



Instructions to persons intending to place works in the tidal Thames

- "Works"** 1 A licence is required from the PLA before works of any nature whatever are carried out in under or over the Thames (i.e. riverward of the line of mean high water) or before the banks of the Thames are cut in any way, see Port of London Act 1968 (as amended), Sections 66-72.
- Application** 2 An application for a licence must be made to:-
Licensing Officer, Port of London Authority, London River House, Royal Pier Road, Gravesend, Kent DA12 2BG, telephone 01474 562588.
Application forms may be obtained from the above-mentioned office. If advice on the technical aspects of an application is required, contact should be made with the licensing officer in the first instance.
- The PLA aims to process all applications in three months, although in certain circumstances this may not be possible.
- Ownership** 3 If the applicant is not the owner of the works or the riverside land, details of such ownership must be supplied. In such cases, PLA may need to see written confirmation that the owner consents to the applicant being granted a licence and has the landowner's permission to gain access to the river works over his land. These requirements will not always apply to moorings placed in the river away from the river bank.
- Large Scale Works** 4 In the case of works of large scale or complex nature it is often advisable to approach the PLA before the application stage with an outline scheme so that the overall feasibility of the project may be assessed. Such approaches should be made to the licensing officer in the first instance.
- Drawings** 5 The application must be accompanied by drawings in accordance with the following requirements:
- (1) Normally 5 copies of all drawings are required but if the works are to be carried out on foreshore not owned by the PLA a further copy must be supplied.
 - (2) The drawings must be clear and intelligible.
 - (3) The drawings can be of any convenient size **not less than A3**.
 - (4) The drawings must show the following details (which can be given on one or more sheets); in the case of moorings only a **block plan** is required.
 - (a) **Key plan** This must be drawn to a scale of 1/10,000 and should preferably be taken from the current Ordnance Survey map of that scale.

The plan must show:-

 - (i) both sides of the river for a distance of 1 km on either side of the proposed works;
 - (ii) the proposed works; and
 - (iii) the applicant's premises (if any).
 - (b) **Block Plan** This must be drawn on the published PLA chart for the area at the scale of that chart (normally 1:5000). The idea of this plan is to show the proposed works in relation to adjacent structures and navigationally significant features.

The plan must show:-

 - (i) The line of mean high and the drying line (which are normally shown on the latest PLA charts);
 - (ii) the proposed works (i.e. everything to be carried out in the river **riverward** of the line of mean high water, or the extent of any cut in the bank), as appropriate to chart scale;
 - (iii) the applicant's premises (if any);
 - (iv) the names of the owners/occupiers of the adjacent riverside premises;

- (v) in the case of moorings, the nature and principal dimensions of the materials to be used (which may be written on the plan), and collar barges, if to be used and the name of the boat or boats to be moored at the moorings.

Plan(s), cross-section(s) & elevation(s) These must be drawn to a scale of not less than 1/100 but if the works are very large a smaller scale of not less than 1/200 may be used. They must be sufficiently detailed to show exactly what is to be built, and give principal dimensions and levels. Sufficient cross-sections and elevations must be given to illustrate all aspects of the proposed works.

The proposed works, including dredging if appropriate, as defined in 5(4) (b) (ii) above must be shown..

The drawing(s) **must** indicate:-

- (i) existing works;
- (ii) the existing line of mean high water;
- (iii) the foreshore and riverbed in the vicinity of the works;
- (iv) the drying line (at PLA chart datum) where the proposed works extend to low water;
- (v) Ordnance Datum Newlyn.

If the drawings do not meet the specification listed, your application will be delayed.

Obtaining Information 6 Further information about the preparation of drawings and areas of foreshore owned by the Crown Estate or others is available from the above-mentioned office (tel. no. in para. 2). Levels of high and low waters can be obtained from the PLA's Hydrographic Service, London River House, Royal Pier Road, Gravesend DA12 2BG, telephone 01474 562207.

Applicants may trace or copy the PLA's standard river charts but must provide their own drawing materials or pay the copying costs.

Ordnance Survey maps can be obtained from Edward Stanford Ltd. of 12 Long Acre, WC2E 9LP or from any map agent.

Applicants must provide all the required information as set out in these instructions with their completed application form in hard copy with an electronic copy (cd or email) wherever possible. The PLA is unable to begin processing applications until all the relevant information is received.

Consideration 7 There is a consideration payable for the PLA's licence. This will usually be an annual sum, except in the case of a licence for an embankment when it will be a single payment.

Penalties 8 It is a criminal offence to carry out works of any nature whatever in, under or over the Thames or to cut the bank of the Thames without the PLA's licence. This offence is punishable with a fine not exceeding level 5 on the standard scale (currently £5,000) and a daily fine not exceeding £50.

The applicant must therefore wait until he has been granted the PLA's licence before he starts the work since failure to do so may lead to prosecution. If an applicant is anxious to start work he should inform the PLA and then every effort will be made to help the applicant.

Appeals Procedure 9 An applicant for a river works licence who is aggrieved by the refusal of the PLA to grant such a licence, any term of the licence (other than the consideration), or any modification by the PLA to the plans etc., may appeal to the Department for Transport. Similar rights of appeal apply against the revocation of licences or variations of such licences by the PLA. (See Port of London Act 1968, as amended, Sections 66-72.)

Reminder 10 The PLA's licence only grants the consents required by the applicant in order to comply with the provisions of the Port of London Act 1968, Sections 66-72. The applicant must ascertain what other consents are needed, obtain these consents and provide proof of same.

Other consents required may include, for example: local authority planning approval; Environment Agency approval - where flood walls are affected or a consent under Section 109 of the Water Resources

Act 1991 is required (the Thames and its tributaries are main rivers for the purposes of the 1991 Act); Department for Environment, Food and Rural Affairs approval under the provision of the Food and Environment Protection Act 1985; and the approval of riparian owners if their private rights are affected by the river works.

- Crown Estate** 11 Certain areas of the foreshore of the tidal Thames are owned by the Crown Estate. For river works to be placed on Crown Estate foreshore the licence of the Crown Estate is required as well as that of the PLA. The PLA can help to identify areas of foreshore in Crown Estate ownership and will advise the Crown Estate of any applications made to them for licences for works on Crown Estate foreshore. However, applicants must apply direct to the Marine Estates office of the Crown Estate for Crown Estate licences. The Crown Estate offices are at 16 Carlton House Terrace, London SW1Y 5AH, telephone 020 7210 4377.
- Pollution** 12 (1) If the works will result in a discharge into the Thames the applicant may in addition require a consent from the Environment Agency in its capacity as the pollution control authority for the river.
(2) Where the works give rise to noise pollution the applicant must consult the London Port Health Authority.
- Fees** 13 Fees for processing licence applications are set out on the attached sheet and detailed in the current edition of the PLA River Charges Booklet.
- Description of Construction Process** 14 A detailed methodology must be included describing how the works are to be carried out. Depending on the scale of the proposal, this information can be documented on the plans. This must take into account:
- (1) Types of materials to be used
 - (2) Precautions taken to protect the river and surrounding area from potential pollution from the construction process
 - (3) Timescales and programming
 - (4) Equipment
- Copies of any consultation with environmental statutory bodies must be submitted with the application.
- Additional Supporting Information** 15 The following information must also be included with the application (where relevant)
- (1) Contextual information and background of the proposed works including relation to the works of any wider project
 - (2) Any relevant environmental and hydrodynamic assessments
 - (3) Details of any other environmental considerations.