**Temporary Over Sailing Licence Application 2020/21**

**Guidance Notes**

Thank you for contacting Regional Enterprise (Re), which is a joint venture between the London Borough of Barnet and Capita plc. Re will process your application to temporarily over sail the public highway. Once you have provided the correct documentation and made an initial payment of the £1,000 non-refundable deposit, the Over Sailing team can initiate the application process, which **typically takes between 6 to 10 weeks**. **Your operational start date for the crane/s must not be before this timescale.**

The Over Sailing team will instruct a solicitor to prepare the licence, which can be amended by your own solicitor. Once both legal parties have reached an agreement about the licence contents, the Over Sailing team will write a Chief Officer Decision Report. It needs to be scrutinised by different Council departments, including Finance, Insurance, Legal and Governance. If they approve the report, it will be submitted to the Interim Executive Director, Environment.. If the Director authorises the report, it will be published online with other decisions at the end of that particular month. Until the decision is published online, our solicitor cannot arrange for the licence to be sealed and sent to your solicitor.

The minimum licence period is three months and each individual crane licence costs £1,352.57. The licence allows for an extension. When you calculate the extension, please calculate the number of weeks that follow the three-month initial licence period. There is a weekly extension charge of £55 per week for each crane.

Please see below for a breakdown of the costs:

|  |  |
| --- | --- |
| **Description** | **Cost** |
| Crane Licence Legal | £400.00 |
| Highways Crane Licence | £192.57 |
| Highway inspection | £489.49 |
| Administration @25% | £270.51 |
| **Total** | **£1,352.57** |

Individual Crane Extension = £55 per week

To initiate the application process, please email the required documents and completed application form to [oversailing@barnet.gov.uk](mailto:oversailing@barnet.gov.uk) and make an advance payment of £1,000 **(non-refundable)** for each crane. This amount will be deducted from the total crane licence fee.

You will need to pay the advance payment of £1,000 by card via telephone, by calling Kayleigh Jones on 07874600136.

Please help us by supplying the required documents and by completing all fields in the application form on pages 3 and 4, as without this the application process cannot commence.

Required Documents

* Completed Temporary Over Sailing Licence Application Form
* Site plan (to scale) with public highways to be over sailed highlighted and arc lines showing the crane turning circle/s;
* Method statement for operating the crane/s; and
* Public Indemnity Insurance certificate to demonstrate cover for the licence period at a level of £10 million or greater.

**Temporary Over Sailing Licence Application Form 2020/21**

|  |  |
| --- | --- |
| Development name: |  |
| Development type (e.g. house): |  |
| Development site address: |  |
| Property title number: |  |
| Has planning permission been granted? |  |
| Planning permission reference number: |  |
| On which date was planning permission granted? |  |
| Land Owner's name: |  |
| Land Owner's postal address: |  |
| Land Owner's e-mail address: |  |
| Land Owner's telephone number: |  |
| Developer's name: |  |
| Developer's postal address: |  |
| Developer's e-mail address: |  |
| Developer's telephone number: |  |
| Crane/s Operator's (business) name: |  |
| Crane/s Operator’s (business) postal address: |  |
| Crane/s Operator’s (business) e-mail address: |  |
| Crane Operator’s (business) telephone number: |  |
| Solicitor’s (individual) name: |  |
| Solicitors’ (business) name: |  |
| Solicitor's (business) postal address: |  |
| Solicitor's (individual) e-mail address: |  |
| Solicitor's (individual) telephone number: |  |
| How many cranes will be operated? |  |
| Operational start date for the crane/s: |  |
| Operational finish date for the crane/s: |  |
| Number of weeks beyond the 3 month licence period: |  |
| Operational days in a week (e.g. Monday to Friday): |  |
| Operational hours (e.g. 10 am to 4 pm): |  |
| Public highway road names that will be over sailed: |  |
| Have you attached a to scale site plan? |  |
| Are over sailed public highways highlighted in the site plan? |  |
| Does the site plan show the turning circle/s of the crane? |  |
| Have you attached a method statement for operating the crane/s? |  |
| Can you confirm that loads will not be carried over the public highway/s? |  |
| Do you have public liability insurance at a level of £10 million or greater? |  |
| Start date of the public liability insurance policy: |  |
| Expiry date of the public liability insurance policy: |  |
| If the public liability insurance does not cover the entire operational period, when will it be renewed? |  |

Once completed, please send this form and required documents to the Over Sailing team at: [oversailing@barnet.gov.uk](mailto:oversailing@barnet.gov.uk)



Re – 6th Floor

2 Bristol Avenue

Colindale

NW9 4EW

[www.re-limited.co.uk](http://www.re-limited.co.uk/)

[www.capitalocalgovernment.co.uk](http://www.capitalocalgovernment.co.uk/)