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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:**

|  |  |
| --- | --- |
| 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](mailto:harbourengineer@phc.co.uk) (tel: 01202 440234)

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

Dated: