**Seabed Survey Licence (SSL) Application Form**

Please complete this form and submit electronically to The Crown Estate in Microsoft Word format, attaching all requested documentation. Please send to consents@thecrownestate.co.uk. Completing this form will provide all of the information necessary for The Crown Estate to process the application and issue a licence. The Crown Estate reserves the right to disclose any information received from applicants in accordance with our statutory obligations.

The Crown Estate charge an admin fee for each application as of 1st January 2017, please refer to the rate card for details of charging levels.

**Note that the processing time for issuing a SSL is around 6 WEEKS**, *though from May to September it may be longer due to increased demand and is dependent on the quality of information provided.*It is your responsibility to ensure that you apply sufficiently in advance of the anticipated start date of the survey to receive the licence document and discharge any conditions attached to it before commencing the works. All payment will need to be received in order for The Crown Estate to issue the final SSL.

1. **Applicant contact details**

Question 1 should be completed with the contact details for the individual who will be responsible for ensuring compliance with conditions attached to the licence. The contact details entered here will appear on any licence issued and will be held on record for future communication regarding the SSL. All invoices and payment information will be placed under this contact name unless further invoicing details are stated when submitting an application.

|  |  |  |
| --- | --- | --- |
| **1a** | Contact Name | Click or tap here to enter text. |
|  |  |  |
|  | Job Title | Click or tap here to enter text. |
|  |  |  |
|  | Organisation | Click or tap here to enter text. |
|  |  |  |
|  | Postal Address | Click or tap here to enter text. |
|  |  |  |
|  | Telephone Number | Click or tap here to enter text. |
|  |  |  |
|  | Email Address | Click or tap here to enter text. |

*Please only fill in you are an agent applying on behalf of contact above.*

|  |  |  |
| --- | --- | --- |
| ***1b*** | *Agent Name* | Click or tap here to enter text. |
|  |  |  |
|  | *Agent Organisation* | Click or tap here to enter text. |
|  |  |  |
|  | *Agent Telephone Number* | Click or tap here to enter text. |
|  |  |  |
|  | *Agent Email Address* | Click or tap here to enter text. |

1. **Type of application**

Where the answer box contains answers in **bold** type, these indicate the possible answers to the question - please delete as appropriate. If you wish to add additional notes or comments, please do this in Question 3a.

|  |  |  |
| --- | --- | --- |
| **2a** | Is this an application for a new SSL or for an amendment to an existing SSL?  |  **Choose an item.**  |
|  |  |  |
| **2b** | If this is an application for an amendment to an existing SSL, please state the reference number of the original consent, and the nature of the amendment requested (e.g. extension of time period, change to location).  | Click or tap here to enter text. |
|  |  |  |
| **2c** | Choose the business area from the list which best describes the reason for undertaking the proposed activity. This information will help The Crown Estate to direct your application to the appropriate internal team. | **Choose an item.** |
|  |  |  |
| **2d** | Please specify what types of works you wish to carry out based on the information table provided.  | **Choose an item.**Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| **2e** | The Crown Estate needs to be able to link SSL applications to any specific agreements for use of the seabed which we may already have with the applicant, since this may affect the legal obligations we have to the applicant.If your application is connected to an existing land agreement with The Crown Estate, please state this here. This might be an existing lease, licence, agreement for lease, lease option or exclusivity agreement. Please also state whether the proposed activity will take place **wholly within**the land agreement area. | Click or tap here to enter text. |
|  |  |  |
| **2f** | Please confirm the approximate location of the proposed activity in relation to the 12 nautical mile territorial waters limit of the UK. | **Choose an item.** |
|  |  |  |
| **2g** | Please state here if the proposed works are part of the MCA’s UK Civil Hydrography Programme and insert your HI number in the space provided.  | **Choose an item.** |
|  |
| **HI -** Click or tap here to enter text. |
|  |  |  |
| **2h** | Please state here if the proposed works are part of the National Network of Regional Coastal Monitoring Programmes and insert your HI number in the space provided | **Choose an item.** |
|  |
| **HI -** Click or tap here to enter text. |

|  |
| --- |
| Please answer **one of the following questions (either 2i, 2j or 2k)**. Where a question is not relevant to the activity, please leave the box blank. |
| **2i** | Has a marine licence application (including self-service) been submitted for the planned survey activity? If so, please provide the application reference ID. | **Choose an item.**Click or tap here to enter text. |
|  |  |  |
| **2j** | If the planned activity is exempt from needing a marine licence, has a Notification of Exemption been submitted? If so, please provide the exemption notice reference ID.  | **Choose an item.**Click or tap here to enter text. |
|  |  |  |
| **2k**  | If a Marine Licence has already been obtained for the planned survey activity, please enter the licence number in this box, and submit a copy of the Licence with this form. | Click or tap here to enter text. |
|  |  |  |

|  |  |
| --- | --- |
| **3.** | **Details of proposed activity** |
| **3a** | Briefly describe the activity which is the subject of this application. This should include:* the nature of the activities proposed
* an approximate location
* the purpose of the works including outcomes and objectives
 |
|  | Click or tap here to enter text. |
|  |  |

|  |  |  |
| --- | --- | --- |
| **3b** | Please specify the equipment that you propose to use | Click or tap here to enter text. |
|  |  |  |
| **3c** | Provide a brief method statement for the proposed activity in the box below. This should be no more than a few paragraphs. The purpose of this question is for The Crown Estate to understand the scale of the activity, its duration and the potential for impacts on existing tenants. |
|  | Click or tap here to enter text. |
|  |  |
| **3d** | Will the works involve the placement of a device or moorings (such as an ADCP, TPOD or metocean buoy) which will remain in position for more than 48 hours? **If yes,** please specify the device you intend to use in 3b. | **Choose an item.** |
|  |  |  |
| **3e** | Please state the anticipated commencement date of the proposed activity (this is the date the licence will be valid from).  | Click or tap to enter a date. |
|  |  |  |
| **3f** | Please state the anticipated completion date of the proposed activity. | Click or tap to enter a date. |
|  |  |  |
|  | **Please note that Seabed Survey Licence from The Crown Estate will be valid for a maximum of 12 months.*** If deploying a device on the seabed then your licence will only be valid for 6 months with an option of a further 6 months extension (12 months maximum).
* We now can offer a more long term licence for certain survey equipment that needs to be in place for more than 12 months. Charges may vary. Please state the timings of your deployment in 3e and 3f and we will assess your application for longer deployments.

A SSL enables the applicant to occupy the relevant seabed to undertake the intended works set out in this form. However, it does not offer exclusivity to use of the relevant seabed or oblige us to grant any further or additional rights. |
| **4.** | **Data Provision** |
|  | The Marine Data Exchange (MDE) is a system that The Crown Estate has developed to store, manage and disseminate offshore survey data provided by our offshore renewable, marine aggregates and SSL customers. Once the survey data is no longer commercially valuable, we work with our customers to make the data accessible via this website.If requested by The Crown Estate, the Licensee must provide all data collected under the SSL in full compliance with the appropriate MEDIN Data Guidelines and accompanied by MEDIN Discovery Standard metadata (<https://www.medin.org.uk/data-standards>). The intention is that the Data will become publically available through the MDE within a reasonable timeframe which can be agreed with The Crown Estate at the point of delivery |
|  |  |
| **4a** | Briefly describe which data deliverables you anticipate to arise from this survey, including datasets and reports. |
| Click or tap here to enter text. |

|  |  |
| --- | --- |
| **5.** | **Survey area and location details** |
|  | The positions of the proposed activity must be submitted with this application form. The Crown Estate will undertake a check of the proposed activity location(s) in order to identify any potential conflicts with current seabed activity, as well as certain environmental designations as required by our statutory obligations.**IMPORTANT NOTE:** The coordinates submitted in response are an essential part of processing your application. Amendments to survey locations/coordinates at any point before a licence has been issued may result in significant delays to the granting of consent. We strongly advise that you provide the vertices of a polygon describing the area within which activity will be undertaken, rather than individual point locations for small works. We reserve the right to envelop numerous point locations into one polygon to allow flexibility in the licence if required. A SSL will be given for works anywhere within the described area, subject to any relevant conditions (which will be stated in the licence). This will allow you the flexibility to microsite sampling locations without the need to amend the SSL.The processing of your application will be greatly speeded by the provision of spatial information in a format compatible with The Crown Estate’s GIS systems and consequently, the preferred method of submission is an ESRI GIS shapefile. The coordinate system and datum (ideally WGS84) must be specified on this form.**If you are not able to create an ESRI GIS shapefile,** coordinates must be supplied within an Excel spreadsheet as WGS84 Decimal Degrees. If you are unable to submit coordinates as either a shapefile or on the Excel sheet, please record this below and give further details of the way in which coordinates have been provided in the box at Question 3a. **The provision of coordinates in a format other than a shapefile or within a spreadsheet should be in exceptional circumstances only. The processing of your application will be delayed if coordinates are provided in alternative formats.** |
|  |  |
| **5a** | Has a GIS shapefile been submitted with this application? | **Choose an item.** |
|  |  |
| **5b** | If a shapefile has been submitted, please state coordinate system and datum for the shapefile. | Click or tap here to enter text. |