

Help Page

User Registration

If your regulating body is DECC or the MMO you will not be required to submit any information within this registry as the Marine Noise Registry has an integrated system with both DECC and the MMOs portals feeding the information directly into the registry.

(Not yet in practice)

Any further questions contact... <<contact>>

You are required to register as a user of the registry on order to submit impulsive noise activity information to the Marine Noise Registry.

To register:

Click 'Start Now' on the Marine Noise Registry title page.

Select 'Register' (next to 'new user?')

Fill in the required information and select 'Save'

You will receive an email confirming registration.

To finalise registration please follow the link within the email.

This will take you back to the log in of the Marine Noise Registry.

User Log On

To log on please use the email address and password you registered with.

Hint: The password will contain at least 1 number and 1 uppercase letter.

Forgotten Password

If you have forgotten your password please follow the link 'reset' located next to 'forgotten password?' on the log on page.

Enter the email you registered with and click 'reset password'

You will receive an email with a new password and a link to the Marine Noise Registry

Select the link and Log on with your email and new password.

This password will continue to be your password unless you choose to change it (see Edit Details).

Organisations

An organisation is the company/operator/developer that will be creating the impulsive noise.

You will not be able to submit any impulsive noise activities until you become a member of an organisation.

If required you are able to become a member of multiple organisations.

When you register as a User (see User Registration) you are not automatically a member of an organisation. You will need to either create a new Organisation (if this is the first time an organisation is attempting to submit impulsive noise activities) or join an already existing organisation (if the organisation has previously submitted activity notifications).

Please check the previously created organisations before creating a new organisation to prevent duplication.

Create a New Organisation

On the Home Page, under the title 'User Actions'

Select 'join/create an organisation'

Select 'Create new organisation' under the heading 'Actions' (on the right of the page)

Fill in the required details for the organisation.

Organisation Contact Name/Email/Phone number can be either an individual person or a department of an organisation. This contact will be used for any email correspondence such as a notification email that a close-out report is due.

Organisation Administrator

When creating a new organisation you will automatically become the administrator for that organisation. An organisation may have more than one administrator.

The responsibilities of an administrator include:

Accepting/ rejecting user membership to the organisation
(more details to come)

Promotion/ demotion of users to and from administrators
(more details to come)

Keeping organisation details up to date (See Edit Organisation Information)

Maintaining user membership is up to date by deleting those no longer affiliated.
(More details to come)

Joining an Organisation

If the organisation you wish to supply information for has previously submitted information into the Marine Noise Registry and you are not a member, you will be required to request membership to that organisation.

On the Home Page, under the title 'User Actions'

Select 'join/create an organisation'

Select from the list of previously created organisations the organisation you wish to become a member of by clicking on the name.

An interim page will appear asking if you would like to join the Organisation selected

Select 'Request membership' button and then 'Finished'

An email will be sent to the administrator of the chosen organisation. The administrator will either accept or reject the request for membership.

You will be informed by email whether your membership has been accepted or rejected.

Organisations you belong to will be shown in a table on the page 'My Details'. Any organisations that appear in the table with '(unverified)' next to the name are awaiting verification by the organisational administrator.

Edit User Information

To change any user information, go to the Home Page, under the title 'User Actions'

Select 'Edit user details'

This will take you to a page showing your current details.

Select 'edit my details' under the heading 'Actions'

Here you can edit your Name, Email Address and Phone Number

To ensure all changes are kept select 'Save' and 'Finished'

Change Current Password

On the Home Page, under the title 'User Actions'

Select 'Change Password'

You will be required to enter your current password and your new password twice to verify.

Note: All Passwords must contain at least one number and one upper case letter.

Edit Organisation Information

Only organisational administrators have the ability to edit organisational information.

Select the organisation you would like to edit from the list of organisations you are an administrator of.

This page will show all the details of the organisation. To edit the details:

From the Home Page, under the heading 'Administrator Actions'

Select 'Administer organisations'

A list of organisations of which you are an adminster will be shown.

Select the organisation you wish to change the details of.

This will bring you to a page with a summary of the organisation.

Select 'Edit organisation details' under the heading Actions

Here you will be able to edit the Name, Contact Name, Contact Email Address and the Contact Phone Number of the organisation.

Edit the details required and to finish select 'Save' then 'Finished'.

The updated details will now be updated and visible within the system.

Proposed Activity

One submission per activity type is required. *(May be subject to change later)*

The submission cannot be saved halfway through.

Create a New Proposed Activity

From the Home Page, under the heading Organisation Actions,

Select 'Create new proposed activity'

The form is the same for each organisation or activity.

Select the organisation that is carrying out the noise activity.

Select the regulator associated with the activity.

The regulating bodies are listed in the table below and the areas of which they cover.

DECC	Oil and Gas Activity
MMO	In/Offshore England and Offshore Northern Ireland and Wales
DoE NI	Inshore Northern Ireland
MS	In/Offshore Scotland
NRW	Inshore Wales

You are asked whether the activity is a voluntary notification. A voluntary notification would be that of an activity such as a geophysical survey that does not require a consent or license prior to the activity occurring.

Enter yes or no

'Earliest start date' refers to the earliest proposed start date the impulsive noise activity could begin. This can be start date that the licence begins.

Enter date in format stated

'Latest end date' is the last day that the impulsive noise activity could happen on, this could also be the last day that the licence covers.

Enter date in format stated

'Duration' is the number of days that the activity is estimated to occur on to the nearest day.

Enter number of days

Activity Type

You will only be required to submit a proposed activity form if the activity involved is listed within the activity types.

Seismic Surveys,
Geophysical surveys,
Piling,
Explosives,
Acoustic Deterrent Devices
Multi beam echo-sounders.

It is a requirement to fill out all fields associated with the activity type, however Acoustic Deterrent Devices and Multi-Beam Echo-sounders subsequent are only encouraged as it is acknowledged that the information for these may not be accessible.

Location entry

There are currently two options for entering a location,

1. In latitude/longitude in decimal degrees, WGS 84
2. In UK Oil and Gas licensing blocks (Quadrant/Block).

There is no requirement to enter the location in both formats (decimal degrees and the Quadrant/Block).

You are only able to input point locations or the oil and gas blocks. *(May be subject to change later)*

Enter the proposed locations individually, selecting 'Add Location' after every entry

The location will appear under the heading 'Locations' below

Remember to include any greater working areas associated.

An unlimited amount of locations can be added.

Deleting a location point

If a point is entered incorrectly it can be deleted using the ' – ' delete button to the right of each of the individual points entered.

You will not be able to delete a point entered once the proposed form has been submitted. The form will need to be cancelled (See cancel a proposed activity) and resubmitted.

Form Submission

Once the form has been completed

Select 'Save'

This will take you to an interim page with a summary of the information submitted. On this page it will show in bold the due date for the Close-out report required by the Marine Noise Registry (See close-out report for more information).

The activity will appear on the proposed activity applications table.

If you wish to cancel the form rather than submitting

Select 'Cancel' found next to the 'Submit' button,

A warning box will appear warning that all information inputted will be lost.

Select OK.

View Proposed Activities

Go to the home page, under the heading 'Organisation actions'

Select 'View Proposed Applications'

By selecting the 'View proposed activities' you can access the proposed activities submitted by yourself and those within the organisation you are a member of.

The table is organised by organisation, start date and activity.

Each submitted application will be assigned an individual identification number (AAN). In order to view a proposed activity submission select the AAN and it will open a summary page of the activity.

Cancel a Proposed Activity

Unfortunately there is not an editing function for submitted proposed activities therefore if there is a mistake the submission will need to be cancelled and resubmitted with the correct information. *(May be subject to change)*

If there has been an amendment to the proposed activity location/dates/activity please cancel the original application and submit an updated version.

To cancel an activity,

Select the AAN associated with the activity in the proposed activity table

Under the heading 'Actions' select the link 'cancel application'

An interim page will be shown whereby you can either continue to cancel the activity or return to the summary page.

Once cancelled the Proposed activity will no longer be included within the proposed activity table.

An email will be sent to the associated regulator to inform of the cancellation of the activity.

Close-Out Reports

A close-out report is a backwards look at the activity of which produces loud impulsive noise. The report involves the input of actual dates the activity occurred on in relation to the actual locations the activity occurred in.

You are required to submit a close out report before the due date calculated within the database and shown in the summary of the proposed activity (See view proposed activities). The due dates are calculated from the latest end date of a proposed activity. The number of weeks given post latest end date is dependent on the associated regulator. See Table Below:

DECC	12 weeks
------	----------

MS	12 weeks
MMO	8 weeks
DoE NI	8 weeks
NRW	8 weeks

Close-Out Report Submission

To submit a Close out report, go to view proposed activities (See view proposed activities).

Select the AAN of the proposed activity you wish to submit a close out form for.

A list of actions are available under the 'Actions' heading on the right of the summary.

Select 'close out application'

This link will take you to the 'close out report' form to fill in.

The first section of the form is a summary of the proposed activity (information previously submitted)

Under the 'Locations and Dates' heading will be a list of the locations carried over that were inputted previously within the proposed activity form.

Date Input

For each of the individual locations entered please enter the corresponding dates that the activity occurred on within those locations.

Select yes/no to indicate whether or not the location point had had a noise activity occur within

Click within the box below the location and a calendar will appear.

It will only allow you to enter dates between the previously stated earliest start date and latest end date.

Click on the dates required for the specified location.

There are also options to copy and paste dates straight into the box (given that they follow the same format) or manually type them in.

Add extra locations

If there are any extra locations not included within the proposed activity submission, please enter them using the 'Additional activity locations' section of the form.

Select the format you would like to submit the locations within (Lat/long or Oil and gas block).

Enter the location and select 'Add location'

It will appear above under the heading 'Locations and Dates'

And follow previous instructions to input the dates that the activity occurred on within the specified location. (See Close out reports>date input)

Close-Out Report Submission

Once you are satisfied that all dates/locations have been entered correctly

Select 'close out application' at the end of the form.

You will be shown a summary page

Select 'finish' finalising the submission.

View Completed Activity applications

Is a list of applications that have had a close out report submitted for.
These cannot be altered once closed.

Go to the Home Page,

Select 'View Completed Activity Applications'