

Works Licence

Guidance Notes for a Works Licence and Application Form

2025-2030



1. The Chichester Harbour Conservancy Act of 1971 (Sections 45, 47 and 48) makes it an offence for any person to construct, alter, renew or extend any works on, under or over tidal waters or tidal lands below the level of Mean High-Water Springs in Chichester Harbour unless licensed to do so by Chichester Harbour Conservancy.

The only exceptions are works specifically authorised by an Act of Parliament or the renewal of works which were in place on 1st August 1970.

2. Anyone who carries out works without the approval of Chichester Harbour Conservancy, or who fails to comply with any terms or conditions of that approval, is guilty of an offence and liable to a fine. Moreover, Chichester Harbour Conservancy may require the removal of the works, and ultimately may carry out removal of the works themselves and recover the cost of doing so from the persons concerned.
3. Applications for Works Licences must be made in writing to Chichester Harbour Conservancy and must include any plans, sections and drawings necessary to illustrate the works. Chichester Harbour Conservancy reserves the right to impose terms and conditions or require modifications to the works before granting the licence.
4. Applications for works in the harbour to install, repair or strengthen a sea defence that does not directly protect a dwelling from flooding will likely be refused. This is because these defences will cause coastal squeeze, and erosion, and the interruption of sediment supply, which results in saltmarsh loss of quality and extent. Applicants are instead urged to liaise with the relevant coastal protection authorities to consider alternative options, such as managed realignment, at the outset.
5. Chichester Harbour Conservancy requires applications for Works Licences to confirm that the works either have, or do not require, planning permission. It is, therefore, in your interests to contact the Local Planning Authority to discuss your proposals and the possible need for planning permission.
6. A Works Licence from Chichester Harbour Conservancy does not entitle you to carry out works on another person's property without their permission. The bed of the harbour, the foreshore and the channels are owned by a wide range of individuals and organisations, and you must have the appropriate landowner's permission.
7. In addition to permission from Chichester Harbour Conservancy, works in the harbour may require permission from other organisations, such as Natural England and the Marine Management Organisation.
8. You should send your completed Works Licence application form, together with the plans and drawings etc. to the Operations Manager, Harbour Office, Itchenor, Chichester, West Sussex, PO20 7AW or info@conservancy.co.uk.

The application will then be considered by the Advisory Committee (stakeholders) and the Members of the Conservancy at their next quarterly meeting, and you will be notified of the decision shortly afterwards.

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Deadlines for sending completed application forms and any supplementary information are 1st January 2026, 1st April 2026, 1st June 2026 and 1st November 2026. Urgent Works Licences requested outside of these dates will only be considered if they are for activities that are required for emergency purposes i.e there is an immediate risk to health and safety if the works do not take place.

9. If Chichester Harbour Conservancy has not granted a licence within three months from the date of submitting your application, it is deemed to have refused your application.

10. If you are aggrieved by the decision of Chichester Harbour Conservancy to:

- (1) refuse your application; or
- (2) impose any terms or conditions on the licence; or
- (3) require any modification in the plans or drawings

You may appeal in writing within 28 days of being notified (or within 28 days of the date on which Chichester Harbour Conservancy is deemed to have refused your application) to:

marine.consents@marinemanagement.org.uk

11. The application fees for a Works Licence are as follows:

- £150 + VAT for established charities, not-for-profit organisations / clubs / societies
- £250 + VAT for public sector organisations
- £400 + VAT for private individuals and commercial organisations

You may be asked to submit a copy of the constitution of your organisation. Established means greater than 5 years in operation. Please contact accounts.payable@conservancy.co.uk to make your payment.

12. If you have any difficulties in completing your application form, or you require clarification on any of the matters above, please contact the Operations Manager in the first instance.

Please note:

- If a Works Licence is granted, it will only apply to the works detailed in your application.
- You must inform the Operations Manager when the work commences and when they are completed.
- You must inform the Operations Manager of any changes immediately, however minor, and this may result in you requiring a new Works Licence.
- Any changes may also have implications for consents from other organisations, such as the Local Planning Authority, Natural England and the Marine Management Organisation.
- Chichester Harbour Conservancy will inspect completed works to ensure compliance with the Works Licence.

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Chichester Harbour Conservancy

Chichester Harbour Conservancy Act 1971 (Sections 45, 47 and 48)

Application for a Works Licence

(Please use additional sheets if necessary)

1. Name, address, email and telephone number of **applicant**:

2. Name, address, email and telephone number of **person making the application**, if different from above:

3. Name, address, email and telephone number of **landowner** if different from above:

4. Full address and location of application site:

5. Full description of works proposed:

(a) Description (please include drawings, maps, plans as appropriate):

(b) Materials to be used:

(c) Method of construction:

(d) Plant to be used (such as pile driving equipment, excavators etc.):

(e) State whether works will require the removal, dredging or disturbance of mudland, the quantities involved and the proposed method of disposal:

6. State whether planning permission is required for these works, and if consent has been given, state the date and application number of the permission:

Signed

Date

Please send your completed Application Form to:

Operations Manager, Harbour Office, Itchenor, Chichester, West Sussex, PO20 7AW or info@conservancy.co.uk.