

Works Sanction Application Form

Port of Dover



For Office Use Only:

WS Reference No:

Title:

Application Received Date:





When submitting your application, please also supply, (where relevant), specifications, drawings, schedules, calculations (electrical or otherwise), risk assessments, method statements and evidence of public liability insurance cover, (minimum £5,000,000). A check list is provided at the bottom of this page.

All risk assessments must be site specific and should address the following issues, as appropriate:

<i>If applicable and included, please tick box</i>	<i>If applicable and included, please tick box</i>
<ul style="list-style-type: none"> ▪ Risk to the public and Port staff 	<ul style="list-style-type: none"> ▪ Risk to the building structure
<ul style="list-style-type: none"> ▪ Chemical risk, i.e. COSHH 	<ul style="list-style-type: none"> ▪ Asbestos risk
<ul style="list-style-type: none"> ▪ Fire risk 	<ul style="list-style-type: none"> ▪ Traffic risk

All method statements should include the following information, as appropriate:

- building structural work calculations;
- electrical work calculations;
- lighting design calculations;
- mechanical work calculations;
- lifting (crane) works, including lifting plans;
- details of any intended cable installations; **All new/replacement cabling work will require a drawing of the exact route of the cables;** Any redundant cabling relating to this work sanction must be removed in its entirety.
- indications of where DHB permits (hot works, permits to dig, etc.) will be needed;
- traffic management plans in accordance with the New Roads and Street Works Act 1991 – Code of Practice Safety at Street Works and Road Works so far as reasonably possible.

Dependant on the work requested, you may be required to apply for a licence, in particular if you are having equipment installed or if works/alterations are taking place on your leased premises which are not provided for in your lease or arrangement under which you occupy the premises.

Please note that should a licence be required, an additional licence fee will be payable and the works sanction will not be authorised until the licence has been issued.

This application will not be issued until all relevant documentation has been received and the invoice for the application fee* paid and showing in cleared funds.

** Please consult DHB's prevailing Commercial Tariff Book for the applicable charges.*

The lead in time for a Works Sanction Application and Licence is 3 weeks.

Some work requests will require "as built drawings". Where this is the case, the Works Sanction will contain a condition that they are to be provided to DHB within 4 weeks from the completion of the work.

If you require assistance in completing this form, please contact the Access & Use Co-ordinator on 01304 240400 Ext5526 or via the e-mail address given below.

Works Sanction Application Requirements – Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required has been submitted.

Site Specific Risk Assessments: Yes <input type="checkbox"/> No <input type="checkbox"/>	Site Specific Method Statements: Yes <input type="checkbox"/> No <input type="checkbox"/>
Public Liability Insurance: Yes <input type="checkbox"/> No <input type="checkbox"/>	Site Location Plan (Inc work area)*: Yes <input type="checkbox"/> No <input type="checkbox"/>
Asbestos Register Checked: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	<i>* In limited circumstances, a location plan may be provided by DHB on request.</i>
Drawing(s)/ Plans(s)/Design(s): Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	If Yes, how many: <input style="width: 50px;" type="text"/> If applying for a Rolling Works Sanction for signage replacement works, please tick here. <input type="checkbox"/>

Once completed, this form and all additional information referred to above should be sent by post to:
Access & Use Co-ordinator, Dover Harbour Board, Harbour House, Dover, Kent CT17 9BU
or emailed to: access.use@doverport.co.uk



1. Applicant Contact Details
(This will normally be the Tenant or Licensee)

Company Name:
(if applicable)

Address:

Postcode:

Contact Name:

E-mail address:

Tel No:

2. Agent Contact Details
(This will normally be the Contractor)

Company Name:

Company Address:

Postcode:

Contact name:

E-mail address:

Tel No:

2. Site Address

Building Name: Room Number:
(if applicable) (if applicable)

Address including Postcode: *(If same as Applicant Address, please enter 'As 1' above)*

Description of exact location works taking place:

Please advise works area/site compound requirements by providing drawing if outside the tenant's demise

For office use only:
Location reference:

4. Description of the Proposal

Please describe the proposed works, including any change of use:

Please state the proposed start date and duration for the works – (DD/MM/YYYY):

Date:

Duration:



5. Existing Use.

Please describe the current use of the site:

6. Pre-application Advice.

Has assistance or prior advice been sought from DHB about these works? (Do not include advice from the Access & Use Co-ordinator):

Yes: No:

If Yes, please complete the following information about the advice you were given.

Name of the person contacted:

Information provided:

7. Products and Materials.

Unless otherwise provided in submitted drawings/documents, please state specification of proprietary products and materials proposed:

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement? Yes: No:

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

Does the proposal involve the use or storage of any hazardous materials? Yes: No: N/A:

8. DHB Permits to Work

Permits to work may be required and will be issued by DHB. Please tick the relevant box if you believe the work you are proposing will require issue of a permit.

Hot Works	<input type="checkbox"/>	Working In Confined Spaces	<input type="checkbox"/>
Electrical Systems	<input type="checkbox"/>	Digging	<input type="checkbox"/>
Asbestos	<input type="checkbox"/>	Isolate Fire Alarm Systems	<input type="checkbox"/>

9. Invoice Details

(Please complete details of where Invoice for works sanction application, (and licence if applicable), is to be sent. (If same as Applicant or Agent Address, please enter 'As 1' or 'As 2' above)

Title: First Name: Last name:

Company:

Address:

Postcode:

E-mail address:

Tel No:

10. Declaration

I/we hereby apply for consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that we understand the requirements of the CDM Regulations.

Signed Applicant:	<input type="text"/>	Signed Agent:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>

Applicant Only: If you wish to give the Agent authority to sign and act on your behalf in further dealings in respect of the Works Sanction request*, please tick here.

* Please note that if a licence is required for the works, the Applicant will have to sign this and cannot delegate responsibility to the Agent.

Agent Only: If applying for a Rolling Works Sanction request, only the agent signature is required