
Encroachments

A complete Beach Licence application will include:

- **Completed Beach Licence Application Form** (4 copies)
- **Proof of Form B sign being posted** (photograph)
- **Proof of neighbours being notified** (copy of registered mail slip)
- **Tax Registration Number (TRN)** (for company or individual making application)
- **Company Documents** (Articles of Incorporation and names of Directors & Company Secretary)
- **Copy of ID for person making the application** (Driver's Licence, National ID or Passport)
- **Location Map** (Google Image with coordinates and landmarks where possible) (4 copies)
- **Application Fee of \$1,000.00**

- **Project Brief** detailing the following (4 copies)
 - General project overview including description of land based operations
 - Detailed description of the sea floor including list of flora and fauna
 - Indication of whether there is proposed to be any removal of resources or modification of the sea floor
 - Details of the proposed use and rationale for construction of encroachment
 - Detailed description of proposed encroachment(s)
 - An assessment of the potential impacts and proposed mitigation measures with special emphasis on turbidity and loss of biodiversity

- **Plans/Drawings** (must be drawn to scale) (4 copies)
 - Encroachment Details (including plan view and elevations for each structure)
 - Site Layout Plan (including dimensions & setbacks)

Informative

- *The Form B sign shall be posted for a period of not less than 30 days prior to the Authority deciding on the Beach Licence application.*
- *Architectural drawings must be certified by a locally registered architect, engineering drawings by a locally registered professional engineer, and subdivision plans by a Commissioned Land Surveyor.*

- **Proof of Ownership**
 - Copy of title(s) or,
 - A probated will or,
 - Lease agreement along with a copy of the title and a consent letter

BEACH LICENCE APPLICATION CHECKLIST

Informative

- *If the applicant is not the owner, a letter of authorization from the title holder(s) witnessed by a Justice of the Peace, giving the applicant permission to use the land for the proposed activity, must be submitted along with a copy of the title and a copy of an ID for both parties*
- *If the registered title is held jointly, all parties must be reflected as applicants **or** there should be a letter or authorization from the other title holder(s) giving the applicant permission to use the land for the proposed activity. The letter or authorization must be witnessed by a Justice of the Peace and be presented along with a copy of an ID for all parties*
- *Anyone applying for a Permit and Licence on behalf of someone else, must submit a letter authorizing them to apply for the Permit/Licence. The letter must also state the extent of their authority in relation to the application and in whose name the Permit/Licence should be issued. The letter must be signed by all the relevant parties who they represent, witnessed by a Justice of the Peace, and presented along with a copy of the Identification for all parties e.g. current Driver's Licence, National ID or Passport.*
- *Information presented in the Project Brief must correspond to the information presented in the supporting plans/ drawings.*