



## Poole Harbour Commissioners

### LICENCE APPLICATION GUIDELINES

Most of the foreshore of Poole Harbour falls within both SSSI (Site of Special Scientific Interest) and SPA (Special Protection Area) zones, and as such is subject to the Habitats Regulations. Further information on the relevance of this may be obtained from Natural England (tel 01929 557450). Under these Regulations, Poole Harbour Commissioners are required to follow strict guidelines when issuing licences for works which could affect the harbour. These works include all new structures or extensions of structures (eg jetties, slipways, ramps, sea walls), dredging, or other works below the line of mean high water mark.

In order to apply for a licence, you will need to complete the Licence Application form at the end of this leaflet. Please note that the application cannot proceed unless the required information is supplied in full and your application will be delayed if insufficient or incomplete information is received.

1. A full description of the proposed works including 3 sets of detailed 1:50 or 1:100 scale drawings with elevations, the relationship of the proposal to existing works and a method statement for construction.
2. A statement of the purpose and justification for the proposed works, including potential impacts and any measures that will be taken to mitigate those impacts. The following points should be considered during the planning stage of your project:
  - Expected level of use
  - Ensuring that the structure is no larger than needed to ensure fitness for purpose
  - Structural detail, preferably using environmentally friendly construction
  - Any potential environmental benefits arising from the scheme, eg removal of redundant neighbouring jetties or ramps, removal of swinging moorings, etc
3. A statement of the expected requirements for maintenance operations associated with the works.
4. An A4 location plan at a 1:1250 scale showing all obstructions on the foreshore, 100m to either side of the application site. (*See example attached*) Please note that a simple copy of the OS landline is not sufficient for this purpose and if used, it needs to be modified to reflect the present situation including obstructions.
5. A set of photographs taken from various directions at low water showing the application site and the foreshore either side of the proposed works. Please ensure the photos are dated and show the address of the property.
6. An application fee of £100.
7. For a change of ownership where no alterations are planned, no application fee is payable, and the only enclosure required is a copy of the PHC approved drawing(s) of the existing works.

Notice should be taken of the following points:

- Normally construction within the SPA is not permitted between 1<sup>st</sup> November and 31<sup>st</sup> March due to the potential for disturbance to overwintering birds.
- Poole Harbour Commissioners are required to consult formally with Natural England prior to issuing a licence, and their recommendations are taken into consideration.
- An Appropriate Assessment (under Regulation 48 of the Habitats Regulations) might be deemed necessary. Should this be the case the applicant will be advised and any additional information required will be requested. This may include such matters as environmental surveys, bird counts, etc. *There is no guarantee that approval will be granted following an Appropriate Assessment.*
- It is also your responsibility to obtain all other approvals, such as planning approval from the Local Authority and approval under the Food & Environment Protection Act and the Coast Protection Act which can be obtained through the Marine and Fisheries Agency. The contact details for these organisations are shown below.
- Licensees will be required to declare that they hold and maintain public liability insurance with respect to the works. The requirement will be for a minimum liability of £1,000,000, but may be increased at the Commissioners' discretion with respect to larger projects.
- Licences are normally issued for a period of five years, subject to payment of an initial consideration and an annual fee. At the end of this period the works are inspected and if all is in order the period of the licence may be extended.
- Applicants are advised to note that licences for new works or alterations to works include a construction time limit, and if construction is not completed within that period, the licence becomes null and void.

**Applications to be submitted on the attached form, accompanied by all required information to:**

The Harbour Engineer  
Poole Harbour Commissioners  
20 New Quay Road  
Poole BH15 4AF

**Other Contact Details:**

**Local Authority**

Borough of Poole

Web Address [www.poole.gov.uk](http://www.poole.gov.uk)  
Tel No. (01202) 633 321

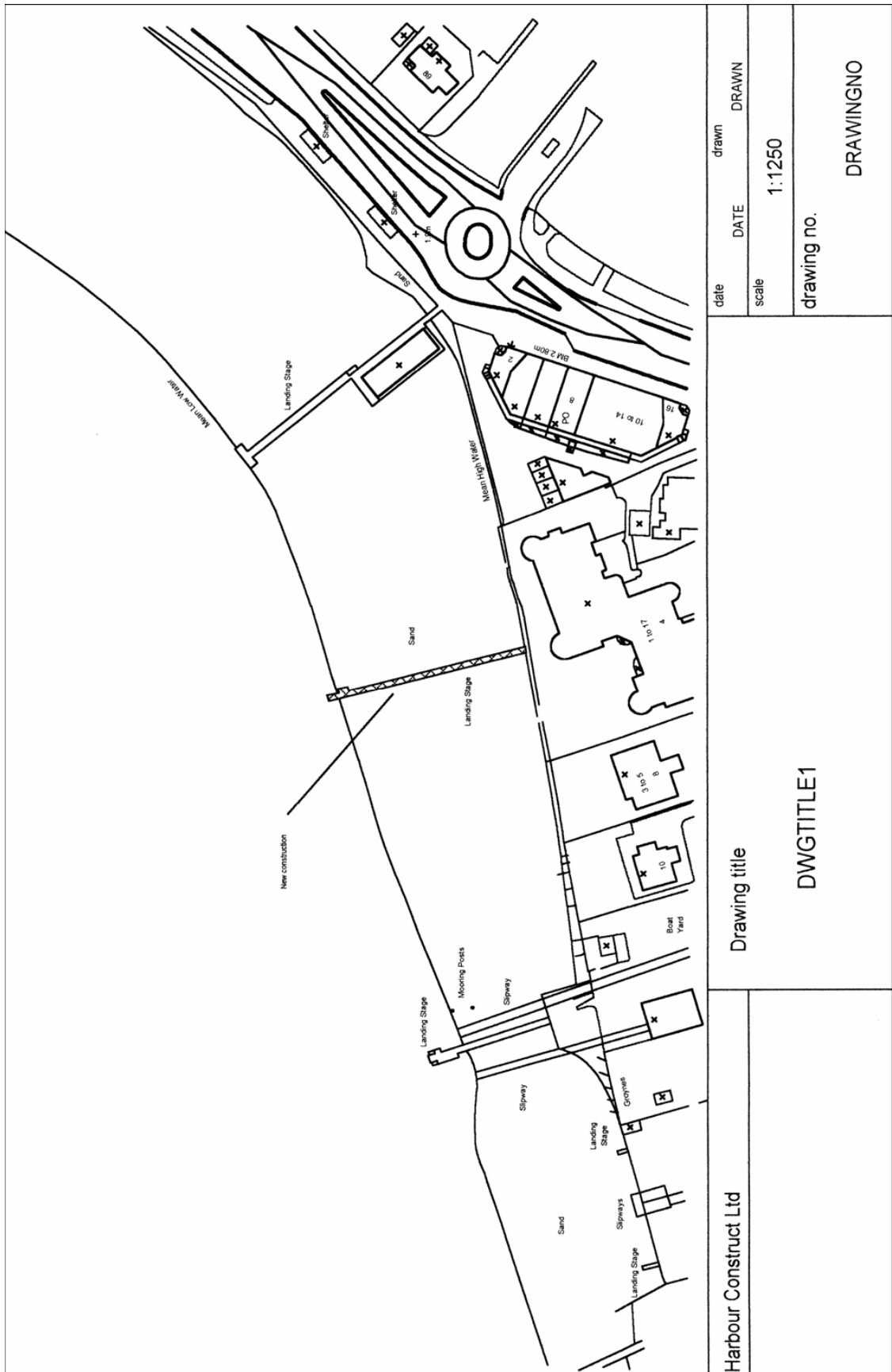
Purbeck District Council

Web Address [www.purbeck.gov.uk](http://www.purbeck.gov.uk)  
Tel No. (01929) 556 561

**Marine and Fisheries Agency (MFA)**

Web Address [www.mfa.gov.uk](http://www.mfa.gov.uk)  
Tel No. 0207 270 8695

**Example Map** of Artificial and Natural Obstructions to View Lines



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**Poole Harbour Commissioners**

**LICENCE APPLICATION**

(under Sections 20 and 21 of the Poole Harbour Act 1914)

**Contact details, to be completed in full in all instances:**

Full names of all applicants:	
Address of property for which licence is required (including postcode):	
Applicant's interest in the property (eg freeholder owner, long leaseholder, or tenant)	
Applicant's correspondence address, if different:	
Contact telephone number(s):	
Email address:	
Name, reference and address of applicant's agent (if any):	
Agent's telephone number:	

**Description of Works:**

Type of works (eg jetty, slipway, sea wall, pontoon):	
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**Reason for Application:**

Is this an application to carry out new works where no PHC Works Licence exists?	Yes / No
Is this an application for further works at a property where a PHC Works Licence already exists?	Yes / No
Is this an application to retain existing works for which no PHC Works Licence exists?	Yes / No
Is this an application for minor alterations to licensed works?	Yes / No <i>(if Yes, no application fee required)</i>
Is this an application for a new licence following a change of ownership of a property where a PHC Works Licence already exists and no alterations are planned?	Yes / No If yes, date of acquisition of the property: <i>(If Yes, copy of approved PHC drawing(s) required, but no application fee or other enclosures)</i>

**Enclosures:**

Please tick the boxes to confirm that you have enclosed the following, as detailed on the Licence Application Guideline:

- 1. Full description and 3 sets of detailed 1:50 or 1:100 scale drawings of the proposed works, including sections and elevations, descriptions and dimension of materials used, and high and low water marks
- 2. A statement of purpose and justification for the proposed works
- 3. A statement of the current and future requirements for maintenance operations
- 4. An A4 location plan at a scale of 1:1250 showing all artificial and natural obstructions on the foreshore, 100m to either side of the application site
- 5. One set of dated photographs of the site taken at low water
- 6. Cheque for £100.00 payable to "Poole Harbour Commissioners" (if applicable)
- 7. **For Change of Ownership ONLY:** Copy of PHC approved drawing(s)

Please sign and date this application, and return it to:







The Harbour Engineer, Poole Harbour Commissioners, 20 New Quay Road,  
Poole, Dorset BH15 4AF

Signed: .....

Dated: .....

## Natural England's Good Practice Checklist

In order to help your application succeed this checklist outlines some of the important factors that need to be considered. **These measures will avoid or minimise potential impacts.**

Good Practice Guide		
Is your proposed structure or works necessary?	<ul style="list-style-type: none"> <li>Applicant has explored the possibility of using their neighbours' jetty and slipway or a single communal multipurpose structure                             <ul style="list-style-type: none"> <li>demonstrated why this is not possible</li> </ul> </li> </ul>	
Have you considered a structure that has no impact on over-wintering birds?	<ul style="list-style-type: none"> <li>Use of temporary structures explored</li> <li>Structures removed during the winter periods</li> </ul>	
Can you make more of the foreshore available for foraging and roosting birds?	<ul style="list-style-type: none"> <li>Can any existing derelict structure be removed from adjacent foreshore?                             <ul style="list-style-type: none"> <li>especially within direct location of the new proposed development or at neighbouring properties</li> </ul> </li> </ul>	
Are the dimensions of your proposed structure no longer or wider than required for their purpose?	<ul style="list-style-type: none"> <li>Define length;                             <ul style="list-style-type: none"> <li>no longer than required length for use of boat</li> <li>no longer than neighbouring structures</li> </ul> </li> <li>Detailed plan supplied, including the dimensions of the structure</li> <li>Bathometric survey included to detail shore gradient</li> </ul>	
Have you maximised the remaining bird feeding area?	<ul style="list-style-type: none"> <li>Position structure so as to maximise undeveloped open areas</li> <li>Maintain bird sightlines</li> </ul>	
Have you considered a sensitive design for your proposal?	<ul style="list-style-type: none"> <li>Use materials from a sustainable source wherever possible</li> <li>Perforated mesh design for slipways;                             <ul style="list-style-type: none"> <li>benefit of allowing sunlight through, resulting in less shading effects on the inter-tidal habitat</li> </ul> </li> <li>Incorporation of some timber;                             <ul style="list-style-type: none"> <li>e.g. in the piling would provide an additional type of substrate for colonising species such as seaweeds and sponge</li> </ul> </li> <li>Use of open piling                             <ul style="list-style-type: none"> <li>benefit of allowing movement of tidal waters, maximum retention of shore area and minimum displacement of tidal water</li> </ul> </li> </ul>	
Can you minimise disturbance during construction?	<ul style="list-style-type: none"> <li>Time the construction to avoid disturbance effects on winter feeding birds</li> <li>Best time for construction would be during spring and summer from 1<sup>st</sup> April to 31<sup>st</sup> October</li> </ul>	