

Permit Receipt Centre
Natural Resources Wales
29 Newport Road
Cambria House
Cardiff
CF24 0TP
Tel: 0300 065 3000

Email: permitreceiptcentre@naturalresourceswales.gov.uk

APPLICATION TO VARY A MARINE LICENCE

If you would like to make any changes to your licence once it has been granted, you may apply for a variation.

- There are three kinds of variation available:
 - **Administrative changes** to your licence such as changing the address the licence holder.
 - **Routine change** – minor change to your licence which requires no input or minimal input from our advisors for example extending the expiry date of the licence
 - **Complex change** – a change that will required us to seek input from our advisors, for example changes to the method of the works.

Depending on the size and nature of the change requested we will consider whether a complex change can be considered or whether a new application will be required.

- Please submit applications to the **Permit Receipt Centre** via the details at the top of this form
- We recommend that applications are made considering the service levels below;

Administrative changes – 21 days

Routine Change – 8 weeks

Complex change – 4 months for band 2 application, no time limit for band 3

Transferring of licence – 21 days

We recommend that applications are made considering these service levels. Be aware variations cannot be made to expired licences.

Applications must be submitted with the relevant fee

Type	Description	Proposed fee
Variation 1	Administrative change	Fixed fee £240
Variation 2	Complex changes	Hourly Rate of £120
Variation 3	Routine change	Fixed Fee £480

Payments can be made via Cheque, BACS or credit/debit card.

- Cheques should be crossed and made payable to **Natural Resources Wales**.
- For BACS payments ensure you provide the reference number (not remittance number)
- For credit/debit card payments please complete the CC1 form and submit with the application. The CC1 form can be found on our web pages

Further information on payment methods can be found on our web pages

For complex variations, an hourly rate of £120.00 will be charged **and** will be invoiced in arrears, you will need to provide the relevant invoicing details in section 2 of this form.

What happens once I submit my information?

Once we have received this form along with the fee / invoicing details we will add your variation request to our work queue. We will be in touch to acknowledge receipt and to advise of predicted timescales for determination. You may be requested to provide additional information. Determination of your request will only begin once the fee and all the required information has been submitted

Your application may not be considered complete and therefore not processed until key information has been submitted. Your application may be returned if you fail to submit outstanding information within given timescales.

- If you have any queries with regards to completing this application, please contact the Marine licensing team: marinelicensing@naturalresourceswales.gov.uk

1. Information required for all variation requests

Variation request details	
Marine Licence Number	CML 1816v1
Expiry date of current Marine Licence	30/9/19
Licence Holder Name	NRW
Variation Type <i>Please contact the marine licensing team if you are unsure which variation type is applicable</i>	Administrative Change ☐ Routine Change ☐ Complex Change ☒
Brief description of variation to licence required. (Identify condition numbers and referenced supporting documents within your current licence which is likely to affect).	Additional method statement added for an alternative method if the river flows go beyond the overpumping capability for a sustained period. Additional method statement to be attached.
List all supporting information submitted in support of this request where applicable.	Method statement River flow data
When are you looking to start work requiring the variation?	TBC

2. Application Fee

Please provide the method of payment

Method	Yes (✓)	Reference Number
Cheque		
BACS (not remittance no.)		Internal NRW scheme no fee
World Pay (phone or CC1)		

Please attach **CC1 Form** with application. Form can be found on our web pages

Complex variations only

Complex variations are charged at on hourly rate of £120 and are invoiced in arrears. Please complete the details below which will be required for invoicing.

Customer Name

Internal NRW scheme

FAO

Purchase order number

Address for invoice

Telephone Number

Email Address

3. Declaration

I declare that to the best of my knowledge and belief that the information given in this application form and supporting documentation is true.

WARNING: It is an offence under the Marine and Coastal Access Act 2009, under which this application is made, to fail to disclose information or to provide false or misleading information and can invalidate any licence granted.

Signature  Date 17/4/18

Name (in capitals) Mark Tyrell

Position in Company Operation Manager

*Applications cannot be processed unless signed by the **Licence Holder** (not agent), the applicant must have appropriate level of authority within the company.*

Applications will not be processed unless signed

