

# Third Party Proposal for Equipment/Activity on Trinity House Property (Subject to Contract)

The following information must be provided in full prior to the drawing up of any Licence Agreement. Please complete to the best of your ability, however it is accepted that not all information will be available on initial enquiry. The following is therefore intended as a dynamic proposal form/checklist.

## Section 1: About your organisation

Name & address of organisations wishing to enter into Licence Agreement (must be a legally constituted body):

Nature of organisation (eg private company/charity/public body):

Charity Number / registered business number:

Proposed activity/works:

## Section 2: The proposal

Trinity House Site:

Access requirements (eg monthly, quarterly, yearly): Include details of vehicular access & parking

Equipment (full spec inc dimensions/colour/frequency) and preferred position of equipment (as shown in drawing/aerial photo to be attached):

Do you require Trinity House to install or connect any part of the equipment? Is it to be freestanding or secured to the structure? If so, please describe means of fixing:

Electricity requirement (means of connection) and predicted consumption:

Internet connection required? (note, most TH sites do not have broadband) please delete as appropriate:

Yes/No

Required start date? (minimum 6 weeks notice needed)

Length of term (minimum 6 months)\*

\*Please note that there is a minimum fee of £3000 applied to all Third Party proposals.

Any other requirements or terms of agreement:

[Section 3: Required Permissions](#)

Planning Permission/Listed Building Consent: Does installation require planning permission or listed building consent (if not, explain)

Designated Habitats: Is the site in a SSSI? Is there potential to impact the designated features?

[Section 4: Compliance](#)

Please attach copy of your Public Liability Insurance.  
Please attach copy of your Risk and Method statement.

[Section 5: Additional information](#)

Supplementary information if required:

[Section 6: Contact details](#)

To the best of my knowledge and belief the information I have given in this form and any attachments is complete and correct.

Name:

Position:

Phone number:

Email address:

Correspondence address:

Date of Application:

Please email completed forms to [emma.mealing@trinityhouse.co.uk](mailto:emma.mealing@trinityhouse.co.uk)

# Third Party Proposal for Equipment/Activity

## Fee Schedule 2026-2027

The following information is provided for a Third Party Licence Agreement for Equipment/Activity on Trinity House property. Please note these are fees for 2026-2027. All fees (excepting electricity fee) to be uplifted annually in our fee sheet in line with CPI on 1 April. In respect to ongoing agreements, it shall be uplifted annually on the anniversary of the term commencement. In both cases, the relevant months to be used in the CPI calculation shall be the most recent month for which CPI data is published prior to the review date and the month 12 months prior to that.

### Commercial (private companies/profit-making enterprises)

Set-up fee:	£538 (to include access for installation but not installation, internal consultation, internal drawing up and execution of agreement)
Licence Fee:	£6452pa If licence term 1 year or more £644pcm If licence term less than 1 year
Accompanied Site Access Fee:	£53.50p/h (Generally all site visits will need to be accompanied) (or other ad hoc on-site TH staff requirement)
Electricity Fee:	TBC + VAT Based on Ofcom Energy Price Cap at time of agreement (at time of writing 27.69 pence per kWh)

### Commercial Discounted (public sector/charities/not for profit sector)

Set-up fee:	£538 (to include internal consultation, internal drawing up and execution of agreement)
Licence Fee:	£22150pa If licence term 1 year or more £215pcm If licence term less than 1 year
Accompanied Site Access Fee:	£53.50p/h to include access for installation (Generally all site visits will need to be accompanied) (or other ad hoc on-site TH staff requirement)
Electricity Fee:	TBC + VAT Based on Ofcom Energy Price Cap at time of agreement (at time of writing 27.69 pence per kWh)

### Non-Commercial (where it is inappropriate to seek a commercial return)

Set-up fee:	£537 (to include access for installation but not installation, internal consultation, internal drawing up and execution of agreement)
Licence Fee:	£644pa If licence term 1 year or more £53.50pcm If licence term less than 1 year
Accompanied Site Access Fee:	£53.50p/h (Generally all site visits will need to be accompanied) (or other ad hoc on-site TH staff requirement)
Electricity Fee:	TBC + VAT Based on Ofcom Energy Price Cap at time of agreement (at time of writing 27.69 pence per kWh)