



**MARITIME ADMINISTRATION
DEPARTMENT**

MINISTRY OF PUBLIC WORKS

Lot 1 Battery Road, Kingston, Georgetown, Guyana

Email: ports@marad.gov.gy | info@marad.gov.gy

[Tel](tel:592-226-3356): 592-226-3356/592-225-7330

This Application Form must be completed for consideration as to whether a conditional no-objection will be granted for the utilisation or commencement of the construction of marine structure for the purpose specified by the Applicant. All sections must be completed and the requested information submitted before this Application can be processed. Please use additional sheets if necessary.

Notes to Applicant:

1. This form must be completed in **BLOCK LETTERS** (preferably completed electronically) and submitted in **DUPLICATE** along with any additional information requested to:

The Director General
Maritime Administration Department
Lot 1 Battery Road, Kingston, Georgetown
Telephone: (592) 225 7330, (592) 226 3356
Email: dg@marad.gov.gy

2. A non-refundable application processing fee would be required for the processing of this Application.
3. The applicant should be the developer, or person in whose name the no objection should be granted. The applicant should provide a copy of some form of identification to the Maritime Administration Department, such as a National Identification Card, Driver's License or Passport. In case of an organization, institution or enterprise the contact information for an authorised representative should be provided.

4. Additional information required by the Agency for processing of the application is listed in the respective sections of the form. Further information may be requested if the Maritime Administration Department deems it necessary.
5. The Maritime Administration Department should be immediately notified in writing of any change(s) in details provide in this application form that occur(s) after the Application is submitted for processing.
6. No activity related to the proposed project is allowed to commence within the limits of the area stated in the application until a no objection has been granted by the Maritime Administration Department. This can result in legal action against the Applicant by the Department.
7. In the case where the Department issues a no objection in respect of the application, the Applicant will be required to comply with all conditions outlined in the no objection document.

1.0 Applicant Information and General Project Details

1.1 Name of Applicant(s):

1.2 Contact Details of Applicant(s):

Address:

1.3 Telephone Number(s):

Fax:

Email:

1.4 If there are technical persons (e.g. architects, engineers, consultants, etc.) assisting in the completion of this application form, kindly provide contact information below:

Name(s): _____

Address: _____

Telephone/Fax/Email: _____

1.5 Project Title/Description: _____

1.6 Address/Location of Project (Please provide a site map prepared by a qualified Draftsman of Land Surveyor):

1.7 Activity or Type of Project or Business, e.g. wharf construction, revetment, Mooring facility, leisure facility:

1.8 Please state the expected lifetime of the project:

2.0 Supporting Documentation for Review by Maritime Administration Department

The following document shall accompany all applications for construction of permanent structures along the navigable waterways of the Cooperative Republic of Guyana.

Incomplete applications will not be considered for processing by the Maritime Administration Department.

Supporting documentation Submission Checklist for Construction Projects:

2.1 Proof of Legal Ownership or Rights to Land (include a copy of supporting document):

Land Transport or Title Lease Approval from Government Agency

Provide details:

Applicants are required to provide comprehensive data for all items in checklist (*see table 2.3*). Applications not including information to the level of detail specified will not be accepted for processing.

I/we certify that I/we have reached the age of majority and the information provided in this application and supporting documentation is correct to the best of my/our knowledge

Applicant Name:

Title:

Date:

Signature:

2.2 Technical Documentation Submission Checklist for Proposed Project

Applicants are required to submit the electronic copies of items listed in section 2.3. It would be advisable for information be provided in a digital/vector format such as .shp, .dxf, .dwg etc.

2.3 Preliminary Assessment of Application by Maritime Administration Department: (FOR OFFICIAL USE ONLY)

No.	Checklist item		Remarks
1.0	Detailed Hydrographic Survey Charts showing proposed construction inclusive of all mooring structures and at least one coordinated point to a known datum	<input type="checkbox"/>	
2.0	Registered Cadastral Plan of the adjoin lands	<input type="checkbox"/>	
3.0	Site Elevation Data/Site Plan	<input type="checkbox"/>	
4.0	Design Drawings for Proposed Structures (Plans, Cross Sections) N.B –Adequate information should be provided on the elevation of structures with respect to Georgetown Datum)	<input type="checkbox"/>	
5.0	Design Reports/ Calculations for Proposed Mooring Structures (Must be signed by a Qualified Civil Engineer or equivalent)	<input type="checkbox"/>	

3.0 Approvals from Other Agencies:

The Applicant shall provide evidence that approval has been sought from relevant agencies indicated in the checklist below.

No	Checklist Item		Remarks
1.0	Environmental Protection Agency (EPA)	<input type="checkbox"/>	
2.0	River and Sea Defence Board	<input type="checkbox"/>	
3.0	Local Authority (RDC/NDC)	<input type="checkbox"/>	
4.0	Guyana Lands and Surveys Commissions (GL&SC)	<input type="checkbox"/>	
5.0	Fisheries Department	<input type="checkbox"/>	
6.0	Guyana Geology and Mines Commission (GGMC)	<input type="checkbox"/>	
7.0	Guyana Energy Agency (GEA)	<input type="checkbox"/>	
8.0	Guyana Forestry Commission (GFC)	<input type="checkbox"/>	
9.0	National Drainage and Irrigation Authority	<input type="checkbox"/>	
10.0	Guyana Fire Service	<input type="checkbox"/>	
11.0	Minister of Housing and Water	<input type="checkbox"/>	

3.1 Completeness of Application (Check applicable box)

No.	Checklist Item		Remarks
1.0	Application is adequate	<input type="checkbox"/>	
2.0	Application and supporting documentation inadequate (specify additional information required)	<input type="checkbox"/>	

3.2 Comments and Specific Directions for Site Investigation:

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3.3 Application Reviewed by:

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Staff of the Hydrographic Section

Harbour Master

Date:

Date:

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Superintendent of Surveys

.....
Director, Ports & Harbours

Date:

Date: