



## DEVELOPMENT OF MARINA SCHEMES

### Detailed Design & Construction Stage Submission Proforma for Works NOT Affecting Canal & River trust

#### Definition of Works NOT Affecting Canal & River Trust

*Works NOT Affecting Canal & River Trust* Works on private property and without the potential to affect the navigation or normal operational activities of the Trust during construction, and where no support is offered and no loads are imposed on the Trusts property during construction.

This would typically be any works at least 6m away from the outer towpath edge (towpath side marina) or 6m from the water's edge (offside marina). This distance should be agreed with the Third Party Works engineer and may be increased in certain circumstances (e.g. on an embankment).

Use this form if you have received our approval to move to the Detailed / Construction Stage for Works NOT Affecting the Trust Submission phase and you have fully developed the design and construction information for this element of the scheme.

#### **Before completing this proforma you should:**

- read the Design and Construction sections of 'Your Scheme' on our website <https://canalrivertrust.org.uk/business-and-trade/inland-marina-development-guide> . This includes information on our main requirements and recommendations for the design and construction of your scheme.
- refer to our Report on your Feasibility Submission for the issues to be addressed
- liaise regularly with us whilst you develop your scheme and before making this Submission to us. In this way, we can assess and comment on your proposals with the aim of reaching a Submission which we both find acceptable. We would then anticipate our appraisal of the submission to be a simpler process if there has been sufficient dialogue.
- read our Application Process <https://canalrivertrust.org.uk/business-and-trade/inland-marina-development-guide/our-application-process>

Reference number from Expression of Interest Report \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Contact details if these have changed since your Feasibility Submission

Address \_\_\_\_\_

Email \_\_\_\_\_

## 04 DCNA SUBMISSION PRO FORMA

Phone \_\_\_\_\_

Please return this completed form in electronic format to [business.boating@canalrivertrust.org.uk](mailto:business.boating@canalrivertrust.org.uk), along with the information requested below. **You should tick the box alongside each section to confirm that you have enclosed the necessary information.** If you omit anything we may not be able to process your application. Alternatively you can post to the address below.

1. A description of the proposal including:
  - (i) on water: number of berths, types of boats (private boats, hire /time-share boats)
  - (ii) on land: use of buildings, facilities and services, parking, access
2. A site layout drawing showing footprints of the mooring / marina, buildings, access, parking and the connection to our waterway, boundaries, access from the highway and major site constraints such as pylons, gas mains as appropriate. The recommended scale is 1:1250
3. Evidence of any Consents required
4. Detailed structural plans, specification design certificates and method statements for any permanent works which have the potential to affect the integrity of the navigation. This will include details of lining systems, edge protection, and any structures such as a dry dock that form an integral part of the marina edge.
5. Detailed information (design flows, pipe specifications and gradients) on all proposed drainage within the development. This is to include treated, foul and surface water discharges; from buildings, hard landscaping, roadways, car parking areas etc.
6. Results and interpretation of site investigations (including Ground Investigation)
7. Evidence of compliance with Reservoir Act 1975 (if applicable)

*Stilling Test* - Please note that filling the basin will require a significant volume of water. Dependent on several factors (including the site's location, time of year, weather conditions over the previous months, number of boats movements, proximity to locks etc.) the filling of the basin may need to be undertaken over an extended period or even delayed. Your program should reflect this risk and discussions will be undertaken upon receipt of the DCNA submission. It should be noted that marina fill is best approached out of the main boating season (Nov – March) when reservoirs have refilled

**With regards to making the £4800 (£4000 + vat) appraisal and Inspection 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.

## 04 DCNA SUBMISSION PRO FORMA

*\*Cheques should be made payable to Canal & River Trust and forwarded to the address below, quoting the reference above.*

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

I have read and understood the Design and Construction sections of 'Your Scheme' on your website <https://canalrivertrust.org.uk/business-and-trade/inland-marina-development-guide> and confirm my agreement to your Application Process & Legal agreements.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Return a copy of this form together with **an electronic copy** of your package of information to:-

[business.boating@canalrivertrust.org.uk](mailto:business.boating@canalrivertrust.org.uk)

**Cheques should be posted to:**

Business Boating (new marinas)  
Canal & River Trust  
Fearn's Wharf  
Leeds  
LS9 8PB

**Please label all accompanying information with the site name and reference number.**

## 04 DCNA SUBMISSION PRO FORMA

### DCNA PROFORMA Part 2 of 2

Please complete the table below so that we can assess the effects of your proposal					
Ref	Question	Yes	No	Don't know	Comment
	<b>Has a copy of the DCNA Proforma (where appropriate) been provided with this application?</b>				
<b>1</b>	<b>Bridge Works</b>				
a	Will the works involve a new bridge?				
b	Are difficulties with air draft clearances envisaged?				
c	Will the towpath access be affected?				
d	Will the design consider the heritage and setting of the waterways?				
e	Is grit blasting / water jetting proposed as part of the works?				
f	Is a bridge structure located near the development?				
g	Will the development increase road traffic over adjacent bridge or other structures?				
h	Has the design taken into account DEFRA consent will be required? Please note the design should be DDA compliant (Disability Compliance Act).				
<b>2</b>	<b>Discharges and Abstractions</b>				
a	Is a permanent or temporary surface water discharge proposed?				
b	Is a permanent or temporary abstraction proposed?				
c	Is any other permanent or temporary discharge proposed?				
d	Has a hydrological and pollution risk assessment been submitted?				
e	Will an effluent discharge be required to the canal?				
f	Will the development require water supply from the canal to fill the complex?				
g	Will the development have a separate water supply system to fill the complex Bore Hole or Other supply?				
<b>3</b>	<b>Demolition works</b>				
a	Will there be any demolition near the waterway?				
b	Will there be any demolition over the water space?				
<b>4</b>	<b>Dredging Works</b>				
a	Will any dredging be needed?				
b	Has analysis been undertaken on the sediment to be removed?				
c	Is material to be dredged contaminated?				

## 04 DCNA SUBMISSION PRO FORMA

Ref	Question	Yes	No	Don't know	Comment
d	Will any vegetation be required to be removed?				
e	Will the watertight lining of the canal be affected?				
f	Is puddle clay to be used?				
g	Has the long-term dredging requirements been assessed?				
h	Will there be a requirement to dredge or disturb sediment within the canal?				
i	Will there be a requirement to survey the canal to identify available water depth?				
<b>5</b>	<b>Earthworks and Piling Works</b>				
a	Is there to be any sheet steel piling in the canal?				
b	Is any driven piling for foundations proposed?				
c	Is vibro-compaction or dynamic compaction proposed?				
d	Is there to be grouting near to the canal?				
e	Will piling form part of the new entrance design to the complex?				
f	Will the works involve the excavation of the canal edge to construct the entrance into the complex?				
g	The design and installation of the bank protection shall be a minimum of 30mtr either side of the agreed Marina entrance central line.				
h	What is the existing bank protection piled edge or other				
<b>6</b>	<b>Environment</b>				
a	Will the works affect a SSSI, SAC or SPA?				
b	Has an Environmental Appraisal been produced?				
c	Will mitigation works be a consideration during the design and development?				
d	Will the construction and development involve the use of sustainable materials?				
e	Are there protected species evident within the site identified?				
f	Will the development require a full environmental assessment report to be compiled for the site?				
<b>7</b>	<b>Boundary</b>				
a	Will the works encroach within the required 7 mtr exclusion from CRT defined boundary?				
b	Will permanent bank protection be installed as part of the internal development of the complex?				
<b>8</b>	<b>Heritage</b>				
a	Will the works affect a Scheduled Ancient Monument?				
b	Will the Works affect a listed building?				

## 04 DCNA SUBMISSION PRO FORMA

Ref	Question	Yes	No	Don't know	Comment
c	Will the works affect Conservation Areas?				
d	Will the works affect any registered battlefield?				
e	Will the works affect <u>any</u> waterway structure?				
f	Will the works affect a world heritage site?				
g	Will the development connect to a restored canal?				
<b>9</b>	<b>Planning</b>				
a	Will planning be required?				
b	Has a pre-outline submission been assessed?				
c	Will a full planning submission be required for the site?				
<b>10</b>	<b>Site Investigations</b>				
a	Has a formal site investigation been carried out recently?				
b	Is the land contaminated?				
c	Are there any invasive species on site?				
d	Is there any previous ground conditions reports available?				
e	Will the development require a new connection to the canal?				
f	Will the development require bank protection works to the canal side?				
g	Will the works involve piling or other bank support adjacent to the site?				
<b>11</b>	<b>Stoppages &amp; restrictions</b>				
a	Will a closure of the canal be requested?				
b	Will a restriction of the canal be requested?				
c	Will the canal or feeders require dewatering / diverting?				
d	Is the navigational channel a main river?				
e	Are waterway structures including banks affected?				
f	Will the works involve the creation of a hard bank protection system piling or other?				
g	Will any temporary works affect navigation?				
h	Is the navigation channel within canal?				
i	Filling of the marina – do you intend to fill from the canal navigation or own water resource?				
<b>12</b>	<b>Towpath Works</b>				
a	Will it be necessary to close the tow path?				
b	Has consideration been given to disabled access?				
c	Are excavations proposed near to the waterway?				
d	Do the works affect public rights of way?				
e	Will there be a change in the surface finish of the tow path				

## 04 DCNA SUBMISSION PRO FORMA

Ref	Question	Yes	No	Don't know	Comment
f	Will the development change the alignment of the the towpath?				
g	Will the development impact on adjacent towpath moorings located near the site?				
h	Will the works impact on towpath users?				
<b>13</b>	<b>Use of the Waterway</b>				
a	Is floating plant to be used?				
b	Are construction materials to be transported by water?				
c	Will any scaffolding or hoarding be erected within 8m of the canal, within the channel or on a flood plain?				
d	Will the devolvement impact on passing canal traffic?				
e	Has any previous investigation been undertaken to ascertain the canal traffic percentage?				
f	Is the development located near private moorings or canal side services?				
<b>14</b>	<b>Utilities</b>				
a	Will the works involve a service crossing?				
b	Are overhead cables proposed?				
c	Are trenchless techniques envisaged?				
d	Is a permanent surface water discharge proposed?				
e	Are services to be laid beneath the tow path?				
f	Are services in the towing path affected?				
g	Will the development require new Utility Service?				
h	Are there any existing services present within the area of the site?				
	<b>CRT</b>				<b>Client – Applicant</b>
Signed		Signed			
Name		Name			
On behalf of	CANAL AND RIVER TRUST	On behalf of			
Date		Date			
Project Title		Project Title			
Project Ref No		Project Ref No			