

CONTROL ACT (THE BEACH CONTROL AUTHORITY LICENSING REGULATIONS, 1956)
(Licence pursuant to the Beach Control Authority (Licensing) Regulations 1956 (Amendment) 1999 for the Use
of the Foreshore and Floor of the Sea and the water column)

BEACH LICENCE APPLICATIONS CHECKLIST

- Beach Licence Application Form (**must be signed by Applicant and a Justice of the Peace**)(3 copies)
 - Copy of Identification for the person(s) making the application e.g. Driver's Licence, National ID or Passport
- Completed Environmental Permit Application & Project Information Forms (**if the project which falls within any of the prescribed categories**). (4 copies)
- Completed Environmental Licence Application Form (**if there will be a discharge of Trade or Sewage and or Poisonous or Harmful Substances into the environment**). (4 copies)
- Location Map (**Drawn to Scale 1: 12,500**) (3 copies)
- Layout Plan of the area to be licensed (**including dimensions**) (3 copies)
Informative - architectural drawings must be certified by a registered architect, engineering drawings must be certified by a professional engineer and site plans must be certified by a commissioned land surveyor
- Detail Design of Project (**including the proposed method of sewage treatment and disposal, if applicable**) (2 copies)
- Proof of Ownership
 - A copy of the title or
 - A probated will or,
 - Lease agreement along with a copy of the title and a consent letter.**Informative**
 - If the applicant is not the owner, a letter of authorization from the title holder(s), giving the applicant permission to use the land for the proposed activity, witnessed by a Justice of the Peace along with a copy of the title and copy of identification for both parties e.g. Driver's Licence, National ID or Passport.
 - If the registered title is held jointly, either all parties must be reflected as applicant 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 along with a copy of identification for all parties e.g. Driver's Licence, National ID or Passport.
 - ALL CONTRACTORS/AGENTS/CONSULTANTS who are applying for permits and licences on behalf of someone else must submit with each application a letter giving them authority to apply for the permit/licence. The letter must also state the extent of their authority in relation 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. The letter must be witnessed by a Justice of the Peace along with a copy of identification for all parties e.g. Driver's Licence, National ID or Passport.
- Project Brief to include the no. of rooms if application is in connection with hotel/resort development (2 copies)
- Application Fee of \$1000.00
- TRN
- Contact information – Tele phone, Cellular phone, Fax, Email
- For Companies – Company Registration Number; Names of Directors and Company Secretary
- Erect the NOTICE OF APPLICATION (**Refer to Form B First Schedule**)
 - Provide evidence that signs have been posted, for example, a photograph of the erected sign.
 - Provide evidence that neighbours have been notified by registered mail
- Previously submitted to Development Assistance Centre