



SEA DEFENCE BOARD

MINISTRY OF PUBLIC WORKS

Fort Street, Kingston, Georgetown, Guyana

Email: sdb@publicinfrastructure.gov.gy / Tel. +592-225-9868 / +592-227-8294

APPLICATION FORM FOR NO-OBJECTION FROM THE SEA DEFENCE BOARD

FORM SDB –A1:

CONSTRUCTION/ERECTION OF STRUCTURES ON SEA DEFENCE RESERVE

This Application Form must be completed for consideration as to whether a no-objection will be granted for the utilisation or occupancy of a section of sea or river defence reserve for the purpose specified by the Applicant. All sections must be completed and the requested information submitted before this Application can be processed.

Notes to Applicant:

1. This Form must be completed electronically in BLOCK LETTERS and submitted along with a cover letter and all supporting documentation to:

The Chairman
Sea Defence Board
Ministry of Public Works
Works Services Group Building
Fort Street, Kingston, Georgetown
Telephone: (592) 227- 8294 | Email: sdb@publicinfrastructure.gov.gy

2. Submission of documents (hard and electronic copies): In addition to a single hard copy submission, the completed Application Form and supporting documentation (design drawings, surveying plans, land ownership documents etc.) shall be submitted in **electronic format** to the Secretary of the Sea Defence Board. The electronic files can be sent to the email address indicated above or submitted along with the hard copies to the above address. Where necessary, scanned copies of required supporting information such as land ownership documents and cadastral survey plans shall be included in the electronic submission.
3. A non-refundable fee of G\$10,000 is required for the processing of this Application. This fee should be made payable to the **Ministry of Public Works**.
4. 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 Ministry of Public Works, such as an ID card, Driver's Licence or Passport. In the case of an organisation, institution or enterprise the contact information for an authorised representative should be provided.
5. Additional information required by the Board for processing of the application is listed in the respective sections of the form. Further information may be requested if the Sea Defence Board deems it necessary.
6. The Sea Defence Board should be immediately notified in writing of any change(s) in the details provided in this application form that occur(s) after the Application is submitted for processing

7. **No activity related to the proposed project is allowed to be carried within the limits of the sea defence reserve until a no objection has been granted by the Sea Defence Board. This can result in legal action against the Applicant by the Ministry of Public Works.**
8. In the case where the Board 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.

Section 1 – Applicant Information and General Project Details

1. **Name of Applicant(s):**

2. **Contact Details of Applicant(s):**

3. **Address:**

4. **Telephone Number(s):**

Fax:

Email:

5. **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: _____

6. **Project Title/Description:**

7. **Address/Location of Project (Please provide a site map prepared by a qualified draftsman or Land Surveyor):**

8. **Activity or Type of Project or Business, e.g. wharf construction, revetment, mooring facility, sawmill facility, leisure facility, worship facility:**

9. Please state the expected lifetime of the project:

10. Please provide an estimated timeframe within which it is expected that the project will be implemented:

Section 2: Supporting Documentation for Review by Sea Defence Board

The following documents shall accompany all applications for construction of permanent structures on sea and river defence reserves. Incomplete applications will not be considered for approval by the Sea Defence Board.

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 other Government Agency

Provide details: _____

2.2 Technical Documentation Submission Checklist for Proposed Project

Applicants are required to provide comprehensive data for all items in the checklist below. Applications not including information to the level of detail specified will not be accepted for processing.

No.	Checklist Item:	Remarks
1.0	Site Plan & Approved Cadastral Plan of Project Site (Plan should be drawn to a specified scale and include adequate dimensions and annotations to facilitate easy verification of information)	
2.0	Site Elevation Data (provide detailed cross sections for topographic surveys or hydrographic surveys of the proposed site and river/ocean profile)	

3.0	Design Drawings for Proposed Structures (Plans, Elevations, Cross sections) N.B – Adequate information should be provided on the elevation of structures with respect to Georgetown Datum)		
4.0	Design Drawings for Proposed Sea or River Defence (Flood Protection) to be implemented by the Applicant e.g. timber revetment, steel sheet pile revetment, rock armour slope, geotextile tube etc.)		
5.0	Design Reports/Calculations for Proposed Structures and Flood Protection Works		
6.0	Construction Plan (include a detailed explanation of the construction methodology to be employed by the Applicant for the proposed project and flood protection works)		
7.0	Detailed Environmental and Social Impact Assessment Report (particular focus should be given to impacts on existing flood protection systems, coastal dynamics, shoreline and riverine erosion and accretion, mangrove, habitats etc.)		

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	Maritime Administration Department (MARAD)		
2.0	Environmental Protection Agency (EPA)		
3.0	Local Authority (RDC/NDC)		
4.0	Guyana Lands and Surveys Commission (GL&SC)		
5.0	Fisheries Department		
6.0	Guyana Geology and Mines Commission (GGMC)		
7.0	Guyana Energy Agency (GEA)		
8.0	Guyana Forestry Commission (GFC)		
9.0	National Drainage and Irrigation Authority		
10.0	Central Housing and Planning Authority (CH&PA)		

11.0	Georgetown Mayor and City Council		
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4.0 Preliminary Assessment of Application by Sea and River Defence Division:

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4.1 Completeness of Application (Check applicable box)

No.	Checklist Item:		Remarks
1.0	Application is adequate		
2.0	Application and supporting documentation inadequate (specify additional information required)		

4.2 Comments and Specific Directions for Site Investigation:

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4.3 Application Reviewed By:

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Chief Sea and River Defence Officer

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Chairman – Sea Defence Board

Date:

Date:

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Secretary – Sea Defence Board

Date: