



Territorial Moorings

Checklist for Submission of Applications

1. **Please submit two copies of the completed application, the map and all supporting documents.**

2. Check that all questions have been answered.

3. **Check question 1** - Name of applicant must state the name of the person as well as a company name, if a company is applying. A company name alone will not be accepted.

4. If the applicant is:

A Company, then, check that the following documents are attached:

- a. Certificate of Incorporation
- b. Certificate of Good Standing
- c. List of members of Incumbency
- d. Memorandum and Articles of Association

Or

- e. Certificate of Incumbency
- f. Memorandum and Articles of Association

An Individual, then, check that the following documents are attached:

- a. Land Register Certificate (if landowner where mooring(s) will be installed)

Or

- b. Land Register Certificate of landowner
- c. Notarized letter of consent from landowners for applicant to install moorings

5. **Check question 3** – Has a copy of a notarized ID been provided, eg. the applicant’s birth certificate, passport page or Belonger’s card? (If a notarized copy of a birth certificate has been provided, a photo ID is also needed).

6. **Check question 5** - Is the Block and parcel listed if the applicant owns property in the area?

7. **Check question 5** - If the applicant does not own property in the direct area they must state what their interest in applying for a mooring is, eg. Why do you want to have a mooring in this location if you are not a landowner?

8. **Check question 7** – If the applicant already has approved mooring buoys in place, has the annual fee been paid up to date? Please provide a copy of the most recent receipt.
9. **Check question 9** - Is a map attached? Coordinates must be accurately plotted by the Survey Department using the coordinates requested in question 14. The **proposed mooring installer should provide the coordinates** and these should take into consideration the swing circle of each mooring and its proximity to other moorings. When requesting the map at Survey Department, state it is for a Territorial Mooring application. **Google earth, aerial photographs and hand drawn maps are not acceptable.**
10. **Note question 11** – If applying for commercial moorings a valid Trade license must be submitted if Cabinet approval is granted and the application is successful, **not** at this application stage. However it must be acquired before the moorings can be installed.
11. **Check question 12** – Has the type of mooring system be stated? **Concrete blocks, anchors etc. will not be accepted.** If 'Other' has been selected is there a detailed description on a separate sheet of what the 'other' proposed mooring system is? Is the mooring installer named?
12. **Check question 14** – have the mooring coordinates been listed?

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Checked by: