



**Marine
Management
Organisation**

Marine Case Management System

User guide

Table of Contents

1. Applying for a marine licence	3
Project summary screen	3
Licence summary screen	3
Site summary screen	4
Site editing screen	5
Points, lines and areas.....	5
Coordinates.....	6
Holes, subsites and exclusion zones	6
Source sites	7
Activity details screen.....	7
Construction, alteration or improvement of any works	8
Disposal of dredged material	8
Alternative use of dredged material.....	9
Disposal of fish waste	9
Use of tracers.....	9
Explosive substances or articles	9
Navigational dredging (capital).....	10
Navigational dredging (maintenance).....	10
Aggregate dredging.....	11
Wrecks and other archaeological remains	11
Reef creation.....	11
Licence conditions screen.....	11
Case contacts screen.....	11
Validation error summary screen	12

Submit application..... 12

2. How to validate a signature on a digitally signed document 13

1. Applying for a marine licence

- 1.1. To make a marine licence application, you first need to click **Apply for a Licence** in the left-hand menu. This will take you to the project summary screen.

Project summary screen

- 1.2. On this screen you will be asked to provide some general details about your application.
- 1.3. You will first be asked to choose your application type. You have three options in the drop-down menu:
 - Marine licence
 - Marine licence for the burial of human remains at sea
 - Wildlife licence
- 1.4. Select **Marine licence**.
- 1.5. Once you make your selection some other questions will appear. You will be able to choose from four additional application types. If you require one of these then tick the relevant box and tell us why you think you need this in the project background.
- 1.6. You will then need to give us some project details. This includes a project title, project background and a programme of works. You should provide as much detail as you can at this stage. You can also upload documents to answer the questions.
- 1.7. Next, you will need to answer some questions about other applications and consents related to your project. If you are aware of anything then you should tell us about it here.
- 1.8. After this you will need to provide the applicant details. This is the person, company or organisation that will hold the licence. If you are applying on behalf of someone else you should ensure you have their permission to provide these details.
- 1.9. Finally, you need to tell us what you have done to assess the potential impacts of this project and how the project would comply with policies and plans.
- 1.10. Once you have completed this screen, click Next and it will take you to the licence summary screen.

Licence summary screen

- 1.11. On this screen you will be asked to provide some more details about your licence application.
- 1.12. The first question is whether you consider your application to be for emergency activities. Emergency activities are those undertaken for the protection of life, property or the environment from an imminent risk. You should provide justification for this in the project background.
- 1.13. The second question is whether you consider your application to be for activities which fall within the fast-track process. This process applies to certain types of small-scale low-risk activity which do not require consultation with statutory bodies.
- 1.14. The third question is whether you consider your application would qualify for the accelerated licensing process for dredging. This process applies to certain types of small-scale low-risk dredging activity.
- 1.15. We will consider your answers to these questions when first assessing your application. If we agree that your application is for emergency activities or that it qualifies for the fast-track process or accelerated licensing process, then we will proceed with your application on that basis. If we do not agree, we will tell you this as soon as possible.
- 1.16. You will also need to propose start and end dates for your licence on this screen. Please note that the dates you propose may not always be achievable. It usually takes up to 13 weeks to process and determine a licence application and some applications can take longer than this.
- 1.17. Once you have completed this screen, click Next and it will take you to the site summary screen.

Site summary screen

- 1.18. You need to tell us where your activities would take place. You can do this by adding one or more sites to your application. Activities can then be added to each site.
- 1.19. If you propose to do just one activity (for example, to deposit a marker in the sea), then you should add one site and then add one activity to that site.
- 1.20. If you propose to do more than one activity in the same location (for example, to remove a jetty and then to construct a new one), then you should add one site and then add two activities to that site, one for the removal and one for the construction.
- 1.21. If you propose to do more than one activity and these will take place in different locations, then you should add a site for each location and then add the activities to the relevant sites.

- 1.22. More information on sites, including how to add subsites and exclusion zones, is available on the site editing page.
- 1.23. If you delete a site, the activities linked to it will still be visible on this screen. You must delete these activities or move them to a valid site.
- 1.24. If you have any difficulties structuring your application please contact us by email at marine.consents@marinemanagement.org.uk or, if it is urgent, please call 0300 123 1032 and ask to speak to a member of the Marine Licensing Team.
- 1.25. Once you have added some sites, you will be returned to this screen. You will then be asked to give us any information you have on the sensitivities of this site. This includes details of any protected areas (European or Ramsar sites, marine conservation zones, sites of special scientific interest, areas of outstanding natural beauty etc) and protected features (scheduled monuments, protected wrecks etc).
- 1.26. You should also provide details of other areas and features of social, economic or environmental value. This could include shipping lanes, fishing grounds, recreational sailing areas, material assets, unprotected habitats and species and any other feature.
- 1.27. Once you have told us about the sensitivities of your sites you can add some activities. Add at least one activity to each site. You can then click the activity number to go to the activity details screen.

Site editing screen

- 1.28. On this page you can enter the locations where you propose to carry out activities by adding sites. You can also edit sites on this page.

Points, lines and areas

- 1.29. Each site can be a point, a line or an area.
- 1.30. Points should be used for release of dyes or tracers, buoy locations, boreholes and geotechnical investigations, removals from wrecks, meteorological masts and other activities taking place in one precise location.
- 1.31. Lines are less commonly used. They are suitable for linear activities. This can include maintenance of existing cables and pipelines.
- 1.32. Areas are generally the most suitable shapes for sites as they depict the full area of the activities.
- 1.33. For areas, the boundary must contain the whole component. Such areas must be specified as an ordered list of latitude/longitude coordinates to form a closed polygon. This means the first and last coordinates must be the same.

The polygon must not be self-intersecting. It may contain "holes" which are not included in the project.

- 1.34. A hole must be specified in the same manner, it must be contained within the area, and not overlap any other holes.

Coordinates

- 1.35. Coordinates may be specified in a variety of common formats, for example:

Geographic

51.4 , -3.8
 +51 24 00.000 , -3 48 00.000
 51N 24 00.000 , 3W 48 00.000
 51 24 00.000 N , 3 48 00.000 W
 5124.0N , 00348.0W
 51 24.0N , 3 48.0W

National Grid

274881.28 , 168312.05
 274881.28E , 168312.05N
 168312.05N , 274881.28E
 SS7488168312

- 1.36. You can also choose from different coordinate entry systems or upload KML files as an alternative to inputting coordinates.
- 1.37. Instead of adding coordinates for an entirely new site, you can choose from the existing list of authorised disposal sites. These are sites which have previously been licensed for the disposal of dredged material.
- 1.38. If your activities would take place across all our waters, for example, if you are doing a widespread sediment survey, then you don't need to give us precise coordinates. Just answer Yes to the question about whether your project affects all UK territorial waters.

Holes, subsites and exclusion zones

- 1.39. Once you have added a site, you will have the option of adding holes or subsites and exclusion zones to areas.
- 1.40. Adding a hole will remove that section from your site. It can be used to permanently exclude part of an area from your proposal. For example, if you wish to dredge an area and you know that the area contains some archaeological remains, you could add a site which includes the whole area and then add a hole around those remains.
- 1.41. A subsite allows you to specify in more detail where an activity would take place. It can be used where one activity is only taking place in a small area. An example would be if you wish to dredge a river and dispose of the material in the river channel within the dredged area. You could define a site for the dredging of the river, then define a subsite for the dispose of the dredged material.

- 1.42. An exclusion zone is a special type of subsite. It can be used to temporarily or permanently exclude part of an area from your proposal. An example would be where there is a feature which is sensitive to activities at certain times of year.
- 1.43. If you propose an exclusion zone, you will need to tell us the reason why and the dates that the exclusion would be in force.

Source sites

- 1.44. A source site is a special kind of site that is only relevant to applications for the disposal of dredged material.
- 1.45. Most applications for the disposal of dredged material will also seek consent to dredge that material. If your application is for both activities, then you should add one or more sites to describe where these activities would take place. You should then add activities on the next screen to describe the disposal of dredged material and the dredging of that material.
- 1.46. Some persons, most commonly harbour authorities, do not need a licence to dredge material. They can do this under a licence exemption. However, they still require a licence to dispose of that dredged material. In these situations, we still need to know the source of the dredged material even if you do not need our consent to dredge it. This helps us to establish whether the material is suitable for disposal to sea.
- 1.47. If you are only applying for the disposal of dredged material, you need to add a site to show us the source of that material. Tick the **source site only** box to let us know that no other activities would take place here.
- 1.48. Once you have added your sites, you will be returned to the site summary screen to tell us about the sensitivities of the sites and to start adding the activities you wish to carry out. Please see paragraphs 1.25 to 1.27 for further information.

Activity details screen

- 1.49. On this screen you will need to tell us information about the activity you wish to carry on. First you must tell us the type of activity. You have six options:
 - i. Construction, alteration or improvement of any works
 - ii. Deposit of any substance or object
 - iii. Dredging
 - iv. Incineration of any substance or object
 - v. Removal of any substance or object
 - vi. Scuttling of any vessel or floating container
- 1.50. After you select an activity type, you will be presented with a list of activity sub-types. Please select the most appropriate one.

- 1.51. Next you must give your activity a title and describe exactly what it is you will be doing and provide a methodology. You should give us as much information as you can at this stage.
- 1.52. You will also need to tell us the dates you propose to carry out this activity and provide information on potential environmental impacts, proposed mitigation and residual risks.
- 1.53. Depending on the activity type, you may then be presented with some additional questions.

Construction, alteration or improvement of any works

- 1.54. For this activity type, you must also tell us about the use you intend to make of the works. For example, if you're proposing to build a jetty for the delivery of cargo, we need to know what type of cargo, how often this would happen, how it would be delivered and unloaded etc.

Disposal of dredged material

- 1.55. For this activity type, you must tell us the material details. You need to tell us the dates that you wish to dispose of the material, the type of material, the specific gravity of the material and the amount to be deposited in both dry and wet tonnes.
- 1.56. If you wish to dispose of material during more than one time period or if there is more than one type of material, you can add another row to tell us about this.
- 1.57. You can explain how you have calculated the specific gravity and the dry and wet tonnes in the dredge details section.
- 1.58. You also need to tell us the source site of the material here. You should be able to select one of the sites you added earlier. This can be a site which you added only to be a source site or a site at which you have added or will add a dredging activity.
- 1.59. If you did not add the source site, you will need to go back and do so. See paragraphs 1.44 to 1.47 for details on how to do this.
- 1.60. Before material can be licensed for disposal to sea, it will usually need to be analysed. You will need to provide details of this here. You will also need to tell us how you have considered this activity in line with the waste hierarchy.
- 1.61. If the site you have entered would be a new disposal site, you will need to have characterised this site.
- 1.62. If you have any difficulties with completing this section please contact us by email at marine.consents@marinemanagement.org.uk.

Alternative use of dredged material

- 1.63. For this activity type, you must tell us the material details. You need to tell us the dates that you wish to use the material, the type of material, the specific gravity of the material and the amount to be deposited in both dry and wet tonnes.
- 1.64. If you wish to use material during more than one time period or if there is more than one type of material, you can add another row to tell us about this.
- 1.65. You can explain how you have calculated the specific gravity and the dry and wet tonnes in the dredge details section.
- 1.66. Before dredged material can be licensed for use, it will usually need to be analysed. You will need to provide details of this here.
- 1.67. If you have any difficulties with completing this section please contact us by email at marine.consents@marinemanagement.org.uk.

Disposal of fish waste

- 1.68. For this activity type, you must tell us the material details. You will need to tell us the dates that you wish to dispose of the material, the species and the origin of the material. You must also tell us the amount to be deposited in kilograms.
- 1.69. If you wish to dispose of material during more than one time period or if there is more than one type of material, you can add another row to tell us about this.
- 1.70. You will also need to tell us how you have considered this activity in line with the waste hierarchy.

Use of tracers

- 1.71. For this activity type, you must tell us the tracer material details. You will need to tell us the dates that you wish to use the tracer, any distinguishing features of the tracer and the intended tidal states during use. You must also tell us the amount to be deposited in kilograms.
- 1.72. If you wish to use tracers during more than one time period or if there is more than one type of tracer material, you can add another row to tell us about this.

Explosive substances or articles

- 1.73. For this activity type, you must tell us the explosive material details. You will need to tell us the dates that you wish to use the explosives and provide a description of the explosives. You must also tell us the amount to be deposited in kilograms.

- 1.74. If you wish to use explosives during more than one time period or if there is more than one type of explosive material, you can add another row to tell us about this.

Navigational dredging (capital)

- 1.75. For this activity type, you must tell us the material details. You need to tell us the dates that you wish to dredge the material, the method of dredging, the type of material, the specific gravity of the material, the existing and proposed depths below chart datum and the amount to be dredged in cubic metres.
- 1.76. If you wish to dredge material during more than one time period or if there is more than one method of dredging or type of material, you can add another row to tell us about this.
- 1.77. You can explain how you have calculated the specific gravity in the sample analysis section.
- 1.78. You also need to tell us the destination of the material here. If you are proposing to dispose of this to sea, you may also seek authorisation for this in this application by adding another activity.
- 1.79. If you have any difficulties with completing this section please contact us by email at marine.consents@marinemanagement.org.uk.

Navigational dredging (maintenance)

- 1.80. For this activity type, you must provide some background information on the dredging history at the site. Please provide as much information as possible. You can add more information in the additional supporting information section.
- 1.81. You must also tell us the material details. You need to tell us the dates that you wish to dredge the material, the method of dredging, the type of material, the specific gravity of the material, the existing and proposed depths below chart datum and the amount to be dredged in cubic metres.
- 1.82. If you wish to dredge material during more than one time period or if there is more than one method of dredging or type of material, you can add another row to tell us about this.
- 1.83. You can explain how you have calculated the specific gravity in the sample analysis section.
- 1.84. You also need to tell us the destination of the material here. If you are proposing to dispose of this to sea, you may also seek authorisation for this in this application by adding another activity.
- 1.85. You must also tell us if there is a maintenance dredge protocol in place for this area and whether you have agreement from Natural England that the dredging could be considered under the accelerated licensing process.

- 1.86. If you have any difficulties with completing this section please contact us by email at marine.consents@marinemanagement.org.uk.

Aggregate dredging

- 1.87. For this activity type, you must tell us the material details. You need to tell us the dates that you wish to dredge the material, the maximum that the sea bed would be lowered and the amount of material that would be extracted.
- 1.88. If you wish to dredge material during more than one time period or to different depths, you can add another row to tell us about this.
- 1.89. You must also tell us if this activity would take place in a regional environmental assessment study area and whether your coastal impact study forms part of your environmental statement.
- 1.90. If you have any difficulties with completing this section please contact us by email at marine.consents@marinemanagement.org.uk.

Wrecks and other archaeological remains

- 1.91. For this activity type, you must provide information about the remains and what exactly you intend to remove.
- 1.92. You should provide evidence to support the information you provide about the remains.

Reef creation

- 1.93. For this activity type, you must tell us what use is intended to be made of the reef. You must also provide details of the vessel. This should include the type and history of the vessel, the materials contained within the vessel, what has been done to make the vessel suitable for reef creation, ownership of the vessel and any other relevant information.

Licence conditions screen

- 1.94. On the licence conditions screen you can propose conditions to be added to the licence. Any suggested conditions will be considered as part of the application process and may be added to the licence. However, proposed conditions may also be edited or removed and other conditions may be applied in addition to or in place of any conditions you propose.
- 1.95. Conditions can be proposed for one or more sites and for one or more activities.

Case contacts screen

- 1.96. On this screen you can add contacts and give them permissions. If you are completing the application form on behalf of someone else you may wish to add that person or yourself here. Alternatively, you may add colleagues or other agents.

Validation error summary screen

- 1.97. On this screen you can see areas of the application form that still need to be completed or that have not been fully answered. You will need to complete all these areas before submitting your application.

Submit application

- 1.98. Once you have fully completed your application you will be able to submit your application here. We will then review your application and will be in contact with you as soon as possible.

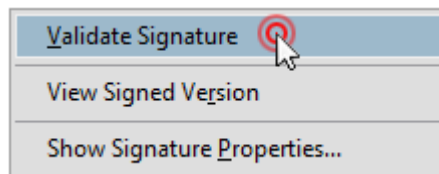
2. How to validate a signature on a digitally signed document

- 2.1. Any licenses or letters issued via MCMS will be digitally signed. The **first one** you receive will probably have the following image where you would normally expect to see a signature:

Validity unknown

Digitally signed by Marine Licensing
Date: 2011.05.31 10:49:39 BST
Reason: On behalf of the Secretary of State
Location: Marine Management
Organisation

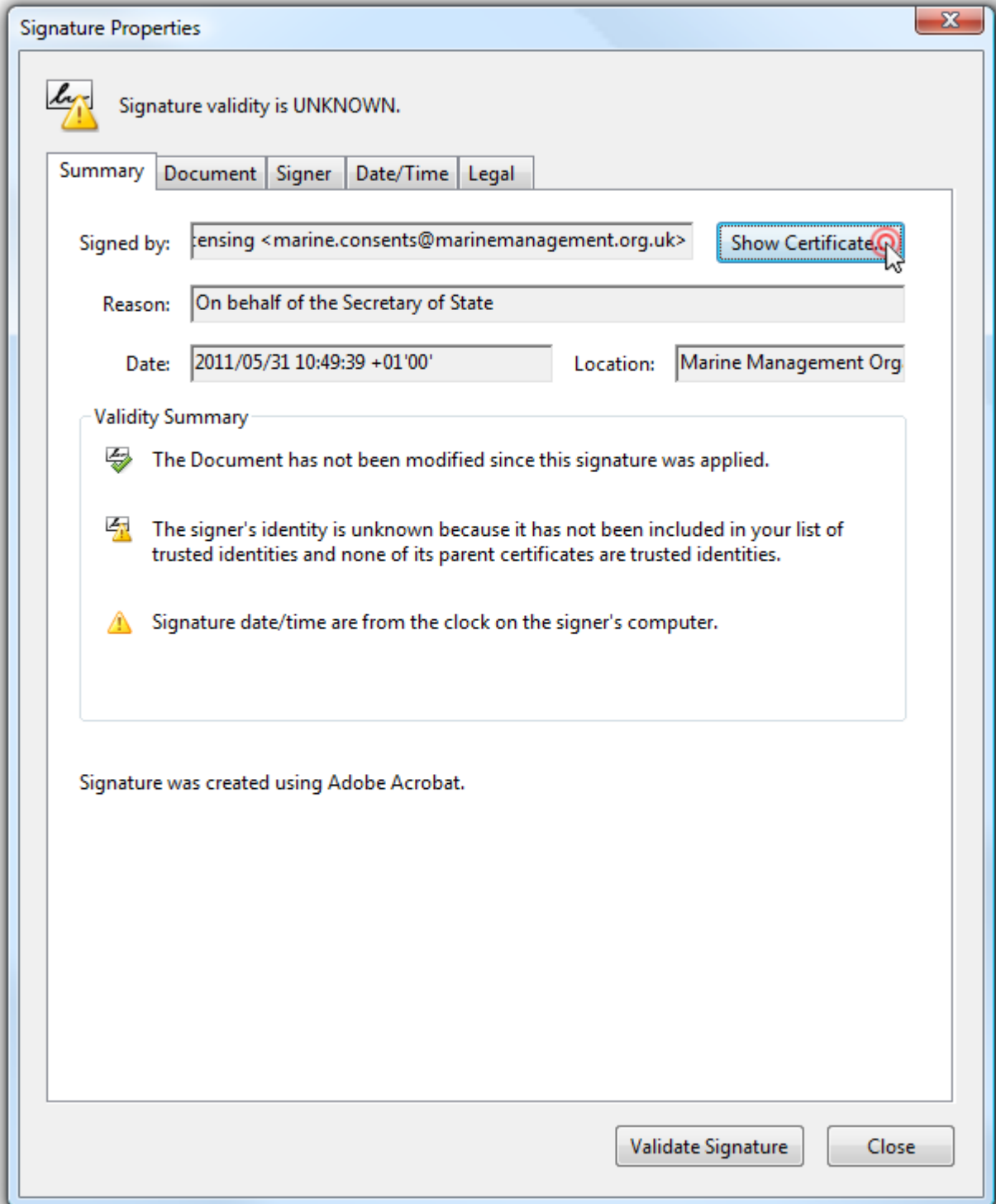
- 2.2. In order to validate the signature, you should **press the right hand mouse button whilst you are hovering over the image** and select the 'Validate signature' option.



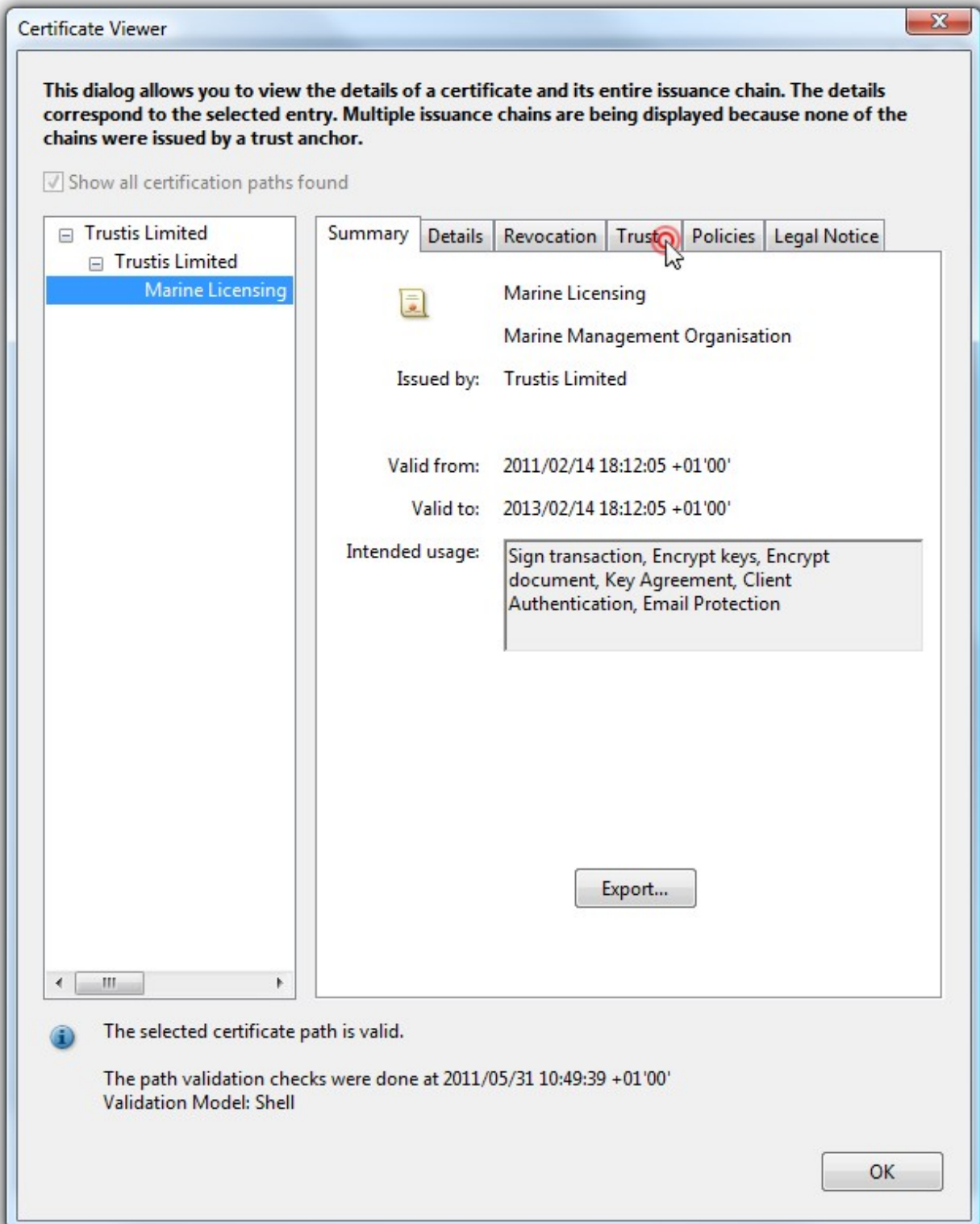
- 2.3. Click on the 'Signature Properties' button.



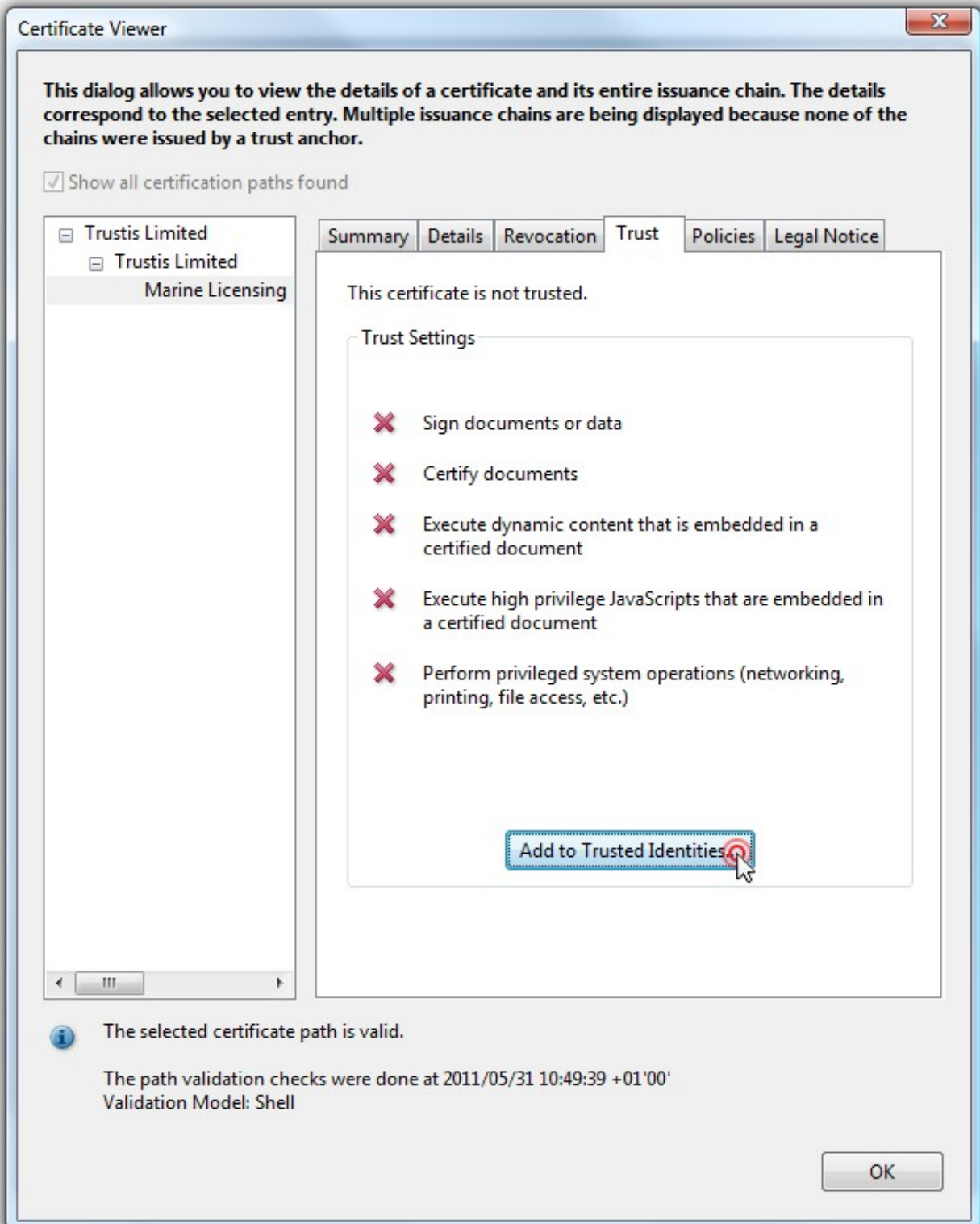
2.4. Click on 'Show Certificate'.



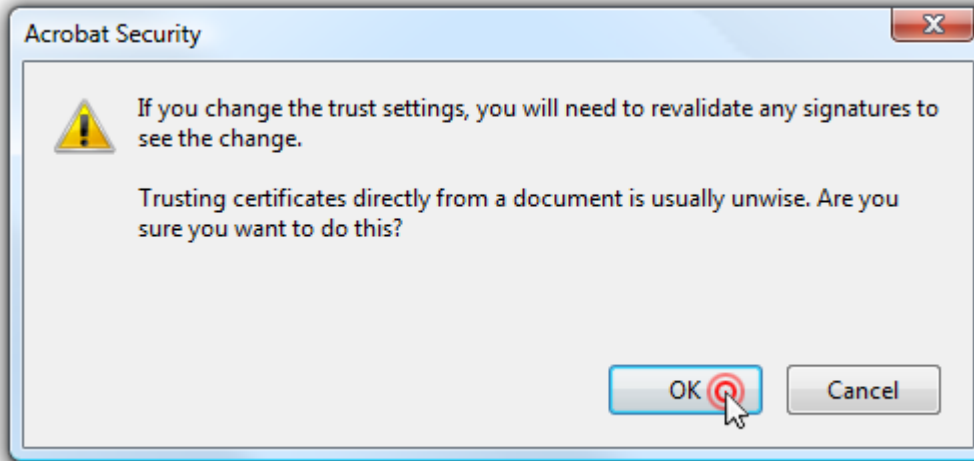
2.5. Then click on the 'Trust' tab.



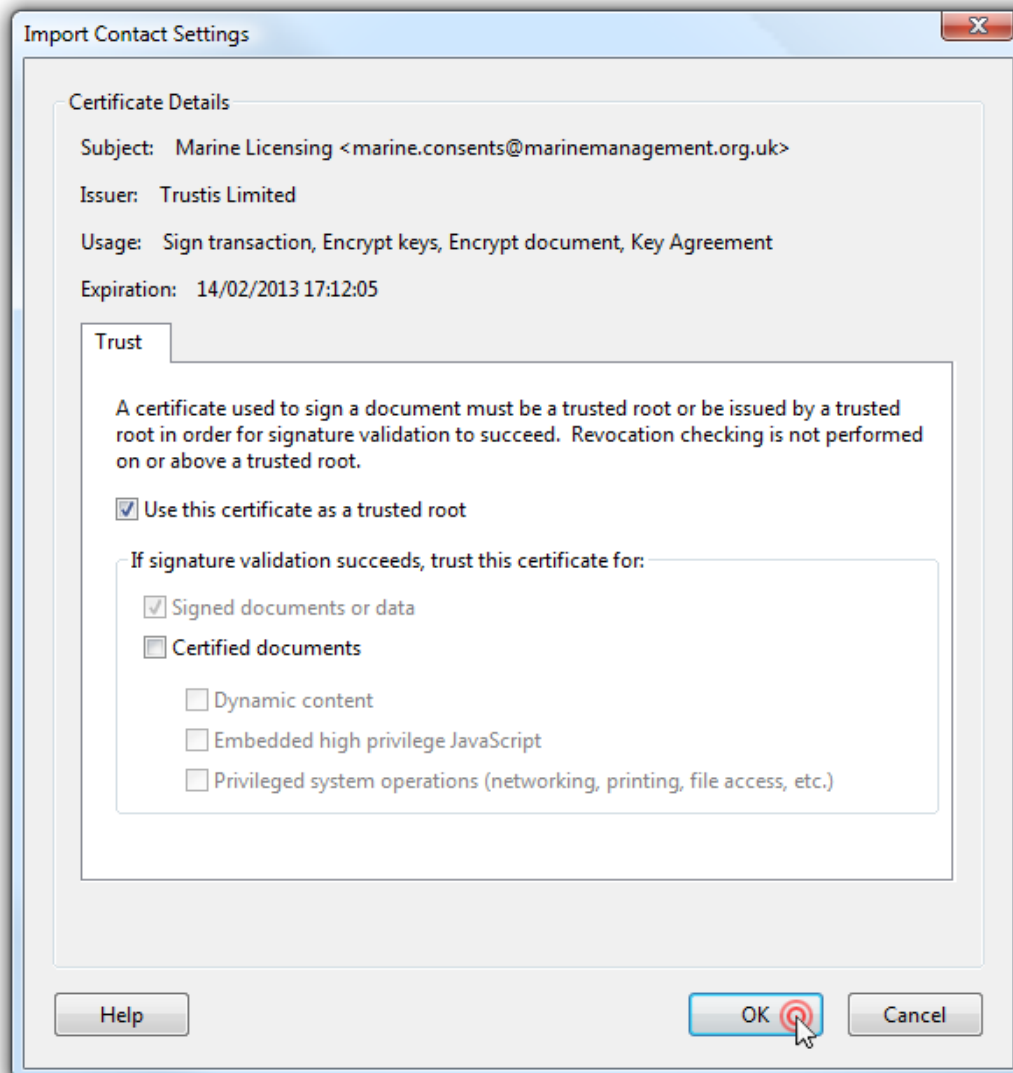
2.6. Next click the 'Add to Trusted Identities...' button.

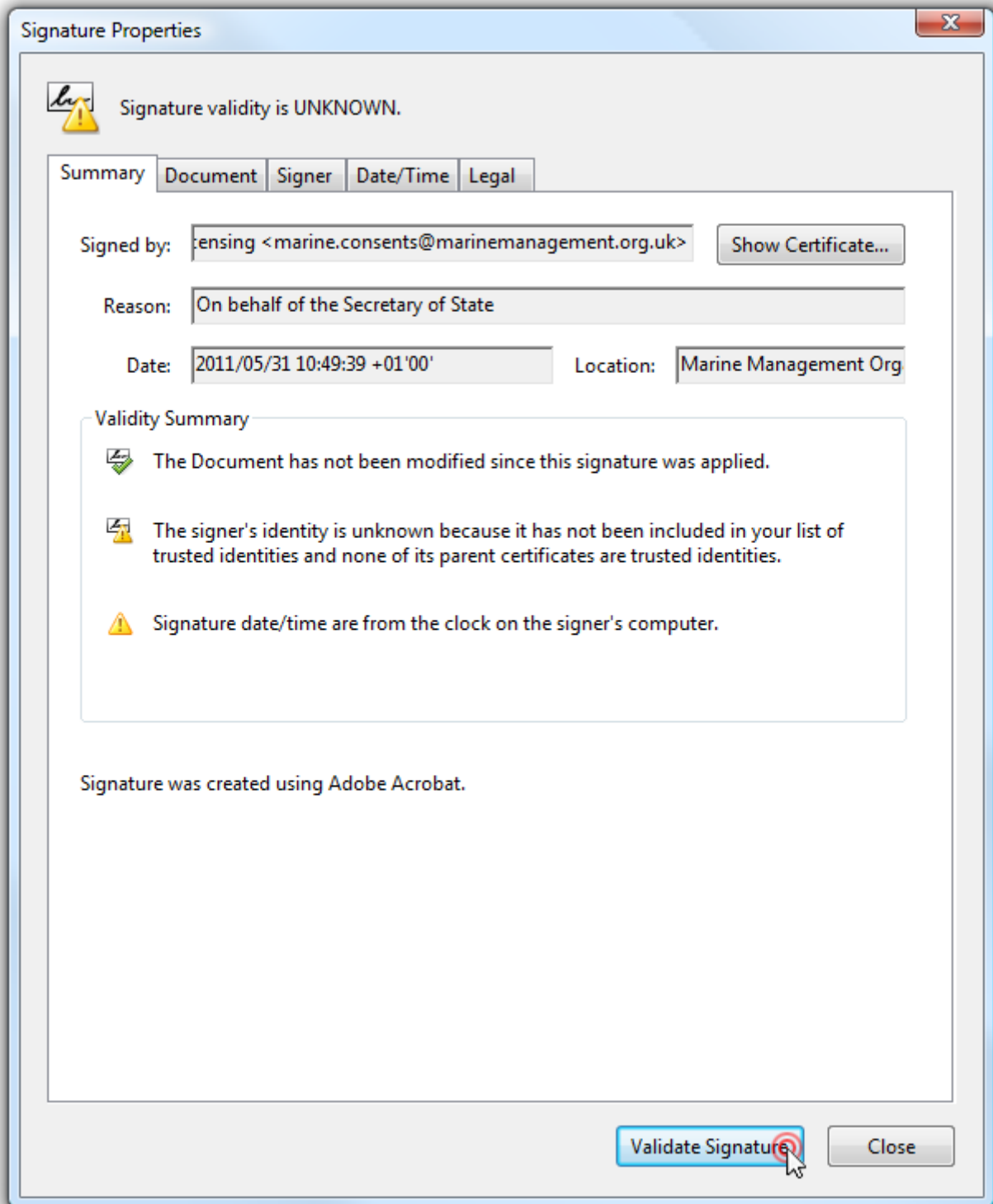


2.7. Click the **OK** button on this dialog.



2.8. Click **OK** again on this window, then you will be back at the **'Trust Settings'** screen where you should click **OK** again.





- 2.9. Once you have done that, click on '**Validate Signature**' and then click on '**Close**'.

- 2.10. When you look again at your PDF document, you should see the following image where you would normally expect to see a signature:

Signature valid

Digitally signed by Marine Licensing
Date: 2011.05.31 10:49:59 BST
Reason: On behalf of the Secretary of State
Location: Marine Management
Organisation

