**Guidance for form CPA1:2018, used to apply for consent under Section 5(5) of the Coast Protection Act 1949.**

Contents

1 Applicant details

2 Project details

3 Notice publication confirmation

4 Served notice confirmation

5 Planning permission confirmation

6 Other necessary consents confirmation

7 Marine Licence confirmation

8 Council resolution confirmation

9 Appropriate assessment confirmation

10 Land ownership confirmation

11 Commencement of the works confirmation

12 Declaration

1 Applicant Details

Please fill out the details listed, including contact details for someone we can chat to about the application as needed.

2 Project Details

Please provide the project name & address, including postcode and a grid reference, to allow us to correctly locate the site of the works.

Please use the following format for the grid reference: Provide the 12-character Ordnance Survey national grid reference for the centre of the site; for example, ST 12345 67890. To find out the 12-digit grid reference you can search on the UK Grid Reference Finder website: [www.gridreferencefinder.com/](http://www.gridreferencefinder.com/)

3 Notice publication confirmation

Please tick the applicable boxes to answer the questions in this section. We will only be able to process your application if you have correctly publicised notice of the works as required in Section 5(1) of the Coast Protection Act 1949 (Act) and in the format required by Regulation 3 and the Schedule of the Coast Protection (Notices) (Wales) Regulations 2003 (Regulations).

Please do not apply for your Coast Protection Act (CPA) consent before publicising notice and allowing it to run for the full period set out in the notice, which must not be less than 28 days after the date of publication. If any objections are made, you should only apply for your CPA consent once these have been determined by Welsh Government or, if appropriate, in accordance with Section 5(4) of the Act. If you apply for your CPA consent before or during this period, then we will not process your application and it will be returned to you.

4 Served notice confirmation

Please tick the applicable boxes to answer the questions in this section. We will only be able to process your application if you have correctly consulted with and served notice to all relevant bodies as required by Sections 5(1A) & 5(2) of the Act, Regulation 4 of the Regulations, and, where appropriate, Part 4 of the Marine and Coastal Access Act 2009, and in the format required by Regulation 3 and the Schedule of the Regulations.

Please do not apply for your CPA consent before doing so, ensuring the appropriate response time has run in full. If any objections are made, only apply for your CPA consent once these have been determined by Welsh Government or, if appropriate, in accordance with Section 5(4) of the Act. If you apply for your CPA consent before or during this period, then we will not process your application and it will be returned to you.

5 Planning permission confirmation

Please tick the applicable box to answer the question in this section. If you select ‘Yes’ please also select the relevant date. If planning permission is not required, please tick N/A.

Where planning permission is required, please do not apply for your CPA consent before you have obtained the relevant permission. If you apply for your CPA consent before or during this period, then we will not process your application and it will be returned to you.

6 Other necessary consents confirmation

Please tick the applicable box to answer the question in this section.

If other permissions are not required, please tick N/A. Where other consents are required, please identify them by name in the box given and provide the date(s) they were obtained.

Where other permissions are required, please do not apply for your CPA consent before you have obtained these. If you apply before or during this period, then we will not process your CPA consent application and it will be returned to you.

7 Marine Licence confirmation

Please tick the applicable box to answer the question in this section. If you select ‘Yes’ please also select the relevant date. If a Marine Licence is not required, please tick N/A.

Where a Marine Licence is required, please do not apply for your CPA consent before the Marine Licence has been issued. If you apply for a CPA consent whilst awaiting determination of your Marine Licence, we will place the CPA consent application on hold temporarily until issue of the Marine Licence is confirmed.

8 Council resolution confirmation

Please tick the applicable box to answer the question in this section. If you select ‘Yes’ please also select the relevant date. If you tick ‘No’ then we will not process your CPA consent application and it will be returned to you.

Please do not apply for your CPA consent before or during a resolution being passed by the Council or a subcommittee with delegated powers authorising application to Welsh Government for approval of the proposed works.

9 Appropriate assessment confirmation

Please tick the applicable box to answer the question in this section. If you select ‘Yes’ please also select the relevant date. If you tick ‘No’ then we will not process your CPA consent application and it will be returned to you. If an appropriate assessment is not required, please tick ‘N/A’.

If an appropriate assessment is required, please do not apply for your CPA consent before we have confirmed our agreement.

10 Land ownership confirmation

Please tick the applicable box to answer the question in this section. If you select ‘Yes’ please also select the relevant date. If the Council owns the land and no other land owner consent is required, please tick ‘N/A’. If you tick ‘No’ then we will not process your CPA consent application and it will be returned to you.

If the Council does not own the land and as such land owner consent is required, please do not apply for your CPA consent before they have provided their consent.

11 Commencement of the works confirmation

Please tick the box for the applicable statement in this section.

Please tick 11a for any works that are not carried out under the provisions of section 5(6) of the Act i.e. are not urgently necessary for the protection of land in this area.

Please note that no part of these works, permanent or temporary, relating to this scheme, should have been started.

Please tick 11b if you are completing this form retrospectively for works that have already been carried out under the provisions of section 5(6) of the Act as they appeared to the Council to be urgently necessary for the protection of land in this area.

**12 Declaration**

You should only complete, sign and submit this form if you are duly authorised to do so on behalf of the Council named in section 1.

Please tick the ‘Yes’ box in 12a to confirm you are authorised to sign on behalf of the Council.

Please provide your details, Council name and date in the sections listed in 12b.

Please be aware that by signing this declaration, you are confirming that the information in the application is true to the best of your knowledge and belief.

The application may be refused, or approval withdrawn, if you give false or incomplete information.

If you knowingly or recklessly make a false or misleading statement we may take legal action that may result in you being prosecuted; and if convicted, you may have to pay a fine and/or go to prison.

**Where to send your completed form**

You can send your application by email or in the post. Send your completed application form documents to:

|  |  |
| --- | --- |
| **Email** | **Post** |
| [permitreceiptcentre@naturalresourceswales.gov.uk](mailto:permitreceiptcentre@naturalresourceswales.gov.uk) | Permit Receipt Centre, Natural Resources Wales  Cambria House, 29 Newport Road, Cardiff  CF24 0TP |

**Queries**

If you have any queries please either email your query to the email address above or call our Customer Contact Centre on 0300 065 3000 (Mon-Fri, 9am-5pm).