

WORKS LICENCE

APPLICATION FORM



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	
Submission Date	
Intended Start Date	
Intended Completion Date	
Subject and Location of Works	
Description of Works	
Approximate Quantities and Materials	

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4. Drawings	
Drawing Reference Note: Drawings to be supplied in paper and 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)		

6. Notifications		
	Included in Application Yes/No	Remarks if not included in Application
Notification to Local Authorities (as applicable)		
Notification to other authorities 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		

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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, recreation, local community and navigation. Supporting investigations, reports and mitigation works.		

Submission of As Built Drawings

Company and person responsible for the submission of As Built Drawings

Note: Drawings to be supplied in paper and digital format with positions referred to the National Grid (6 figure notation) and depths relative to Chart Datum. Local site grids are **not** accepted.

As Built drawings to be supplied to:

Charlie Simcox
Senior Manager Marine Operations
Clydeport Operations Limited
Ocean Terminal
Patrick Street
GREENOCK
PA16 8UU

Charlie.Simcox@peelports.com

Cc

Rufus.Redman@peelports.com

8. Invoicing Details		
Organisation		
Contact Name		
Address		
Post Code		
Telephone No	PO No	
Email		

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NOTES

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.

Application Timescales

Clydeport aim to process most straightforward applications within 4 weeks from receipt of a completed application. A maximum of 8 weeks should be allowed for complex applications to be processed.

The applicant should therefore submit an application at least 4 weeks before the intended project start date.