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| Date: Click here to enter a date. |  |
| **Delete as appropriate**  Option 1:  Harbour Authority email Click here to enter text.  (see: <http://ports.org.uk/allareas.asp>)  Option 2: (*Please send to both recipients listed)*  Maritime and Coastguard Agency  [**Navigationsafety@mcga.gov.uk**](mailto:Navigationsafety@mcga.gov.uk)  Trinity House  [**Navigation.Directorate@thls.org**](mailto:Navigation.Directorate@thls.org)  BY EMAIL, NO HARD COPY TO FOLLOW |  |

Dear Click here to enter text.

**Consultation:** Click here to enter text.

**Location:** Click here to enter text.

**Activity Title:** Click here to enter text.

**Self Service Activity: Maintenance**

**Self-Service Sub-activity: Scaffolding or access towers**

Please find below a description of the above proposal for your consideration. The proposed works are being applied for under the fast track licensing portal and may impede safe or normal navigation through the reduction of head clearance or navigational channel width.

**Description of proposed activities**

Click here to enter text.

**Methodology** *(Include: purpose of the project, scale of works, materials, tools, vehicle, vessels etc.)*

Click here to enter text.

**Access Routes** *(Include: details of proposed access routes/map)*

Click here to enter text.

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**Proposed mitigation** *(If necessary)*

Click here to enter text.

**Programme of works** *(Indicative timings and duration of individual activities and overall works)*

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Yours Click here for salutation dropdown.

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| **Permitted self-service activities** | | |
| **Activity type** | **Self-service activity** | **Self-service sub activity**  (Multiple sub activities may be selected within a single activity type) |
| **Deposit** | **Burial at Sea**  The Burial at Sea of the human remains of the deceased identified in the associated application, subject to the criteria and conditions contained in the licence document. | - |
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| **Markers** | **Marker posts**  The deposit of marker posts for the purpose of marking channels, shallow water areas, points of interest, the end of outfalls, groynes and similar, described in the associated application, subject to the criteria and conditions contained in the licence document. |
| **Marker buoys**  The deposit and subsequent removal of marker buoys for the purpose of marking channels, shallow water areas, points of interest, the end of outfalls, groynes and similar, including racing markers, described in the associated application, subject to the criteria and conditions contained in the licence document. |
| **Other deposits** – Not suitable for self-service |
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| **Removal** | **Minor removals** | **Litter**  The removal of litter, using vehicles or vessels, described in the associated application and subject to the criteria and conditions contained in the licence document.. In this case the term 'litter' is defined as an accumulation of items and materials below mean high water springs (MHWS). This includes marine litter which has been collected by hand (specifically a mass of items rather than discrete object) but is subsequently stored below MHWS to be removed using a vehicle or vessel. |
| **Discreet minor objects**  The removal of discrete minor objects of recent origin from the seabed, described in the associated application, subject to the criteria and conditions contained in the licence document. 'Minor objects' is defined as discrete debris. 'Recent origin' is defined as an object appearing to be no more than 10 years old. |
| **Discreet minor objects from heritage designations**  The removal of discrete minor objects from a heritage designation described in the associated application, subject to the criteria and conditions contained in the licence document. The activity must be carried on in accordance with a valid consent or agreed method statement from Historic England (or relevant local authority in respect of listed buildings).  "Heritage designation" is defined as:-   * Protected wrecks designated under the Protection of Wrecks Act 1973; * Scheduled monuments designated under the Ancient Monuments and Archaeological Areas Act 1979; and * Listed buildings designated under The Planning (Listed Buildings and Conservation Area) Act 1990 |
| **Discreet minor objects (archaeological and historic interest)**  The removal of discrete minor objects of archaeological or historic interest from the seabed, described in the associated application, subject to the criteria and conditions contained in the licence document.  “Minor objects” is defined as discrete debris.  “Archaeological or historic interest” includes all traces of human existence having a cultural, historical or archaeological character such as:   1. sites, structures, buildings, artefacts and human remains, together with their archaeological and natural context; 2. vessels, aircraft, other vehicles or any part thereof, their cargo or other contents, together with their archaeological and natural context; and (iii) objects of prehistoric character |
| **Boreholes**  The taking of boreholes up to 4 cubic metres in volume described in the associated application, subject to the criteria and conditions contained in the licence document. **Within 1 nm of the shore**  • Each borehole must be located at least 25 metres from any other borehole included in the same application.  • The maximum number of boreholes must not exceed 5 including any under other licences which form as part of the project as a whole. **Beyond 1nm of the shore**  • Each borehole must be located at least 500 metres from any other borehole included in the same application.  • The maximum number of boreholes must not exceed 20 including any under other licences which form as part of the project as a whole. |
| **Trial pits**  The excavation and reinstatement of trial pits described in the associated application, subject to the criteria and conditions contained in the licence document. **Within 1 nm of the shore**  • The pit is no larger than 1 metre x 4 metres in plan area and 2 metres depth;  • The pit is at least 25 metres from any other trial pit included in the same application;  • The total number of trial pits does not exceed 5 including any under other licences which form as part of the project as a whole.  **Beyond 1nm of the shore**  • The pit is no larger than 2 metres x 4 metres in plan area and up to 2 metres depth.  • Each trial pit must be located at least 100 metres from any other trial pit included in the same application.  • The total number of trial pits does not exceed 20 including any under other licences which form as part of the project as a whole. |
| **Grab samples**  The taking of grab samples (sediment samples) up to 4 cubic metres in volume, described in the associated application, subject to the criteria and conditions contained in the licence document.  **Within 1 nm of the shore**  • Each grab must be located at least 25 metres from any other grab included in the same application.  • The maximum number of grabs must not exceed 5 including any under other licences which form as part of the project as a whole. **Beyond 1nm of the shore**  • Each grab is located at least 500 metres from any other grabs including those in the same application.  • The maximum number of grabs does not exceed 20 including any under other licences which form as part of the project as a whole. |
| **Removal of a single pile**  The removal of a single pile not exceeding 1m in diameter and not displaying any aids to navigation, described in the associated application, subject to the criteria and conditions contained in the licence document. |
| **Other removals -** Not suitable for self-service |
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| **Construction (includes alteration or improvement)** | **Maintenance** | **Scaffolding or access towers**  The erection and subsequent removal of scaffolding and or access towers for the purpose of maintaining existing structures or assets described in the associated application, subject to the criteria and conditions contained in this licence document. |
| **Re-painting of existing structures or assets**  The re-painting of existing structures or assets, including preparation work, described in the associated application, subject to the criteria and conditions contained in the licence document. 'Preparation' is defined as the basic cleaning or priming of the existing surface to enable re-painting to occur. |
| **Sand or grit blasting**  The use of sand or grit blasting undertaken for the purpose of maintaining an existing structure or asset described in the associated application, subject to the criteria and conditions contained in the licence document. |
| **Removal of marine growth**  The removal of marine growth and guano from existing structures or assets (excluding vessels) described in the associated application, subject to the criteria and conditions contained in the licence document. The removal may only be undertaken using unheated water. No chemicals, biocides are permitted. The marine growth must be removed from the structure or asset in-situ. |
| **Re-rendering, resurfacing or repointing of existing structures or slipways**  The re-rendering, resurfacing or repointing of existing structures or slipways within existing boundaries, described in the associated application and subject to the criteria and conditions contained in the licence document. |
| **Removal of a single pile**  The removal of a single pile not exceeding 1m in diameter and not displaying any aids to navigation, described in the associated application, subject to the criteria and conditions contained in the licence document. |
| **Replacing a single pile**  The replacement of a single pile not exceeding 1m in diameter described in the associated application, subject to the criteria and conditions contained in the licence document. |
| **Installation of ladders**  The installation of ladders at a location on an existing structure or asset described in the associated application, where they were not previously found, subject to the criteria and conditions contained in the licence document. |
| **Minor maintenance**  Minor maintenance comprising the upkeep or small scale repair of an existing structure or asset within its existing 3 dimensional boundaries described in the associated application, subject to the criteria and conditions contained in the licence document. Minor maintenance includes the replacement or reasonable improvement of removable items or ancillary equipment which form part of the structure/asset. |
| **Other maintenance** – Not suitable for self-service |
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| **Non-navigational dredging** | Clearance dredging | **Non-navigational clearance dredging (within a heritage designation or a wreck site elsewhere in the sea)**  The removal of material within a heritage designation or a wreck site elsewhere in the sea, described in the associated application, subject to the criteria and conditions contained in the licence document.  The activity must be for the purpose of preserving a historic asset or exposing such an asset for the same purpose, or for the purpose of archaeological survey or investigation. The activity must be carried on in accordance with a valid consent or agreed method statement from Historic England. The maximum amount of material removed cannot exceed 500 cubic metres in a single dredge campaign and cannot exceed 1500 cubic metres in any 12 month period. The maximum footprint of material to be removed cannot exceed 350 square metres in a single dredge campaign.  "Heritage designation" is defined as:-   * Protected wrecks designated under the Protection of Wrecks Act 1973; * Scheduled monuments designated under the Ancient Monuments and Archaeological Areas Act 1979; and * Listed buildings designated under The Planning (Listed Buildings and Conservation Area) Act 1990   "*Wreck site*" the location of any aircraft or vessel lying wrecked on or in the seabed or of any objects contained or formerly contained in it lying on or in the seabed near the wreck. |
|  | **Non navigational clearance dredging (for operational purposes)**  The removal of material which has accumulated around/within a structure described in the associated application, that is clearly impacting the structures ability to operate, subject to the criteria and conditions contained in the licence document. This may include but is not limited to removing silt from: intake pipes, outfalls, valves or beneath pontoons. The maximum amount of material removed cannot exceed 500 cubic metres in a single dredge campaign and cannot exceed 1500 cubic metres in any 12 month period. Individual dredge campaigns must be separated by at least one month. The maximum footprint of material to be removed cannot exceed 350 square metres in a single dredge campaign. |
| **Other clearance dredging –** Not suitable for self-service |
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| Beach Maintenance activities | **Beach re-profiling**  The re-profiling of a beach described in the associated application, subject to the criteria and conditions contained in the licence document. 'Re-profiling' is defined as the movement of beach material up or down the beach. The profile must be consistent with one that existed at the location in the previous 10 years. |
|  | **Beach recycling**  The recycling of material on a beach described in the associated application, subject to the criteria and conditions contained in the licence document. 'Recycling' is defined as the movement of material along the beach from areas of accretion to areas of erosion within the beach . |
| **Replacing windblown sand**  The direct return of recently deposited wind-blown sand to its area of origin on a beach, described in the associated application, subject to the criteria and conditions contained in the licence document. |
| **Other beach maintenance -** Not suitable for self-service |