

# APPLICATION FOR ANNUAL CRANE/FORKLIFT LICENCE



**PERIOD 1<sup>ST</sup> JANUARY TO 31<sup>ST</sup> DECEMBER yyyy**

Company			
Address			
Tel No.		Fax No.	
Third Party Liability Insurance Cert No.			
Date From		Date To	

## CRANE/FORKLIFT DETAILS

Make			
Model			
Capacity			
Registration No.			
Year of Manufacture			
Lifting Cert No.			
Date From		Date To	

I apply for this licence and agree to the fee as shown in the PoCF schedule of charges for yyyy with the full understanding that all operators of the crane/forklift will be fully familiar with this crane/forklift and that whilst on site they will abide by the requirements of the Port of Cromarty Firth for operating safely.

Responsibility for the operation including risk assessment, method statement and provision of the appointed person will be with the crane/forklift operator and hirer.

Port of Cromarty Firth will have no such undertaking or responsibility in the operation other than manage the interface between contractors working in the Port and allocate the work area.

**No crane/forklift operations will commence without the prior agreement of PoCF**

Name of Authorised Person (PRINT NAME) \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

**All signatures must be original. Photocopies, electronic or typed signatures will not be accepted.**

Port Office, Shore Road, Invergordon, IV18 0HD  
Tel: 01349 852308

## Operating Terms & Conditions for Cranes and Forklifts on PoCF Premises

1. This licence relates to the operation of a crane or forklift and attached equipment whilst on PoCF property and does not give the crane/forklift operator any rights to store the crane/forklift or associated equipment on PoCF's property. In the event of a crane/forklift or associated equipment being stored on PoCF property, charges as set out in PoCF's published tariff will apply. (stored means left unattended for a period greater than four hours on PoCF property)
2. Whilst on PoCF property a total period of 24 hours for mobilisation and demobilisation will be permitted prior to additional charges for storage under the PoCF published tariff being applied.
3. All crane/forklift activities including location must be with prior agreement of Port of Cromarty Firth.
4. Port of Cromarty Firth should be given at least two working weeks' notice, where possible prior to the anticipated crane operation in which the ground loading may exceed 70KN/m<sup>2</sup> to ensure that the necessary engineering checks may be carried out where required.
5. Responsibility for the operations including, risk assessments, method statements, lift plan, all certification and provision of an appointed person will be with the crane/forklift operator and hirer.
6. Where possible all mob and de-mob activities for large crane shall be undertaken during periods of relatively low activity on the facility but in any case, the crane operator will be responsible at all times for the securing and fencing of an exclusion zone around the work/ lifting area.
7. Port of Cromarty Firth will have no such undertaking or responsibility in the operation, other than manage the interface between contractors working in the Port and allocate the work area.
8. To avoid unnecessary damage to ground surfaces, cranes must use pressure distribution mats at all times.
9. Except where there has been prior agreement with Port of Cromarty Firth, cranes must not set up within the exclusion strip (designated with a yellow line) along the quay edge.
10. The licence holder will be responsible for reimbursing PoCF for any damage that may result from his activities on PoCF property and for any other reasonable associated expenditure.
11. Crane/forklift operators will be solely responsible for their actions and that they carry out their operations in accordance with all current health & safety regulations. This will include the use of signs and barriers to identify controlled areas.
12. Persons will wear the appropriate personal protective equipment at all times.
13. In the event of an incident on PoCF property the operator will report this immediately to PoCF and provide a full written report to the Harbour Master within 24 hours.
14. Port of Cromarty Firth terms and conditions of business will apply at all times.
15. PoCF reserve the right to cancel this licence at any time without prior notice.

**NON-COMPLIANCE OF THE ABOVE WILL RESULT IN THE LICENCE BEING WITHDRAWN**