

## Works Proposal – Part 1 (Outline Stage)

*This form is for Business Boating proposals that require works affecting Trust property which require our approval. Please note that we have a separate process for neighbours and developers who wish to work on, near or over our property <https://canalrivertrust.org.uk/business-and-trade/undertaking-works-on-our-property-and-our-code-of-practice> ). Please contact us before submitting the form if you are unsure which category your proposals fall into.*

**Please be advised the Outline stage is for us to assess your proposals and undertake an internal consultation with various disciplines within the Trust. Once we have appraised your works proposal we will require Part 2 – Detailed submission (Detail stage). This will include further details such as Detailed drawings, Risk Assessments, method Statements and contractor’s insurance and any information supporting your proposals (i.e. surveys) etc. This information will be required before we are able to issue written permission to undertake works on our property. You should consider this within your construction costs.**

**Please provide a minimum of 12 weeks within your proposed timescales for the Trust to review both submissions.**

Your details	
Name of Project:	
Name & Address of applicant:	
Company Details if applicable:	
Project contact: Name: Mobile: Email:	
Location of the works:  Canal/Waterway:  Site name:  Nearest road:  Post code:	<b>Please attach a map to show the location of the site and a sketch plan outlining the area affected by the works.</b>

Planned start date on site:	
Planned duration:	
Details of any existing agreements	
Details of any statutory powers of the Third Party	
Other approvals sought	
Customer no. (7-digit no. beginning with an 8):	
Operating Proposal reference: (If applicable).	

**Details of the proposed works**

**Description of proposal** (we require this information to review and approve your application, so please consider this carefully and provide as much information as possible). Please note if your application contains minimal information this may delay your application whilst we request this supporting information from you.

If you are able to provide any Risk Assessment, Method Statements or detailed designs at this stage this would assist our assessment (please note this information will be requested in the second stage of the process).

**How do you propose to undertake the works?** Please provide a full & detailed explanation.

**How do you propose to access the site?**

Please provide details on the road/site access including roads/postcodes. If access is required over 3<sup>rd</sup> party land we will require written approval from them attached to your application.

**Are there any known constraints?**

**Have you assessed the environmental and heritage aspects of the proposal?** If yes, please provide evidence such as environmental reports or assessments etc.

**Are any other consents required** e.g. land owner, Environment Agency, Natural England, Planning? You will be required to gain these before progressing Part 2 – Detailed submission.

**Details of existing agreements/lease (alternatively have you previously discussed the site with us or made a previous application?** Please provide details.

**Is the site on the towpath side or the off-side** (opposite side)? (Please note towpath side works may require a restriction or stoppage notice).

**If you do not own the site do you have an option or conditional contract to acquire it? (Y/N)** We will require written approval from them attached to your application.

**Please enclose any other information you have that may assist in the assessment of your proposal.**

**With regards to making the application fee payment please either attach a cheque to your application. Alternatively, if you wish to pay by bank transfer / card please confirm below and a member of our team will contact you with details on how to make payment.**

- Please email me bank details on electronic banking or card payment to enable me to make payment.**
- I enclose a cheque for the Application Fee payment.**

*\*Cheques should be made payable to Canal & River Trust and forwarded to National Waterways Museum Ellesmere Port, The Lime Shed Hub, South Pier Road, Ellesmere Port, Cheshire CH65 4FW.*

*\*Please note applications cannot be logged and progressed until payment has been received.*

I understand that the sum of £480 (£400+ VAT) is enclosed as an application fee which is a contribution to the costs of the Trust to register the application. The applicant above acknowledges that the payment of the sum(s) to the Trust does not place the Trust under any further obligation in respect of the Application or in the execution of any works that may arise in connection with the Application. The applicant above further acknowledges that the sum(s) paid are non-refundable whether or not the application proceeds and the acceptance by the Trust of the sum(s) paid does not constitute any representation or warranty on the Trusts part that it will accept the Applicants works.

**I have read and understood the above and have also reviewed <https://canalrivertrust.org.uk/business-and-trade/boating-business/proposals-requiring-physical-works/works-affecting-application-process> section of the website and confirm my agreement to your Application Process & agree to follow the requirements and conditions set out in [the Code of Practice for Works Affecting the Canal & River Trust](#).**

Please note if you wish to change the proposals from what has been approved in principle within the Operating Proposal or Works Proposal appraisal, then a new application will be required for assessment and the application fee will be payable.

Signed (an electronic signature is acceptable)	
Date	
Print name	

Return a copy of this form together with your supporting information to [business.boating@canalrivertrust.org.uk](mailto:business.boating@canalrivertrust.org.uk)

Please complete the table below so that we can assess the effects of your proposals.

Ref	Question	Yes	No	Don't know
1	<b>Has a copy of the method statement, risk assessment and EIA (where appropriate) been provided with this application?</b>			
	<b>Bridge Works</b>			
2	Do the works involve a new bridge?			
3	Are difficulties with clearances envisaged?			
4	Will the towpath access be affected?			
5	Will the design consider the heritage and setting of the waterways?			
6	Is grit blasting / water jetting proposed as part of the works?			
	<b>Utilities</b>			
7	Do the works involve a service crossing?			
8	Are overhead cables proposed?			
9	Are trenchless techniques envisaged?			
10	Is a permanent surface water discharge proposed?			
11	Are services to be laid beneath the tow path?			
12	Are services in the towing path affected?			
	<b>Discharges and Abstractions</b>			
13	Is a permanent or temporary surface water discharge proposed?			
14	Is a permanent or temporary abstraction proposed?			
15	Is any other permanent or temporary discharge proposed?			
16	Has a hydrological and pollution risk assessment been submitted?			
	<b>Site Investigations</b>			
17	Has a formal site investigation been carried out recently?			
18	Is the land contaminated?			
19	Are there any invasive species on site?			
	<b>Towpath Works</b>			
20	Will it be necessary to close the tow path?			
21	Has consideration been given to disabled access?			
22	Are excavations proposed near to the waterway?			
23	Do the works affect public rights of way?			
24	Will there be a change in the surface finish of the tow path?			
25	Has design mitigated against any impact on bank habitat?			
	<b>Demolition works</b>			
26	Will there be any demolition near the waterway?			
27	Will there be any demolition <b>over</b> the water space?			
	<b>Dredging Works</b>			
28	Will any dredging be needed?			
29	Has analysis been undertaken on the sediment to be removed?			
30	Is material to be dredged contaminated?			
31	Will any vegetation be required to be removed?			

32	Will the watertight lining of the canal be affected?			
33	Is puddle clay to be used?			
<b>Earthworks and Piling Works</b>				
34	Is there to be any sheet steel piling in the canal?			
35	Is any driven piling for foundations proposed?			
36	Is vibro-compaction or dynamic compaction proposed?			
37	Is there to be grouting near to the canal?			
<b>Use of the Waterway</b>				
38	Is floating plant to be used?			
39	Are construction materials to be transported by water?			
40	Will any scaffolding or hoarding be erected within 8m of the canal, within the channel or on a flood plain?			
<b>Stoppages &amp; restrictions</b>				
41	Will a closure of the canal be requested?			
42	Will a restriction of the canal be requested?			
43	Will the canal or feeders require dewatering / diverting?			
44	Is the channel a main river or ordinary watercourse?			
45	Are waterway structures including banks affected?			
46	Will the works involve the creation of a hard bank?			
47	Will any temporary works affect navigation?			
<b>Heritage</b>				
48	Do the works affect a Scheduled Ancient Monument?			
49	Do the Works affect a listed building?			
50	Do the works affect Conservation Areas?			
51	Do the works affect any registered battlefield?			
52	Do the works affect <u>any</u> waterway structure?			
53	Do the works affect a world heritage site?			
<b>Environment</b>				
54	Do the works affect a SSSI, SAC or SPA?			
55	Has an Environmental Appraisal been produced?			

**CANAL & RIVER TRUST (THE TRUST)**  
**FORM 2: COST UNDERTAKING**

[insert Scheme Title]

**COST UNDERTAKING**

**[Insert name of Third Party]** is proposing to undertake works affecting the interests of the Trust at **[location]** as detailed on the attached plan. The requirement to cover the costs of the Trust is acknowledged as follows:

1. In consideration of the Trust processing the Application and engaging engineers, surveyors or other appropriate professionals (whether external or in-house) to advise the Trust and to subsequently proceed with the requisite work involved in the grant of permission to **[insert company name]** in respect of **[scheme title]** affecting land and/or property of the Trust, **[insert company name]** hereby agree to pay the published application fee and payment of the costs incurred for estates matters including our legal fees & management fee, upon receipt of the Works Proposal \_ Part 2 (Detailed submission).
2. Follow the requirements and conditions set out in the latest version of Code of Practice for Works Affecting the Canal & River Trust.
3. The sum of £480 (£400 + vat) will be paid as an application fee, which is a contribution to the costs of the Trust to register the application. **[Insert company name]** acknowledge that the payment of the sum(s) to the Trust does not place the Trust under any further obligation to **[insert company name]** in respect of the Application or in the execution of any Works that may arise in connection with the Application. **[Insert company name]** further acknowledge that the sum(s) paid are non-refundable whether or not the Application proceeds and that the acceptance by the Trust of the sum(s) does not constitute any representation or warranty on the Trust's part that it will accept the Applicant's Works.
4. This cost undertaking will take effect as of the date on which it is signed (this undertaking will need to be signed by an approved person).
5. If the applicant wishes to change the proposals from what has been approved in principle within the Works Proposal appraisal, then a new application will be required for assessment and the application fee will be payable.

Your scheme reference number	
Billing address	
Company Registration number	
Accounts Payable email address (invoices will be emailed to this address)	
Accounts Payable telephone number	
Signed by	
Print name.	
On behalf of (insert company name)	
This agreement has been entered into on the date	

Canal & River Trust are the data controller for the information which you are providing on this form. You can contact our Data Protection Officer at [Information.Request@canalrivertrust.org.uk](mailto:Information.Request@canalrivertrust.org.uk) if you have any concerns regarding the use of your personal data. Our full privacy notice is on our website <https://canalrivertrust.org.uk/cookie-and-privacy-policy>