



Application for access across and/or works on or over Basingstoke Canal property

Before signing and returning this form to us, please ensure you read the attached notes.

Applicant detailsⁱ

Your name	
Telephone number	
Email address	
Postal address	

Are you an agent? YES / NO ... or applying on behalf of a company? YES / NOⁱⁱ

If so please give **your company** or if an agent your **client's** details

Name of main contact (for client)	
Company name	
Telephone number	
Email address	
Postal address	
Co. registration no.	
Registered address	
VAT registration no. (for billing purposes)	

Location of works

Description	
-------------	--

Attach a location plan of not worse than 1:10,000 scale

Attach a site plan of not worse than 1:2500 showing the precise areas for works highlighted and outlined in **red** and any proposed access routes outlined in **blue**

Type of works

Please describe precisely any work you intend to do on Canal property ⁱⁱⁱ	
Please describe precisely any work you intend to do within 6m of the Canal boundary	

Does this involve any excavation, piling or any drilling below ground surface?	YES ^{iv} /NO
Please detail what personnel, plant and equipment you will need to bring onto Canal property (including gross vehicle weights). ^v	
Does your health & safety plan require you to exclude the public from: ^{vi}	
... the towpath or other areas of accessible land	YES/NO
.... the navigation	YES/NO
Do you already have plant or equipment in Canal property?	YES/NO
Please attach a copy or give any existing wayleave or easement details ^{vii}	
Are these works to maintain existing plant, modify or improve existing plant or install new or replacement plant?	

Time & duration

Proposed start date ^{viii}	
Total duration of works / access	
Duration for any public exclusions	

Fees and charges

- I agree to pay the reasonable professional fees and charges incurred by the BCA, Hampshire or Surrey County Council in respect of processing this application.^{ix}
- If my application is successful I agree to pay the reasonable licence fee set by the appropriate County Council for access over / use of Canal property
- If I need to exclude the public from the site during my works I agree to pay the appropriate fee.

Please return this form to info@basingstoke-canal.co.uk or by post to Basingstoke Canal Authority, Basingstoke Canal Centre, Mytchett Place Road, Mytchett, Camberley, Surrey GU16 6DD

Signed

Dated.....

The personal data you provide on this form will be treated in accordance with Data Protection Legislation. Your data will only be used to process this application and provide you with information about your application. It will not be shared with third parties other than Hampshire and Surrey County Councils. Your data will be retained for a maximum period of 7 years from the date of the booking. The legal basis for our use of this information is Performance of a Public Interest task.

You have some legal rights in respect of the personal information we collect from you. Please see our website Data Protection page for further details: www.hants.gov.uk/dataprotection. You can contact Hampshire County Council's Data Protection Officer at data.protection@hants.gov.uk. If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

Notes

ⁱ The Canal is owned by Surrey and Hampshire County Councils within their jurisdictions – any works / access licences resulting from this application will be issued by the appropriate County Council. In most cases there is no right for third parties to carry out works on our property – we reserve the right to decline any application.

ⁱⁱ Please delete as appropriate.

ⁱⁱⁱ Attach separate document(s) if required.

90% of the Canal channel and associated flashes (lakes) are registered as Site of Special Scientific Interest [SSSI] – if your works include concrete, dust, oils or other matter which could pollute water it is likely that you will need the consent of Natural England for your works in addition to our approval. Please contact us to discuss your plans at your earliest opportunity.

^{iv} If you answer YES then we will need to discuss these works with you before giving any approval. You will need to provide a much greater level of detail so we can be sure your works will not adversely affect the Canal; we may need engineering calculations, and a detailed methodology. Our engineer will need to assess your proposals before we give consent.

^v In most cases we limit plant on the towpath to 1.5t if wheeled and 3t if tracked. Additional restrictions may apply in some locations with known engineering difficulties. All vessels must conform to the navigation rules and bylaws for the Canal, and pay the appropriate fee.

^{vi} We will make the following charges for closures to the public **in addition to** any licence fee for entry to Canal property which will vary according to the type and duration of the works planned:

STOPPAGES TO TOWPATH OR NAVIGATION BY THIRD PARTIES

Summer Season (1 April – 31 October inclusive)

Weekend charge per day £2,300.00

Weekday charge per day £1,380.00

Winter Season (1 November – 31 March inclusive)

Charge per day £690.00

Charge for first week £2,750.00

Charge per week thereafter £1,375.00

Late notice: a 25% increase is charged for applications submitted less than 8 weeks prior to the planned works. Overrunning works: charged at 2 x the published rate calculated on a daily basis.

A closure is considered to be a period longer than 4 (no.) 10 minute periods in any one 24 hours.

Fees for closure of public access is payable to the Basingstoke Canal Authority.

^{vii} If appropriate please attach any wayleave, deed or easement that gives you rights to have plant on our property

^{viii} You must apply at least 8 weeks before the proposed start of your works. Any applications made after that date will incur an additional fee to account staff time in accelerating an application – we reserve the right to decline any late requests.

^{ix} These fees will be chargeable regardless of the outcome of your application as this covers the staff time in processing your application.