

INFORMATION GUIDE – APPLICATION FORM FOR CRANES AND TEMPORARY OBJECTS

This information document provides guidance for completing the **Application Form for the installation and use of a crane or temporary objects**.

For each field, this document explains what information must be provided and, where relevant, which documents must be attached. The purpose of this guidance is to ensure that the application is completed fully and correctly, so that the assessment can proceed efficiently and unnecessary delays due to missing or unclear information can be avoided.

Please provide all requested information as completely and accurately as possible. If a field does not apply, enter **“Not applicable” (N/A)**, unless stated otherwise.

A separate application must be submitted for each crane or temporary object. If several cranes or temporary objects are installed within the same project, a separate application form must be completed for each one.

Submitting a fully completed application only means that the application has been received for assessment. It does not constitute approval or permission to install or use the crane or temporary object. Following a review of the information provided, the applicant will be informed separately of the decision on the application.

1. Applicant

In this section, provide the details of the person or organisation submitting the application. These contact details will be used for all communication regarding the processing of the application.

First name	Enter the first name of the person submitting the application.
Last name	Enter the applicant’s last name.
Company	Enter the official name of the company or organisation for which the application is being submitted. If the company is not known, please leave this field blank.

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Telephone	Enter a telephone number where the applicant can be reached during office hours.
Email	Enter a valid email address to which all communication regarding this application may be sent.

2. Person responsible for the worksite area

Provide the contact details of the person responsible for carrying out the works on site. This person must be reachable during the works for any questions or urgent communication.

First name	Enter the first name of the person responsible for carrying out the works on site.
Last name	Enter the last name of the person responsible for the worksite.
Telephone	Enter a direct telephone number at which the person responsible for the worksite can be reached during the works.

3. Project

Provide a brief description of the project for which the crane or temporary object is being requested. Clearly describe the nature of the works and the purpose of the installation.

Project name	Enter the official name or a clear designation of the project.
Description	Provide a brief description of the project and the location where the works will take place.
Purpose / description of the works	Describe the works to be carried out and what the crane or temporary object will be used for.

4. Application date

The **application date** is entered automatically when the form is registered and serves solely as the registration date of the application.

This date does **not mark the start** of the processing period. The application will only be assessed once all required information and attachments have been received in full. If the application is incomplete, the applicant will be asked to provide the missing information. The processing period only starts once the file has been declared complete.

Application date	This field is completed automatically and corresponds to today's date.
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5. Reference numbers

If available, please provide the relevant reference or file numbers of the authorities or permits listed below. This information facilitates the processing and coordination of your application. If a reference number is not known or not applicable, the relevant field may be left blank or marked “N/A”.

skeyes: IUR	Reference number of the urban planning or crane file at skeyes.	E.g.: IUR-2025-xxxx
BAC Servitudes: DBSA	Reference number of the file at Brussels Airport Company – Servitudes.	E.g.: DBSA 2025-xxxx
BCAA OBST	Reference number of the obstacle file at the Directorate-General for Civil Aviation (BCAA/DGTA/DGLV).	E.g.: OBST/2025/xxxx
OMV number	Reference number of the environmental permit or notification.	E.g.: OMV_2025xxxxxx
File works airside	Reference number of the approved Airside Works Sheet, if applicable. For example, the internal reference number assigned by Brussels Airport.	-

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Defence	Reference number of a file or advice from Defence, if applicable. For example, the reference number stated in the letter or advice from Defence.	-
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6. Work execution period

Indicate when the works will take place. Provide both the planned start and end dates and the daily working hours during which the crane or temporary object will be used.

Please note that the **application date** is solely the registration date of the file. The processing period only starts once **the application has been declared complete**.

To allow sufficient time for assessment, we recommend submitting the application as early as possible. **We cannot guarantee that the advice will be issued on time if the complete application is submitted less than 30 calendar days before the planned start date of the works.**

Start date of works	Enter the planned start date of the works. The start date may not be in the past .
End date of works	Enter the planned end date of the works. The end date may not be before the start date .
Working hours from	Enter the time at which the daily works start.
Working hours until	Enter the time at which the daily works end.

7. Crane / object details

Provide the technical details of the crane or temporary object for which the application is being submitted. Ensure that all dimensions, heights and technical characteristics correspond to the attached technical documentation.

Equipment type

 Excavator	 Self-erecting crane	 Truck-mounted crane	 Tower crane
 Lift	 Foundation machine	 Mobile tower crane	 Telescopic crane
 Concrete pump	 Tipper truck	 Aerial work platform	Andere (omschrijf) Other (describe)

Select the type of crane, machine or temporary object that will be used. Select “Other” if the equipment is not listed and provide a description.

Equipment model	Enter the brand and model of the equipment.
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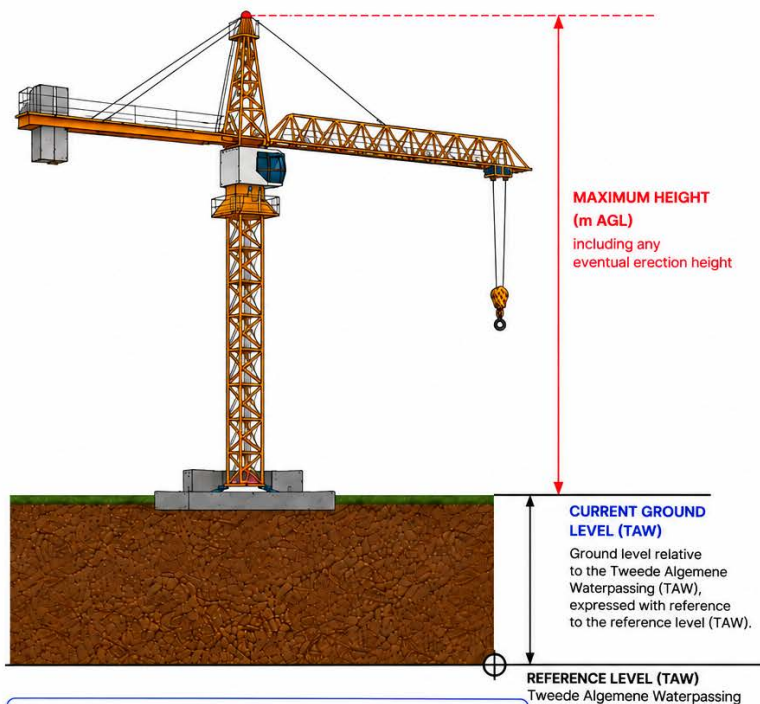
Technical data sheet of the equipment

Attach the technical data sheet of the equipment. This sheet must contain sufficient information to assess the technical characteristics and dimensions of the equipment.

- **The following file types** are accepted (PDF, Word, Excel, images, etc.).
- The **maximum file size is 5 MB** per upload.
- If you wish to add multiple files, combine them into a **single ZIP file** and upload it.
- Ensure that the documents are clearly legible and include all relevant technical data, such as dimensions and maximum working height.

Maximum height and current ground level

MAXIMUM HEIGHT AND CURRENT GROUND LEVEL



IMPORTANT

Use, for the ground level (TAW), the value corresponding exactly to the crane's installation location. This value may differ from the ground level around the construction site.



WHAT IS AGL?

AGL (Above Ground Level) is the vertical distance between the actual ground level at the crane installation location and the highest point of the crane.

If the crane is assembled or erected to a height greater than its normal operating height, this maximum height must be indicated.



EXAMPLE

- Current ground level (installation location): 12.35 m TAW
- Maximum height of the crane during erection: 63.00 m AGL



To be indicated as maximum height: 63.00 m AGL



CURRENT GROUND LEVEL (TAW) – WHERE TO FIND IT?

The ground level relative to the exact installation surface of the crane, expressed with reference to the Tweede Algemene Waterpassing (TAW).



WHERE TO FIND IT?

The ground level (TAW) can be found on:

- topographic maps and elevation maps (e.g. IGN / Geoportail)
- site plans and site survey data
- a topographic survey plan of the terrain
- information from the main contractor or the site owner

EXPLANATION OF ABBREVIATIONS

AGL	=	Above Ground Level (height above actual ground level)
TAW	=	Tweede Algemene Waterpassing (reference level in Belgium)
m	=	metre

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Maximum height (m AGL), including any erection height

Enter the maximum height of the equipment above ground level (AGL), including the height during assembly or erection if this is higher than the operational height.

Current ground level (m TAW)	What does this refer to? Enter the current ground level at the exact installation location of the crane or temporary object, expressed in metres relative to the Tweede Algemene Waterpassing (TAW). Always use the elevation of the actual installation location of the crane. This may differ from the elevation of the surrounding terrain. Where can the ground level (m TAW) be found? The current ground level (m TAW) can be found, among others, via: • Nationaal Geografisch Instituut (NGI) – Topomapviewer (https://ngi.be/online-resources/topomapviewer/) – official topographic maps for the entire Belgian territory. • Geo.be – Federaal geoportaal (https://www.geo.be) – gateway to geographic data from Belgian public authorities, including elevation data for the whole of Belgium. • Geopunt Vlaanderen (https://www.geopunt.be) – for locations in the Flemish Region, the elevation map and Digital Elevation Model of Flanders can be consulted. • Géoportail de la Wallonie (WalOnMap) (https://geoportail.wallonie.be) – for locations in the Walloon Region. Topographic maps and digital elevation model. • BruGIS (https://brugis.brussels/brugis/) – for locations in the Brussels-Capital Region. Topographic maps and digital elevation model. In addition, the ground level can be found on: • a land survey plan; • the project design or execution plans; • survey data from the surveyor, engineering office or client. Note: If recent land surveys are available for the project, these always take precedence over online map applications. The value entered in the form must correspond to the actual ground level at the exact crane installation location at the time of the works.
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The ground level (at the base of the crane) will be changed during construction

Indicate whether **the ground level at the exact crane installation location** will change during the works, for example due to filling, excavation or the installation of a temporary working platform.

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- **Yes:** in the field “**Adjusted ground level during construction (m TAW)**”, enter the highest ground level that will occur during the entire execution period.
- **No:** the field “**Adjusted ground level during construction (m TAW)**” does not need to be completed. The current ground level remains unchanged throughout the execution period.

Important: The adjusted ground level is used to determine the **maximum working height (m TAW)**. Therefore, always enter the **highest ground level** that will apply at the exact crane installation location during the works. This allows the maximum working height to be assessed correctly.

The ground level (at the base of the crane) will be modified during the construction	This is the adjusted ground level at the base of the construction crane.
Maximum working height (m TAW)	This is an automatically calculated field and does not need to be completed by the applicant. The maximum working height (m TAW) is calculated based on: • the specified maximum height of the equipment (m AGL); and • the ground level (m TAW) at the crane installation location. If the ground level is adjusted during the works, the calculation is based on the “Adjusted ground level during construction (m TAW)”. If the ground level is not adjusted, the “Current ground level (m TAW)” is used.

Working area (radius) / slewing circle / radius

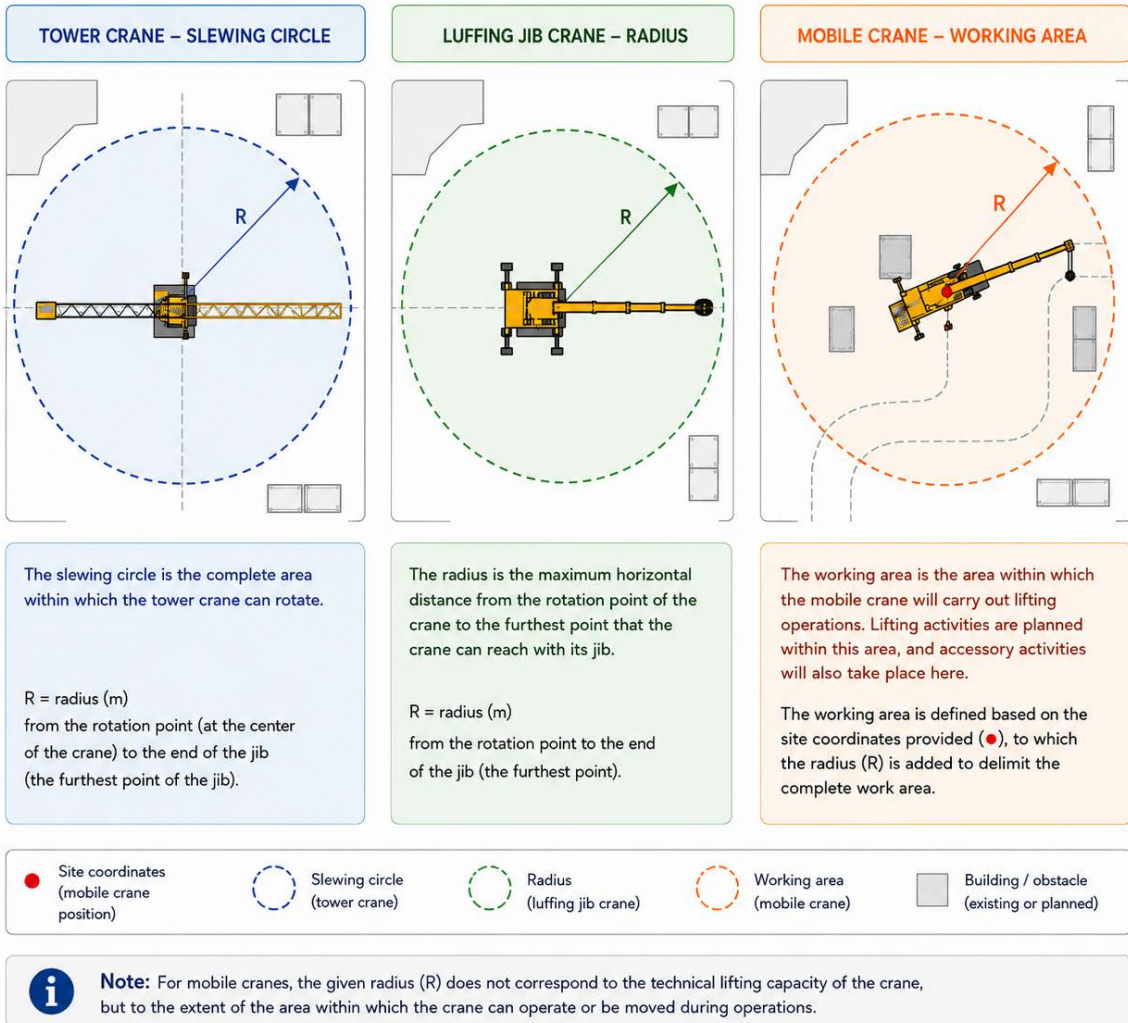
This field is **determined automatically** based on the selected crane type and **does not need to be completed by the applicant**.

The name of the input field is automatically adjusted to the selected crane type, so that only the relevant information needs to be entered.

The fields below are requested depending on the selected crane type:

SCHEMATIC OVERVIEW

The diagrams below provide an overview of the different concepts.

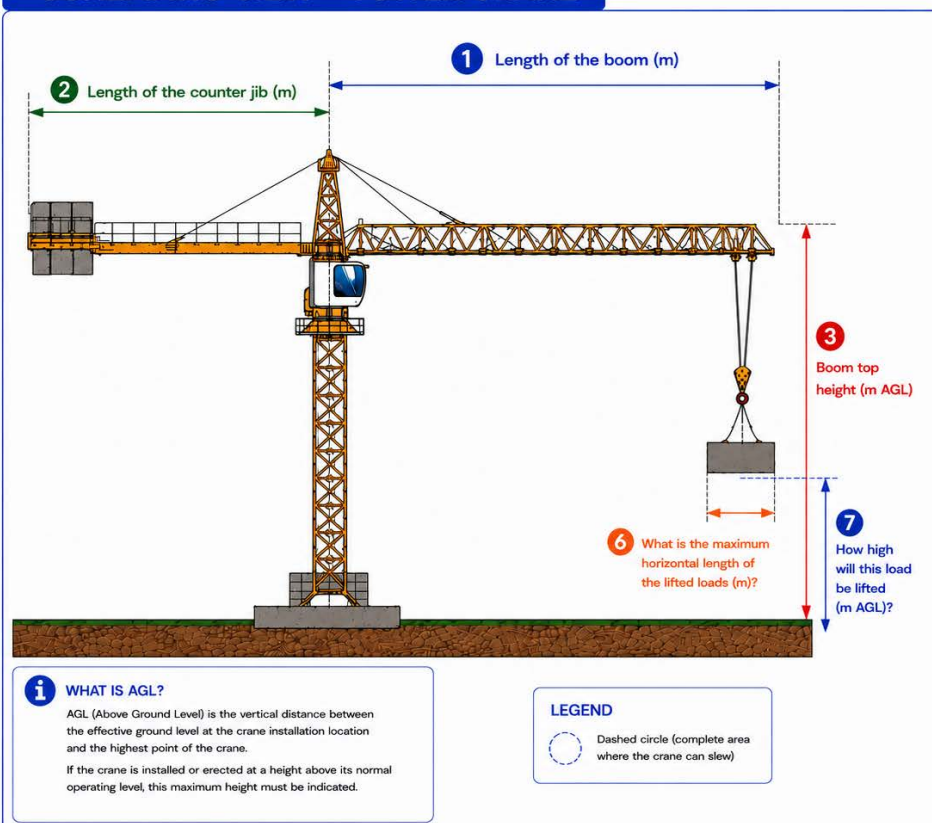


Working area (radius)
Or
Slewing circle
Or
Radius

Enter the maximum working area, slewing circle or radius of the crane, expressed in metres.

- **For tower cranes, the slewing circle** is used.
- **For telescopic cranes** and other mobile lifting cranes, the **radius** is used. This is the maximum horizontal distance from the crane's rotation point to the furthest point that can be reached by the crane.
- **For mobile cranes whose installation position may change during the works, the working area** is used. This is the area in which the crane will be positioned during the works and in which lifting activities will take place. The working area is determined based on the specified **location coordinates**, to which a **radius** is added to delimit the complete work area.

SCHEMATIC VIEW – TOWER CRANE



- 1** **Length of the boom (m)**
Indicate the total length of the boom, measured from the center of rotation to the end of the boom.
- 2** **Length of the counter jib (m)**
Indicate the length of the counterweight (rear jib). It is the part of the crane where the counterweights are placed, from the center of rotation to the end.
- 3** **Boom top height (m AGL)**
Indicate the maximum height reached by the boom top.
This height may vary.
- 4** **Is there a secondary arm?**
Indicate whether the crane is equipped with a secondary arm (for example a luffing jib or a jib extension).
- 5** **Length of secondary arm (m)**
If a secondary arm is present, indicate its length.
- 6** **What is the maximum horizontal length of the lifted loads (m)?**
Indicate the maximum horizontal length from any prefabricated element, steel structure or wind turbine element that the crane will lift and move.
- 7** **How high will this load be lifted (m AGL)?**
Indicate the maximum height above ground level that the load will reach during the works.

Length of the boom (m)	Enter the total length of the main boom, measured from the rotation point to the end of the boom.
Length of the counter jib (m)	Enter the length of the counter jib. This is the part of the crane on which the counterweight is located.
Boom top height (m AGL)	Enter the height of the top of the boom above ground level (AGL). This height may differ from the maximum lifting height.
Is there a secondary arm?	Indicate whether the crane is equipped with a secondary arm (for example, a luffing jib or fly jib).
Length of secondary arm (m)	If a secondary arm is present, enter its length.
What is the maximum horizontal length of the lifted loads (m)?	Enter the maximum horizontal dimension of the loads that will be moved by the crane. Example: prefabricated walls or steel structures.
How high will this load be lifted (m AGL)?	Enter the maximum height above ground level to which the largest horizontal load will be lifted during the works.

Is transmitting equipment used on the crane / object?

If **yes**, describe the transmitting equipment used as completely as possible, for example:

- type of device;
- frequency band;
- transmit power;
- application (e.g. radio control, camera, Wi-Fi, 4G/5G, telemetry).

This information may be required to assess possible interference with aviation communication, navigation and surveillance systems.

8. Location of the crane / object

Provide the exact location where the crane or temporary object will be installed. Include both the address and the correct coordinates so that the location can be identified unambiguously.

Street	Enter the street name of the location.
Number	Enter the house or plot number.
Postal code	Enter the postal code of the location.
City / municipality	Enter the name of the municipality or city where the crane or object will be installed.

Exact location coordinates

Provide the **exact coordinates of the installation location of the crane or temporary object**. These coordinates are used to identify the location accurately and to correctly assess the impact on aviation safety and any height restrictions.

You can provide the coordinates in one of the following coordinate systems:

- **Lambert 72 (EPSG:31370)** – the Belgian projected coordinate system, expressed as **X and Y coordinates (in metres)**. This is the coordinate system most commonly used on plans and in land surveying in Belgium.
- **WGS84 DMS** – the globally used geographic coordinate system, expressed as **latitude and longitude in degrees, minutes and seconds (DMS)**.

Where can the coordinates be found?

The coordinates can be obtained from, among others:

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- [Nationaal Geografisch Instituut \(NGI\) – Topomapviewer](https://ngi.be/online-resources/topomapviewer/) National Geographic Institute (NGI) – Topomapviewer (<https://ngi.be/online-resources/topomapviewer/>) – official topographic maps for the entire Belgian territory.
- [Geo.be](https://www.geo.be) Geo.be – Federal geoportal (<https://www.geo.be>) – gateway to geographic data from Belgian public authorities, including elevation data for the whole of Belgium.
- [Geopunt Vlaanderen](https://www.geopunt.be) Geopunt Flanders (<https://www.geopunt.be>) – for locations in the Flemish Region.
- [Géoportail de la Wallonie \(WalOnMap\)](https://geoportail.wallonie.be) Géoportail de la Wallonie (WalOnMap) (<https://geoportail.wallonie.be>) – for locations in the Walloon Region.
- [BruGIS](https://brugis.brussels/brugis/) BruGIS (<https://brugis.brussels/brugis/>) (<https://brugis.brussels/brugis/>) – for locations in the Brussels-Capital Region.

Important: The coordinates provided must correspond to the **exact installation location of the crane** (centre of the crane base) or temporary object and/or to the centre of the area in which the works are carried out. Coordinates of the general project, site entrance or plot are not sufficient.

Examples

- Lambert 72: X = 153245.82 – Y = 171984.37
- WGS84 DMS: 50°53'24.7" N – 4°29'15.2" E

9. Confirmation of the information provided

Check that all information provided is complete and correct. By signing the form, the applicant confirms that the information provided is truthful.

Important notice

By submitting this form for the installation of a construction crane, your application is only received and assessed on its completeness. Submission of this form does not constitute approval or permission to install or operate the crane. You will be informed separately of the conclusion/decision regarding your application, following its review.