**Date of application: DD / MM / YYYY**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Applicant** | | | |
| Organisation |  | | |
| Contact Name |  | | |
| Address |  | | |
|  |  | | |
|  |  | | |
| Post Code |  | | |
| Telephone No |  | Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2. Agent (if applicable)** | | | |
| Organisation |  | | |
| Contact Name |  | | |
| Address |  | | |
|  |  | | |
|  |  | | |
| Post Code |  | | |
| Telephone No |  | Email |  |

|  |  |  |
| --- | --- | --- |
| **3. Intended Works** | | |
| Intended Start Date |  | |
| Intended Completion Date |  | |
| Subject and Location of Works |  | |
| Description of Works |  | |
| Approximate Quantities and Materials |  | |
| **4. Drawings** | | |
| Drawing Reference(s)  Note: Drawings to be supplied in digital format with positions referenced to the National Grid (6 figure notation and depths relative to Chart Datum). Local site grids are **not** accepted. | |  |

|  |  |  |
| --- | --- | --- |
| **5. Contractor** | | |
|  | **Included in Application**  **Yes/No** | **Remarks if not included in Application** |
| Contractor |  |  |
| Sub-Contractor |  |  |
| Risk Assessment |  |  |
| Method Statement |  |  |
| Communications Plan  (including Clydeport Estuary Radio, river users etc) |  |  |
| Emergency Procedures |  |  |

|  |  |  |
| --- | --- | --- |
| **6. Notifications** | | |
|  | **Included in Application**  **Yes/No** | **Remarks if not included in Application** |
| Notification to Local Authorities  (as applicable) |  |  |
| Notification to other organisations immediately impacted by the works - eg fisheries, MoD, Navy, Ferry companies (as applicable) |  |  |
| Impact of works on adjacent properties and other parties  Supporting investigations and reports  Supporting independent investigation/certification/design certificates/insurances |  |  |

|  |  |  |
| --- | --- | --- |
| **7. Insurance/Licences/Consents** | | |
|  | **Included in Application**  **Yes/No** | **Remarks if not included in Application** |
| Confirmation of insurance levels carried for the purposes of the works |  |  |
| Confirmation of all necessary licences/consents/conditions/ restrictions for the works (Marine Scotland, SEPA, Crown Estate). Supporting investigations, reports and correspondence |  |  |
| Impact of works on sedimentation and current patterns. Supporting investigations, reports and mitigation works |  |  |
| Impact of works on water quality, fisheries, archaeology, nature conservation, port biosecurity\*, recreation, local community and navigation. Supporting investigations, reports and mitigation works. |  |  |

\* the applicant may be required to complete a biosecurity risk assessment, particularly in regards to the introduction and transfer of invasive non-native species (INNS).

**Notes on Application**

This form has been designed to meet the needs of projects of any scale. Any sections which are not applicable should be marked N/A.

All correspondence should be addressed to [clydemarinemanagers@peelports.com](mailto:clydemarinemanagers@peelports.com)

Applications and supporting documentation will only be accepted in digital format, at least 4 weeks before the intended project start date.

Clydeport will calculate the Works Licence fee following their review of the application and the applicant will be informed of this and asked to provide a purchase order. Fees will vary depending on the scale, duration and complexity of the works, impact on safety of navigation and protection of the marine environment.

A Clydeport Works Licence cannot not be issued until the Marine Scotland Marine Licence or written confirmation of exemption has been provided to Clydeport.

Vessels, craft, equipment and floating plant involved in the works require to be registered with relevant classification society and fully insured for the purposes of the planned works.

**As Built Drawings**

On completion of the works, and where applicable, a full set of “as built” drawings are to be submitted. Drawings to be supplied in digital format with positions referred to the National Grid (6 figure notation) and depths relative to Chart Datum. Local site grids are **not** accepted.