

6. The following plans and documents **MUST** accompany this application:
- A “**Site Location Plan**” based on an up-to-date Ordnance Survey plan at scale 1:1,250. The map should be current and show the existing river bank and seawalls and all existing buildings / structures in the vicinity of the proposed works and show the precise location of the proposed works. The properties / structures shown should be numbered or named to ensure the exact location of the application site is clear. The direction of North must be shown together with the contour levels of mean high water and low water. The application site shall be edged clearly with a red line. It shall also include all land and river necessary to carry out the proposed development. A blue line shall be drawn around any other land and river owned by the applicant which is located close to or adjoining the application site. Such Ordnance Survey plans can be obtained from *The Peterborough District Land Registry, Toothill Close, City Road, PETERBOROUGH, PE1 1WN*.
 - **Engineering Plans:** These should be drawn to a scale of 1:100 or 1:200 and show external dimensions of the proposed development to explain the proposal in detail. Where existing structures are to be demolished these should be clearly shown. The floor plans submitted should show details of the existing structures as well as those for the proposed development. New structures should be shown in context with adjacent structures.
 - **Elevations and Cross Sections:** These should be drawn to a scale of 1:100 or 1:200 and show external dimensions of the proposed development to explain the proposal in detail. Where existing structures are to be demolished these should be clearly shown. All sides of the proposal must be shown and these should indicate, where possible, the river bank profiles and high and low water levels together with proposed construction materials. The elevations and cross sections submitted should show details of the existing structures as well as those for the proposed development. New structures should be shown in context with adjacent existing structures. Proposed deck and or floor and ground levels shall be shown in relation to high and low water levels and adjacent river bank and seawall levels.
 - A brief specification of the proposed structure, construction and materials to be utilised including any water, electrical and fuel [diesel and petroleum] services to be incorporated in the proposed development.
 - A brief Risk Assessment and Method Statement [RAMS] for the proposed works.
 - Any photographs that will assist in identifying the site location and describing the proposal.
7. Prior to commencing the works all necessary permissions must be obtained by you and provided to the Crouch Harbour Authority e.g. from *inter alia*:
- Environment Agency
 - Natural England
 - The Regional and/or Local Planning Authority
 - The Landowner (If you, the applicant, do not own the proposed site of works)
 - Marine Management Organisation

*You may be required to furnish proof that your project will not have a **SIGNIFICANT** effect upon the environment, as defined under the Conservation (Natural Habitats) Regulations 1994.*

Your application for a works Licence should be sent to the Harbour Office. It will then be submitted to the Crouch Harbour Advisory Committee) who will then recommend whether or not to issue a Works Licence. These recommendations will then be considered by 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.

8. The applicant certifies that 21 days prior to submitting this application the land/river bed to which this application relates was owned by:
 - The person making the application
 - The third party owner, lessee etc. from whom permission to carry out these works has been obtained.

9. **Fees:** The cost of the Works Licence is based on the total net cost of the works. There is also an administration fee for the issue of the Licence (this will vary depending upon how protracted the application is).

Applicants are requested to notify the Harbour Office of the cost of the works. Fees will be required to be settled on receipt of invoice prior to a Works Licence being issued. **N.B.** Work cannot commence until the Licence has been issued.

I/We apply for a Crouch Harbour Authority Works Licence to carry out the works described in this application and the accompanying Plans and certify that all information set out in the application is correct.

In the event that false information is provided in relation to this application it will be a condition of any Works Licence issued pursuant to this application that the Licence shall be void and that any works completed subsequent to the issuing of the Licence shall be removed forthwith.

Signed..... On behalf of..... Date.....

OFFICE USE: All necessary Consents provided to the Crouch Harbour Authority on:

Date Authorized by:

Crouch Harbour Authority, Harbour Office, The Quay, Burnham-on-Crouch, Essex, CM0 8AS
Telephone/FAX: 01621 783602 email: info@crouchharbour.org.uk