
Commercial Recreational Use

A complete Beach Licence application will include:

- **Completed Beach Licence Application Form** (*4 copies*)
- **Proof of Form B sign being posted** (*photograph*)
- **Proof of neighbours being notified** (*copy of registered mail slip*)
- **Tax Registration Number (TRN)** (*for company or individual making application*)
- **Company Documents** (*Articles of Incorporation and names of Directors & Company Secretary*)
- **Copy of ID for person making the application** (*Driver's Licence, National ID or Passport*)
- **Location Map** (*drawn to scale 1:12,500*) (*4 copies*)
- **Application Fee of \$1,000.00**

- **Project Brief** detailing the following (*4 copies*)
 - General project overview (*opening hours of beach, admission fee (if applicable), indication of whether operation will be in connection with a hotel, guest house, etc.*)
 - Detailed description of land based operations including number of units (*villas, blocks, etc.*) and rooms
 - Length of foreshore proposed to be used for commercial recreational activities
 - Description of all activities to be undertaken in on the beach (*eg. swimming, use of motorized and non-motorized vessels, etc.*)
 - Detailed description of the sea floor
 - Indication of whether there is proposed to be any removal of resources or modification of the sea floor
 - Proposed method of sewage treatment and disposal
 - An assessment of the potential impacts and proposed mitigation measures, with special emphasis on solid waste management and safety of patrons

- **Plans/Drawings** (*must be drawn to scale*) (*4 copies*)
 - Survey Drawing (*layout plan of coastline outlining area to be used for recreational purposes*)
 - Site Layout Plan (*showing location of all buildings/ structures on site*)

Informative

- *The Form B sign shall be posted for a period of not less than 30 days prior to the Authority deciding on the Beach Licence application.*
- *Architectural drawings must be certified by a locally registered architect, engineering drawings by a locally registered professional engineer, and subdivision plans by a Commissioned Land Surveyor.*

- **Proof of Ownership**
 - Copy of title(s) or,
 - A probated will or,
 - Lease agreement along with a copy of the title and a consent letter

BEACH LICENCE APPLICATION CHECKLIST

Informative

- *If the applicant is not the owner, a letter of authorization from the title holder(s) witnessed by a Justice of the Peace, giving the applicant permission to use the land for the proposed activity, must be submitted along with a copy of the title and a copy of an ID for both parties*
- *If the registered title is held jointly, all parties must be reflected as applicants **or** there should be a letter or authorization from the other title holder(s) giving the applicant permission to use the land for the proposed activity. The letter or authorization must be witnessed by a Justice of the Peace and be presented along with a copy of an ID for all parties*
- *Anyone applying for a Permit and Licence on behalf of someone else, must submit a letter authorizing them to apply for the Permit/Licence. The letter must also state the extent of their authority in relation to the application and in whose name the Permit/Licence should be issued. The letter must be signed by all the relevant parties who they represent, witnessed by a Justice of the Peace, and presented along with a copy of the Identification for all parties e.g. current Driver's Licence, National ID or Passport.*

Please be advised that the Licence **MUST** be collected within **THREE (3) MONTHS** of the date of the approval by the Authority. Failure to do so will result in the approval being withdrawn and reapplication for the Beach Licence being required.