



Crouch Harbour Authority

Harbour Works Licence Application Guidelines

Overview

Under Section 32 of the Crouch Harbour Act 1974, a Harbour Works Licence is required from the Crouch Harbour Authority for any work or structure below the line of Mean High Water of Spring Tides (MHWST).

The Crouch Harbour area is designated as a Site of Special Scientific Interest (SSSI) and a Special Protection Area (SPA), subjecting it to the Habitats Regulations. Consequently, the Crouch Harbour Authority must adhere to strict guidelines when issuing work licenses that may affect the harbour. These works include, but are not limited to, the construction of new structures or extensions of existing structures (e.g., jetties, slipways, sea walls), dredging, and other activities below the line of MHWST.

Application Requirements

Complete the Crouch Harbour Authority Licence Application form to apply for a Harbour Works Licence. Applications will not be processed without all required information, and delays will occur if insufficient or incomplete information is provided.

1. Description of Proposed Works:

- Provide a complete description of the proposed works.
- A set of digital drawings showing elevation and cross-section. All aspects of the proposal must be presented, including proposed construction materials.
- The floor plans submitted shall show details of the existing structures as well as those for the proposed development.
- Include a plan showing the proposal's relationship to existing works.
- Provide a Method Statement for construction.
- Updated drawings for current structures may be necessary.

2. Purpose and Justification:

- State the purpose and justification for the proposed works, including potential impacts and mitigation measures.
- Consider the following points:
 - Expected level of use.
 - Ensuring the structure is no larger than necessary.
 - Use of environmentally friendly construction.

- Potential environmental benefits, such as removing redundant structures or moorings.
- 3. **Maintenance Requirements:**
 - Provide a statement of expected maintenance operations.
- 4. **Location and Site Plan:**
 - Submit an A4 location and site plan at a 1:1250 scale showing the High Water Mark, proposed structures, and obstructions within 100m of the site.
 - Simple copies of the OS landline are insufficient unless modified to reflect the current situation.
- 5. **Photographs:**
 - Provide digital photographs taken from various directions at low water, showing the application site, current structures, and the foreshore on either side of the proposed works.
 - Ensure the photographs are dated.
- 6. **Application Fee:**
 - A fee of £100 is required for licence application.
- 7. **Change of Ownership:**
 - No application fee is required if no alterations are planned, but recent photos (Item 5) are necessary.
 - Detailed drawings of the structures are required; contact the Harbour Authority to confirm if current approved drawings suffice.

Important Considerations

- **Construction Restrictions:**
 - Typically, construction within the SPA is not permitted between 1st November and 31st March to avoid disturbing overwintering birds.
- **Appropriate Assessment:**
 - An Appropriate Assessment under Regulation 48 of the Habitats Regulations may be required. Applicants will be advised if this is necessary and requested to provide additional information, such as environmental surveys and bird counts, at their expense. Approval is not guaranteed following an Appropriate Assessment.
- **Additional Approvals:**
 - Applicants must obtain all other necessary approvals, such as planning approval from the Local Authority, the Environment Agency and approval under the Marine & Coastal Access Act 2009, obtainable through the Marine Management Organisation and the Crown Estate (if the applicant does not own the foreshore).
- **Public Liability Insurance:**
 - Licensees must declare that they hold and maintain public liability insurance for the works, with a minimum liability of £3,000,000, subject to increase for larger projects.

- **Licence Duration:**
 - Licences are typically issued for one year. Extensions are contingent upon inspections and adherence to regulations.
- **Completion:**

Licenses will confirm that the works are completed to the specifications approved by the relevant authorities.
- **Licence Fee**
 - Standard Fee: 10% of the total value of the project.
 - Charity Discount: Registered charities will receive a 50% discount on this fee.
 - This means the fee will be reduced to 5% of the total project value for charities.
 - This discount reflects our commitment to supporting charitable initiatives and positively impacting our community.
 - Fees to be settled prior to License being issued.
- **Pontoons/Jetties**
 - Floating pontoons, which might be included in a Harbour Works Licence, are charged annually on the usable length of the pontoon. The CHA pontoon fee of £6.50 per metre calculates the rate.
- **Marine Contractors**
 - Risk Assessment/Method Statement to be supplied before any work takes place.
 - Conservancy Dues apply to any vessels and plant being used.
 - Any tow exceeding 50m overall requires pilotage, charges apply

Submission

Submit completed applications with all required information to:

Crouch Harbour Authority

Harbour Office
The Quay
Burnham on Crouch
Essex CM0 8AS

Or scanned and emailed to: info@crouchharbour.org.uk

On receipt of your Works License Application, the documents will be made available to the Crouch Harbour Authority members, who will instruct the Harbour Master to either issue a Works Licence or take any further steps necessary to complete the processing of the application.

Additional Contacts

Marine Management Organisation

Website: www.marinemanagement.org.uk

Phone: 0300 123 1032

Environment Agency

National Customer Contact Centre

PO Box 544

Rotherham

S60 1BY

Email enquiries@environment-agency.gov.uk

Telephone 03708 506 506