

## ANNEX 1: MCMS CHECKLIST

<p><b>Project summary page</b></p>	
<p><u>Application type</u> Application type:</p> <ul style="list-style-type: none"> <li>• Marine Licence.</li> </ul> <p>Additional application types - Tick all that are relevant:</p> <ul style="list-style-type: none"> <li>• Section 36 and Section 36A: Electricity Act 1989.</li> <li>• Local Act Consent: Consent under a Local Act or Harbour Order.</li> </ul>	
<p><u>Project details</u> Project title:</p> <ul style="list-style-type: none"> <li>• You should give your project a descriptive title, including location and type of works.</li> </ul> <p>Project background:</p> <ul style="list-style-type: none"> <li>• You should explain the background to the project. This should include the aims of the project, the need for the project, whether it forms part of a larger project and any other relevant information.</li> </ul> <p>Programme of works:</p> <ul style="list-style-type: none"> <li>• You should detail the proposed programme of works for the project. This should include proposed start and end dates for the overall project and any individual elements of the project. It should also include details of any elements that need to be completed by a certain date and details of any time periods during which activities could not be carried out, including the reasons for this. It should also include proposed working hours.</li> </ul>	
<p><u>Related consents and applications</u> Have and other applications been made to the MMO in relation to this project?</p> <ul style="list-style-type: none"> <li>• Yes (give details, including reference numbers where applicable) or No.</li> </ul> <p>Has there been any other contact with the MMO in relation to this project?</p> <ul style="list-style-type: none"> <li>• Yes (give details, including means of contact, date, name of MMO officer and reference numbers where applicable) or No.</li> </ul> <p>Have any applications been made to or consents issued by other authorities in relation to this project?</p> <ul style="list-style-type: none"> <li>• Yes (give details) or No. This could include applications for planning permission, environmental permits, development consent orders, transport and works orders, marine licences or any other type of licence, permit or consent. Details should include the authority name, dates, application reference numbers and the status of the application or consent where possible.</li> </ul> <p>Do you have statutory powers to consent or undertake without consent any aspect of this project?</p> <ul style="list-style-type: none"> <li>• Yes (give details) or No. This could include statutory powers of a coast protection authority, harbour authority or lighthouse authority or any other type of statutory powers.</li> </ul> <p>Is the project located within the jurisdiction of a statutory harbour authority?</p> <ul style="list-style-type: none"> <li>• Yes (give details) or No. This includes the jurisdiction of municipal, private and trust ports where they are a statutory harbour authority.</li> </ul>	
<p><u>Applicant details</u> Applicant details:</p> <ul style="list-style-type: none"> <li>• This is the person, company or organisation that will hold the licence.</li> </ul> <p>Contact type:</p> <ul style="list-style-type: none"> <li>• Individual or Organisation. You will also need to provide standard details of name, address, telephone number etc. These will be the details on the licence for the</li> </ul>	

<p>licence holder. This is the person or organisation who will have responsibility for the requirements of a licence. Additional contacts can be added if these should be contacted with queries about the application.</p>	
<p><u>Sustainable development</u> This part of the application enables you to provide a strategic appraisal document (if completed) of the project.</p>	
<p><u>Marine policy and plans</u> The project must be assessed in accordance with the relevant marine policy documents.</p> <ul style="list-style-type: none"> <li>• Which marine plans do you consider relevant to this project?</li> <li>• If a marine plan is not in place in the location of the proposed activity, an assessment in accordance with the Marine Policy Statement is required.</li> <li>• There will then be a choice of boxes to tick in relation to the above.</li> </ul> <p>Please detail how you considered that this project is in accordance to the relevant marine policy documents.</p> <ul style="list-style-type: none"> <li>• Set out how the proposed works are complying with specific policies in the plan or statement.</li> </ul> <p>Please provide copies of documents supporting your assessment of this project in relation to relevant marine planning documents.</p> <ul style="list-style-type: none"> <li>• If the supporting information is provided within other documents, such as an Environmental Statement, this can be stated.</li> </ul> <p>Have you assessed this project with regard to other policy statements and spatial plans? This includes national, regional and local policy and spatial plans.</p> <ul style="list-style-type: none"> <li>• Yes (give details) or No.</li> </ul>	
<p><u>Environmental impact assessment</u> Has an environmental statement been produced to support this project? Environmental statements are required for projects of a type listed in the Environmental Impact Assessment Directive.</p> <ul style="list-style-type: none"> <li>• Yes (give details of any formal screening / scoping opinion that may have been undertaken by the MMO or other regulators) or No.</li> </ul>	
<p><u>Habitats regulations assessment</u> Have the effects of the project on European sites been considered?</p> <ul style="list-style-type: none"> <li>• Yes (give details, including which sites, and features of sites have been considered) or No.</li> </ul>	
<p><u>Marine conservation zone assessment</u> Have the effects of the project on marine conservation zones been considered?</p> <ul style="list-style-type: none"> <li>• Yes (give details, including which sites, and features of sites have been considered) or No.</li> </ul>	
<p><u>Sites of special scientific interest</u> Have the effects of the project on sites of special scientific interest (SSSI) been considered?</p> <ul style="list-style-type: none"> <li>• Yes (give details, including which sites, and features of sites have been considered) or No.</li> </ul>	
<p><u>Water Framework Directive compliance assessment</u> Have the effects of the project been considered in accordance with the Water Framework Directive?</p> <ul style="list-style-type: none"> <li>• Yes or No – please note that the applicant is expected to state ‘Yes’ and provide details. This should be in the form of a Water Framework Directive assessment.</li> </ul>	
<p><u>Consultation and advertising</u> Has public consultation taken place and/or has the project been advertised?</p> <ul style="list-style-type: none"> <li>• Yes (give details) or No. The project does not have to have been advertised prior to submission of an application, but may require an advertisement to be placed in local papers or at the site of works to allow public representations to be submitted and considered by the MMO prior to any determination being made. If yes you need to provide to whom/where you did this and by what closing dates.</li> </ul> <p>Has consultation about the project with any other statutory body taken place?</p>	

<ul style="list-style-type: none"> <li>• Yes (give details such as to whom/where you did this and by what closing dates) or No.</li> </ul>	
<b>Licence summary page</b>	
<p><u>Licence summary</u></p> <p>Do you consider this application to be for emergency activities?</p> <ul style="list-style-type: none"> <li>• Yes (give details) or No. Emergency activities are those where there is imminent risk to property, environment or human health. An emergency licence has to fall within strict criteria and it is likely that advice will have been taken from the MMO before the application is submitted.</li> </ul> <p>Do you consider this application would qualify for the accelerated licensing process for dredging?</p> <ul style="list-style-type: none"> <li>• Yes (give details) or No. The accelerated licensing process applies to certain types of small-scale low-risk dredging activity which fit within specific criteria.</li> </ul> <p>Proposed licence start date:</p> <ul style="list-style-type: none"> <li>• Note the target KPI for determining a marine licence is 13 weeks. An earlier date can be put by the applicant as the start but may not be achievable. Should contentious issues arise during the licensing process these will need to be resolved prior to a determination being made.</li> </ul> <p>Proposed licence end date:</p> <ul style="list-style-type: none"> <li>• This is normally the date works are anticipated to be completed, but for ongoing activities such as maintenance dredges, and general maintenance activities, licences of longer durations can be applied for.</li> </ul>	
<b>Site summary page</b>	
<p><u>Site summary</u></p> <p>Add site:</p> <ul style="list-style-type: none"> <li>• If more than one location (within a specific area) is required these can be added as separate locations within one site. This is easiest to do via a KML file or can be by individual co-ordinates.</li> </ul> <p>Site sensitivities:</p> <ul style="list-style-type: none"> <li>• You should provide details of any protected areas (European or Ramsar sites, marine conservation zones, sites of special scientific interest, areas of outstanding natural beauty etc.) and protected features (scheduled monuments, protected wrecks etc.). You should also provide details of other areas and features of social, economic or environmental value. This could include shipping lanes, fishing grounds, recreational sailing areas, material assets, unprotected habitats and species and so on.</li> </ul> <p>List of activities at this site:</p> <ul style="list-style-type: none"> <li>• Each type of activity should be listed separately e.g. construction, removal.</li> <li>• Several activities can be linked to one site.</li> </ul>	
<b>Site page</b>	
<p><u>Activity details</u></p> <p>Activity type:</p> <ul style="list-style-type: none"> <li>• Drop down menu and subtype menu e.g. construction, removal, dredging etc. For this checklist we have chosen construction (see row below).</li> </ul> <p>General:</p> <ul style="list-style-type: none"> <li>• Activity title - This is for the specific activity rather than the complete project.</li> <li>• Activity description - You should include a detailed description of the activity. For construction activities, this should include the dimensions of the works and materials to be used.</li> <li>• Activity methodology - Your method statement should clearly explain how you are going to carry out the activities, providing detail on any materials and plant to be</li> </ul>	

<p>used, as well as proposed programme timings.</p> <ul style="list-style-type: none"> <li>• Activity start and end dates - This is for the specific activity rather than the complete project.</li> <li>• Activity programme - You should detail the proposed programme of works for the activity including the proposed start and end dates. It should also include details of any elements that need to be completed by a certain date, and details of any time periods during which the activity could not be carried out, including the reasons for this. It should also include proposed working hours.</li> <li>• Potential impacts - You should detail the potential impacts this activity may have. This should include social, economic and environmental impacts. If this has already been detailed elsewhere in the application, such as a supporting document, it is sufficient to reference that.</li> <li>• Proposed mitigation - You should detail the mitigation you propose in response to the potential impacts. This should include a detailed explanation of the mitigation measure and evidence to demonstrate that the mitigation is likely to be successful. If this has already been detailed elsewhere in the application, such as a supporting document, it is sufficient to reference that.</li> <li>• Residual risks - You should detail the residual risks from the activity following the mitigation. This should include an assessment of the significance of the risks and evidence to show why these risks cannot be avoided, or further mitigated.</li> <li>• Additional supporting information - You should use this section to provide any further information, about this activity, that you wish to have taken into account in the processing, and determination, of this application.</li> </ul>	
<p><b>Construction of new works</b> Use intended to be made of the works:</p> <ul style="list-style-type: none"> <li>• You should detail the use that will be made of the works. For example, if you are proposing to build a quay to use for unloading cargo then you should detail the type of cargo, quantity to be unloaded, frequency of unloading, methodology of unloading and any other relevant information.</li> </ul>	
<p><b>Licence conditions page</b></p>	
<p><b>Licence conditions</b> Are there any conditions you consider should be added to the marine licence?</p> <ul style="list-style-type: none"> <li>• Any suggested conditions will be considered as part of the application and may be applied to the licence. However, proposed conditions may also be edited, or removed, and other conditions may be applied in addition to, or in place, of any conditions that you propose.</li> </ul>	
<p><b>Online contacts page</b></p>	
<p><b>Online contacts</b> Provide details here of the individual who will be the 'Team Coordinator'; the individual who will edit/prepare/submit the application; who the applicant is (and co-applicant if there is one) and if you want anyone copied in.</p> <ul style="list-style-type: none"> <li>• If you/the applicant/anyone else are on this list then they will need to be registered on the system so that they get the electronic progress updates and so on.</li> </ul>	
<p><b>Other details page</b></p>	
<p><b>Fees and charges</b> Cost of project seaward of mean high water springs (£):</p> <ul style="list-style-type: none"> <li>• Specify pounds only or pounds and pence, e.g. 1000 or 1000.10. Note this amount will be shown on the public register unless withheld and is only for the part of a project which is within the marine licensable area (i.e. below MHWS).</li> </ul>	
<p><b>Public register</b> Permission to add your data to the MMO evidence base: Can we use your data to inform MMO functions?</p> <ul style="list-style-type: none"> <li>• Yes or No. The MMO would like your permission to use any of the data you submit in a digital format that can be entered into a geographical information system. This data may be used to inform MMO functions. The MMO is continuously adding to the evidence base to support future decision making, with the aim to ensure a sustainable future for our coastal waters.</li> </ul>	

<p>Is there any information in your application (including any supporting documents) that you believe should be withheld from the Public Register?</p> <ul style="list-style-type: none"><li>• Yes (with details) or No. Please note that under section 101 of the Marine and Coastal Access Act 2009 the MMO must maintain a register of activities where it is the appropriate licensing authority. Information contained within or provided in support of this application will be placed on the MMO's Public Register unless:<ul style="list-style-type: none"><li>• The Secretary of State determines that its disclosure would be contrary to the interests of national security; or</li><li>• The MMO determines that its disclosure would adversely affect confidentiality of commercial or industrial information where such confidentiality is provided by law to protect legitimate commercial interest.</li></ul></li></ul>	
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