



Marine
Management
Organisation

Marine Licensing Top Tips

Ports Sandbox
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Executive summary

This Top Tips document has been developed as an output of the Ports Sandbox, a joint initiative between the Marine Management Organisation (MMO) and the ports sector, working through the UK Major Ports Group (UKPMG). Its purpose is to support applicants by providing clear, practical guidance to help marine licence applications progress more smoothly, efficiently and transparently through the licensing process.

The document is designed to complement existing statutory guidance and published materials, not replace them. It brings together information, advice and practical insights that are often dispersed across multiple sources, difficult to locate, or learned through experience of working on marine licence applications. By consolidating this knowledge in one place, the Top Tips document aims to reduce avoidable delays, improve the quality of applications, and support better communication and expectation management between applicants, consultees and the MMO.

Structured to follow the same order as the marine licensing process itself, the document takes applicants step-by-step from pre-application engagement through to determination. This mirrors the lifecycle of an application and allows applicants to easily identify what is required at each stage, what common issues can arise, and how best to prepare for them. Particular emphasis is placed on the importance of early engagement, providing complete and proportionate information, and maintaining open and timely communication throughout the process.

The guidance reflects learning gathered through the Ports Sandbox workshops and pilot discussions, including shared experiences from both applicants and Case Teams. It highlights practical “what works well” approaches, clarifies expectations around validation, fee acceptance, consultation, and escalation and fee acceptance, and explains areas where misunderstanding can commonly lead to delay. Where relevant, it also signposts how applicants can engage constructively with statutory consultees and how to ensure that discussions and evidence are appropriately shared with the MMO.

This Top Tips document is intended to be a living resource. It provides an interim, practical guide while wider reforms and updated guidance are progressed through the Marine Planning and Licensing Programme. As processes evolve and further learning is captured, the document will be reviewed and updated to ensure it remains relevant, accurate and useful.

By improving shared understanding of the marine licensing process and setting out clear, experience-based guidance in one accessible place, this document supports the Ports Sandbox objectives of increasing transparency, reducing uncertainty, and helping applications move through the system more smoothly for the benefit of applicants, regulators and the wider ports sector.

Check if you need a marine licence

Before you start your marine licence journey, we strongly advise you use the MMO's online Marine Licence Interactive Tool. The Interactive Tool helps you work out whether your proposed activity needs a marine licence, whether any exemptions may apply, and whether your project could be processed through the self-service licensing route. It asks a series of simple questions about what you plan to do, where, and how, and then directs you to the correct next steps.

The Marine Licence Interactive Tool:

<https://marinelicensing.marinemanagement.org.uk/mmofox5/journey/self-service/start>

Exemptions

Some activities are legally exempt from needing a marine licence. Exemptions are designed for low-risk activities and help ensure the licensing system remains proportionate. If your activity is to rely on an exemption, you must make sure you meet all the qualifying criteria and conditions for an exemption. In some cases, you may still need to notify the MMO before you begin. Enforcement action may be taken if an activity is later found not to meet the exemption criteria. Use the Marine Licence Interactive Tool (link above) to see if your activity fulfils the exemption criteria. You can review the full exemption legislation here:

<https://www.legislation.gov.uk/ukxi/2011/409/contents>.

Self-Service Marine Licences

Self-service marine licences apply to small-scale, low-risk, and routine activities that follow a consistent method. If your activity meets the published criteria, for example, it can be completed within 12 months and does not exceed a defined geographic area, you may be able to obtain instant consent online for a fixed fee. Self-service licensing provides a proportionate, quicker route for suitable activities. Applicants should review the self-service activities table and method statement guidance before using the tool.

More guidance can be found here:

<https://www.gov.uk/government/publications/self-service-marine-licensing/self-service-marine-licensing>.

You can also use the Marine Licence Interactive Tool (link above) to see if your activity falls within the self-service criteria.

Pre Application

Early pre-application engagement can be particularly beneficial for large or complex marine licence applications, providing an opportunity to discuss the proposed activity, set out the likely licensing process, and identify potential risks, constraints or information requirements before you submit your formal application. These early discussions can help establish realistic timelines, highlight any external dependencies such as statutory consultation, and reduce the risk of avoidable delays during determination.

Pre-application engagement can also be valuable for smaller or more routine applications, especially where you are less familiar with the marine licensing process or unsure about what information is required. This section outlines the pre-application services and approaches used by the MMO and explains how early engagement can support proportionate, well-prepared applications and clearer communication from the outset.

Pre-application engagement can also be used to discuss potential Harbour Order applications. The Harbour Orders team is within the marine licensing team and can process marine licence applications as well as Harbour Order applications.

Top Tips: Pre-application

Use the enquiry service – Submitting an enquiry early can help you check you've included all the information needed for a comprehensive, well-prepared application.

Check if multiple consents are needed – If your project requires permissions from several regulators, explore the Coastal Concordat route and engage early to streamline the process.

Submit your EIA screening request early – If your project is listed under the EIA Regulations, or you think it may have the potential to significantly affect the environment, you need to request an EIA screening opinion.

Keep your Maintenance Dredge Protocol up to date – Make sure it is reviewed and agreed by Natural England before you apply.

Applying for dredge and disposal? – You need to request a sample plan at the pre-application stage to confirm sediment sampling requirements in advance.

Submitting your pre-application enquiries

Your pre-application enquiry should be submitted through the Marine Case Management System (MCMS):

https://marinelicensingtest.marinemanagement.org.uk/mmofox5uat/fox/mmo/MMO_LOGIN

Straightforward enquiries may receive a simple response at no cost; however, more complex queries that require detailed advice or technical input are chargeable. Where fees apply, the MMO will provide an estimate before proceeding. Chargeable pre-application advice is, billed at the

current applicable hourly rates for MMO and, if required, CEFAS. The fee information can be reviewed here:

<https://www.gov.uk/government/publications/marine-licensing-fees/marine-licensing-fees#marine-licence-application-fees>.

For more complex enquiries, we will assign a Case Team consisting of a Case Officer and a Case Manager. If your enquiry develops to a full marine licence application, you can reference your previous enquiry within your application and request to continue with the same Case Team. While we will try to accommodate this where possible, we cannot guarantee it, as allocation will depend on the team's capacity at the time your application is submitted.

Once an enquiry is allocated to a Case Team (see 'Allocation' below) they will contact you via email within two weeks to establish what assistance you need.

If you are submitting an enquiry to discuss a potential Harbour Order application, you should make it clear in your request that you require the Harbour Order team to review the enquiry.

Emergency applications

The MMO recognises that emergency situations do sometimes arise and the MMO can grant expedited licences for emergency activities. This process is intended to provide a proportionate and pragmatic approach to licensing within the boundaries of the law.

If a marine licence is required the applicant must contact the Licensing Business Support Team on 0191 3762791. Office hours are Monday to Thursday 9:00am to 4:30pm, Friday 9:00am to 4:00pm. If the emergency is outside of these hours, please contact the local MMO office.

<https://www.gov.uk/contact-local-marine-management-organisation>

An emergency situation only applies where an activity must be carried out in response to an imminent risk to human health, property or the environment and activities are expected to be carried out within 24 hours of licence receipt. For example – a damaged bridge or coastal defence that needs stabilised for public safety until standard marine licence is obtained.

Cases that require a faster turnaround due to lack of planning do not constitute an emergency and the standard timelines apply (below). Flagging cases as an emergency within the application when this does not meet the above specifics does not grant an expedited response. If you do require a marine licence within a shorter timescale please speak to the Case Team, on some occasions this can be prioritised, but this will be reviewed on case-by-case basis.

The Coastal Concordat

The Coastal Concordat is a voluntary agreement designed to make the consenting process for coastal development clearer and more coordinated. It sets out how the different regulators involved in coastal and marine development such as the MMO, Local Planning Authorities (LPAs), Environment Agency (EA), and Natural England (NE), can work together to streamline their separate consent processes.

The Concordat is used for projects that need multiple consents, such as both a marine licence and planning permission, particularly where activities span the intertidal area. It aims to reduce duplication, improve consistency, and help applicants receive coordinated advice. For example, where a project requires an Environmental Impact Assessment (EIA) a single environmental scoping report and environmental statement can be prepared to support both applications. Further information on EIA requirements can be found below.

More information on the Coastal Concordat can be found here:

<https://www.gov.uk/government/publications/a-coastal-concordat-for-england>

Engaging your Local Planning Authority

If your project requires planning permission from your LPA as well as a marine licence from the MMO, you are encouraged to contact your LPA at an early stage to discuss your project and its consenting requirements, before submitting application to the MMO. Once the consents have been identified this can help ensure that the MMO and LPA can coordinate their roles under the Concordat. Early engagement supports a smoother process and may help avoid delays.

Some LPAs have formally adopted the Concordat, but the approach can be used even where an authority is not a signatory. The Department for Environment, Food & Rural Affairs (Defra) and the MMO continue to encourage its use across all coastal authorities.

Requesting to use the Coastal Concordat Route

If you would like your application to be progressed using the Coastal Concordat approach, please make this clear in your initial correspondence with the MMO and within your application. This allows your Case Team to work with the relevant LPA and plan a coordinated process from the outset including the development of joint assessment documents, joint consultation and potential to adopt assessments depending on the stage of the approach.

How the MMO will support you

If your project falls within the scope of the Coastal Concordat, the MMO can:

- Help identify where coordination with your LPA may be needed,
- Work with the LPA to align consultation or assessment steps,
- Reduce duplication where possible by sharing information between regulators.

Harbour Orders

Certain projects may require both a marine licence and a Harbour Order, and these will be processed simultaneously by the same Case Team. This document includes references to the overlap between the two processes, but separate guidance for Harbour Orders is available on the MMO's website:

<https://www.gov.uk/guidance/harbour-orders>

Not all projects will require a Harbour Order. The MMO is not able to provide advice about whether a Harbour Order is required, you will need to seek your own independent legal advice.

Fees for Harbour Orders are separate to marine licensing fees, and depend on the type of application. Separate guidance is available on the MMO's website:

<https://www.gov.uk/government/publications/harbour-order-fees/harbour-order-fees>

Applying for a Sample Plan (Pre-Application)

Top Tips: Sample Plans

Allow time for sampling – Sampling campaigns and laboratory turnaround can take several weeks.

Provide clear site plans – This will help us design the most efficient sampling regime.

Use the sample plan exactly as issued – Changes will require re-approval.

Retain all raw lab data – In case we need to verify results.

Retain all samples where possible - In case additional testing is identified.

Before submitting a marine licence application for dredging and/or disposal, applicants must obtain an MMO approved Sample Plan. This sets out the sediment sampling and analysis required to support your application. Completing this step early helps ensure your data is suitable, avoids delays later in the process, and ensures compliance with licensing and legislative requirements.

What is a Sample Plan?

A Sample Plan is a document issued by the MMO that identifies:

- the **locations and depths** where sediment samples will be taken
- the **number** of samples
- the **sampling methods**
- the **laboratory analyses** required
- any site-specific considerations

The sample analysis results must be included as part of your marine licence application and is reviewed by the MMO in our determination process.

How to apply for a Sample Plan

1. Submit a Sample Plan application via MCMS

You must attach:

- a chart or plan of the dredge area or the coordinates of the dredge areas in XLS or KML format.
- details of the intended dredge activity:
 - Dredge type (maintenance or capital)
 - Dredge location
 - Disposal location
 - Dredge depth (metres or metres below Chart Datum)
 - Dredge amount (normally in cubic metres) - needs to total amount for the full licence length and amount per campaign or year
 - Disposal amount (if different to the dredge amount)
 - Gravity and type of material being dredged (if known)
 - Dredging methodology
 - Disposal methodology
- Length of licence required
- Any previous sampling results or plans (if available)

Also include any proposed sampling approach, if known e.g. location and sample intensity along with your reasoning.

The MMO aims to provide a sample plan within five weeks of the request being validated, which does not include On Hold time (see Validation and On Hold sections below).

2. MMO reviews the information

The Case Team, in conjunction with Cefas and (where appropriate) the Port of London Authority, will:

- assess the site and activity
- consider contaminant risk, sediment characteristics, and historical data
- determine the sampling intensity and laboratory tests required

If needed, we may ask for clarification before issuing the Sample Plan.

3. Receive your MMO-approved Sample Plan

Once approved, your Sample Plan will:

- specify the exact sampling grid or locations
- set out the number and type of samples
- confirm the laboratory analyses required
- explain any special handling or QA/QC requirements

This plan must be followed when you undertake your sediment sampling.

If you have any queries about the sample plan, contact the Case Officer who issued it in the first instance.

Collecting and analysing your samples

- Sampling must be carried out in accordance with your approved plan.
- Samples must be collected and stored within the parameters specified on the MMO's website.
- Samples must be analysed by a MMO validated laboratory.
- Ensure results are provided in the format requested by the MMO.
- Keep accurate chain-of-custody records.

More information on validating laboratories and sample plans can be found here:

<https://www.gov.uk/guidance/marine-licensing-sediment-analysis-and-sample-plans>

The results from your sample analysis will need to be submitted with your application – see Submitting your marine licence application section below.

Environmental Impact Assessment (EIA) Screening and Scoping

When to submit an EIA Screening Request

Under the Marine Works (Environmental Impact Assessment) Regulations 2007 (MWR), certain types of projects that may have significant environmental effects must undergo Environmental Impact Assessment before a marine licence can be issued. The MMO provides a pre-application screening service to determine whether an EIA is required for your proposal.

This is a statutory process and must be completed before submitting a marine licence application. The legislation can be found here:

<https://www.legislation.gov.uk/ukxi/2007/1518/contents>

You should submit a screening request when:

- Your project is listed under the MWR, or you think it may have the potential to significantly affect the environment.
- You are unsure whether your project falls within Schedule A1 or A2 of the MWR.

Submitting a screening request early helps avoid delays later in the application process and ensures your application is complete upon submission.

Schedule A1 of the Marine Works (EIA) Regulations:

<https://www.legislation.gov.uk/ukxi/2007/1518/schedule/A1>

Schedule A2 of the Marine Works (EIA) Regulations:

<https://www.legislation.gov.uk/ukxi/2007/1518/schedule/A2>

If you are submitting a Harbour Order application which authorises works, EIA screening under the Harbours Act 1964 is a statutory requirement for all applications. Separate guidance is available:

<https://www.gov.uk/guidance/mandatory-pre-application-process-for-works-orders-only>

What an EIA Screening Request entails

When submitting an EIA screening request, you will need to provide enough information for the MMO to understand:

- The nature, scale, and location of your proposed project
- The construction methods and activities involved
- Any sensitive environmental receptors, including Marine Protected Areas, European sites, and protected species habitats
- The likely environmental effects of your proposal, based on the best available information

The MMO will then issue a Screening Opinion, confirming whether an EIA is required. Screening Opinions are published on the Marine Case Management System public register. Harbour Order Screening Opinions will be published on the Harbour Orders Public Register.

We will aim to issue our Screening Opinion within 8 weeks of validation of a submitted application, however depending on the scale of the project this can take longer. The legislation states ‘*as soon as possible within a period of 90 days beginning with the day on which the request is made*’ and includes a paragraph on extending this date.

If an extension is required the MMO will write to the applicant setting out reasons justifying the extension and include the date on which a screening opinion is expected.

What an EIA Scoping Request entails

If your proposal requires an EIA, you may ask the MMO for a Scoping Opinion. This is not a statutory process, but requesting a Scoping Opinion helps ensure your Environmental Statement meets regulatory requirements and reduces the likelihood of further information being requested during the application process.

If you are submitting a Harbour Order application which authorises works and this has been screened into requiring an EIA, a Scoping Opinion is a statutory requirement. Separate guidance is available:

<https://www.gov.uk/guidance/mandatory-pre-application-process-for-works-orders-only>

A Scoping Opinion sets out:

- The topics and environmental receptors to be assessed in your Environmental Statement
- The level of detail required for each topic
- Relevant legislation, guidance, and evidence sources
- Any survey requirements or methodologies the MMO expects
- Consideration of cumulative and in-combination effects, as typically included in Scoping Opinions for marine projects (e.g., ecology, coastal processes, navigation, seascape, archaeology, human health, climate).

You will need to provide:

- A clear project description and site boundary
- Proposed construction and operational activities
- Initial appraisal of potential impacts
- A list of the environmental topics you propose to include or exclude, with justification

We will aim to issue our Scoping Opinion within 13 weeks of validation of a submitted application.

EIA Environmental Statement review

If your proposal requires an EIA, you may ask the MMO for a review of all or some of the Environmental Statement. This is not a statutory process and can be done alongside or after a Scoping Opinion request. This helps ensure your Environmental Statement meets regulatory requirements and reduces the likelihood of further information being requested during the application process.

Maintenance Dredge Protocol (MDP) Documents

Maintenance Dredge Protocols (MDPs) are an agreed, maintained framework for managing and assessing the environmental effects of routine maintenance dredging and disposal in a defined area. It brings together:

Top Tips: Maintenance Dredge Protocols

Only use an MDP for maintenance dredging – it cannot be used for capital or aggregate dredging

Keep your MDP up to date – review every 5–6 years, or sooner if dredging practices or designated site advice change.

Engage early with Natural England and seek formal endorsement through the DAS.

Submit NE's letter of comfort - an MDP only helps streamline your Marine Licence application if it is current and officially agreed with Natural England.

Out-of-date or non-endorsed MDPs may result in case-by-case assessment and a full HRA being required.

1. a Baseline document (the shared evidence base and agreed assumptions),
2. agreed operating parameters and mitigation/management measures, and
3. a review/update process

so competent authorities can make consistent, proportionate decisions for repeat maintenance campaigns.

MDPs are industry best practice and can be used to support the assessment of permissions for navigational maintenance dredging and associated disposal by ports and harbours.

Maintenance dredging is dredging to maintain channels/berths/areas at previously dredged depths by removing accumulated sediments. It is maintenance only where the proposed seabed level is not lower than at any time in the past 10 years. MDPs do not apply to capital dredging or aggregate dredging.

When to use an MDP and the benefits

Consider an MDP where dredging is routine or repeated, where multiple campaigns/operators share the same receiving environment, or where a strategic approach would reduce repeated evidence requests and repeated consultation.

MDPs can benefit the marine licencing process as they:

- **Avoid repetition:** an MDP provides a single maintained baseline that can be relied on across multiple future maintenance campaigns (where activities remain within scope).
- **Improve certainty and consistency:** early agreement on the baseline, sensitivities, survey needs and mitigation supports proportionate and consistent decision-making.
- **Support more than Marine Licence applications:** a robust MDP can support decisions by other competent authorities, including Statutory Harbour Authorities exercising their own powers, who must still meet nature conservation duties.
- **Enable collaboration at scale:** an MDP may cover a single port/harbour or a wider estuary; where appropriate, one organisation may lead while others benefit from a shared evidence base.

What an MDP includes

MDPs are centred around a Baseline document. It records the dredging and disposal baseline (footprints, depths, methods, frequency, typical volumes), sediment characteristics, relevant environmental sensitivities and agreed management measures. Its purpose is to provide a clear audit trail and a proportionate evidence base that can be re-used for routine maintenance campaigns within scope.

The Baseline document should consider potential effects on protected features of European Sites (SAC/SPA/Ramsar). As best practice, it should also consider other relevant nature conservation sites and features, including SSSIs and MCZs, where relevant to the activity and receiving environment. Natural England's Designated Sites System can be used in this assessment, as it contains information around site condition and information (i.e. advice on operations):

<https://designatedsites.naturalengland.org.uk/>

Engagement with Natural England (NE)

Early engagement helps identify key risks, agree evidence needs, and avoid avoidable delay later. NE can provide advice to support preparation, review and endorsement of an MDP Baseline document through NE's Discretionary Advisory Service:

<https://www.gov.uk/government/publications/charged-environmental-advice-service-request-form>

Therefore, to maximise the usefulness of your MDP:

- **Engage early with NE** - Share a draft Baseline document with NE before finalisation and before relying on it to support future permissions.
- **Gain formal endorsement by NE** - Where NE agrees the Baseline document, NE may provide a 'letter of comfort' to accompany future permission requests for activities within scope. This should be submitted alongside the MDP when you apply for a Marine Licence.

Note that if a draft MDP is only provided at Marine Licence application stage, NE's response will be limited to the specific application under consultation and may not deliver the intended strategic benefit.

Depending on location and receiving environment, engagement with other regulators (for example, the Environment Agency in relation to Water Framework Directive) would be advantageous.

Using an MDP to support Marine Licence applications

An up-to-date Baseline document endorsed by NE can support proportionate decision-making by providing an agreed evidence base and audit trail for routine maintenance dredging/disposal, and by reducing duplication of detailed consultation for repeated campaigns that remain within scope (including use of any letter of comfort where issued).

Where no Baseline document is available, or it is not up to date and/or not endorsed, your Case Team are more likely to require case-by-case assessment and additional information.

Keeping an MDP up to date

An MDP can only streamline decision-making where it is demonstrably up to date and reflects current operations and current environmental advice.

Review the Baseline document at least every 5–6 years, and update sooner where there are:

- material changes to dredging/disposal operations (including where maintenance requirements change following capital dredge);
- significant changes in designated sites, condition assessments or conservation advice; or
- new evidence that changes understanding of environmental sensitivity or response.

Where an MDP is updated, NE should be re-engaged to endorse the updated document.

Streamlining the Licensing Process for Harbour Authorities

Harbour authorities can remove unnecessary administration by working directly with NE through their Discretionary Advice Service to complete a HRA *before* submitting their marine licence application. For those harbour authorities that have an up-to-date Maintenance Dredge Baseline Report the HRA will be included in that report.

If NE has already reviewed and agreed the HRA of a statutory harbour authority, the MMO can normally adopt it without preparing its own assessment. This is because a statutory harbour authority is a 'competent authority' for HRA purposes. This can:

- Speed up determination, reducing the time spent on MMO-NE consultation,
- Lower costs, by avoiding further information requests,
- Reduce unexpected changes, such as late-stage advice or additional conditions.

Requirements for suitability to adopt an HRA

To enable the MMO to adopt an HRA, at a minimum the HRA must:

- Be completed and agreed with NE *before* application,
- Include written confirmation from NE that they agree with its conclusions,
- Accurately reflect the activities in the marine licence application,
- Be up to date and meet Habitats Regulations requirements.

Consulting with the Environment Agency is good practice, although this is voluntary and not a pre-requisite for the MMO to be able to adopt your HRA.

How the MMO uses it

If these requirements are met, the MMO will:

- Carry out a brief check to ensure the assessment still matches the proposal,
- Adopt the NE-agreed HRA as the project's statutory HRA.

If no new issues arise, no further MMO HRA work is needed.

Practical steps for Harbour Authorities

1. Engage early with NE.
2. Provide full project information to allow NE to agree the HRA.
3. Obtain written confirmation of NE's agreement.
4. Submit the agreed HRA with your application.

MMO Marine Licence Application Timeline

Top Tips: Marine Licence Application Timeline

MMO aims to determine 90% of cases withing 13 weeks of validation

You can help avoid delays by:

- submitting complete, high-quality information up front
- publishing notices promptly
- responding quickly to requests for further information
- agreeing revised fee estimates without delay

The MMO aims to determine 90% of cases within 13 weeks from validation of the project.

Case processing should be undertaken in line with the case blueprint (Figure 1 below).

There are exceptions to this, for example when dealing with complex case issues and delays can arise during the case process.

Further information on the timeline can be found here:

<https://www.gov.uk/guidance/the-marine-licence-application-timeline>

The 13 weeks only represents when the case is 'live' with the MMO. It does not include on hold time.

The timelines in this section do not apply to a marine licence which is associated with a Harbour Order application.

What 'On Hold' means

A case is placed on hold when the MMO cannot make progress on the case due to missing information, required actions not yet completed by the applicant, or delays caused by consultees. During this time, the MMO Case Team will wait for the outstanding issue to be addressed before continuing work.

Common reasons a case may go on hold

Your application may be paused for one or more of the following reasons:

1. Information deficient application

If essential information is missing at submission, the MMO will issue an **Application Update** asking you to provide additional material. Your case will go on hold until this is provided.

2. Failure to publicise

If your project requires public notices, these must be published promptly. If you do not publish the required notice for a significant period after being asked, the case may go on hold **once primary consultation has closed**, until publicity is completed, and the public consultation period has ended.

3. Considering a revised fee estimate

If the MMO provides an updated fee estimate, no further work will be carried out until you have reviewed and agreed to it. Your case remains on hold during this period.

4. Further Information Requests (FIRs)

If additional information is required to respond to consultee comments or complete the decision documents, an FIR will be issued. Your case is placed on hold until you provide the necessary information.

5. Reviewing the draft licence

When you receive a draft licence (such as via an FIR), your case will go on hold while you review and consider it.

6. Consultee delays

If primary consultees take longer than the standard consultation period (28 or 42 days), or longer than expected during a re-consultation, your case may be placed on hold. This only applies when delays are **not caused by the MMO**.

Why is this important?

Putting a case on hold ensures that time spent on your application reflects active MMO work only. It also helps maintain fairness in reporting against the 13-week KPI. You can help avoid delays by:

- submitting complete, high-quality information up front
- publishing notices promptly
- responding quickly to requests for further information
- agreeing revised fee estimates without delay

Your MMO Case Team will always explain why a case has gone on hold and what is needed to restart the process.

For further information see: <https://www.gov.uk/guidance/the-marine-licence-application-timeline>

Figure 1: MMO Marine Licensing Blueprint

		0	1	2	3	4	5	6	7	8	9	10	11	12 to 13					
		CP1 Validate Estimate		CP2 Technical Assessment		CP3 Approval to Consult	CP4 Consultation				CP5 Consultation Review	CP6 Decision Recommendation	CP7 Approval to Make Decision		CP8 Application Completion				
MLA subject to EIA	Validate	Allocate	Consider and assess application Undertake required initial assessments (i.e. MCZ/HRA/WFD) Prepare, complete and gain approval of GR2 Prepare and commence appropriate direct and public consultation		Direct and public consultation period (as required by the Marine Works (EIA) Regulations)						Evaluate responses, complete required assessments and prepare decision documents, prepare GR3, QC of draft documents and provide applicant draft licence for review		QC and approval of GR3		Make amendments if required and approval of GR3		Issue EIA consent decision	Issue licence and publicise decision	
					Direct and public consultation period (usually 6 weeks for Cefas and 4 weeks for others)								QC and approval of GR3		Make amendments if required and approval of GR3		Issue licence and publicise decision		
					Direct and public consultation								Evaluate responses, complete required assessments and prepare decision documents, prepare GR3, QC of draft documents and provide applicant draft licence for review		QC and approval of GR3		Make amendments if required and approval of GR3		Issue licence and publicise decision
Non-EIA MLA where Cefas are consulted	Validate	Allocate	Consider and assess application Undertake required initial assessments (i.e. MCZ/HRA/WFD) Prepare, complete and gain approval of GR2 Prepare and commence appropriate direct and public consultation		Direct and public consultation period (usually 6 weeks for Cefas and 4 weeks for others)						Evaluate responses, complete required assessments and prepare decision documents, prepare GR3, QC of draft documents and provide applicant draft licence for review		QC and approval of GR3		Make amendments if required and approval of GR3		Issue licence and publicise decision		
Direct and public consultation						Evaluate responses, complete required assessments and prepare decision documents, prepare GR3, QC of draft documents and provide applicant draft licence for review		QC and approval of GR3		Make amendments if required and approval of GR3			Issue licence and publicise decision						
Direct and public consultation						Evaluate responses, complete required assessments and prepare decision documents, prepare GR3, QC of draft documents and provide applicant draft licence for review		QC and approval of GR3		Make amendments if required and approval of GR3			Issue licence and publicise decision						
Non-EIA MLA no Cefas consultation	Validate	Allocate	Consider and assess application Undertake required initial assessments (i.e. MCZ/HRA/WFD) Prepare, complete and gain approval of GR2 Prepare and commence appropriate direct and public consultation		Direct and public consultation						Evaluate responses, complete required assessments and prepare decision documents, prepare GR3, QC of draft documents and provide applicant draft licence for review		QC and approval of GR3		Make amendments if required and approval of GR3		Issue licence and publicise decision		
Direct and public consultation						Evaluate responses, complete required assessments and prepare decision documents, prepare GR3, QC of draft documents and provide applicant draft licence for review		QC and approval of GR3		Make amendments if required and approval of GR3			Issue licence and publicise decision						
Direct and public consultation						Evaluate responses, complete required assessments and prepare decision documents, prepare GR3, QC of draft documents and provide applicant draft licence for review		QC and approval of GR3		Make amendments if required and approval of GR3			Issue licence and publicise decision						

Submitting your Marine Licence Application

Top Tips: Completing Your Marine Licence Application

Be clear and comprehensive – Make sure every marine licensable activity is described in full, with clear methods, timings and dimensions. Incomplete or vague applications cause delays.

Define the “Worst-Case Scenario” – Provide maximum extents (e.g., volumes, durations, equipment reach) so the MMO can assess impacts without needing to request extra information later.

Understand how your application is used – The detail you provide feeds directly into assessments, consultation, and final licence conditions; clarity at submission helps avoid complications.

Provide strong supporting documentation – Upload accurate, up-to-date plans, drawings, methodologies, and assessments. These help evidence your application and support MMO decision-making.

Don’t rely on attachments alone – Supporting documents cannot replace clear, descriptive summaries in the application text boxes. Use the text fields to explain your project and activities in your own words, with attachments used to support, not substitute, that narrative.

Make sure you use plain English – Write answers clearly, using full sentences, correct grammar, and punctuation. Your application must be understandable to the general public so avoid abbreviations.

Do not use ambiguous terms – “approximately” should not be used in an application. You must provide clear maximum values instead.

When submitting a marine licence application, you must provide a full description, methodology, and programme of works for each separate licensable activity.

A list of licensable activities is available in Section 66 of the Marine and Coastal Access Act 2009 (MCAA):

<https://www.legislation.gov.uk/ukpga/2009/23/section/66>

For example, for a dredge and disposal licence application, dredging would be one activity (a removal from the seabed) and the disposal would be a separate activity (a deposit). If there were multiple dredge and/or disposal sites, each would need to be listed as a separate activity.

Please list each licensable activity separately in your application and include detailed information for every activity. This must include:

- A full methodology
- All equipment or plant to be used
- Any relevant quantities, dimensions, measurements, or volumes

- Location of the site (see Annex 2 for details of adding site locations)

You can upload additional documents to support your answers. When you do, please signpost clearly to the relevant sections of those documents within your application.

If you have had any pre-application engagement, you should summarise these within your application, including references to:

- Previous licences
- Sample plans
- Enquiries
- Environmental Impact Assessment (EIA) screening and/or scoping requests
- Any other relevant background discussion with other regulators
- Any other consents already granted for the project (e.g. planning permission)

If you need assistance with the technical side of the MCMS system, please contact our support team via marine.consents@marinemanagement.org.uk.

Worst-case scenario requirements

For the MMO to assess the impacts of your proposal, you must provide a worst-case scenario for each marine licensable activity. This includes:

- Maximum dimensions (e.g., length, depth, volume, height)
- Maximum duration or timescales
- All equipment, methods, and processes to be used

This is similar to the Rochdale Envelope approach in large-scale development projects, which establishes a "Project Design Envelope" within which a project can evolve, provided that the worst-case environmental impacts are assessed and mitigated within those defined parameters.

A worst-case scenario represents the maximum scope of the work you may carry out. The MMO recommends that you submit your application once you understand the full potential scope of your project.

Changes to methodology or increases in scope after submission may require a new application or variation. This is considered on a case-by-case basis.

How your application form is used

Your application form is your Case Team's main method of understanding your project. By ensuring the essential information is available to them in each section of the form, rather than referring to the additional documents submitted alongside the Application. Although the additional documents are required and are helpful to include all information in one place, additional time could be spent at the assessment stage to establish all the information from these documents. Including detail in the form will help Case Teams comprehend the scope and impact of the project you are applying for.

If your application receives a positive determination, the information you provide in MCMS is used to draft your marine licence. Sections of your application form are automatically inserted into the draft licence, including the activity title, description, methodology and programme. It is important that:

- Your answers are written clearly, using full sentences, correct grammar, and punctuation.
- Your application is written in plain English - it must be understandable to the general public.
- Abbreviations are avoided; always write out full names.
- You do not use ambiguous terms such as “approximately”. You must provide clear maximum values instead.

If the information is unclear, incomplete, or inaccurate, this can delay drafting and lead to additional work or costs.

Further guidance on the required assessments can be found here:

<https://www.gov.uk/guidance/marine-licensing-impact-assessments>

<https://www.gov.uk/guidance/make-a-marine-licence-application#overview>

If you require assistance on making an application, call 0191 376 2791. This service is available from 9am to 4.30pm from Monday to Thursday and 9am to 4.00pm on Fridays, excluding public holidays. Please note, you may be requested to submit detailed queries through the Marine Case Management System.

Supporting documentation

Supporting documents cannot replace clear, descriptive summaries in the text boxes of the application form. Use attached documents to support, not substitute the narrative.

It is important that you provide supporting documentation and impact assessments.

MCMS allows you to upload documents, but:

- All documentation must be tailored to the licensable activities you are applying for.
- Documents must be clear, well-presented, and fit for purpose.
- Documents must have clear, descriptive file names (e.g. Sediment Analysis Report – Jan 2026)

If you submit construction drawings and your application is approved, these may be included as a Schedule to the marine licence.

Depending on your activities and their location, you may also be required to submit certain impact assessments. Further details on information you may need to supply to support your marine licence application are available at:

<https://www.gov.uk/guidance/marine-licensing-impact-assessments>

Relevance and brevity

Please only submit documents and information that are directly relevant to your marine licence application. Providing large volumes of unnecessary material does not strengthen an application; instead, it slows down the assessment process and may increase your costs.

When the MMO receives excessive or unfocused information, it takes longer for the Case Team to review and identify what is important. This can also increase the risk of important details being

overlooked if they are hidden within large amounts of unrelated content. Clear, concise, and relevant documentation enables the Case Team to process your application more efficiently and accurately.

To avoid delays, applicants should ensure that each document has a clear purpose, relates directly to the licensable activities applied for, and does not repeat information already provided elsewhere. The MMO may ask you to remove, replace, or re-submit documents that are not relevant or are not clearly presented.

Marine Plan Policy Assessment (MPPA)

Top Tips: Marine Plan Policy Assessment

Don't use "N/A" – If a policy doesn't apply, explain why it's not relevant to your proposal rather than leaving the field blank or writing "not applicable".

Show clearly how you meet policy objectives – If your proposal aligns with the policy, state clearly that it does and briefly describe how it meets those objectives.

If you don't align, explain why – Where your proposal doesn't meet a policy objective, set out the reasons, and highlight any considerations you believe the MMO should consider when reviewing your application.

Keep your reasoning clear and stand-alone – Provide short explanations that can be understood without needing to refer to other documents. Your MPPA should make sense on its own.

The MMO uses a marine plan-led licensing process, which means that decisions on marine licence applications are guided by the policies set out in the relevant marine plan. Marine plans help ensure that activities in our seas are sustainable, coordinated, and take account of environmental, social, and economic considerations. Because of this, we ask applicants to demonstrate how their proposals align with the marine plan.

You can check which Marine Plan area your project falls within, and which Marine Plan Policies you will need to consider by using the interactive Explore Marine Plans tool:

<https://environment.data.gov.uk/marine-plans-explorer>.

When completing the Marine Plan Policy Assessment (MPPA) on MCMS, you must provide a short explanation for every relevant marine plan policy. For each policy, you should state whether your proposal complies with it, does not comply, or is not applicable, and briefly explain the reasoning behind your conclusion. This explanation should set out the information or evidence you used to reach your view.

Because the MPPA is uploaded to the public register if your application reaches consultation, each answer must contain enough information for MMO Case Officers and consultees to understand your assessment **without needing to refer to other documents**. You should avoid relying on supporting documentation, except where you are providing supplementary detail. If you do signpost to another document such as an EIA or method statement, you must still include a clear summary of your policy considerations within the MPPA text box itself.

Your explanation must set out whether the proposal meets the objectives of the policy, and if it does, how it does so. If the proposal does not align with the policy objectives, you must explain why not and highlight any considerations you think the MMO should take into account when reviewing the application. Clear signposting may be used to direct the MMO to relevant parts of supporting documents, but the MPPA entry still needs to stand alone as a summary.

If you believe a policy is not applicable to your project, briefly state the reason. Writing only "N/A" is not sufficient; you need to explain why the policy does not apply to the works you are proposing. For instance, for this policy "Preference should be given to proposals for cable installation where the method of installation is burial", a response for a dredge and disposal application may state "There

are no proposals for subsea cable installation as part of the proposed works. This policy is therefore considered to not be applicable to the proposal”.

The level of detail you provide should be proportionate to the scale of your project and the potential for environmental or navigational impact.

If the MPPA is incomplete, does not fully address each policy, or relies on supporting documents without providing a summary, the MMO will request an Application Update. This will delay the work on your application.

For further guidance, the MMO has published a Marine Plan Policy Assessment guide. Annex I provides an example of the level of detail and structure expected:

https://assets.publishing.service.gov.uk/media/6272914de90e0746c43137aa/Marine_plan_policy_Assessment_guidance.pdf

Sample analysis for dredge and disposal licences

When applying for a dredge and disposal licence, you must upload:

- your **MMO-approved Sample Plan**
- the **laboratory analysis results**
- any **maps or plans** showing where samples were taken

This helps your Case Team assess the material suitability for disposal and reduces the likelihood of follow-up questions.

Figure 2 below shows the template and an example of how to present your analysis results.

Figure 2: Sample plan template example

Applicant Information Tab

Applicant Information

Instructions:

- All applicants and laboratories should refer to the most recent guidance on sediment analysis in support of marine licence applications [Sediment analysis guidance](#)
- Full information must be provided under each relevant sheet of the workbook. Grey highlighted cells indicate where information can be entered.
- Where information cannot be provided, the applicant should consult with the MMO prior to submission.
- Worksheets are protected to prevent accidental amendments to calculated values. If amendments are required please consult with the MMO.
- Sample IDs used through the data output worksheets should correspond to Sample IDs provided on this worksheet.
- Where more than 6 dredge areas or 30 samples are required, please contact MMO.
- Macros must be enabled to use this workbook.

Marine licence applicant information:

Applicant:	
Application number:	
Application title:	Southsea Marina Maintenance Dredging
Date sampled:	10/07/2024
Sampling location:	Southsea Marina Access Channel

Dredge area tonnages:

Dredge Area	Dredging tonnages	% total dredged material	Total dredged material
Area I	38,000	100.00%	
Area II			38,000
Area IV			
Area VI			

Sample numbers and locations

Sample ID	Included sample (MMO use)	Sample location (decimal degrees, WGS84)		Location name (as per sampling plan)	Sampling depth (m)	Dredge area
		Position latitude	Position longitude			
S1		50.702979	-1.034473	Site A	0	Area I
S2		50.704765	-1.036075	Site B	0	Area I
S3		50.706256	-1.034031	Site C	0	Area I

- Should include all details about Applicant, MLA number, date the samples were taken and the location
- Should contain dredge tonnages for each area dredged. E.g. if only one area is being dredged, then 100% of the material will come from Area I
- Include your sample ID reference
- Include the latitude and longitude data of the sample locations
- Include the location name (as per your sample plan), the sampling depth and the Dredge area reference

Requests to withhold from the public register

If you require information to be withheld from the public register, this should be clearly detailed within the application.

Section 101(5) of MCAA provides that information can be withheld on the grounds of

- national security (under 101(5)(a); or
- commercial confidentiality under 101(5)(b).

Section 101 states that information can be withheld from the public register, not necessarily applications in their entirety. There are a number of considerations before the MMO can decide to withhold the application in its entirety.

If applications are to be withheld due to national security, this will require Secretary of State Permission.

The MMO can decide if disclosure would adversely affect the confidentiality of commercial or industrial information where such confidentiality is provided by law to protect a legitimate commercial interest.

Guidance questions which we consider when determining a request to withhold information from the public register are as follows:

- Would disclosing the information be contrary to the interests of national security?
- What evidence has been supplied to support this?
- Would disclosing the information compromise the confidentiality of a commercial interest?
- What information has been supplied to support this? (When considering this point, it is important to consider the source of the information and its accuracy.)
- Can the applicant justify their rationale for withholding information?

Validation

Once your application has been submitted to the MMO, it goes through a process called validation. This is where the Licensing Business Support Team undergo initial checks on a case, before it moves to allocation (where a Case Team is assigned).

We first check your application to confirm that the activity is licensable. We then assess the scope of the application to generate a cost estimate. See the MMO's fee information here:

<https://www.gov.uk/government/publications/marine-licensing-fees/marine-licensing-fees#marine-licence-application-fees>

Initial cost estimates are calculated based on average costs based on similar cases, noting this can be increased throughout the process depending on case specifics.

Band 2a – fixed fee case. Band 2a projects include any cases with Project Costs £0 to £49,999 (and emergency work). Any band 2 project type with complex case characteristics* is moved to band 3.

Band 2b – fixed fee case. Band 2b projects include any cases with £50,000 to £999,999. Any band 2 project type with complex case characteristics* is moved to band 3.

Band 3 – uncapped hourly rate. Band 3 initial estimates are given based on Priority assessment rating, which is influenced by many factors including how much public interest there may be in the case, the potential impact to marine protected areas etc. They can vary between 20 and 75 hours of MMO time, and 20 to 75 hours of Cefas time. Types of Band 3 project or activity include:

- dredging
- scuttling any vessel or floating container
- depositing or using any explosive substance or article
- incinerating any substance or object on any vehicle, vessel, marine structure or floating container
- depositing outside UK marine licensing area

Plus, any other activity where there are complex characteristics.

A project or plan is defined as a complex case if it has the following characteristics:

- Estimated to cost more than £1 million or unable to provide a confident cost estimate
- Part of a project which requires an EIA
- Likely, either alone or in combination with other plans or projects, to have a significant effect on a protected site or any process on which any protected feature is dependent

Terms and Conditions for providing chargeable activities within the marine licensing service can be found here:

https://assets.publishing.service.gov.uk/media/6938145b6a12691d48491c56/Terms_and_Conditions_for_carrying_out_chargeable_activities_for_marine_licensing.pdf

We aim to complete these assessments within five working days, but depending on the complexity of the application, some assessments may take longer. Information missing from applications at this stage will cause your application to be rejected, and you will then need to update it and re submit.

A cost estimate will be provided to you once the assessment is complete. You may then choose to accept, reject or query the estimate. An application cannot move to allocation until the cost estimate is accepted.

Validation checklist

The following is a list of validation checks and activities completed by the licensing business support team on your application before it is allocated.

1. Location check

A file will be created from the coordinates included in your application which can be used in the MMO's Geographical Information Systems (GIS) to check what habitats, species and other projects are occurring nearby.

It is important that your coordinates are accurate to the area where works are required. For applications for the disposal of dredged material, coordinates need to be provided for both disposal sites and the sites of source material (dredge areas).

- Point or line coordinates will not be accepted if an area is more appropriate.
- Dredge disposal cases – Ensure the name of the disposal site is included and matches the registered OSPAR name for the site (unless this is for a proposed disposal site that is not yet registered).

See Annex 2 for more advice on uploading your site location.

2. Check relevant documents are uploaded

This will include:

- Water Framework Directive Assessment;
- EIA screening opinion (if one is required, and all EIA relevant documents if the project is screened in);
- Sediment sampling results (for dredge and disposal cases);
- Habitat Regulation Assessment / Maintenance Dredge Protocol Baseline Document.

3. Check for relevant Purchase Order (PO)

This will not be necessary for every application. However, where a PO is not provided or cannot be provided until an estimate is issued can cause delays in the validation process. This should be taken into account in programming timeline. Potential estimates can be discussed during the pre-application stage to enable a PO to be prepared for the validation stage.

4. Check billing details

Not providing billing details or providing incorrect information can also delay the validation process. A valid invoice addressee should be included within the contacts

Application updates

If significant information is missing from your application at validation stage, then it will be rejected with a note of what information is missing.

If there is minor information missing from your application, the case may proceed to allocations to allow the Case Team to begin the assessment stage and an application update request will be issued to you, to reduce the potential for multiple application updates (please see Application update section below).

Case rejection

Cases will be rejected if you are unable to provide sufficient information or when there has been no communication after 14 days. Where there have been complications at the validation stage (e.g. delayed processing time) then discretion can be used in extending the 14 days. You will receive an email confirming the reasons for the rejection and outlining how to resubmit the application if needed.

Timely acceptance of fee estimates

The sooner a fee estimate is accepted, the sooner the case can be classed as validated and can be entered into the allocations pool.

If an estimate has not been accepted within 14 days, then the case may be rejected.

Reminders will be sent through the MCMS portal, and may end up in spam folders, it is worth regularly checking if you have submitted an application and have not heard back.

Allocations

Allocation of cases to a Case Team takes place on a Tuesday morning, with all cases successfully validated in the previous week entered into the allocations pool. Subject to team capacity, work should be allocated no more than a week after it is validated, with exceptions made for urgent work.

Allocations are done on a capacity and case by case basis. This means we cannot guarantee that applicants will receive the same Case Team each time they submit an application. We will endeavour to keep work with Case Teams to ensure consistency, but this is dependent on the capacity of the individuals.

You can request a Case Team within the Application form, but this is not guaranteed.

If your application relates to a Harbour Order application, this must be made clear in the application form so that it can be allocated to members of the Harbour Orders team. The same Case Team will process your marine licence and Harbour Order applications simultaneously.

Depending on the volume of cases in allocations it may take a short period of time to assign each case to the correct team.

You should expect to hear from the Case Officer assigned to your application within a week following its allocation. This email will confirm their name and contact details. If you do not hear from your Case Team within two weeks of your case being validated, you can contact our support team: marine.consents@marinemanagement.org.uk.

Please see the 'Your MMO Case Team' section for more detail about the team who will process your application, their roles, and how best to raise any issues.

Technical Assessment

Your Case Officer conducts a technical assessment of your application.

This will include:

- Marine Planning Assessment,
- Water Framework Regulations Assessment,
- Waste Regulations Assessment.

This may include:

- Environmental Impact Assessment (EIA),
- Habitats Regulation Assessment,
- Marine Conservation Zone assessment,
- Other assessments as required.

Your Case Officer will request further information from you if required at this stage. This technical assessment is known as Gateway Review 2, or GR2 in the application timeline.

Application Update (AU)

Sometimes, the MMO will request an AU when we need more information, or clarification to continue work on your marine licence application.

Read the AU request carefully

Please review the AU request in full and make sure you understand exactly what is being asked for.

- Each question is specific and is needed to move your application forward.
- Consider whether any supporting documents also need updating.

If anything is unclear, or if you cannot provide the information requested, please contact your Case Team as soon as possible. We are here to help and can advise on what is needed.

A deadline of 2 - 4 weeks will be included within this request, based on the information requested. The deadline is based on previous responses for similar information.

Make all changes within your MCMS application

Your AU request will be sent via the Marine Case Management System (MCMS). By issuing the AU, the Case Team has opened your original application for editing.

You must make updates directly within the application, not just in your response message in MCMS or an email.

Updating your application directly ensures:

- your information is correctly reflected in the draft marine licence (if approved)
- consultees and the public can access the revised details

- the Case Team has a clear and accurate record to base their assessment on

If you require assistance with the technical side of the MCMS system, please contact our support team via marine.consent@marinemanagement.org.uk.

Provide complete information the first time

Partial or incomplete updates often lead to follow-up questions, which can slow down determination of your licence. Before submitting your update:

- double-check that all requested fields or documents have been amended;
- ensure plans and drawings match the written description;
- confirm that any revised methods, timings, locations or quantities are consistent across the application.

Maintain version control on uploaded documents

If you need to upload revised documents, please:

- give them clear, descriptive file names (e.g. *Updated Sediment Analysis Report – Jan 2026*).
- remove outdated versions if no longer relevant. This helps your Case Team and consultees quickly identify the correct information

Contact your Case Team early if you foresee delays

We understand that gathering technical data, confirming contractor details, or updating plans may take time. Letting your Case Team know early helps us manage your application effectively. Your case will remain on hold until all the information is successfully submitted.

Submit the update as soon as you are ready

Your application cannot be worked on until all requested updates are provided. Submitting the AU promptly helps move the case forward through to the next stage.

Keep an eye on your MCMS notifications

All AU requests, reminders, and responses are issued through MCMS. Regularly checking your account helps ensure you don't miss important updates.

Case Rejection

A reminder will be issued if the AU has not been completed on the deadline date. Cases will be rejected if insufficient information is provided without explanation or when there has been no communication after 14 days. You will receive an email confirming the reasons for the rejection and outlining how to resubmit the application if needed.

Consultation

Top Tips: Consultation

Consultation will take 28 to 42 days – This depends on whether your case is EIA. Consultation is mandatory on all cases, and there is no way to speed up this timeline.

Don't forget the publication date - When you receive your Publicise Request through MCMS, it contains the standard notice text you must use. At the very bottom is a line saying: "(1) Replace and insert here the date that the notice was first published." **Applicants often miss this step.**

Respond to consultation responses promptly – If your Case Officer contacts you with concerns from consultees, please respond to them promptly, as resolving consultation issues is often a cause of delays on cases.

Keep the MMO copied in – The MMO should be included in any direct communication between you and consultees. Ideally all contact with consultees should go directly through your Case Team.

When the technical assessment of your case is complete, your Case Officer starts consultation on the application, including any supporting documents and assessments. They'll gather information from consultees and the public throughout this stage of the process.

Please note: An application which also requires an EIA requires a minimum 42-day consultation. Non-EIA applications typically require a 28-day consultation. Applications which are related to a Harbour Order require a 42-day consultation. Consultation deadlines will be extended to cover bank holidays.

Technical Consultation

The MMO will open consultation via MCMS or email for primary stakeholders and advisors. These will nearly always include:

- **Natural England** - impacts to designated sites, as the Statutory Nature Conservation Body
- **Environment Agency** - impacts to environment/WFD, flood risk and coastal change
- **The Crown Estate** - own the seabed
- **Historic England** - heritage considerations
- **IFCA** - fisheries management
- **Local MMO team** - local knowledge and awareness of socioeconomic features, landscape/seascape, fisheries/fishing
- **Local Planning Authority** - local awareness and knowledge
- **Maritime Coastguard Agency** - navigation considerations
- **Local Harbour Authority** - local navigation considerations
- **RSPB** - local knowledge on bird species within the surrounding area of proposed works
- **Royal Yachting Association** - recreation/navigation considerations

Other primary consultees may include:

- **MMO's Marine Conservation Team** - wildlife licence concerns (especially where marine mammals have been identified in the area)
- **MOD** - For defence estates within 5 km of MHW
- **Cefas Sustainable Environmental Assessment for Licencing (SEAL); Dredge and disposal** – specifically for dredge and disposal cases
- **Cefas SEAL; coastal processes** – impacts to coastal processes
- **Cefas SEAL; benthic** – impacts to benthic habitats and species
- **Cefas SEAL; fisheries** – impacts to fish and fisheries
- **Cefas SEAL; shellfisheries** – impacts to shellfish and shellfish fisheries

You will be informed of the consultation start date, as this will coincide with the request to publicise your application sent through MCMS (see 'Publicising applications' below).

Publicising applications

The MMO requires non-EIA marine licence applications to be advertised for public comment for 28 days, and EIA marine licence applications for 42 days. If your marine licence application is related to a Harbour Order application, the public consultation period will last for 42 days. Consultation requirements are different if your marine licence application relates to a Harbour Order, and your Case Team must separately agree the details and dates before publication. Separate guidance is available:

<https://www.gov.uk/guidance/harbour-orders#advertisement>

The Case Team will send a template for advertisement through MCMS that you will need to update and use for advertising, entering the date of first publication where indicated in the template. You may be required to advertise in at least one local newspaper at your own expense, and/or the London Gazette. You may also be required to place notices in prominent locations relevant to the proposed activities.

The 28-day/42-day consultation period starts from the date the advertisement is first published. To prevent delays in your application you should submit appropriate evidence of publication as soon as possible. Best practice involves:

- Clear images of advertisements in locations relevant to the works. Please provide photos in a high enough resolution so that the notice text can be read.
- Clear images of newspaper advertisements, with dates.

If you do not understand your advertising requirements, you should contact the Case Team for clarification.

We aim to run the public consultation at the same time as the technical consultation, however if there is a delay in advertising the project, then the case will be placed on hold at the end of the technical consultation to complete the 28 or 42 days required.

Consultation responses

As both primary and public consultation responses are received, the Case Officer will monitor them and collate them. They will be published to the public register once per week, so you will be able to view responses as they are received.

Where a consultee raises issues or questions, these responses will be shared with you via email or a Further Information Request (RFI) on MCMS. Please note that the consultee's response may not necessarily constitute the views of the MMO. The Case Officer will detail any actions that you need to take when replying to consultation responses.

If the Case Officer considers that there is insufficient information to continue assessment or if new issues are identified, a RFI will be issued and further consultation with advisers may be required.

If a RFI is issued a case may be put on hold pending further information.

When disagreements, conflicting advice, or unreasonable or unpragmatic requests arise during the assessment of a marine licence application, the MMO will work proactively with both you and the relevant consultees to resolve them. Where consultees provide conflicting advice, the MMO will facilitate further discussion to understand the basis for each position and to identify an approach that is consistent, proportionate, and aligned with MCAA and relevant policy.

If a consultee requests measures or conditions that appear unreasonable or impractical, the MMO will explore these concerns with both the consultee and the applicant to understand the intention behind the request and the feasibility of the conditions.

The post-consultation period is different if your marine licence application is related to a Harbour Order. Separate guidance is available from your Case Team, and online:

<https://www.gov.uk/guidance/submitting-objectionsrepresentations-to-harbour-orders>

Marine licence conditions must meet the five statutory tests; necessary, precise, enforceable, reasonable and relate to the activity or development (see condition drafting – five tests section below for further information). Any advice where a condition or request does not meet these tests, the MMO will seek to understand the underlying issue and, where appropriate, work with the consultee to develop alternative conditions that achieve the intended outcome (mitigation) while satisfying the tests.

If required, we can arrange meetings to discuss the interpretation of consultation comments. You can contact your Case Officer via email if you think that would be helpful.

We'll formally close the consultation once we have everything needed to make a decision.

Applicant communication with consultees

Direct consultation may be undertaken with consultees, and this may incur a charge from that consultee on top of the marine licence application fees.

Once you submit your application, the MMO should be included in any direct communication between you and consultees, including Natural England and the Environment Agency. This helps us keep the process running smoothly and ensures any issues can be resolved efficiently. The MMO would prefer that any contact with consultees is made through your assigned Case Team to ensure an audit for any agreements that may be made.

All communication with Cefas must **only** go through MMO.

If you think it would be helpful to speak directly with a consultee, please contact your MMO Case Team first. We can arrange a meeting for you, or we may simply ask to be copied into emails for reference.

This process does not apply for marine licence applications which are related to a Harbour Order. Your Case Team will discuss requirements with you, and separate guidance is available online:

<https://www.gov.uk/guidance/submitting-objectionsrepresentations-to-harbour-orders>

Decision Recommendation

Top Tips: Decision Recommendation

Don't expect your licence immediately after consultation closes – Once consultation closes, your Case Officer must complete their final technical assessment to determine whether a licence should be issued.

Read your draft licence and accompanying documents carefully – This is also your opportunity to highlight any errors or typos that may impact your projects adherence to the licence. If you agree to the draft licence, then later notice something that needs amending, you may be charged for the service

Read your draft conditions – Ensure you understand all the conditions you must comply with, and where you will be required to submit further documentation.

The Case Officer will complete their final technical assessment of your application after consultation, incorporating the consultees responses and any conditions that have been suggested as mitigation. This is known as Gateway Review 3 (GR3), and it is at this stage that your Case Team will determine your application.

The Case Manager / Senior Case Manager complete quality checks of draft decision, assessments, supporting documents and licence. Your Case Officer makes changes to the documents if required. The Case Manager / Senior Case Manager approves the licence and all supporting documents.

A draft decision is prepared and shared with you. You will have an opportunity to clarify any points, if required. This is also your opportunity to highlight any errors or typos that may impact your projects adherence to the licence. Please make sure all measurements and quantities are correct. If you agree to the draft licence, then later notice something that needs amending, you may be charged for the service (see 'Variations' section below).

Condition drafting – Five tests

When the MMO issues a marine licence, we may need to include conditions to ensure the licensed activity is carried out safely, responsibly, and in a way that protects the marine environment.

To ensure that conditions are fair, lawful and proportionate, the MMO applies five tests before including any condition on a licence. These tests help us make sure that every condition is necessary, and that you as the applicant can realistically comply with it.

This guidance explains what those tests are and what they mean for you.

1. The condition must be necessary

A condition will only be included if it is needed to make your activity environmentally acceptable, safe, or compliant with policy or regulation.

What this means for you:

- We will not include conditions unless there is a clear justification.

- You will not be asked to provide information or take actions unless they are required to manage an identified impact or risk.

2. The condition must relate to the activity or development for which a marine licence is sought

Every condition must directly relate to the specific works or activities covered by your application.

What this means for you:

- Conditions will only regulate matters arising from your proposed activity.
- You will not be asked to carry out actions unrelated to the marine licence (for example, wider issues outside the licensed area or unrelated business operations).

3. The condition must be enforceable

To be lawful and effective, a condition must be something the MMO can monitor, check and, if necessary, enforce.

What this means for you:

- Conditions will be clear about what evidence or actions are required.
- You will be able to demonstrate compliance through measurable or observable means (e.g., submitting a plan, keeping records, taking measurements).
- Conditions that cannot reasonably be enforced or verified will not be used.

4. The condition must be precise

Conditions must be written clearly, using unambiguous wording so everyone understands exactly what is required.

What this means for you:

- You will know exactly what actions you must take, when they must be taken, and how compliance will be assessed.
- The MMO avoids vague phrases like “as appropriate” or “where possible,” because they create uncertainty and can lead to misunderstanding.

5. The condition must be reasonable

A condition must be proportionate to the scale and nature of your activity and must not impose an unnecessary or excessive burden.

What this means for you:

- Conditions will not require actions that go beyond managing the identified risks of your project.
- We consider costs, practicality, and whether the condition is within your control.
- You will not be required to carry out disproportionate monitoring, reporting, or mitigation.

For maintenance dredge and disposal applications, a common condition requires repeated sediment sampling over the course of a 10-year licence. Often, this is requested every three years and requires a new sediment sample plan on each occasion. This is conditioned to ensure that the

material remains suitable for sea disposal at the relevant disposal site and to ensure compliance with the guidance set out by OSPAR.

Variations

If circumstances change, a Marine Licence can be varied or transferred, and this can be obtained by request through MCMS. Variations are reviewed on a case-by-case basis, and we may not agree that the change constitutes a variation but that it requires a new licence instead.

More specifically, a variation may be sought in the following circumstances:

1. When a licensed activity itself needs to change

If the licence holder wishes to alter the nature, method, or scope of the works already authorised, they can apply to vary the licence.

2. When operational parameters need updating

This includes situations such as:

- Changing the location, footprint, or limits of deviation for the activity.
- Altering construction, maintenance, or dredging methods.
- Updating project design parameters (for example, adjusting the layout of infrastructure)

3. When additional activities are required

If new but related activities arise during a project—such as additional disposal requirements for dredged material—the licence holder may need to apply for a variation rather than a new licence, depending on the scale and nature of the change.

4. When conditions need to change

A variation can be used if existing licence conditions need:

- Tightening or relaxing,
- Updating to reflect new environmental information,
- Amending monitoring or reporting requirements.

5. When administrative updates are needed

- Updating company details,
- Changes to named contractors,
- Correcting drafting or technical errors

The following may not be suitable to process as a variation, in which case new MLA required instead:

- New unrelated activities or methodologies that were not assessed in the original application
- Significant increases in the parameters assessed in the original application
- Changes that require a significant level of new HRA or MCZ assessment e.g. a change in co-ordinates that would impact a designated site or habitat not affected by the original application
- Marine licence cannot not be varied after the licence end date has passed – variations must be submitted at least 3 months before the licence end date.

The Case Team assigned to your variation will determine if your application is appropriate for a variation, or if a new Marine Licence application is required. If you need to make significant changes

to your Marine Licence, you may wish to contact the MMO via an enquiry to see whether a variation is appropriate.

An application to vary a marine licence must be:

- clear on exactly what in the existing marine licence you want to vary, and what will stay the same,
- Provide an appropriate level of detail (e.g. updated methodology and design drawings where required),
- Provide details of what work has been undertaken to date under the licence (i.e. have you already commenced works/dredging?).
- Be submitted in good time for the variation to take place

Where a variation is not appropriate, you are likely to be advised to submit a new marine licence application.

NOTE: A Harbour Order cannot be varied once it has been laid before parliament. If any changes need to be made to it, a new application must be submitted. Minor variations to a marine licence which is associated with a Harbour Order may be considered, this will need to be considered on an individual basis.

Fees for variations

If the licence holder requests a variation or transfer of their licence, then they must pay the appropriate fee. Applications for a variation or transfer are assessed and categorised into fee bands:

Band V0: A change to a licence where needed to amend a typo or similar in the marine licence.

Band V1: Admin changes - Any application for a minor change to a marine licence, including:

- A request to change the name or address of an agent, contractor or sub-contractor on a marine licence
- Changes to the name of a vessel or registration number of a vehicle
- Transferring the licence from the licensee to another named person

Band V2: Routine changes - Any request to change a marine licence which does not require the MMO to consult our advisors or update assessments.

Band V3: Complex changes - Any request to change a marine licence that does require the MMO to consult with our advisors. These changes will be charged at an hourly rate (no cap).

More detailed information on fees can be found here:

<https://www.gov.uk/government/publications/marine-licensing-fees>

Variation process

Variations follow the same 13-week timeline as marine licence applications, with the same on-hold time for issues that are outside the MMO's control (awaiting information from you, or a consultation response). V0 and V1 variations may be processed more quickly, but that depends on your Case Team's capacity.

Allocations

Variation requests go through the same process as a marine licence application. They are validated and then allocated to a Case Team. As with a marine licence application, there may be requests for further information to process the variation, or to confirm that a variation is appropriate.

Technical assessments

Depending on the magnitude of the variation, the technical assessments can be quite light touch, for instance for an administrative change such as the name of the licence holder.

However, for complex variations or those which may have impacts beyond those considered in the original application, the technical assessments can be as equally in depth as a full licence.

EIA considerations for varying a Marine Licence

If you seek to vary a marine licence, the Marine Works (Environmental Impact Assessment) Regulations 2007 (the MWRs) require the MMO to consider whether the proposed change or extension triggers the need for Environmental Impact Assessment (EIA).

Under Schedule A2, paragraph 89 of the Regulations, EIA must be considered for:

“Any change to or extension of development of a description listed in paragraphs 1 to 87 of this Schedule where that development is already authorised, executed or in the process of being executed.”

This means that any variation request involving a change or extension to a Schedule A2 project must be re-screened to determine whether EIA is required.

1. When a variation requires re-screening for EIA

A variation should be re-screened where the proposed change or extension may result in:

a) A significant change beyond what is already licensed

- New activities not previously authorised.
- Changes to methodology that introduce different or more impactful techniques.

b) A change that results in a greater environmental impact

- Increased footprint or spatial extent.
- Increased intensity, frequency, duration, or type of effects.

c) A larger scale of works

- Increases in volume, area, or scale that alter the environmental risk profile.

2. When re-screening is not required

A variation does not require re-screening where:

- The change results in a smaller scale of works, or a reduction in environmental impact, and
- No materially new or different impacts arise compared to the existing licence.

3. Considering the stage of the overall project

When screening variations under paragraph 89, it is important to consider the status of the original project:

- **If the project is already completed** - Only the change or extension is considered for EIA.
- **If the project is authorised but not yet commenced** - The screening must consider the entire project, including the proposed change or extension.
- **If the project has commenced but is not yet complete** - Consider the part of the project that remains outstanding, together with the proposed change or extension.

This ensures the assessment accurately reflects the works still to be undertaken.

4. Projects previously assessed using a “Rochdale Envelope”

If at the time of the original application:

- A Rochdale envelope was submitted;
- The EIA was based on the worst-case scenario within that envelope; and
- The proposed changes still fall within the parameters of the original envelope,

then no further EIA assessment is required, unless:

- The original Environmental Statement is out-of-date or no longer reliable, or
- Since the original decision, significant changes have occurred in baseline conditions or policy.

5. Projects not originally screened into EIA

Even if the original project was screened out of EIA, the MMO must consider whether the scale of the proposed variation, when viewed in the context of:

- The original project,
- Any remaining works,
- Any cumulative considerations,

now tips the overall project into being an EIA project.

This is particularly relevant where a variation would materially increase the footprint, nature, or environmental risk of the activity.

Occasionally, new evidence may identify an EIA screening is required at the variation stage that wasn't required for the original marine licence. The Case Team will inform you of this at the earliest opportunity.

6. Approach to decision-making

Screening variation requests is:

- Objective,
- Case-by-case, and
- Based on evidence in the MMO's screening checklist and supporting information.

If a project (taking account of the variation) is screened into EIA, the MMO must apply the full requirements of the MWRs for the entire project, not just the variation element. This includes:

- Publishing an EIA screening opinion,
- Requesting an Environmental Statement,
- Conducting consultation, and
- Ensuring the project meets all procedural requirements before the variation can be determined.

Consultation on a variation

The MMO has a duty to ensure that interested parties are informed of variations, where those variations are significant and/or may change the advice provided by our primary consultees.

The MMO must consult:

- Statutory Nature Conservation Body (NE or Joint Nature Conservation Committee) if preparing/updating HRA Appropriate Assessment and/or MCZ Stage 1 assessment
- NE if operations likely to damage SSSI features

The Case Team will determine whether further consultation is required. Many variations do not require consultation, especially when they are minor admin changes. However, some variations require full re-consultation and many require targeted re-consultation with specific consultees.

Some indication of consultation requirements are set out below:

- Cefas should be consulted regarding material change to dredge/disposal licence
- Consultees who raised concerns about the original application/any previous variations may be reconsulted.
- Public consultation responses and the level of public interest in the original application/any previous variations will be considered when determining whether to open a new public consultation.

Consultation will be for 28 days for a non-EIA case and 42 days for an EIA case.

Decision recommendation

Once any consultation is completed, your Case Officer will complete their final technical assessment (GR3) and proceed to determining the variation.

Where a variation is agreed, the Case Team will draft and quality assure any amendments to the marine licence, then share the draft with you. This is your opportunity to highlight any typos or errors before the licence is issued.

Escalation routes

Your MMO Case Team

Your application will be supported by a dedicated Case Team. This includes a Case Officer, Case Manager, and Senior Case Manager, each with a specific role in progressing your marine licence application.

Case Officer

The Case Officer is your main point of contact throughout the assessment. They will:

- Review your application and supporting documents
- Complete the technical assessments needed for your licence
- Draft the marine licence and conditions, and other decision documents
- Contact you if they need more information
 - This may be through an application update (before consultation)
 - Or a further information request (once consultation has begun)

Case Manager

The Case Manager oversees the progress of your application. They will:

- Manage the time spent on your case and any fee revisions
- Support the Case Officer where issues arise
- Quality-check technical assessments and draft licence and decision documents to ensure they meet internal MMO standards

Senior Case Manager

The Senior Case Manager provides support on complex or high-profile applications. They will:

- Sign off assessments and draft licence and decision documents for complex cases
- Assist the Case Team where significant issues arise
- Provide oversight for applications with high public interest

When you will hear from the MMO

Throughout your application or variation, your MMO Case Team will contact you at significant stages. The timeline below explains when you should expect to hear from us and why.

1. Acknowledgement and fee estimate

When your application is first received, the MMO will review it against the charging criteria.

We will then send you a fee estimate, and where needed, we will arrange purchase orders and billing details before your case can be worked on.

2. Introduction from your Case Team

Once your application has been allocated, your Case Officer will send you a standard introductory email.

This introduces your Case Team and explains the next steps in the process.

3. Application Update (if required)

If information is missing or unclear, you will receive an Application Update.

This sets out what additional information the MMO needs before we can proceed.

4. Publicity request

If no Application Update is needed, there may be several weeks where you do not hear from your Case Team while we complete our technical assessments.

Once these assessments are complete, you will receive a request through the MCMS) telling you to publicise your application.

5. During consultation

Once consultation begins, your Case Team will contact you if any concerns are raised by consultees.

This gives you an opportunity to provide further information or clarification where needed.

6. End of consultation

When consultation closes, all responses will be published on the public register.

Your Case Team will update you to confirm whether any consultee concerns remain outstanding.

7. Draft decision documents

When the draft decision documents are complete, you will receive them to check the accuracy of the activity description and ensure the documents reflect your proposal correctly.

8. Final decision

Once the final decision has been made, the MMO will issue your final licence documents and formally close the application.

You may experience periods of several weeks without direct contact from your Case Team. This is completely normal and simply means that the MMO is progressing the technical assessments and has not encountered any issues requiring further information from you. You can monitor your application at any time through MCMS, and you are welcome to email your Case Officer if you have concerns about your application. Please note that time spent responding to correspondence is chargeable under the [marine licensing fee regulations](#).

Escalation and communication pathways

To help your application progress smoothly, it is important to raise questions or concerns with the right member of your Case Team at the right time. The MMO operates a clear escalation pathway to ensure issues are resolved at the most appropriate level.

When to contact your Case Officer

Your Case Officer should be your first point of contact for most queries. It is appropriate to contact your Case Officer when you need to:

- Clarify the information required for your application,
- Discuss technical aspects of your project or the assessments being carried out,
- Provide updates, further information, or revised documents,
- Ask questions following an application update or a further information request.

Your Case Officer is responsible for the day-to-day management of your application and will resolve most matters directly.

When to involve the Case Manager

If an issue cannot be resolved with the Case Officer, the Case Manager provide additional oversight and support. It is appropriate to contact or escalate to the Case Manager when:

- There are delays or difficulties that the Case Officer cannot reasonably resolve,
- You have questions about time spent, or fee revisions,
- You need clarification on how internal quality checks have been applied,
- You believe there is a misunderstanding or that further coordination is required.

In most situations, the Case Officer will involve the Case Manager on your behalf, but you may also request their involvement where appropriate.

When to escalate to the Senior Case Manager

Escalation to the Senior Case Manager is reserved for circumstances where a higher level of oversight is required. This may include:

- Complex or high-risk issues that have not been resolved through earlier discussions,
- Applications attracting significant public interest, where strategic decisions may be needed,
- Situations where multiple regulators are involved, and additional coordination is required,
- Concerns about process or decision-making that cannot be resolved at Case Officer or Case Manager level.

If escalation is necessary, your Case Manager will normally facilitate this. Applicants may request escalation, but the MMO will consider whether it is appropriate based on the nature of the issue.

If issues still cannot be resolved

If your concerns cannot be resolved through this escalation pathway, you can raise an official complaint. The MMO's complaints procedure explains how to do this, what to expect, and the steps involved.

You can find full details here:

<https://www.gov.uk/government/organisations/marine-management-organisation/about/complaints-procedure>

Annex A – Abbreviations

Cefas – Centre for Environment, Fisheries and Aquaculture Science

CM – Case Manager

CO – Case Officer

DEFRA – Department for Environment, Food & Rural Affairs

EIA – Environmental Impact Assessment

ES – Environmental Statement

GR2 – Gateway Review 2

GR3 – Gateway Review 3

HRA – Habitats Regulations Assessment

JNCC – Joint Nature Conservation Committee

MCMS – Marine Case Management System

MCAA – Marine and Coastal Access Act 2009

MCA – Maritime and Coastguard Agency

MMO – Marine Management Organisation

MLA – Marine Licence Application

MPA – Marine Protected Area

MPPA – Marine Plan Policy Assessment

NE – Natural England

QC – Quality Check

SAC – Special Area of Conservation

SCM – Senior Case Manager

SPA – Special Protection Area

SSSI – Site of Special Scientific Interest

WFD – Water Framework Directive

Annex B – Adding sites

Sites/activities summary

Please provide the location of your proposed activities.

Use the 'Add/edit site(s)' button below to add one or more locations to your application.

Next use the 'Add activity' button to add activities to your locations (NB this option only appears once a location is created).

If you propose to do more than one activity in the same location (for example, remove a jetty then to construct a new one), then you should add one site then add two activities to that site, one for the removal and one for the construction.

If you propose to do more than one activity and these will take place in different location (e.g. dredge and disposal), then you should add a site for each location and then add the activities to the relevant sites.

Activities

When an activity is added to a site it is listed in a table. Click on the activity name in the table or use the links on the left-hand side of this screen to navigate to the activity screen where you can provide your method statement and other information.

If you delete a site, the activities linked to it will still be visible on this screen. You must delete these activities or move them to a valid site.

Add/edit site screen

You can add one or more locations, and these locations may be an area (polygon), line or point.

You can add your activity locations by uploading specified file types or manually entering your co-ordinates. There are four upload options:

1. Shapefile
2. MapInfo TAB
3. KML
4. Excel

Please choose the most appropriate shape for your activity. For example: a dredge would require an area; a pipeline may require a line but if you are excavating the ground this would require an area; a borehole would be a point.

Please ensure you correctly identify the co-ordinate system you are using, as choosing the wrong option can move the site to an inappropriate location which will affect how your application is assessed. You must ensure the coordinate system you choose matches the data you are uploading.

Once entered you can change the view to see how the site looks in different displays.

Please note that the Excel (.XLS) upload function does not accept OSGB36 (National Grid).

Upload a file to create a site

ESRI Shapefile and MapInfo TAB files are automatically converted to WGS84 format.

Your coordinate format will be automatically set to WGS84 when you upload one of these files.

You will need to select the coordinate system for KML file uploads.

Manually create a site

You can add a site by typing or pasting co-ordinates into text boxes.

If entering co-ordinates manually they must be entered in specific formats, please note where the spaces, commas and letters are placed; here are some examples of accepted formats:

Geographic	National Grid
51.4 , -3.8	274881.28 , 168312.05
+51 24 00.000 , -3 48 00.000	274881.28E , 168312.05N
51N 24 00.000 , 3W 48 00.000	168312.05N , 274881.28E
51 24 00.000 N , 3 48 00.000 W	SS7488168312
5124.0N , 00348.0W	
51 24.0N , 3 48.0W	

Guidance on areas

An area is created by multiple co-ordinates which form a polygon. The first and last co-ordinates must be identical so that the system understands it must close the shape and create an area. The area must be created by taking the co-ordinates in an anticlockwise direction. Adding a coordinate out of sequence will result in an inaccurate shape and may result in a 'self-intersecting polygon' causing a system error.

Additional functions

Subsites, Holes and Exclusion Zones can also be used more guidance is available in the 'Help' guide.

If you have any questions about this, or any aspect of the application form, please contact us by email at marine.consents@marinemanagement.org.uk. If it is urgent, please call 0300 123 1032 and ask for the Marine Licencing Business Support Team.