**APPLICATION TO TRANSFER A MARINE LICENCE**

Requests to transfer a marine licence from one licence holder to another that are made in writing to the Permitting Service will be charged a fixed fee of £480.

You will need to pay the fee upfront on submission of the transfer request.

The associated fee for transfer applications should be paid alongside the submission of this form, payments can be made via Cheque, BACS or credit/debit card.

* Cheques should be crossed and made payable to **Natural Resources Wales**.
* For BACS payments ensure you provide the reference number (not remittance number).
* For credit/debit card payments please complete the CC1 form and submit with the form. The CC1 form can be found on our web pages.

It is only possible to transfer whole marine licences. They cannot be split to transfer parts to separate operators.

Please be aware that our service levels for a transfer of a licence is 21 days from the date of receiving a completed application.

Further information on payment methods can be found on our web pages.

To request a transfer of a Marine Licence please complete the following details overleaf and send to: [permitreceiptcentre@cyfoethnaturiolcymru.gov.uk](mailto:permitreceiptcentre@cyfoethnaturiolcymru.gov.uk).

**What happens once I submit my information?**

Once we have received this form along with the fee we will add your transfer request to our work queue. We will be in touch to acknowledge receipt. Determination of your request will only begin once the fee and all the required information has been submitted.

**Application Form Structure**

1. Information Required
2. Public Register
3. Application Fee
4. Declaration for Current Licence Holder
5. Declaration for New Licence Holder
6. **Information Required**

|  |  |
| --- | --- |
| Information required for all transfer requests | |
| **Marine Licence Number** |  |
| **Current Licence Holder Name** |  |
| **Current Licence Holder Email Address** |  |
| **Current Licence Holder Phone Number** |  |
| **Current Licence Holder Address** |  |
| **New Licence Holder Name** |  |
| **New Licence Holder Email Address** |  |
| **New Licence Holder Phone Number** |  |
| **New Licence Holder Address** |  |

1. **Public Register**

**Under The Marine Licensing (Register of Licensing Information)(Wales) Regulations 2011 and** **the Environmental Impact Assessment Directive (Directive 85/337/EEC – as amended) , all information contained within or provided in support of this application will be placed on the Public Register unless NRW approve of the applicant’s reasons for withholding all or part.**

**2**. **Is there any information contained within or provided in support of this application that you consider should NOT be included on the Public Register on the grounds that its disclosure:**

**2(a). Would be contrary to the interest of National Security?** Yes  No

**2(b). Would prejudice to an unreasonable degree you, or some other person’s commercial interest of those of a third party?** Yes  No

If **Yes** to either (a) or (b), please provide full justification as to why all or part of the information you have provided should be withheld

Please continue on a separate sheet if necessary. Please tick if you have done this

1. **Application Fee**

Projects are charged at a fixed fee of £480. The application will not be processed until the correct fee has been provided.

**Please provide the method of payment**

|  |  |  |
| --- | --- | --- |
| Method | Yes (√) | Reference Number |
| **Cheque** |  |  |
| **BACS** (not remittance no.) |  |  |
| **World Pay (phone or CC1)** |  |  |

1. **Declaration for Current Licence Holder**

**I hereby give consent for the transfer of this licence to the individual detailed in Section 1.**

**Signature Date**

**Name** *(in capitals)*

**Position in Company**

*Applications cannot be processed unless signed by the* ***Licence Holder*** *(not agent), the applicant must have appropriate level of authority within the company.*

**Applications will not be processed unless signed**

1. **Declaration for New Licence Holder**

**I declare that to the best of my knowledge and belief the information given in this application form and supporting documentation is true.**

**Signature Date**

**Name** *(in capitals)*

**Position in Company**

*Applications cannot be processed unless signed by the* ***Licence Holder*** *(not agent), the applicant must have the appropriate level of authority within the company.*

**Applications will not be processed unless signed**

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| WARNING: It is an offence under the Marine and Coastal Access Act 2009, under which this application is made, to fail to disclose information or to provide false or misleading information. |