# Application for Works Licence

As required under Section 11 of the Norfolk and Suffolk Broads Act 1988.

Please complete in block capitals.

# Contact details

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant** | | **Agent** (if applicable) | |
| Name |  | Name |  |
| Address |  | Address |  |
|  |  |  |  |
|  |  |  |  |
| Postcode |  | Postcode |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |

# Works information

**Precise location of site** (a location plan must also be attached):

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**Description of work and materials to be used** (Plans, sections and other particulars to fully describe the work must also be attached):

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**Name and address of contractor/operator, and details of plant and equipment to be used:**

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|  | |
| **Anticipated start date:** |  |
|  |  |
| **Anticipated duration:** |  |

# Application category:

(See page 3 for descriptions and fees)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Major works application | | Fee = £80.00 |
|  | Minor works application | | Fee = £50.00 |
|  | Retrospective major works application | | Fee = £155.00 |
|  | Retrospective minor works application | | Fee = £125.00 |
| **Note on fees (please tick which method is used):** Fees are to be submitted with the application in the form of:   * BACs payment - Name of Bank: Barclays Bank   Account name: Broads Authority  Sort code: 20-62-61  Account number: 90195022 Payment reference: WL/”*insert surname*”  OR   * a cheque made payable to the “Broads Authority” sent to the following address: Broads Authority, Yare House, 62-64 Thorpe Rd, Norwich NR1 1RY.   If an application is made and it is deemed by the Authority that a Works License is not required, then the applicant will be refunded. | | | |
| **Signature of applicant/agent** | |  | |
| **Date of application** | |  | |

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| **Application checklist:**   1. Completed application form 2. Application fee 3. Location plan 4. Appropriate works plan and section drawings 5. Method statement 6. Project timetable |

**Notes:**

1. Failure to fully describe the work may result in delays in issuing the licence.

2. A copy of the relevant section of the Broads Act can be viewed on the link below - <https://www.legislation.gov.uk/ukpga/1988/4/section/11>

3. Please allow at least one month from receipt of application to the issuing of a licence. However if a notice to mariners is required, which needs to be advertised for 30 days before work starts, this may impact on the earliest commencement date possible.

4. For raising sunken vessels or removing other objects from the navigation please contact Broads Control directly on 01603 756056 or [broads.control@broads-authority.gov.uk](mailto:broads.control@broads-authority.gov.uk)

**Please return the completed form to:**

Project Support Officer  
Email: [works.licence@broads-authority.gov.uk](mailto:works.licence@broads-authority.gov.uk)  
Or via post to: Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY

# Information on Works Licence Application Fees

## Standard Applications

|  |  |
| --- | --- |
| **1. Major Works Application** | |
| Fee | £80.00 |
| Criteria | An application is considered to be a “Major Application” if **any** of the following applies during or as a result of the proposed works:   1. Obstruction to more than 50% of the width of the navigable channel 2. less than an 8 metre navigable width remains over a stretch of river greater than 5 metres in length 3. the works are within 50 metres of any works of any other statutory   undertaker   1. the works are within 15 metres of any works of the British Railways Board 2. a complete river closure is required |
| **2. Minor Works Application** | |
| Fee | £50.00 |
| Criteria | A minor application is required for any works on or adjacent to the navigation not classified as a Major Application. Operation of underwater drone/ROV. |

## Retrospective Applications

Works undertaken within or adjacent to the navigation which have commenced or been completed without a valid works licence require a Retrospective Application.

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| **3. Retrospective Major Application** | |
| Fee | £155.00 |
| Criteria | Retrospective application falling within the criteria of a Major Application (as outlined above) |
| **4. Retrospective Minor Application** | |
| Fee | £125.00 |
| Criteria | Retrospective application falling within the criteria of a Minor Application (as outlined above) |

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# Further information

For further information on fees and other considerations (such as Notice to Mariners etc.), please refer to the Navigation Area Guidance document available at: <https://www.broads-authority.gov.uk/planning/planning-permission/works-licences>