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| For office use |
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Poole Harbour Commissioners

**HARBOUR WORKS LICENCE APPLICATION**

(under Sections 20 and 21 of the Poole Harbour Act 1914 and HRO 2012)

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

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| --- | --- |
| 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 and address of applicant’s agent (if applicable): |       |
| Agent’s telephone number: |       |

**Description of Works:**

|  |  |
| --- | --- |
| Type of works (eg jetty, slipway, sea wall, pontoon): |       |

**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[ ]  |
| Is this an application for a new licence following a simple change of ownership of a property where a PHC Works Licence already exists and no alterations are planned? | Yes[ ]  / No[ ]  *(if Yes, no application fee required)*If yes, date of acquisition of the property:     *See item 7 below* |

**Enclosures:** Please tick the boxes to confirm that you have enclosed/attached the following, as detailed on the Licence Application Guideline. Digital submissions are preferred.

**For new or additional structures** (n/a for simple change of ownership):

[ ]  1. Full description and 1 set 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, plus Method Statement for new structure

[ ]  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 and site plan at a scale of 1:1250 showing all artificial and natural obstructions on the foreshore 100m to either side of the application site, with the property outlined in red (see example on Application Guidelines)

[ ]  5. One digital set of recent dated photographs of the site and structures taken at low water

[ ]  6. Invoice details for application fee £100.00

**For Simple Change of Ownership ONLY**:

[ ]  7. Please supply Item 5 above. In addition, and only if requested by PHC, a copy of PHC approved drawing(s), or 1 set of updated drawings as per items 1 & 4 above may also be required.

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

The Harbour Engineers Department, Poole Harbour Commissioners, 20 New Quay Road,

Poole, Dorset BH15 4AF or harbourengineer@phc.co.uk (tel: 01202 440234)

Signed:       (typed name accepted as signature on digital submission)

Dated: