



Territorial Moorings

Checklist for Submission of Applications

1. Check that all questions have been answered.
2. **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.
3. If a company is applying, 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
4. **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).
5. **Check question 5** - Is the Block and parcel listed if the applicant owns property in the area?
6. **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?
7. **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.
8. **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.**

9. **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.
10. **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?
11. **Check question 14** – have the mooring coordinates been listed?

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Checked by: