

**Guidance Notes for those Conducting Works within the Navigation Area
Documentation Review Consultation**
Report by Rivers Engineer

Purpose: This report summarises the officer review of the guidance notes for those conducting works within the public navigation area of the Broads. The guidance has been simplified, updated and reformatted with the aim of improving the user interface and providing a more streamlined process. Comments on the draft document are requested.

1 Requirement for Works Licence

- 1.1 Anyone conducting works in or adjacent to the navigation area which are likely to interfere with navigation, are required to obtain a Works Licence from the Broads Authority. This includes works such as replacement of quay heading, dredging, installation of pontoons or jetty's, and tree removal. The only exemptions from this requirement are renewals of works in place before April 1989 or works being carried out by Statutory Undertakers, e.g. Environment Agency, Network Rail, Water Companies, who are exempt from the works licence process and fee, but do still have to adhere to our general directions and provide similar information about the works proposed.
- 1.2 Those wishing to undertake works of this nature are required to complete an on-line application form, submit a fee and provide additional information to permit an understanding of the nature of the works to be carried out.

2 Current Situation

- 2.1 Guidance notes are available on the Broads Authority website to provide applicants with a range of information to consider when making an application. This document is the foundation stone on what 'Work Licences' are granted upon. The present document is extremely long running to 64 pages in length and was last reviewed in 2010. As such, some of the general information i.e. contact data, addresses, and referencing contained within this document is either obsolete or has been superseded.
- 2.2 A fundamental content review of this document has been undertaken by officers in recent months, including updates to relevant sections and reformatting. The document is now available for committee scrutiny, please follow referenced link below.

3 Schedule for the review process

- **June 18 – Nov 18**
Inter department review of existing information contained in documentation – *Completed*
- **Nov 18 – April 19**
Updating Guidance Notes for those Conducting Works within the Navigation Area – *Completed.*
- **Apr 19 – May 19**
Internal scrutiny of draft document – *Completed*
- **June 19**
Navigation Committee consultation on draft document
- **Sept 19**
Confirmation of final version
- **Sept 19**
Document update on Authority website

4 Consultation procedure

- 4.1 The Guidance Notes for those Conducting Works within the Navigation Area document needs to be a comprehensive guide to works within the Broads area, therefore Navigation Committee members are asked to review appendix 1 for any outdated content or inaccuracy.

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Appendices: Appendix 1 - [Guidance Notes for those Conducting Works within the Navigation Area](#)