sand etc shall be allowed to fall on the unprotected public highway. No cleaning with water is permitted on any highway if the temperature is 3°Celsius or below and falling, or 2°Celsius or below and rising.
22. The City Council cannot give approval for the oversailing of private property. For any operation requiring the oversailing of private property, applicants must contact the relevant owners of the affected land/property to request permission. It is the responsibility of the applicant to ensure this approval is provided prior to start of works. Any damage caused to private property remains the responsibility of the applicant to resolve with the property owner.

**Application Form for Crane and Aerial Platforms Operations & Temporary Traffic Orders
in the City of Westminster (Revised August 2011)**

Return forms to: Highways Management CSi, PO Box 5744, Dingwall IV15 9WW		Tel: 020 7641 2000 Fax: 01349 867 269. Email: highwaysmanagement@westminster.gov.uk	
Applicant details	Date of application	Company Name	
	Name of Applicant		
	Tel & Fax No	Email	
	Postal Address		
Site details	Road	Site Address	
	Road to be closed between e.g. street name and property numbers		
	Type of Work		
	Road Layout	Width of Road	
Operation details	Date(s) & Times of Operation		
	Back-up Dates		
	Crane / Platform Capacity	Outrigger Spread	
	Full or Partial Closure required*	Full Partial	(If Full attach detailed plan of diversion route)
	Parking Suspensions required*	Yes No	(If Yes contact Parking on 020 7641 6850)
	Advertising Consent required*	Yes No	(If Yes contact P&CD Service Support 020 7641 2520)
	Name and Number of On-site contact		
Declaration	In the event of Westminster City Council granting permission, I/ we agree to accept all the Council's Terms and Conditions for Crane and Aerial Platform Operations and Temporary Traffic Orders, as supplied with the application documents.		
	Signature	On behalf of	Date
So that your application can be considered, please ensure that this form is completed correctly and the required information is submitted ie signature, fee, indemnity, site plan, detailed traffic management drawings, letters to residents, liability insurance, details of any parking suspensions.			
To be completed by Westminster TranServ			
Work Agreed*	Yes No	By	
Date		Ref No	
Work is agreed under Section 169 of Highways Act 1980 (for Partial Closures) and under Sections 14 & 16 of The RTRA 1982- as amended (for Full Closures requiring TTOs). Work must be undertaken as detailed on the application above for this agreement to be maintained. Any divergence from your agreed working practices will result in permission to work being terminated.			

* delete as required

INDEMNITY FOR CRANE AND AERIAL PLATFORMS OPERATIONS & TEMPORARY TRAFFIC ORDERS IN THE CITY OF WESTMINSTER

In order to operate a mobile crane or aerial platform, or carry out any operations requiring a Temporary Traffic Order on the highway in the City of Westminster, the applicant must indemnify Westminster City Council. The attached indemnity pro forma must be copied on to Company headed paper, signed by a Director and attached to each application.

The indemnity must cover at least the time period of the proposed operation. It is acceptable for the indemnity to cover any time period for up to one year as long as a copy is attached to each new application. It is suggested that a suitable period would be from the 1st January to 31st December each year.

Please note that the City Council cannot give approval for the oversailing of private property. You must therefore ensure you have notified and gained approval from private landowner before beginning any works. Any damage caused to private property remains the responsibility of the applicant to resolve with the property owner. This indemnity therefore does not cover consequential damage to private property.

Please copy the following indemnity onto your company headed paper and replace the words indicated in bold with the appropriate details.

Indemnity for Crane and Aerial Platform Operations on the Highway and Temporary Traffic Orders in the City of Westminster

PLEASE TYPE YOUR FULL COMPANY NAME (“the Company”) hereby agree to indemnify and save harmless, Westminster City Council (“the Council”), their servants, officers and agents from and against all actions in law or in equity, damages, statutory or common law losses, costs, charges and expenses arising in any manner whatsoever:

- (i) in respect of personal injury or death of any person or persons and
- (ii) in respect of damage or injury to any property whether real or personal (including property of Council) arising out of the transportation, erection, dismantling and or use of the equipment whether by means of defect (latent or otherwise) in the equipment or by an act (omitted or committed) by the Company, its officers, its servants or its agents.

The above indemnity shall be enforceable against the Company in its operation (as aforesaid) of the equipment, whether such operation was a result or express authority from the Council or otherwise, unless due to any act or neglect of the Council of any person for whom the Council is responsible.

In the above indemnity, “the equipment” means any crane, equipment, machinery, or load which is or was, at the time of any crane operation on any highway in the Council’s administrative area and is the responsibility of the Company or being used by the Company, its officers or its agents, for any such crane operation.

The above indemnity shall be in force from **START DATE**.....
until **END DATE**.....

The Company undertakes to give the Council advance notice of any proposed crane operation on any highway in the Council’s administrative area.

The Company undertakes to maintain public liability insurance for at least five million pounds sterling for any one accident with a reputable insurance company and to produce a copy of the policy and evidence of payment of premium as and when requested from time to time by the City Council.

Signed

DIRECTORS SIGNATURE.....

on **DATE SIGNED**.....

by **FULL NAME**.....

PLEASE TYPE POSITION.....

of **PLEASE TYPE FULL COMPANY NAME AND ADDRESS**, and sign this instrument as such, and has authority to issue the above indemnity on behalf of the Company, as he does so by this instrument.