

# Application to retain accommodation - Change of circumstances

## Thames Conservancy Act 1932

Please read and refer to the attached notes before completing each question on this application

### 1 Applicant name

Title (Mr, Mrs, Miss, other) \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

### 2 Contact details

Address (correspondence only) \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

### 3 Preferred contact method

Telephone

Email

Post

### 4 Address where the accommodation is located (if different to above)

\_\_\_\_\_

Postcode \_\_\_\_\_

Grid Reference if exact address unknown: \_\_\_\_\_

I am/we are the legal owner(s) of the property at the above address

I am/we are the legal occupier(s) of the property at the above address

I have enclosed evidence of lawful ownership/occupancy

### 5 Declaration - retain the accommodation

I wish to retain the existing accommodation off my frontage and to be issued with the necessary licence

The accommodation is solely for my own personal use

The accommodation is for use in connection with my/our business

The accommodation is for communal use for a school, club or other non-profit making organisation

### 6 Plans

I have enclosed a copy of plans illustrating dimensions/design, position and location of my accommodation

customer service line  
03708 506 506

incident hotline  
0800 80 70 60

floodline  
03459 88 11 88

Is the existing accommodation structurally sound?

Yes

No

## 7 Declaration - remove the accommodation

I do not wish to retain the existing accommodation and will remove it from the river within 28 days

## 8 Data Protection Act 1998

The Environment Agency is responsible for improvements in navigation and the licensing of accommodations on the River Thames. We will process the information you provide so that we can deal with your application for an accommodation licence and make sure you keep to the conditions of the licence, and process renewals.

We may also process or release the information to:

- offer you documents or services relating to navigation and environmental matters;
- consult the public, public organisations and other organisations (for example the Health and Safety Executive, local authorities, the emergency services, the Department for Environment, Food and Rural Affairs) on navigation and environmental issues;
- carry out research and development work on environmental issues;
- prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken, and take any action that is needed;
- assess whether customers are satisfied with our service and to improve our service; and
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act 1998 allows). We may pass the information to our agents or representatives to do these things for us

## 9 Signature

Signature

Date

*If you are signing on behalf of a company, partnership, charity, school club or other organisation please state the capacity in which you are signing*

# Application to retain accommodation - Change of circumstances

## Notes for applicants - please read carefully

The Thames Conservancy Act 1932 provides powers to licence a wide range of river structures and works. The Environment Agency, as navigation authority, currently requires owners to have a licence for accommodation(s) which project out from the bank into the river or which are erected within the river itself. These can be as small as a single post or pile or larger structures such as a wharf, pier or jetty. For the purposes of the Act, the Thames includes all backwaters, creeks, side-channels, bays and inlets where river water is present.

All accommodations erected (e.g. jetties, pontoons etc) and any works cut into the river bank (e.g. docks or slipways) in the non-tidal River Thames and a short tidal section downstream of Teddington lock must be licensed by the Environment Agency. There is an administration fee of £50 for applications and an annual fee charged for continued retention of some accommodation(s). You do not need to send payment with your application, but if a licence is granted you will be invoiced for the application fee along with the first annual payment (if appropriate). This will be pro-rata for the first year and then annually from 29 September. Once we have received payment, we will issue your licence and licence plate. If your application is refused, you will not be charged. We will explain why your application has not been successful and where appropriate make recommendations for adjustments to your accommodation(s).

The current tariffs are included. You should note that the fees are reviewed annually; tariffs are also available at <https://www.gov.uk/government/collections/mar-t-hames-accommodation-licence>

You are required to provide particular items of information to enable us to process your application:

### Questions 1-3:

Please tell us about you and how you would like us to contact you.

Applications for the retention of existing unlicensed accommodation(s) must be made by the owner or legal occupier of the land on which the accommodation(s) is/are located. Applications may not be made by agents, consultants or contractors on behalf of owners or occupiers. (You might wish to seek the assistance of such specialists when preparing your application).

### Question 4:

Please give us the postal address of the site on which the accommodation(s) is/are located. If the site has no postal address, the national grid reference should be provided.

Please indicate if you are the legal owner or occupier of the above address by ticking the appropriate box.

We require written evidence (e.g. a copy of your title deeds or tenancy agreement) to prove legal ownership or legal occupancy of the accommodation location.

### Question 5:

Please complete this section if you wish to retain the accommodation. We require information on what the accommodation is used for and whether it is structurally sound. The use of your accommodation will determine the type of licence we issue and what tariff is used.

### Question 6:

A copy of each plan or drawing relating to your accommodation(s) should be submitted with your completed application form.

Location plan: This should enable officers of the Environment Agency to find the site of the proposed accommodation(s). Ideally this plan should be on a 1:25,000 scale Ordnance Survey map or on a published street plan of the locality.

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**Site plan:** This plan is to identify the precise location of the accommodation and should clearly show the extent of the whole frontage owned or occupied by the applicant. This plan should be based on a 1:2,500 scale Ordnance Survey map.

**Detailed plans, sections and elevations:** This drawing must show the detailed design of the structure. It will also record the dimensions of the accommodation structure – length, breadth and height. The materials used in construction should be noted on the drawing. The scale of these drawings should be 1:100 though for very large structures 1:200 scale will be accepted.

Please also indicate if the accommodation is structurally sound.

**Question 7:**

Please complete this section if you do not wish to keep and licence the accommodation. Please ensure that you remove the structure within a specified period.

**Question 8:**

Data Protection Act 1998

During the consideration of your application it is probable an Environment Agency waterways officer will need to visit the site. The officer may need to gain access to the site from the land or from the river. Officers are fully authorized to enter land and premises and carry a warrant card which will identify them and give them the relevant power. The officers must show these cards on request. Officers will attempt to let you know when they intend to visit, but in signing the application form you are also agreeing to allow an officer to enter your land without giving notice to you. This can speed the process of reaching a decision on your licence.

**Question 9:**

If the application is being made by a company, partnership, charity, school, club or other such body the person signing the application form must be authorised by that body to sign on its behalf. The signatory should state the capacity in which they are signing.

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Please ensure you complete all of the forms we will return it.

Applications may be considered incomplete if they do not include sufficient information to describe the accommodation(s) or if they are not accompanied by the plans and other drawings listed above, or required consents. Applicants will be notified if their submissions are incomplete, and no decision will be made until after any additional information or drawings requested are submitted.

**Please send your application to:** River Thames Accommodations Licence Team, Environment Agency, Kings Meadow House, Kings Meadow Road, Reading RG1 8DQ.

If you are uncertain about any aspect of the requirements for licensing or the process of obtaining your licence please call 03708 506 506.

LIT9048 TH/EAD/0917/E/V3

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