

River Thames accommodation licence Application form



You need an accommodation licence for structures in, on or over the River Thames.

Use this form if you:

- want to install a structure
- have a structure and want to change it
- have a structure and want to keep it the same

Please read the separate explanatory notes before completing this application.

It will take about 10 to 15 minutes to fill in this form.

When complete, please return this form by post or email. You can also contact us if you need help completing this application.

Post: River Thames Accommodation Licensing Team, Kings Meadow House, Kings Meadow Road, Reading RG1 8DQ

Email: ThamesAccoms@environment-agency.gov.uk

Phone: 03708 506 506

Please note that the office does not operate a public enquiries counter and should be used for postal purposes only.

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1 About you

1.1 Your name

Title (Mr, Mrs, Miss, other) _____

First name _____

Last name _____

1.2 Your contact address

Address

Postcode _____

1.3 Your contact information

Phone _____

Mobile _____

Email

2 About your structure

2.1 Frontage address (if different to contact address)

Address

Postcode _____

2 About your structure, continued

Ordnance Survey National Grid Reference
(for example, ST 12345 56789)

2.2 Land ownership

Accommodation licences can only be granted to the lawful owner or occupier of the riverbank.

I am (or we are) the lawful owner of the riverbank

I am (or we are) the lawful occupier of the riverbank

I have enclosed evidence of lawful ownership or occupancy (required)

2.3 Use of the structure

How you use the structure affects how you will be charged if there is an annual fee.

The structure is/will be solely for my (or our) personal use

The structure is/will be for use in connection with my (or our) business

The structure is/will be for communal use for a school, club or other non-profit organisation

2.4 New or existing structure

I want to install a new structure or change an existing structure
Go to section 3

I have an existing structure that I don't want to change
Go to section 4

3 Install a new structure or change an existing structure

You may need planning permission before you install or change a structure. You should contact your local planning authority to check.

3.1 Environmental permit

You may need an environmental permit before you can install a new structure or change an existing structure. If you have contacted the Environment Agency about an environmental permit, please provide the reference number and any relevant information here.

3.2 Plans of the works

If you have provided a reference number in question 3.1, go to question 3.3. If you do not have an environmental permit reference number, please enclose the following plans.

I have enclosed a plan of the location and position of the proposed structure (required)

I have enclosed a plan showing the dimensions and design of the proposed structure (required)

3.3 Declaration

I (or we) apply to the Environment Agency for a licence under Section 60 of the Thames Conservancy Act 1932 to carry out the works proposed in this application

I (or we) undertake that the works will be executed and maintained in accordance with the plans which accompany this application

Now go to section 5.

4 Keep an existing structure

4.1 Plans of the works

I have enclosed a plan of the location and position of the structure (required)

I have enclosed a plan showing the dimensions and design of the structure (required)

4 Keep an existing structure, continued

4.2 Declaration

I (or we) apply to the Environment Agency for a licence under Section 60 of the Thames Conservancy Act 1932 to retain the works described in this application

I (or we) take responsibility for the works, including the annual fees, from this date

The works will be maintained in accordance with the plans which accompany this application

The works are structurally sound

Now go to section 5.

5 Signature

Signature

Name

Today's date (DD/MM/YYYY)

If you are signing on behalf of an organisation, please state your role

6 Data protection notice: how we use your personal data

We are the Environment Agency and we run the accommodation licensing service. We are the data controller for this service. A data controller determines how and why personal data (personal information) is processed.

Our personal information charter (www.gov.uk/government/organisations/environment-agency/about/personal-information-charter) explains how we deal with your personal information. Go to GOV.UK and search 'Environment Agency personal information charter'.

The data we need

The personal data we collect about you includes:

- name
- address
- contact details (including email address and telephone number)
- details of structure ('accommodation') to be licensed

We are allowed to process your personal data because we have official authority as the navigation authority to issue a licence for structures known as an accommodations to be installed or maintained in, on or over the non-tidal River Thames. The lawful basis for processing your personal data is to perform a task in the public interest that is set out in law.

If you do not provide all information requested then we will not be able to process your application and you will not be permitted to install or maintain a structure in, on or over the non-tidal River Thames.

6 Data protection notice, continued

What we do with your personal data

We use your personal data to:

- process your application
- make sure you keep to the conditions of the licence
- take enforcement action if you do not keep to the conditions of the licence
- contact you about the service

We do not use your personal data to make an automated decision or for automated profiling.

We will share your personal data with Shared Services Connect Limited (SSCL) who process your data on our behalf. SSCL use the personal data to send invoices, payment reminders and refunds where applicable. SSCL is a data processor. Data processors working on our behalf will only use your personal data in line with this privacy notice.

We will not share or disclose any other personal data to any other party outside the Environment Agency without your explicit consent, unless we are lawfully able to do so.

How long we keep your personal data

We will keep your personal data for 6 years after the end of your licence. Your personal data may be held longer if it is required for a legal case. SSCL will keep your personal data for a minimum of 7 years after producing your last invoice or credit note for audit purposes.

Where your personal data is processed and stored

We store and process your personal data on our servers in the UK. SSCL also store and process your personal data on their servers in the UK, and store hard copies of your personal data with a third party document storage supplier in the UK.

We will not transfer your personal data outside the European Economic Area.

Contact details

Our Data Protection Officer (DPO) is responsible for independent advice and monitoring of the Environment Agency's use of personal information.

If you have any concerns or queries about how we process personal data, or if you would like to make a complaint or request relating to data protection, please contact our DPO using the following details:

Address: Data Protection Officer
 Environment Agency
 Horizon House
 Deanery Road
 Bristol
 BS1 5AH

Email: dataprotection@environment-agency.gov.uk

You can find out about your personal data rights from the Information Commissioner's Office (ICO) at www.ico.org.uk. The ICO regulate the data protection legislation. You have the right to lodge a complaint with them at any time.

7 Checklist

Please submit the following with this application form:

Evidence of lawful ownership or occupancy of the site

Plans showing the location, dimensions and design of the structure

OR

An environmental permit reference number