



Access & Use Application Form

Works Location:

Works Description:

Client:

Client Contact:

Contractor:

Contractor Contact:

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 works must comply with CDM (Construction, Design and Management) Regulations 2015 (See [HSE website](#))
 All works must comply with Port of Dover Contractors Safety Code. (Available upon request)

Method Statements			
All method statements must be site specific and should include the following items, as appropriate, if applicable and included, please tick box			
Building structural work calculations	<input type="checkbox"/>	Electrical work calculations	<input type="checkbox"/>
Mechanical work calculations	<input type="checkbox"/>	Lighting design calculations	<input type="checkbox"/>
Lifting (crane) works, including lifting plans indications of where DHB permit 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			
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			
* Hot works, permits to dig, etc.			

Risk Assessments			
All risk assessments must be site specific and should address the following issues, as appropriate, if applicable and included, please tick box			
Risk to the public and Port staff	<input type="checkbox"/>	Risk to the building structure	<input type="checkbox"/>
Fire risk	<input type="checkbox"/>	Asbestos risk	<input type="checkbox"/>
		Chemical risk, i.e. COSHH	<input type="checkbox"/>
		Traffic risk	<input type="checkbox"/>

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 an Application and Licence is 3 weeks.

Some requests will require "as built drawings". Where this is the case, the Permit to undertake works 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 Estates on 01304 240400 Ext 5577 or via estates@doverport.co.uk

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.									
Construction Phase Plan:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Asbestos Register Checked:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Site specific risk assessments:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Public Liability Insurance:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Site specific method statements:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Site Location Plan:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Drawing(s)/Plan(s)/Design(s):	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If applying for annual works sanction please tick:				

Once completed, this form and all additional information referred to above should be emailed to:
access.use@doverport.co.uk

Or sent by post to: Access & Use Co-ordinator, Dover Harbour Board, Harbour House, Dover, Kent CT17 9BU



1. Applicant Contact Details <i>(This will normally be the Tenant or Licensee)</i>	
Company Name:	
Address:	
Postcode:	

Contact Name:	
Email address:	
Tel No:	

2. Agent Contact Details <i>(This will normally be the Contractor/Principal Contractor)</i>	
Company Name:	
Address:	
Postcode:	

Contact Name:	
Email address:	
Tel No:	

3. Site Address			
Building Name: (if applicable)		Room Number: (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

4. Subcontractors			
Please list any sub-contractors also attending site:			
Company Name:		Contact Name:	
Company Name:		Contact Name:	
Company Name:		Contact Name:	
Company Name:		Contact Name:	
Company Name:		Contact Name:	



5. Description of the Proposal

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

Large empty rectangular box for describing the proposed works.

Start Date of works:		End Date of Works:	
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6. Existing Use

Please describe the current use of the site:

Large empty rectangular box for describing the current use of the site.



7. Pre-application Advice	
Has assistance or prior advice been sought from Port of Dover about these works?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please complete the following information about the advice you were given.	
Name of Person contacted:	
Information Provided:	

8. 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 <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>

9. Permits	
Permits 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 Space: <input type="checkbox"/>
Electrical Systems: <input type="checkbox"/>	Digging: <input type="checkbox"/>
Asbestos: <input type="checkbox"/>	Isolate Fire Alarm: <input type="checkbox"/>

10. 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 Name:					
Address:					
Postcode:					
Email address:					
Tel No:					

11. 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:

Signed Applicant:

Date:

Date: