



**FORM MCH LICENCE APPLICATION TO PLACE A MOBILE CRANE/ HOIST ON A PUBLIC ROAD/FOOTPATH**

Application for: Mobile Crane  Hoist

Applicant: \_\_\_\_\_ Applicant Ref: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Contact Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_ E-mail: \_\_\_\_\_

Designated Contact Person: \_\_\_\_\_ Mobile Tel. No. \_\_\_\_\_ Tel No. Night \_\_\_\_\_

If the Applicant is **not** the Owner of the Mobile Crane/Hoist/Appliance, complete the following: -

Name of Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Mobile Tel. No: \_\_\_\_\_

Exact location of proposed works: \_\_\_\_\_

Purpose of Works: \_\_\_\_\_

Gross Weight of Mobile Crane/Hoist \_\_\_\_\_ Proposed Area Required \_\_\_\_\_ m2

Description of Mobile Crane/Hoist \_\_\_\_\_

**Indicate if the following relate to this application:**

- Extension of time for a previous Licence: Yes  No  If Yes, insert original Licence No. \_\_\_\_\_
- Is a Road Closure Required: Yes  No  If Yes, please complete R1 Form.
- Are Disc Parking Bays Affected: Yes  No  If Yes, how many? \_\_\_\_\_
- Is Crane/Hoist to be placed in a Bus Lane/Green Route: Yes  No  See Condition 13
- Is the Crane/ Hoist to be placed in a Loading Bay: Yes  No
- Are Traffic Lanes Affected: Yes  No  If Yes, how many? \_\_\_\_\_ (Inbound) \_\_\_\_\_ (Outbound)
- Is a hoist to be placed on a footpath: Yes  No  If yes see Condition 10. If yes the Drawing must indicate extent, layout, signage, guard-rails etc of temporary footpath around works.
- Is the Crane/Hoist to be placed in a Casual Trading Area: Yes  No
- Are Pre-construction Photographs attached: Yes  No  See Condition 9
- Will all residents/business units affected be notified: Yes  No  See Condition 15
- Planned Duration Mobile Crane/Hoist to be placed: Dates: From \_\_\_\_\_ To \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_

**THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:**

- (i) A Work Method Statement/Traffic Management Plan. ( See Note 2 )
- (ii) A Pedestrian Management Plan (See Note 3)
- (iii) Copy of Insurance Policy Endorsement. ( See Note 4 )
- (iv) Application Fee/ Deposit/ Parking Charge if applicable. ( See Note 5 )
- (v) Dimensioned Plan Sketch (See Note 6)
- (vi) Pre-construction Photographs (See Condition 9)

**I hereby apply for a licence to place a Mobile Crane/Hoist for use on the public road at the location specified above. I agree to be bound by the general conditions as specified and any specific conditions imposed by Cork City Council and to comply with the provisions of the agreed Works Method Statement / Traffic Management Plan/Pedestrian Management Plan. I shall be solely liable for and shall indemnify Cork City Council from and against all claims in respect of injury or damage to persons or property that may be occasioned in connection with or arising out of this application and/or the activities associated with or arising thereout and against all actions or proceedings that may at any time be brought against Cork City Council in consequence of such injury or damage and against all costs expenses and liability connected therewith.**

**Designated Contact Person/ Co-ordinator of Safety and Health on site:** \_\_\_\_\_

Mobile Tel. No. \_\_\_\_\_ Tel No. Night \_\_\_\_\_ **(BLOCK CAPITALS)**

Date : \_\_\_\_\_ Signed: \_\_\_\_\_

**NAME: (BLOCK CAPITALS)** \_\_\_\_\_

**A Mobile Crane/Hoist Licence will be issued subject to the following General Conditions.**

- 1 The Licence is non-transferrable.
- 2 No work on the placing of a Mobile Crane/ Hoist shall be carried out until a Licence has been issued by Cork City Council.
- 3 The Licence must be available on site for inspection by a member of An Garda Siochana or an official of Cork City Council.
- 4 The Mobile Crane/Hoist shall be placed in a manner to ensure it does not present a hazard to the public under all likely working and environmental conditions.
- 5 The Mobile Crane/Hoist must be suitably lit during the hours of darkness, be safe and secured with all precautions taken to prevent unauthorised access.
- 6 Fire hydrants must be left exposed and accessible.
- 7 Public lighting/traffic signals/trees must not be impaired without the permission of Cork City Council.
- 8 No materials shall be deposited or stored on the public road.
- 9 Prior to commencement of any works, a set of colour photographs (minimum 5x7) will be required of the location of the Mobile Crane/ Hoist and submitted as part of the application. Such set of photographs shall be taken utilising a 35mm camera and prints shall be provided in albums which are catalogued and cross referenced. Failure to provide such prior photographic evidence will confirm to Cork City Council that all areas in its charge, affected by or adjacent to the works, are in pristine condition.
- 10 In the execution of the work to which this licence relates, the licensee shall exercise all reasonable care to avoid inconvenience to pedestrians and vehicular traffic. Provision for diverted pedestrians must be made, with particular regard for persons with mobility or visual impairment. The public shall not be excluded from any portion of the footpath until a platform, handrail etc. is provided to the satisfaction of Cork City Council.
- 11 Where a crane is to be placed on a roadway the following measures must be taken:
  - a) if works are to last for less than 24 hours, 2 no. pointsmen must be provided in order to direct pedestrians safely along the path
  - b) if works are to last in excess of 24 hours the area has to be fenced off , with provision for the safe passage of pedestrians
- 12 A minimum of 2 no. Identification Signs are to be displayed at all times. These are to be positioned to be clearly visible to approaching traffic and pedestrians from either direction. These signs may be free standing or mounted on safety barriers and must be kept clean at all times. Each sign must indicate the Utility / Company name, Utility / company telephone number and the contractor name and telephone number if applicable. These signs are to be in accordance with Section 13.2 of the “Directions for the Control and Management of Roadworks in Cork City”.
- 13 Permission to place a Mobile Crane/Hoist on Clearways or Bus Lanes/Green Routes during their operational hours will not be granted. At no time will permission be granted to place a Mobile Crane on a footpath. Hoists of a specified type and weight will be permitted on footpaths (see Section X of the Directions for the Control of Roadworks in Cork City).
- 14 Where jacks are to be placed on the public road, padded feet/ approved protection devices must be used.
- 15 All businesses and residential properties likely to be affected by the works shall receive a written notice of the intended works and their likely duration from the applicant at least two days in advance of the commencement of the roadworks. The notice shall contain the applicant’s contact telephone number and the contact telephone number of the contractor’s representative who can be contacted if residents have any queries in relation to the works or if problems arise, as outlined in Appendix XV.
- 16 Cork City Council reserves the right to require an applicant to enter into a Deposit agreement prior to the commencement of works. The deposit amount will be based on the estimated cost of permanently reinstating the area enclosed as per Appendix VIII of the “Directions for the Control and Management of Roadworks in Cork City”.
- 17 On completion of the works, the public road shall be restored, and any damage made good to the satisfaction of Cork City Council. On default Cork City Council may execute any necessary works and recover the cost from the Applicant/Deposit.
- 18 The Licence may be withdrawn by Cork City Council for breach of any of the conditions contained herein. Notice of withdrawal shall be sent to the Applicant. In that event the Applicant shall within the time specified in the notice, at his own expense, completely remove the Mobile Crane/Hoist. On default of such complete removal, Cork City Council shall be entitled to remove same at the expense of the Applicant.

- 19 If a Mobile Crane/Hoist licence should be at any time be withdrawn by Cork City Council the applicant shall not be entitled to recover from Cork City Council any fee paid for such a licence, or any costs, damages or compensation whatever.
- 20 On the direction of an officer of An Garda Siochana or Cork City Council, works must be immediately suspended and all plant removed. Safe provision must always be maintained for pedestrian and traffic flow.
- 21 All expenses incidental to the Licence shall be paid by the Applicant.
- 22 Where a proposed Mobile Crane/Hoist substantially impinges on the public road or has a potential to restrict traffic flow, the Applicant may be requested to attend a weekly “Traffic Control Meeting” before the application can progress.
- 23 The Applicant must provide evidence of Employer’s and Public Liability Insurance cover for limits of not less than €3 million and €6.5 million respectively in respect of legal liability for bodily injury or third party property damage claims arising in connection with the activities, the subject of this application, for the duration of the licence period. These policies must be extended to indemnify Cork City Council. Cork City Council reserves the right to review this limit of indemnity for adequacy. The insurance policy shall be submitted for inspection before the Licence will be issued. The licensee is required to maintain a valid policy for the duration of the licence period.
- 24 Crane/ Hoist/ Appliance must not be left unattended.
- 25 Delivery and collection times restricted to periods before or after peak traffic times.
- 26 Crane/ Hoist/ Appliance must not be parked in City Centre overnight.

**Note 1: Application for a licence must be submitted a minimum of 14 days prior to the proposed commencement of works.**

**Note 2: Work Method Statement / Traffic Management Plan**

Where it is proposed to place a Mobile Crane/Hoist on or near a roadway a Work Method Statement / Traffic Management Plan, which includes the following, must be submitted:

- Arrangements for site deliveries, including time of day restrictions, vehicle queuing arrangements etc.
- Proposed arrangements to ensure minimum impact on traffic flow.
- Provision for storage of materials, machinery, etc

**Note 3: Pedestrian Management Plan**

Where it is proposed to place a Mobile Crane/Hoist on or near a roadway a Pedestrian Management Plan, which includes the following, must be submitted:

- Arrangements for Pedestrian Diversions including proposals for temporary footpaths, ramps, signage, fencing etc..

**Note 4: Insurance Requirements**

The Licensee must provide evidence of Employer’s and Public Liability Insurance cover for limits of not less than €3million and €6.5 million respectively in respect of legal liability for bodily injury or third party property damage claims arising in connection with the activities, the subject of this application, for the duration of the licence period. These policies must be extended to indemnify Cork City Council. Cork City Council reserves the right to review this limit of indemnity for adequacy. The insurance policy shall be submitted for inspection before the Licence will be issued. The licensee is required to maintain a valid policy for the duration of the licence period.

**Note 5: Fees**

A non-refundable Application Fee of €110 must accompany each application.

|                    |       |   |
|--------------------|-------|---|
| Refundable Deposit | Crane | €2,000 (Road) or €3,000 (Enhanced Road Area)                        |
|                    | Hoist | €1,000 ( Footpath ) or €2,000 (Road) or €3,000 (Enhanced Road Area) |

**Parking Charges**

|  |   |
|--|---|
| Suspension of 1 No. Disc Parking Space | €18.00/day or part thereof (1 Hour Parking Zone)<br>€9.00/day or part thereof (2 Hour Parking Zone) |
|--|---|

**Note 6: Dimensioned Plan Sketch**

A detailed plan showing the exact location of the proposed Mobile Crane/Hoist and if applicable the extent and layout of the temporary pedestrian footpath, including ramps, signage, guardrails and pointsmen.

**For official use only**

|                                 |             |                             |          |
|---------------------------------|-------------|-----------------------------|----------|
| <b>Application Fee:</b>         | <b>€110</b> | <b>Deposit</b>              | <b>€</b> |
| <b>Receipt Number:</b>          |             | <b>Receipt Number</b>       |          |
| <b>Road Impact Number:</b>      |             | <b>Parking Charge:</b>      | <b>€</b> |
| <b>Roadworks Moratoria:</b>     |             | <b>Receipt Number:</b>      |          |
| <b>Application Ref. Number:</b> | MCH / / '0  | <b>Date Licence Issued:</b> |          |

# DIMENSIONED PLAN SKETCH