



1. Why do you need a Temporary Cart Over Specified Licence?

- It is a legal requirement to obtain permission from the Local Authority in order to temporarily cart over/cross the Public Highway with a motorised vehicle, plant or apparatus.
- For a temporary cart over Specified Licence **only**, the Public Highway is defined as either a **verge or footway**.
- The consent for this approval is issued by way of a Specified Licence.
- To temporarily cart over/cross over the Public Highway with a motorised vehicle, plant or apparatus without a licence is an offence and the offending company or person is liable to prosecution.
- Regulations for carting over/s over the Public Highway can be found in the [Highways Act 1980](#) Section 184.

2. How much is a Temporary Cart Over Specified Licence?

2a. Specified Licence Costs

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3. When to apply for a Temporary Cart Over Specified Licence

- We require at least 21 (twenty-one) days to process a Standard Specified Licence which includes a temporary cart over only and no road closure/s.
- We

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- **Risk Assessment (RA)**

This document is mandatory and must be created and submitted by the applicant.

The RA must identify potential hazards (i.e. falling objects, obstructions, plant, deliveries etc.) and the severity of the hazard (i.e. fatality, injury).

Further guidance can be found via the



- **Application/Notification to use Temporary Traffic Signals on the Public Highway (TS1)**

This document is mandatory when temporary traffic signals are necessary.

You can access this via the Birmingham City Council website [Specified Licences page](#).

The form is being reviewed. Please note guidance within document, download separately, the online Highways Licence Application process.

Note: All online Highways Licence Application process, must be clearly labelled using letters and numbers only e.g. Public Liability Insurance, TMP2.

Note: Any PDF attachments submitted with your application that contain characters other than letters/numbers will be rejected by the online system and will send you back to the start of the online Highways Licence Application process. This also applies to any attachments may contain macros and/or are **not in** a PDF format.

Note: That **until all required, correct and up to date documents have been received and confirmed by us, the processing time of your application will NOT BEGIN.**

Note: The online Highways Licence Application process and all supporting documents must be completed **in full**. If the Standard/Major Works will affect traffic (**including pedestrians**), please ensure traffic management documents are submitted to reflect this.

Note: That if we do not have all the relevant documents or if they are out of date etc. and this does not allow us at least the minimum processing time (longer if there is a road closure etc.), this **will have an impact on your proposed start date and you will be required to change it.**



4b. Technical Guidance (Specification)

- Footway construction is built to withstand pedestrian weight only, therefore, alterations must be made to the construction of the footway in order to support heavier apparatus and avoid consequential damage to underground services i.e. gas mains, fibre optic cables, water supplies etc.
- Kerbs must be lowered and the transition from the carriageway to the back of the footway must be graded.
- The temporary cart over construction must be suitable to withstand the weight of the apparatus,



5. Applying for a Temporary Cart Over Specified Licence with Checklist

The link below will send you to the start of the Online Highways Licence Application found on the Birmingham City Council website.

The [Online Highways Licence Application](#) will guide you through the application process where you will also upload all the required documents for your application.

- [Online Highways Licence Application](#)
Mandatory

Please note that applicant **must also upload** the following documents in PDF format on the [Online Highways Licence Application](#) (for further information see [Appendix 1](#) and [Appendix 2](#))

- Temporary Traffic Management Plan with dimensions (TMP1 - Visual) (Appendix 1) (Traffic includes pedestrians)**
Mandatory

- [Temporary Traffic Management Plan \(TMP2 \(Narrative\)\)](#)
Mandatory

- Location of Specified Licence Activity with Dimensions (Appendix 2)**
Mandatory

- Risk Assessment (RA)**
Mandatory

- Method Statement (MS)**
Mandatory

- Public Liability Insurance (min £5 million)**
Mandatory

- Accreditation SWQR Cards**
Mandatory

- [Traffic Management Road Closure Application](#)
Mandatory if a road closure is necessary.

- [Application/Notification to use Temporary Traffic Signals on the Public Highway \(TS1\)](#)
Mandatory if temporary traffic lights are necessary.

When the application process is complete, the uploaded documents will then be automatically submitted to the Local Authority as part of the Online Highways Licence Application.



6. When will I receive the Specified Licence?

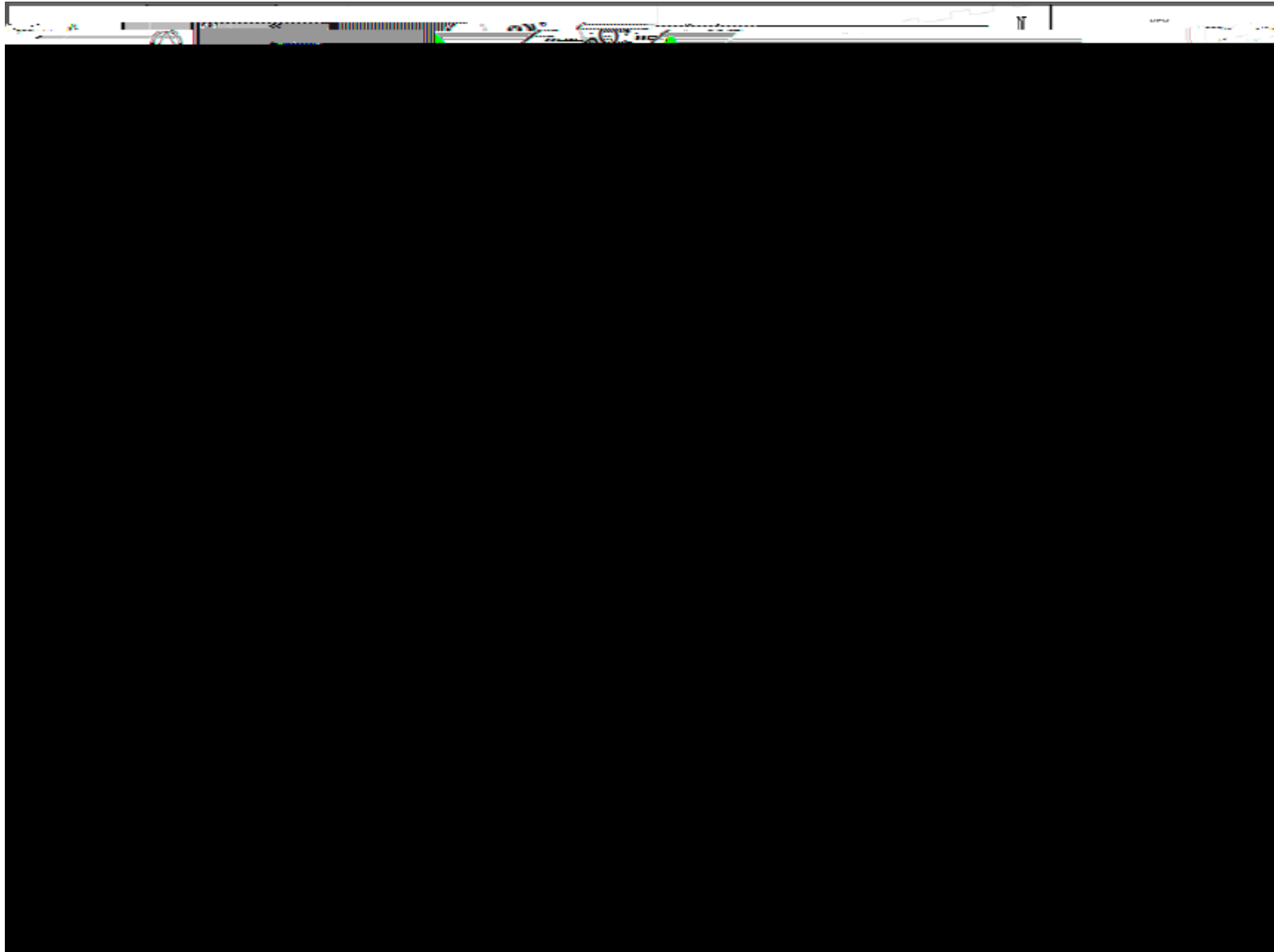
- The Specified Licence and associated costs must be paid for in full, prior to issue.
- Once the Specified Licence has been approved in principle, the Principal Contractor will be notified by email, **note this does not mean the Specified Licence is valid.**
- The Local Authority will then draft the Specified Licence, and this will be emailed to the Principal Contractor.
- The Principal Contractor **must sign** the Licence and **email it back** to the Local Authority.
- Once received, the Local Authority will sign and date the Specified Licence and return it via email to the Principal Contractor.
- Once all of the above bullet points have been addressed, the **Specified Licence is valid** and **you can begin work on the site.**

7. Contacts

- For further technical guidance, email: BHM.TechnicalSpecifiedLicences@kier.co.uk
- For further application & administration queries only, email: Highwayspermitmanagement@birmingham.gov.uk
- For road closure and traffic signalling guidance, email: tmapprovals@birmingham.gov.uk



8. Appendix 1 - Example of Traffic Management Plan with Dimensions (TMP1 - Visual)





9. Appendix 2 Example of Location of Specified Licence Activity with Dimensions

Locality No.27 BRISTOL ROAD

