



Applying for a River Works Licence

Under Section 37 of the Medway Ports Authority Act 1973, a River Works Licence is required for any works within the area of jurisdiction of the Port Authority, riverward of the high water mark and regardless of ownership of the river bed, including any works under the river or overhanging the river. This process ensures that all developments in the river are assessed for their potential effect on safety of navigation and the environment.

To apply for a River Works Licence it is necessary to complete the form RWL01/2016 entitled 'APPLICATION TO CARRY OUT, PLACE OR RETAIN WORKS IN THE RIVER MEDWAY, SWALE AND CONNECTED CREEKS AND INLETS WITHIN THE JURISDICTION OF PEEL PORTS MEDWAY'. This is available to download as a PDF which can either be printed off and completed or completed electronically. .

Peel Ports Medway aims to process applications for River Works Licences within three months, however in certain circumstances this may not be possible.

With large projects it is advisable to contact the Peel Ports Medway Marine Management Team (see below for contact details) to arrange a preliminary consultation prior to submitting a formal application.

New Works or Variation to Existing Works

A River Works Licence application for new works or to vary existing works must be accompanied by the relevant supporting information including:

- Method statement
- Detailed construction drawings
- Contextual/background information of wider project
- Environmental and hydrodynamic assessments
- **Confirmation of consent from the Marine Management Organisation**
- **Confirmation of consent from the Environment Agency**

Demolition Works

Works being demolished in the Swale and Medway area also require a River Works Licence. Peel Ports Medway's requirements for the demolition of piled structures are set out in the document 'Demolition Guidance Notes'

Dredging

A Dredging Licence is required for any works involving dredging or bed-levelling. To apply for a Dredging Licence application must be made to Peel Ports Group Hydrographic Department.



Retention of Existing Works

Where existing works in the river are sold, normally in conjunction with a riverside property, the new owner must apply for a River Works Licence to retain the works by using the form 'APPLICATION TO CARRY OUT, PLACE OR RETAIN WORKS IN THE RIVER MEDWAY, SWALE AND CONNECTED CREEKS AND INLETS WITHIN THE JURISDICTION OF PEEL PORTS MEDWAY'. Additional supporting information is not normally required.

Fees

A fee to process applications is payable. The fee for the issue of a basic license is currently £365.90. If the requested works require the issuing of a Notice to Mariners there is an additional fee of £324.89. All fees are plus VAT and subject to review in April of each year. Please see published schedule of charges.

If processing of the application requires the professional services of either the Peel Ports Group Legal, Civil Engineering or Hydrographic Departments, or similar external consultation, professional charges will be levied at an appropriate rate.

Consents from other Statutory Bodies

In addition to a River Works Licence, consents by other statutory bodies may be required when placing or carrying out works within the area. These consents may include:

- Environment Agency consent
- Planning Permission from the relevant local authority
- Food & Environmental Protection Act (FEPA) consent
- Marine Management Organisation

Temporary Works

Works of a temporary nature (such as scaffolding to facilitate redecoration and/or repair works to river walls, or sediment sampling) may not require a formal River Works Licence but will require the written consent of Peel Ports Medway. To apply for written consent for temporary works full details of the works must be sent to the Marine Management Team at the address below. The application must include a completed application form, detailed drawings, a comprehensive method statement and the time scale of the works. We are not able to process applications received without this information. Please note that a minimum period of four weeks is necessary to process applications for temporary consent. In addition to the processing fee, there will be a monthly consideration for all works lasting for longer than one month.

Contact Details

If you have a general enquiry about River Works Licensing please contact the Marine Management Team at

Harbour.Master@peelports.com