



Crouch Harbour Authority Works Licence Terms and Conditions

1. The following plans and documents must accompany your 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 riverbank 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:

H.M. Land Registry – Peterborough Office
Stuart House
City Road
Peterborough
PE1 1QF
 - **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 riverbank 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 riverbank 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.
2. 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.

3. The applicant certifies that 21 days prior to submitting this application the land/riverbed 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.

4. **Fees:**

The initial Works Licence fee will be based on the estimated total net cost of the works. On completion of the works, you will be required to declare the final net cost of the works. This may incur additional costs.

There is an administration fee for the issue of the Licence.

Initial 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.**

Please be aware that an annual charge applies for new Commercial/Gain Piers/Pontoons.

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.

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 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.