



APPLICATION FOR A COASTAL WORKS LICENCE FOR SEAWALLS, LAUNCHING RAMPS, GROYNES APPLICATION INSTRUCTIONS

ACTIVITIES THAT REQUIRE A COASTAL WORKS LICENCE

Activities which require authorisation to use sovereign submerged or Crown lands, i.e. activities proposed in, on or over waters at or seaward of the Mean High Water Mark (MHWM) or in, on or over Crown-owned canals such as Governor's Harbour, Safe Haven Canal and Snug Harbour / Hyatt Canal. Such activities include construction of commercial and residential docks, seawalls, launching ramps or slipways, groynes, filling or dredging and any other activity impacting the seabed.

APPLICATION SUBMISSION

Submit one original signed application form plus three copies of the form and four complete sets of all requested drawings and other information to:

**CHIEF OFFICER
MINISTRY OF HEALTH, ENVIRONMENT, YOUTH, SPORTS & CULTURE
GOVERNMENT ADMINISTRATION BUILDING
GEORGE TOWN, GRAND CAYMAN
Tel: (345) 244-2138; Fax: (345) 949-1790**

DISTRIBUTION TO DEPARTMENTS

The Ministry shall forward copies of the application to the Department of Environment and Planning Department and other agencies as required for review. Information requested in this application form is not intended to be all-inclusive. The Department of Environment or the Planning Department will advise of any additional information that may be required to complete their reviews of the application.

CONSULTATION

Applicants are encouraged to consult with Department of Environment staff prior to submittal of the formal application for information about the environment within which the project is proposed, the potential environmental impacts of the proposed project, or for assistance with completing the application form.

ROYALTY AND FEES

Royalties will be charged for the use of or impact to Crown property. Royalty is calculated in accordance with Cabinet policy and/or Ministry directives usually on a per square foot or per cubic yard basis depending on type of project. Additional fees for mitigation, monitoring or other purposes may be levied at the discretion of Cabinet. The Ministry shall inform of royalty and fees that must be paid prior to issuance of a Coastal Works Licence.

COASTAL WORKS LICENCE

A Coastal Works Licence is a contract between the applicant and the Governor-in-Cabinet, which is issued by the Ministry. It outlines the conditions of approval and carries an expiry date that generally coincides with the estimated time to complete works. Approval for coastal works is valid for one year unless otherwise stated; therefore work must start within one year and terminate at the end of the stated licence period.

COASTAL PERMIT

The Coastal Works Licence requires the licence holder to notify the Department of Environment five working days prior to commencement of works. The Department of Environment will then issue two permits to the licence holder.

Work shall not commence without issuance of such permits. The licence holder will be required to visibly display one permit near the area of coastal construction and the other by the roadside. Failure to display the permits at the site shall constitute a breach of the licence, which may incur penalties. Upon completion of work, the licence holder shall return one of the permits to the Department after which a post-construction inspection will be performed to verify compliance with licence conditions.

For questions regarding the coastal works process, this application form or for environmental advice in general, please contact the Department of Environment at Tel: (345) 949-8469 or Fax: (345) 949-4020 or E-mail: doe@gov.ky



**APPLICATION FOR A COASTAL WORKS LICENCE
FOR DOCKS, SEAWALLS, LAUNCHING RAMPS, GROYNES
GENERAL APPLICATION INFORMATION**

1. Name of authorised Agent for licence application if applicable (see Item 22)

E-mail Address	Office Telephone	Mobile	Fax
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2. Name of Applicant (Company name and contact person)

E-mail Address	Office Telephone	Mobile	Fax
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3. Name of Contractor (Company name and contact person)

E-mail Address	Office Telephone	Mobile	Fax
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4. Project Name (for multi-family, commercial or public projects)

5. Location of project (attach Registry Map Extract and Land Register, see items 17 and 18 below):

Registration Section _____ Block _____ Parcel(s) _____
Registration Section _____ Block _____ Parcel(s) _____

Name and address of Landowner _____

Street address / location of project site _____

6. Describe the proposed activity including the extent of seabed modification proposed.

7. Describe the purpose of and need for the proposed activity (including the size and draft of vessels typically using the launching ramp)

8. Describe any public benefits provided by the proposed activity

9. Estimated time to complete proposed project _____ weeks / months / years (circle one).

10. Provide details of the proposed method of construction including equipment and construction materials to be used.

Check here if information is continued on an attached sheet.

11. a. Area of Crown property affected by the project (i.e. seaward of High Water Mark) _____ square feet.

b. Length of structure landward of the High Water Mark _____ feet.

12. Volume of material to be removed from the shoreline or seabed _____ cubic yards and intended destination of excavated material. _____

13. Quantify the area of each natural community directly affected by the project as explained on the attached examples. These areas should also be noted on plans (See item 20).

a. Area of mangrove in structure footprint and removed to construct structure _____ square feet

b. Area of seagrass in structure footprint and affected to construct structure _____ square feet

c. Area of coral/sea fans in structure footprint and affected to construct structure _____ square feet

14. Describe any methods proposed to mitigate project impacts on affected species or the marine environment in general (e.g. silt screens), See item 21.

15. Describe and indicate proximity to all commercial and recreational uses (e.g. fishing, diving, boating, etc.) within the area of impact of the proposed activity.

**ALL APPLICANTS ARE REQUIRED TO SUBMIT ITEMS 16 THROUGH 21 AS ATTACHMENTS
FAILURE TO SUBMIT THESE ITEMS WILL DELAY PROCESSING OF THIS APPLICATION**

CHECK AS INCL.

16. Registry Map Extract which must be less than 60 days old.

17. Land Register which must be less than 60 days old.

18. Proof of general public notification placed in a daily local newspaper for one day only for two consecutive weeks. This notice shall give a written summary of the proposed works, and shall conclude with the following words:

"Any person having cause to make comment on this coastal works application should do so in writing to the Chief Officer, Ministry of Health, Environment, Youth, Sports & Culture, Government Administration Building, George Town, Grand Cayman, to be received within 21 days of publication of this notice."

The application will not be considered until at least 21 days after the final notice has been published.

19. Notice to all property owners within 500 linear feet on either side of the boundaries of the proposed activity. (See attached notice form)

20. Four complete sets of construction plans and specifications for the proposed project, certified by an engineer, architect or surveyor. The plans shall include the following:

- a. A dimensioned plan view to an appropriate scale of the proposed activity depicting:
 - mean high water mark not more than 12 months old;
 - location and volume of proposed excavation or landfill areas if applicable;
 - sediment settling areas and associated drainage systems if applicable;
 - boundaries of significant geographical features (e.g., channels, shoals) in the area (see Figure 1 attached);
 - natural communities (e.g. mangrove, seagrass, coral, hardbottom, sand) in the area; and
 - proximity to special aquatic or terrestrial sites (e.g. marine park, animal sanctuary).
- b. A dimensioned elevation view to an appropriate scale of the proposed project depicting:
 - mean high water mark not more than 12 months old;
 - existing and proposed seabed profile with water depths;
 - boundaries of significant geographical features in the area (see Figure 2 attached); and
 - natural communities in the area.
- c. A bathymetric survey drawing of the proposed project site is required for all projects where the seabed will be dredged.

21. Proposed mitigation measures to be implemented during each phase of construction to reduce negative environmental impact. The proposed measures should indicate the maintenance, monitoring, and all other Best Management Practices used to minimise adverse effects to water quality and the environment in general.

NOTE: In addition to full-size drawings required in section 20 & 21, plans shall be provided on 11-inch by 17-inch paper or an electronic (CAD) version supplied on CD and should superimpose the proposed works over the most recent LIS aerial photographs. Additional information may be requested for complete evaluation of the application.

22. SIGNATURE(S)

A. By signing this application form, I am applying, or I am applying on behalf of the applicant, for the licence and any proprietary authorisations identified above, according to the supporting data and other incidental information filed with this application. I am familiar with the information contained in this application and represent that such information is true, complete and accurate. I understand this is an application and not a licence, that work prior to approval is a violation, and any licence issued or proprietary authorisation issued pursuant thereto, does not relieve me of any obligation for obtaining any other required permission prior to commencement of construction. I agree, or I agree on behalf of my corporation/client, to operate and maintain the licensed system unless the licensing agency authorises transfer of the licence to a responsible operation entity.

Typed/Printed Name of Applicant or Applicant's Agent (If one is so authorised below)

Signature of Applicant or Applicant's Agent

Date

AN AGENT MAY SIGN ABOVE ONLY IF THE APPLICANT COMPLETES THE FOLLOWING:

B. I hereby designate and authorise the agent listed above to act on my behalf, or on behalf of my corporation, as the agent in the processing of this application for the licence and/or proprietary authorisation indicated above; and to furnish, on request, supplemental information in support of the application. In addition, I authorise the above-listed agent to bind me, or my corporation, to perform any requirement that may be necessary to procure the licence or authorisation indicated above.

Typed/Printed Name of Applicant

Signature of Applicant/Agent

Date