

Lancaster City Council

# Promenade Permits

## APPLICATION PACK (E)

Shellfish Collection

Buyers/Gangmaster Application Pack

### PACK INCLUDES:

How to apply for your permit

Code of Conduct

Application Form

Data Protection Notes

**Please return the Application Form ONLY.**  
**All other information is for your own records.**

# How to apply for your permit

To gain vehicular access to Morecambe's waterfront (i.e. when launching a vessel) a permit is required. This is obtainable from Lancaster City Council. You can apply for a permit in the following way:



## BY POST

Please return applications with the required documentation to:

**Promenade Permits, White Lund Depot, White Lund Road, Morecambe, LA3 3DT.**



## BY EMAIL\*

You can email your completed application to: **PublicRealm@lancaster.gov.uk**

**\*Please note applications sent via email will need to contain a signature or it will not be accepted**



## IN PERSON

Completed applications can be dropped off at:

**Morecambe or Lancaster Town Hall, Monday – Friday, 09:00 – 17:00**

# Ways to pay...

**Where there is a charge for the required permit, we can accept payment in the following ways:**

## BY CHEQUE

Please make cheques payable to Lancaster City Council and enclose them with your application.

## BY CREDIT or DEBIT CARD

Permits can also be paid for by credit or debit card by phoning **01524 582493**, or if you would prefer to pay in person, you can do by calling in at Morecambe or Lancaster Town Hall with your completed documents.

# Annual Charges

NB: Charges may change without prior notice.

<b>Launching Permit</b>	Powered or non-powered craft	<b>£24.00</b>
<b>Disabled Angler Permit</b>	For use on Stone Jetty	<b>£24.00</b>
	For use on Grosvenor Breakwater	<b>£12.00</b>
<b>Mooring Application</b>	All vessels	<b>NO CHARGE</b>
<b>Stone Jetty Commercial Access</b>	All commercial vessels	<b>NO CHARGE</b>
<b>Quad Bike Slipway Permit</b>	Commercial fishing <b>ONLY</b>	<b>£79.00</b>
<b>Shellfish Storage Bond</b>		<b>£281.00</b>
<b>Datetag</b>	Powered craft <b>ONLY</b>	<b>£63.00</b>

# Code of Conduct

Permit holders must agree and abide by the following when accessing Morecambe Promenade and its waterfront.

## Important information for permit holders:

### General Information

In order to accommodate commercial fishing activities Lancaster City Council ("the Council") need to take into consideration public access and visitors to the resort, particularly during peak periods in order to keep disruption to the visiting public to an absolute minimum.

It is important when commercial activities are taking place that risk to the public and visitors is mitigated and suitable control measures are adhered to at all times. As such, it is important that permit holders adhere to the conditions listed within this application. Any infringements of the above terms and conditions may result in immediate permit withdrawal.

For the 2019 Season, the access slipway allocated for commercial shellfish collection will be located at The Battery. It is the responsibility of the Buyer/Gangmaster to present the City Council with a comprehensive site risk assessment and method statement before permission to use City Council land will be granted. The safety measures highlighted must be implemented prior to work starting and at all times the following conditions must be adhered to:

### Gangmasters Must Ensure

- That a slipway for access is allocated by Lancaster City Council
- That a comprehensive safety plan is provided to the Lancaster City Council taking into consideration access points, vehicle movement, public access and control measures to mitigate any risk posed to the public and employees connected to the operation.
- Public, employee and vehicle insurance is provided to cover the operation.
- Quad bike operators are supervised at all times and that safe working practices and conditions of the permit are adhered to.
- The Council is provided with a list of names of those working for them so that checks can be carried out to ensure that each person holds a quad bike permit (where appropriate). The Council need to be informed immediately of any changes or additions for the duration of the operation.

### The Battery

- There will be a limited number of permits available for fishermen who wish to operate from The Battery.
- Adequate measures should be place, restricting public access to the work area to ensure vehicles and members of the public are kept separate to a standard approved by the Council's health and safety officers.
- Directional signage for the public is required to be in place at least 7 days prior to access being granted.
- Any further recommendations raised by the Council should be implemented with immediate effect.
- Storage will be permitted on site within the compound and shellfish should be removed at the end of each operating day.

### Additional Information

- Clearance must be officially authorised for individuals wishing to access with articulated vehicles for collection purposes.
- A maximum speed limit of 10mph is adhered to whilst operating on Council land.
- Access will not be permitted on Saturdays, Sundays and bank holidays.
- Access will only be permitted during daylight hours.
- All litter and debris must be removed from site, failure to do so will result in permit being withdrawn. Areas will be inspected on a daily basis.
- A bond will be required from the Gangmasters to ensure the site is left in a satisfactory condition, and inspections will be carried out each day. Failure to keep the site clean may result in the permit being withdrawn and deductions being made from the bond.
- The Council reserves the right to make any reasonable changes it sees necessary highlighted through monitoring arrangements that are in place.
- Inappropriate behaviour on the promenade or beach area may result in your permit being revoked.
- Any infringements of the above terms and conditions may result in immediate permit withdrawal.

**In the event of an emergency, dial  999 and ask for the coastguard**

## General Information:

It is necessary for each fisherman to complete their own application (application form D) which can be found on the Council website. This is obtainable from the Council on completing and returning this application form to:

Promenade Permits, White Lund Depot, White Lund Road, Morecambe, LA3 3DT.

**NB:** Each permit is valid for 3 months from the date of issue.

## Items to be attached on submitting this form:

To enable us to process your application, it is essential we have the following items:

- **2x Passport sized photographs of applicant** (45mm-35mm)
- **Photocopy of Gangmasters certificate**
- **Payment Of Bond**
- **Vehicle Insurance** (covered for the collection of shellfish)
- **Business insurance which includes cover for employees and public liability**
- **Risk Assessment and safety plan**

## Bond

To cover any damages is **£281.00**.

## Important Notes

- When received, the permit should be kept on your person (in the case of tractors in the front windscreen) and shown should you be asked by a Council representative. Failure to do so may result in your access being withdrawn.

This form can be used to **apply** for, or **renew** your Buyer's/Gangmaster's permit. The permit is strictly **non-transferrable**.

Please use **BLOCK CAPITALS** when completing this form.  
Use **BLACK INK** only

**DATE OF APPLICATION:**

D	D	M	M	Y	Y	Y	Y
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**Designated Slipway:**

The Battery



**1. Buyer's details**

(a) Surname

(b) Forename

(c) Phone number

(d) Postal address

(e) Postcode

(c) Email Address

**2. Tractor/Forklift Driver's details**

(a) Surname

(b) Forename

(c) Phone number

(d) Postal address

(e) Postcode

(c) Email Address

**3. Details of tractor/forklift**

(a) Vehicle registration number

(b) Colour

(c) Manufacturer

(d) Model

**4. Slipway required**

**The Battery**

**5. Declaration**

(a) By completing this application, you agree with the following statements:

I am applying for a buyers/Gangmaster permit.

I have read and agree to abide with the code of conduct.

I certify that to the best of my knowledge, the above particulars are true.

The permit is for the use of the stated vehicle and will not be transferred.

(b) Signed

(c) Date

D	D	M	M	Y	Y	Y	Y
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(d) Print name

## 6. Declaration of Insurance(s)

<p>(a) By signing (i), you agree with the conditions regarding the operation of your vehicle on Council land and certify you hold valid insurance.</p>	<p>i) I hereby apply for permission to drive on the Promenade in accordance with the attached conditions and agree to fully observe these at all times and to be fully bound thereby.</p> <p>ii) My vehicle is insured for use on the Promenade and land owned by the Council.</p> <p>iii) Indemnify the council of any damages or personal claims that may arise as a result of access.</p>									
<p>(c) Signed</p>		<p>(d) Date</p>	D	D	M	M	Y	Y	Y	Y
<p>(e) Print name</p>										

Please send your completed application and all required documentation to:

**Promenade Permits, White Lund Depot, White Lund Road, Morecambe, LA3 3DT.**

Any queries in relation to promenade permits should be sent to: [PublicRealm@lancaster.gov.uk](mailto:PublicRealm@lancaster.gov.uk)

# Data Protection

## **Fraud:**

It is an offence for any person knowingly to give false information for the purpose of obtaining a Promenade Permit. The Council may prosecute anyone who commits permit fraud. Conviction may result in heavy penalties.

## **Data Protection:**

The purpose of collecting all personal details listed in the previous form is for the Council to process your application for a Promenade Permit. The Council will store the details securely, confidentially within its 'Community Engagement – Wellbeing' team. Access to the information will be on a strictly need to know basis. This authority is under a duty to protect the public funds of its administrators, and to this end may also use the information you have provided on this form for the prevention and detection of fraud.

## **Data Protection Act 1998:**

The Data Protection Act 1998 is based on eight data protection principles that apply to the processing of all personal data including storing, retrieving, using and the disclosure of information.

To view Lancaster City Council's Data Protection policy, please go to:  
[www.lancaster.gov.uk](http://www.lancaster.gov.uk)

# Equal Opportunities

## **Equal Opportunities:**

It is the policy of the Council to provide equal opportunities in the fields of issuing promenade permits irrespective of the race, colour, nationality or ethnic national origins, religion, sex, sexuality, marital status, age, social background or the disability of applicants.

More information on Equal Opportunities can be found at [www.lancaster.gov.uk](http://www.lancaster.gov.uk)