

FOR V.R.O.M.I. USE ONLY	
Admin. No.	Date

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Ministerie van Volkshuisvesting, Ruimtelijke Ordening, Milieu en Infrastructuur.
Ministry of Public Housing, Spatial Planning, Environment and Infrastructure.

CIVIL WORKS APPLICATION FORM

Request for obtaining a **Civil Works Permit** for profound works is in accordance with article 28a of the "LANDSVERORDENING Ruimtelijke Ontwikkelingsplanning (Lrop)"/The National Ordinance on Spatial Development Planning.

1 Applicant Information (Authorized person)

1a Name (Last, First) : ☐ Mr. ☐ Ms. ☐ Mrs.

(Last, First) :

1b Company name :

☐ N.V. ☐ B.V. ☐ Foundation ☐ Other, Please specify.....

1c Local Address :

:

1d Crib Number :

1e Telephone :

1f E-mail :

1g Is the Contact person the same as above: ☐ No, if not fill out **1h.** ☐ Yes, continue to **part 2**

1h Other Contact info : (print name)

Telephone : E-Mail:

2 Permit Information (General information)

2a What is the Civil Works Permit request for?*

- ☐ The excavation, raising, leveling or explosion of land;
- ☐ The construction of roads and other pavements;
- ☐ Works and projects that impact the water management and the ground water level;
- ☐ The felling and clear cutting of trees or other cultivation;
- ☐ The demolition of structures;
- ☐ The filling and/or dredging of water.

* Please note that for each activity a separate civil works permit is required.

3 Location of the activity

3a Address :.....

3b Meetbrief (certificate of admeasurement):.....

And/or

GPS Coordinates :.....

2c Are you the owner of the location or property in question?

☐ Yes

☐ No*

**If not please provide authorization documentation to conduct the intended activities on the Land owners behalf.*

4 Information & Location of land use*

**Applicable for:*

Dredge and fill projects;

Excavation or demolition projects whereby debris will be deposited in another location;

4a Location of parcel where (dredged) spoils or debris will be stored:

Address/ description :.....

Meetbrief (certificate of admeasurement):

And/or

GPS Coordinates :.....

4b Are you the owner of the above mentioned location or property in question?

☐ Yes

☐ No*

**If not, provide authorization documentation to utilize the property for this purpose.*

**Please also provide proof of Ownership, Long Lease or Rental agreement.*

5 Description of the work

5a Name of Project :.....

5b Background information and description of the activities to be carried out (this may be a separate document attached to this form).

☐ I will include an attachment.

If the work is carried out in phases, please give a description of each phase:

.....
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.....
.....

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.....

5c What is the estimated project cost? :NAf.....
5d What is the estimated duration of the project? :Start(dd/mm/yyyy)
:End(dd/mm/yyyy)

5e Contractor (Print Business Name) :

5f Contact Person + Phone number :

5g Is there a monument located in the area? : Yes / No / Not Aware
Describe the monument:.....
.....
.....
.....
.....

6 Attach four (4) clear pictures of the location where the work/activity will take place (if it is a demolition project, attach four (4) pictures of the structure to be demolished)

7 Attach an equipment list of machinery used for civil works purposes

8 Additional information needed per activity.
Please check which point is applicable for you and make sure you check off all required documents needed.

Please note that:
- All measures pertaining to elevation must be given in SMP (the height above sea level in meters)
- All drawings must be on a scale ranging between 1:100 – 1:1000

1 For the excavation, raising, leveling or explosion of land:

Provide an existing and proposed site plan of the area (the current grade elevation should be indicated on the plan)
Current grade elevation (in m):.....

Depth of the excavation (in m):

Current slope (range) of the land (in degrees):.....

Estimated elevation of the land after excavation, raising, leveling or explosion (in m):.....

Will measures be taken into account to prevent erosion? Please describe these measures:

.....
.....
.....
.....

2 For the construction of roads and other pavements:

- Provide an existing and proposed road construction drawing with clear measurements of the width, length and slope of the road.
- Provide a situation drawing indicating how the road will be connected to a main road*
- Provide a construction drawing of how the proposed drainage system will be connected to the existing drainage system.

What measures will be taken into account to prevent erosion? Please describe these measures:

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**Note that access to lots must as much as possible be provided via an indirect connection to the main road.*

3 For works and projects that impact the water management and the ground water level:

- Provide a situation drawing indicating the size of the project area, the current grade elevation, the exact depth of the excavation and the slope of the land.
- If the work regards construction of a drainage channel or gutter, provide the location, type and dimensions of existing and proposed channels, gutters and similar facilities for discharging (rain) water from the area and the connection to/discharge on adjacent parcels and/or infrastructure.
- If available, provide a site plan with arrows that indicate the water's direction of flow (the natural drainage) before and after development.

4 For the felling and clear cutting of trees or other cultivation:

Size of the area where trees will be felled (in m²):.....

Slope range of the land (in degrees):.....

- If the works does not consist of clear cutting, but removal of a certain amount of trees, specify the amount, the stem diameter and the tree species that will be removed:

Tree species:	Approx. amount:	Stem diameter:
.....		
.....		
.....		
.....		
.....		
.....		

If available, attach an Environmental Impact Assessment (EIA) or Rapid Assessment Report of the area.

5 For the demolition of structures:

- Provide a site plan

Building height (in m):

Building footprint (surface) in m2:.....

Construction material:.....

6 For the filling and/or dredging of water:

- Provide a report of (visual) inspection and approval from the Maritime Inspection department (Ministry of TEATT) regarding the area where dredging and/or filling will take place, meaning the Maritime
- Inspection department should approve both the area to be dredged and the area to be filled.

Please note:

If dredged spoils will be reintroduced into the water (the sea), the spoils need to be tested on sufficient quality for reintroduction to the water. This may be part of an Environmental assessment report (EIA) or a Rapid Assessment report. The Maritime Inspection must approve of this as well.

If dredged spoils will be deposited on land, the department of Infrastructure Management at VROMI will carry out a site inspection on the location where the dredged spoils will be deposited.

6a For dredging:

- Provide a map with coordinates of the location where dredging will take place.
- If construction will take place in the dredged area, provide a site and a construction plan including all measurements of the proposed construction (jetty, marina, breakwater etc.)

Describe the dredged material (sand, clay, etc.):.....

Current depth of the area (in m):.....

To what depth will the area be dredged (in m):

(approx.) Amount of sand/material that will be dredged in each area (in m3):.....

6b For filling:

- Provide a map with coordinates of the location where filling will take place.
- Provide a site plan of area to be filled.
- Size of the to be filled location (in m2) (if multiple locations will be used, indicate the size of each location):.....
- Amount of dredged material that will be deposited in each area (in m3):.....

- Applicable for the filling of water: Has the dredged spoil or filling material been tested on quality for it to be reintroduced into the water?: yes / no *

** - If yes, please provide an assessment report proving the sufficient quality of the dredged spoils/filling material. This may be part of the abovementioned EIA or Rapid assessment report.
- If no, the dredged spoils/filling material need to be tested first. This may be part of the EIA or Rapid assessment report.*

Please make sure all questions in this application form are filled in and the necessary documents pertaining to the activity/civil work are attached.

To avoid unnecessary delays, please verify that all necessary documentation is provided:

Document(s)	Number of copies required	Check
This application form and supporting documents per activity being requested	2	
Attachments in relation to section 5, 6 and 7	1	
NAf 15,- in Government stamps	1	
Crib number, up to date Chamber of Commerce excerpts and Business License(s) of the company applying for the Civil Works permit	2	
Up to date Chamber of Commerce excerpts and Business License(s) of the contractor company	2	
Insurance documents which include: sufficient Accident and Liability coverage for scope and duration of the civil works	2	
An equipment list of machinery used for civil works purposes	1	
Four (4) clear pictures of the location where the work/activity will take place	1	
Receipt of paid fees:		
- For processing of the permit: Naf 150,-	1	
- For the permit: NAf 150,-	1	

Incomplete applications will not be processed and will be returned for completion.

Date :(dd/mm/yyyy)

Signature (and stamp) of Applicant :

