



Marine Noise Registry Help and Guidance

This document provides help and guidance on how to upload and obtain data from the Marine Noise Registry (MNR).

If you have further questions or queries, please email MNR@jncc.gov.uk.

Contents

Glossary	A
1. About The MNR	1
2. System Navigation	2
2.1. Common System Controls	2
2.1.1. Panel Controls	2
2.1.2. Selection tools	3
2.1.3. Table Controls	4
2.1.4. Plot Controls	4
3. User Information	5
3.1. Registration.....	5
3.1.1. Resend Verification Email	7
3.2. Sign In	8
3.2.1. Forgotten Password.....	9
3.3. Account Settings	10
3.4. Logout.....	11
3.5. Delete Account	12
4. Organisational Membership	12
4.1. Become A Member	12
4.1.1. Cancel Membership Request.....	13
4.1.2. My Organisation.....	13
4.1.3. Leave Organisation.....	14
4.2. Become An Agent.....	15
4.2.1. Withdraw As An Agent	16
4.3. Register Organisation	17
4.3.1. Register Regulator.....	18
4.4. Organisation Administrator Role	18
4.4.1. Managing Membership Requests.....	19
4.4.2. Administrator Promotion/Demotion	19
4.4.3. Remove Member/Agent	20
4.4.4. Edit Organisation	21
4.4.5. Edit Member	22
4.4.6. Send Password Reset Link	23
4.5. Regulator Functions.....	24
4.5.1. Email Notifications	24
4.5.2. Regulator Administrator Role	24
4.5.2.1. Edit Close-out Period	24

5. Application Management.....	26
5.1. New Application	26
5.1.1. Application Details	27
5.1.2. Proposed Activities	29
5.1.2.1. Activity Details	29
5.1.2.2. Mitigations/Abatements.....	31
5.1.2.3. Activity Parameters.....	31
5.1.3. Activity Location.....	32
5.1.3.1. Oil And Gas Blocks.....	33
5.1.3.2. Coordinates	34
5.1.3.3. Shapefile.....	35
5.1.3.4. Download Current Data: Proposed	36
5.1.4. Save Draft Application	37
5.1.5. Submit Proposed Application	37
5.1.6. Cancel New Application Form.....	38
5.2. Close-out Reporting	38
5.2.1. Actual Locations and Dates	40
5.2.1.1. Download Current Data: Close-out	42
5.2.2. Actual Activity Parameters	43
5.2.3. Close-out Due Date	43
5.2.4. Submit Interim Close-Out Report	44
5.2.5. Submit Close-out Report.....	45
5.2.5.1. Multi-year Close-outs	45
5.3. Geo Plot.....	46
5.4. View Application.....	48
5.4.1. Advanced Application Filters.....	49
5.5. Edit Application	49
5.5.1. Update Proposed Activities	50
5.5.2. Add Proposed Activities	50
5.5.3. Cancel Proposed Activities	51
5.5.4. Delete Activities	52
5.5.5. Edit Activity Locations	53
5.5.6. Edit Close-out Data.....	53
5.5.7. Cancel Proposed Application	54
5.5.8. Delete Draft/What-if Application	55
5.6. Manage Edit Permissions	55
6. MNR Outputs	57

6.1. GIS Plot	58
6.2. Data Table	59
6.3. Output Controls.....	59
6.4. Download Activity Outputs	61
7. File Conversion Tool	62
8. Disturbance Tool.....	64
8.1. Background.....	64
8.2. New What-If Scenario	65
8.3. Disturbance Assessment	65
8.3.1. Assessment Outputs.....	67
8.3.2. Download Data	69
9. Cooperation Discussions	70
9.1. Initiate Discussion	70
9.2. View Discussion.....	71
9.2.1. Download CSV	72
9.2.2. Display Controls.....	72
9.3. Discussion Management.....	73
9.3.1. Send/Delete Message.....	73
9.3.2. Edit Discussion	74
9.3.3. Add Participants.....	75
9.4. Leave Discussion.....	76
Annex 1	77

Glossary

Activity	Each individual noise source in an application is classified as an activity. There can be several activities specified within a single application.
Activity Location	The area (or exact location) in which an activity is proposed or confirmed to have occurred. This can be submitted as Oil and Gas Block codes, coordinates, or a polygon (at the proposed stage only) indicating the generalised area within which an activity may take place.
Administrator	A user that manages an organisation created within the MNR. Administrators can edit member details and accept or reject membership/agent requests for their own organisation.
Agent	An organisation that has the permission to upload application data on behalf of a Lead Organisation, for example as a consultant. Agents cannot be the organisation that is producing the noise.
Application	A submission to the MNR specifying one or multiple activities.
Application Activity Number (AAN)	A unique number that is allocated to each activity submitted to the MNR. The AAN is static which allows users to identify an activity across all application stages. Noise sources linked under the same application will share the same AAN and are distinguishable by a numeric suffix (e.g. '35_1', '35_2', where '35' is the shared AAN).
Cancel	An action to indicate that an activity did not occur or falls outside the MNR data (e.g frequency) ranges. Users can cancel an entire application or demonstrate a partial cancellation by cancelling individual activities within the application. It is only possible to cancel applications or activities at the proposed stage.
Close-out Reporting	The reporting of detailed noise event data (e.g. date and location) after the activity has been completed to officially close-out the data submission for the activity.
Cooperation	A functionality of the 'Organisations' page which allows users to initiate a discussion with another organisation.
Cooperation Discussions	A page that lists all active discussions that an organisation has with other organisations.

Coordinates	Location information which can be provided in degrees:minutes:seconds or decimal degrees (WGS84). Coordinates can be used to identify the exact location in which an activity may occur or has occurred. If the exact location is unknown at the proposed stage, coordinates can be used to create a polygon indicating the general area within which an activity may take place.
CSV	A 'comma-separated values' (CSV) file is a text file that has a specific format which allows large amounts of data to be saved in a table-structured format. CSVs can be used to upload location data or download activity outputs.
Delete	An action enabling users to delete a draft or what-if application entirely, or delete one or more activities within an application.
Discussion	A conversation between members of two or more organisations.
Disturbance	The effect that can potentially occur as result of noise events. This can include the displacement of animals from an area, changes to marine mammal diving or movement patterns, and other behavioural responses.
Disturbance Tool	A tool where users can assess the noise disturbance in harbour porpoise Special Areas of Conservation for specific years and seasons.
Draft	An application that has been saved to the system but not yet submitted as proposed.
Duration	The number of days on which an activity is expected to take place, entered at the proposed stage. If the duration is unknown, the maximum number of days between the earliest start and end date should be provided.
Edit Mode	A functionality of the MNR allowing users to edit an existing application.
Edit Permissions	A functionality through which members of a lead organisation can allow one or more of their agents to edit an application.
Effective Deterrence Range (EDR)	The potential range of temporary disturbance as defined in JNCC Guidance . This value (between 0 and 50 km) can be set manually by the user for each noise source in the Disturbance Tool. Default EDRs are listed in Annex I.

File Conversion Tool	A page where users can convert certain file formats (e.g. P1/11) to a format that is suitable for data ingestion onto the MNR.
Geo Plot	A section of an application visualising proposed and closed-out location information that has been submitted.
Interim	An application for which close-out data has only been partially submitted. For example, this applies to multi-year applications when close-out data for only one year has been submitted.
Lead Organisation	The company or operator that is responsible for undertaking an activity. Consultants can be associated with, and upload data on behalf of, a lead organisation via the agent mechanism.
Licence	A unique identifier for licensed activities that require consent from their respective regulator.
Maximum Daily Footprint	The worst-case disturbed area in a single day of a noisy activity that is overlapping with a Special Area of Conservation. Within the 'Disturbance Tool', this value will apply to all days of the selected activity.
Member	A user that is associated with a specific organisation. Users can only be members of one organisation.
MNR Outputs	A page where submitted application data can be viewed and downloaded as a PNG, shapefile, or a CSV file. Outputs can also be spatially and temporally refined and viewed as either a GIS plot map or in a tabular format.
Multi-year Application	Description of an application that spans multiple consecutive years. A separate interim close-out must be submitted for each year of the application before submitting a final close-out for the last year.
My Organisation	A summary page of the organisation which users are a registered member of. The page displays overall organisation details and lists all members of your organisation, agents for your organisation, and all organisations for which your organisation is an agent for.
New Application	A page where users can create a new application.

New What-If Scenario	A page where users can create a hypothetical application with one or more activities for exploring disturbance scenarios in harbour porpoise Special Areas of Conservation.
Noise Event	Impulsive noise from a single noise source such as impact pile driving or a seismic survey, occurring in a single day.
Noise Source	A type of noise producing activity such as explosives, seismic surveys, or impact pile driving.
Oil & Gas Block/Quadrant	The UK oil and gas grid licensing system which separates UK offshore waters into different blocks and quadrants.
Organisation	A company registered within the MNR which users can join and submit applications for. A list of all organisations registered with the MNR can be found on the Organisations page.
Participant	A user that is member of an organisation that is part of an active discussion.
PNG	A 'Portable Network Graphics' (PNG) file is a raster graphics format. This format is used within the MNR to download plots as image files.
Project	The name of the project an application is part of. This can be a survey or windfarm name, or a custom name to differentiate between applications.
Proposed	The status of an application that has been submitted specifying planned noise-producing activities.
Pulse Block Day	Number of days within a set period of time that impulsive noise has been generated within each UK Oil and Gas licensing block.
P1/11	Geophysical position data exchange format is designed for the exchange of position data typically resulting from in-field survey operations such as geophysical (including seismic), hydrographic etc. It is a common format used for seismic surveys.
Regional Boundaries	The borders of the sub-regions as defined under the Marine Strategy Framework Directive (MSFD) that are contained within the boundaries of the UK continental shelf.

Regulator	The regulatory body that determines and upholds licence conditions that permit organisations to undertake work within specific parameters.
Shapefile	File format for geospatial vector data to use within a geographic information system (GIS).
Special Area of Conservation	A type of protected area in the UK established to contribute to the conservation of habitats and species identified in Annexes I and II of the European Council Directive 92/43/EEC (known as the Habitats Directive).
Status	The stage an application has progressed to, the approval stage of an organisation, or the approval stage of a user request as a member or agent of an organisation.
Submitter	The name of the user who has submitted a specific application. The organisation that the user is a member of is displayed alongside their name, for example 'Name Surname @ Organisation'.
Sub-type	Further specifications of a noise source such as the survey or equipment type (e.g. Pinger for Sub-Bottom Profilers).
System Administrator	An administrator with unrestricted access to the MNR including the ability to manage all applications and user requests. This role is held by employees of JNCC.
User	A person that has registered with the MNR with the intention to submit, view, or download activity data.
View Applications	A page where existing applications are listed and can be opened for viewing or editing. Users who are members of an organisation are able to view all applications submitted to the MNR except draft and what-if applications submitted by other organisations.
View Mode	A functionality of the MNR allowing users to view an existing application.
Voluntary Notification	Data entry to the MNR for a particular application that is not subject to licence or consent conditions.
What-if	The status of a hypothetical application that can be used to assess the potential disturbance of a planned activity using the Disturbance Tool.

1. About The MNR

Underwater noise has the potential to adversely impact marine organisms ranging from fish to marine mammals, for instance by masking sounds used for communication and foraging, displacing animals from important habitats, or by causing physical injuries and even death. Therefore, it is vital to monitor and quantify when and where man-made underwater noise occurs to inform research on the environmental pressures arising from marine noise as well as potential management measures.

JNCC developed, hosts, and maintains the [UK Marine Noise Registry](#) (MNR), guided by and on behalf of Defra and the UK's devolved administrations. The MNR was established as a commitment made in the UK Marine Strategy and records data on human activities in UK seas that produce loud, low to medium frequency (10Hz-10kHz) impulsive noise, such as seismic surveys, sub-bottom profiling, impact pile driving, explosive detonations, military sonar, acoustic deterrent devices, and multibeam echo-sounders. Recording data to the MNR is part of licence requirements for many activities, while other activities are not licenced and submit data voluntarily.

Users provide data to the MNR by uploading proposed applications detailing planned noise-producing activities followed by the submission of a close-out report providing an accurate account of the activities after completion. Data specifics include where and when an activity occurred, and, where available, noise source properties such as the frequency, maximum airgun volume, maximum hammer energy, TNT equivalent, sound pressure level and sound exposure level.

The newly upgraded MNR (2023) also introduces two new functionalities: 1) Disturbance Tool, and 2) Cooperation Discussions. The former enables users to assess the potential noise disturbance footprint of their activity and other activities within Special Areas of Conservation for harbour porpoise (*Phocoena phocoena*). The latter enables users to communicate with each other in order to resolve instances when noise limits could be exceeded.

Each year, JNCC publishes maps and tables depicting the spread of impulsive noise across UK seas relative to the year before. Please visit <https://www.data.gov.uk/> to access this data. Additionally, data contained within the MNR is available upon request from JNCC via email to MNR@jncc.gov.uk. With the release of the upgraded MNR in 2023, users now also have the option to directly obtain custom data from the MNR in the form of shapefiles and tables, compiled and produced by JNCC.

The data collated in the MNR can be used for a variety of purposes such as regulatory and academic. For example, the MNR data is used, every six years, for the UK Marine Strategy Assessment of Good Environmental Status of the UK seas. Descriptor 11, Underwater Noise, and in particular the [impulsive noise indicator](#) tracks the spatio-temporal distribution of loud, low and mid frequency impulsive sound sources introduced into the marine environment through human activities. The UK Marine Strategy states that such impulsive sounds should be managed to the extent that they do not have adverse effects on marine ecosystems and animals at the population level.

2. System Navigation

The MNR has a base layout that is shared across different pages of the system:

- A collapsible navigation panel to switch between different pages and functionalities.
- A ribbon in the bottom-left corner to open cookie information and settings.
- A 'Help' icon in the top-right corner to download the MNR help guide document.
- A link to the government's [guidance](#) on beta phase developments.
- A drop-down menu in the top-right corner to open the account settings and logout.
- A ribbon on the right-hand side to provide feedback to the system developers.
- Links to the [terms and conditions](#), [privacy policy](#), and web framework at the bottom.

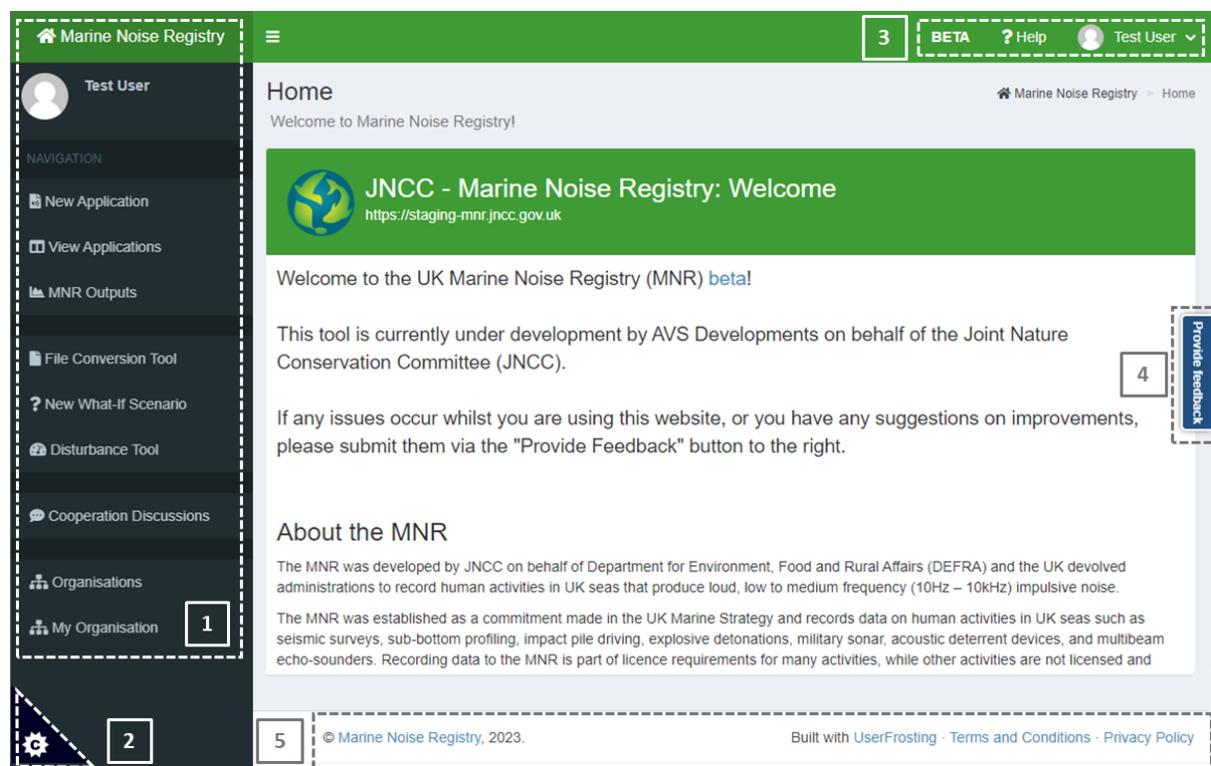
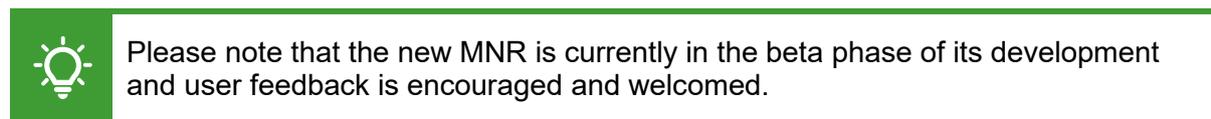


Figure 1. Base layout of a MNR page with: 1) a collapsible navigation panel; 2) cookie settings; 3) links to the beta development guidance, help guide and user account settings; 4) a feedback button; and 5) links to the terms and conditions, web framework, and privacy settings.

2.1. Common System Controls

2.1.1. Panel Controls

Certain panels within the MNR can be expanded or collapsed by users.

- To expand, select the 'plus' icon in the top-right corner of the panel header.
- To collapse, select the 'minus' icon in the top-right corner of the panel header.

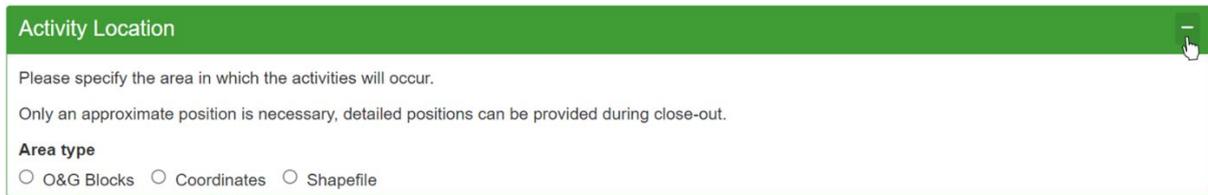


Figure 2. Example of collapsing a panel by selecting the ‘minus’ icon in the top-right corner.

2.1.2. Selection tools

The MNR uses different controls that enable users to make a selection:

- Tick boxes allow users to select one or multiple custom options from a list.
- Drop-down menus allow users to select one exclusive option from a specified list.
- Text buttons enable users to make a selection or initiate a specific action.
- Tabs allow users to switch between different pages of a panel.
- Radio buttons enable users to select one of multiple available options. Radio buttons are also used to select a specific row of certain tables.

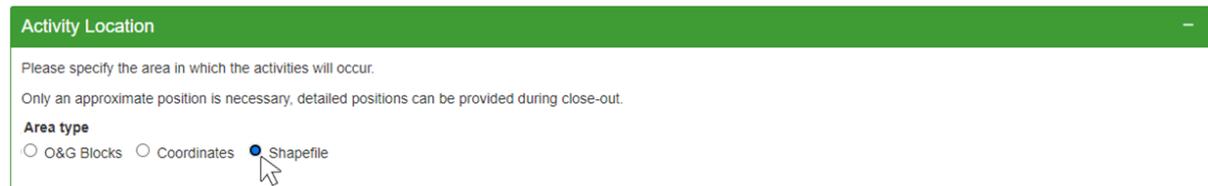


Figure 3. Example of making a selection using a radio button.

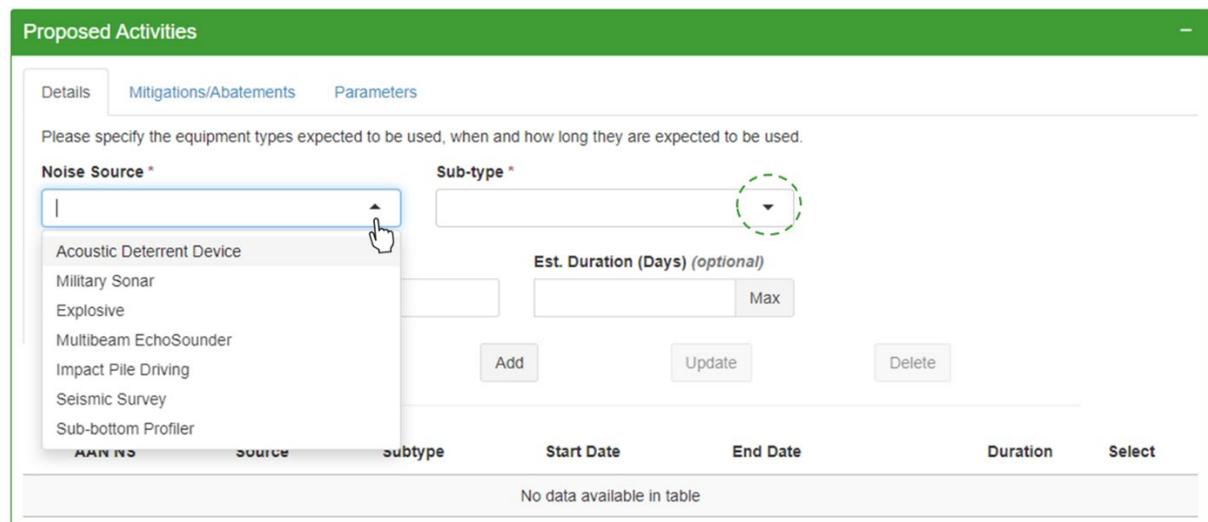


Figure 4. Example of using a drop-down menu which is denoted by a small down arrow.



Figure 5. Example of switching between different tabs of the ‘Proposed Activities’ panel.

2.1.3. Table Controls

Tables provide different controls that enable users to custom filter and display data:

- To change the number of entries that are displayed, navigate to the top-left corner, and select the desired number from the drop-down menu.
- The number of entries displayed in relation to the total number of entries can be found in the bottom-left corner of a table.
- To navigate between different pages of the table, select the respective page number in the bottom-right corner.
- Below each table column header is a search bar to custom filter the table. Several filters can be applied to the table at the same time.
- To clear the selection of a specific table row, select the 'Clear' button.

AAN	Project	Submitter	Lead Organisation	Regulator	Licence No.	Status	Start Date	End Date	Close-out Due	Last Updated	Actions
2	Test 1	Test User @Test Organisation 1	Test Organisation 1	Test Regulator 1	A	closed	25/06/2023	30/06/2023		13/09/2023, 09:26:56	[Search] [Edit] [Refresh]
3	Test 2	Test User @Test Organisation 1	Test Organisation 1	Test Regulator 1		closed	01/04/2023	30/04/2023		24/07/2023, 11:57:29	[Search] [Edit] [Refresh]

Figure 6. Example view of a MNR table with the different table controls highlighted.

AAN NS	Source	Subtype	Start Date	End Date	Duration	Select
aan_ns_1	Seismic Survey	Site	20/09/2023	30/09/2023	11	<input type="radio"/>
aan_ns_2	Sub-bottom Profiler	Pinger	06/09/2023	22/09/2023	17	<input checked="" type="radio"/>

Figure 7. Example of unselecting a specific table row by clicking the 'Clear' button.

2.1.4. Plot Controls

There are multiple plots within the MNR system that provide various controls to adjust the view, zoom, pan, or download a PNG file of the visible plot image.

To use a particular plot control:

- Hover your cursor over the top-right corner of a plot to view the plot controls.
- Hovering over each icon separately will display its function within a pop-up text box.
- Select the control you wish to use.
- Upon selection, your cursor will change to the selected control tool.



Please note that all MNR plots are produced using 'Plotly' and incorporate associated Chart Studio [controls](#) and functionalities like [Modebar](#). These controls apply to the 'Geo Plot' (see Section 5.3), the 'GIS Plot' (see Section 6.1), and visual assessment outputs of the 'Disturbance Tool' (see Section 8.3.1). Please visit the 'Plotly' [website](#) for further guidance and information.

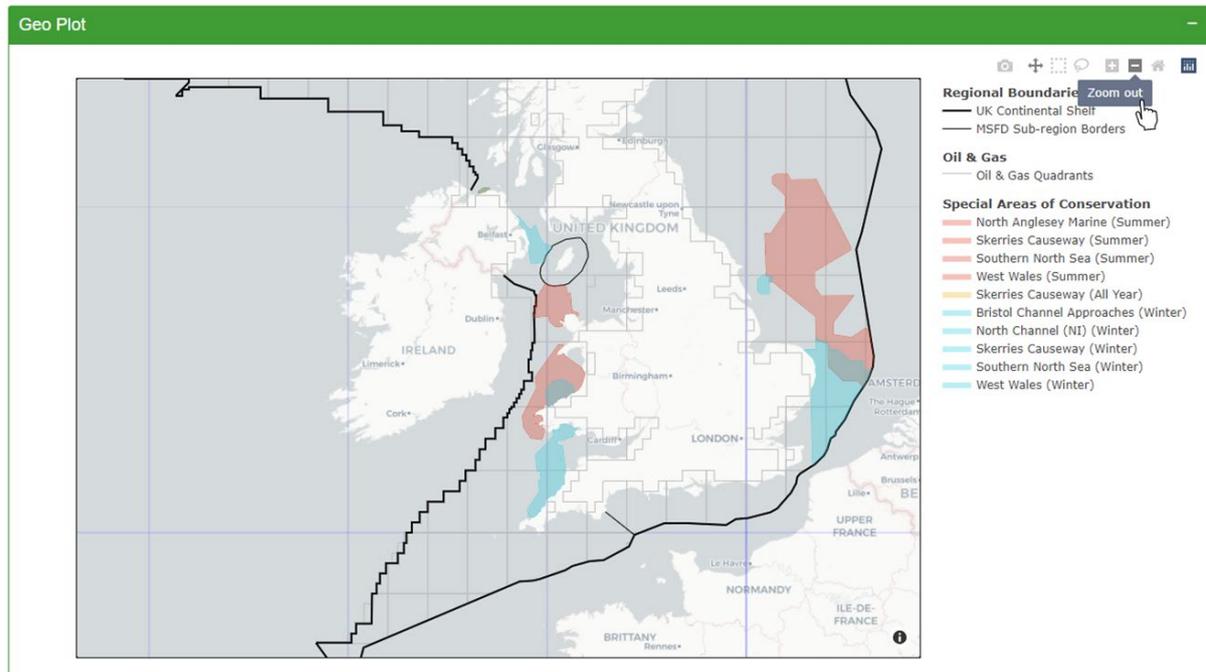


Figure 8. Example of selecting the 'Zoom out' plot control in the top-right corner of a Geo Plot.

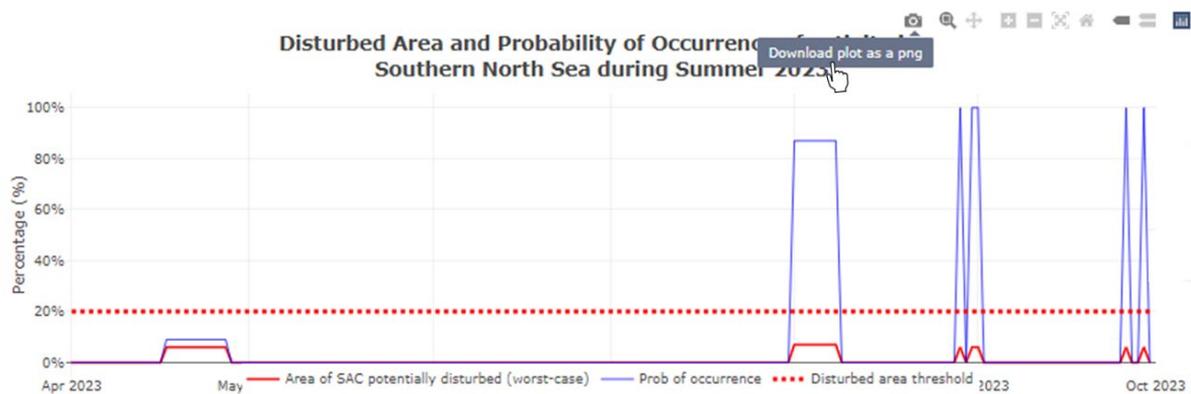


Figure 9. Example of selecting the 'Download plot as png' control in the top-right corner of a probability plot within the 'Disturbance Tool'

3. User Information

3.1. Registration

To register as a new user, navigate to <https://mnr.jncc.gov.uk/>.

- Select 'Sign in / Register' at the top-right corner of the page.
- Alternatively, select the 'Register for an account' link at the bottom of the page.

Please note that individuals are only able to access the MNR once they are registered as a user. Registered users without organisational membership (see Section 4) are able to view and download data from the MNR Outputs page (see Section 6) but are unable to view and manage applications.

Marine Noise Registry BETA [? Help](#) [Sign in / Register](#)

Home Marine Noise Registry > Home

Welcome to Marine Noise Registry!

JNCC - Marine Noise Registry: Welcome
<https://staging-mnr.jncc.gov.uk>

Welcome to the UK Marine Noise Registry (MNR) beta!

This tool is currently under development by AVS Developments on behalf of the Joint Nature Conservation Committee (JNCC).

If any issues occur whilst you are using this website, or you have any suggestions on improvements, please submit them via the "Provide Feedback" button to the right.

About the MNR

The MNR was developed by JNCC on behalf of Department for Environment, Food and Rural Affairs (DEFRA) and the UK devolved administrations to record human activities in UK seas that produce loud, low to medium frequency (10Hz – 10kHz) impulsive noise.

The MNR was established as a commitment made in the UK Marine Strategy and records data on human activities in UK seas such as seismic surveys, sub-bottom profiling, impact pile driving, explosive detonations, military sonar, acoustic deterrent devices, and multibeam echo-sounders. Recording data to the MNR is part of licence requirements for many activities, while other activities are not licensed and submit data voluntarily.

If you have a submission to make, you may [log in](#) or if you do not already have one, [register for an account](#).

[Provide feedback](#)

Figure 10. Navigation to the 'Sign in / Register' button at the top-right corner of the MNR title page or the in-text link at the bottom

A new page with a sign-in window will open.

- Select the 'Register' link at the bottom of window to open the registration form.

Complete the registration form with the following information:

- Name – Enter your first name, last name, and work email address. Please note that email addresses are case-sensitive.
- Phone Number – Enter your work phone number.
- Username – Enter a suitable username or select the 'Suggest' option to have a unique username suggested to you. Please note that usernames are case-sensitive.
- Password – Enter a suitable password that is between 8 and 25 characters long and case sensitive. Confirm your password by re-entering it in the required field.

Please note that email addresses can only be registered to a single user. It is not possible to use a communal email address for all users within an organisation.

The image shows two side-by-side screenshots of the MNR website's registration interface. The left screenshot shows the 'Sign in / Register' menu with a 'Register' link highlighted by a mouse cursor. The right screenshot shows the 'Register' form with fields for Name and email, Username, Password, and Phone Number, along with toggle switches for email preferences and a captcha field.

Figure 11. Navigation to the 'Register' link to open the MNR registration form (left). Example of a MNR registration form (centre, right) with fields to enter personal details, select a username, toggles to set email preferences, and a 'captcha' authentication field.

Set your email preferences using the two toggle switches. To receive email notifications, move the toggle to the right. To switch email notifications off, move the toggle to the left.

The two types of email notifications are:

- Confirmation emails – A notification will be sent when a significant action occurs within your account (e.g. a new activity application was submitted).
- Reminder emails – A notification will be sent to remind users when significant actions are required to happen within their account (e.g. a close-out report is due).

To complete your user registration:

- Enter the captcha into the required field.
- Select the 'Sign me up' button.



Please note that by registering, users accept the MNR [terms and conditions](#).

A verification email will be sent to the email address entered during the registration process.

- Please check both your inbox and spam folders.
- Follow the link provided in the email to verify your account.
- After verification, you will be prompted to sign into your account (see Section 3.2).

3.1.1. Resend Verification Email

If you require a new account verification email, navigate to <https://mnr.jncc.gov.uk/>.

- Select 'Sign in / Register' at the top-right of the MNR title page.
- Select the 'Resend verification email' link.
- Enter the email address you used during the registration process.
- Select the 'Email the verification link for my account' button.

A new verification email will be sent to the email address provided.

- Please check both your inbox and spam folders
- Follow the link provided in the email to verify your account.

The image shows two side-by-side form panels. The left panel, titled 'Sign in / Register', contains a 'Username or email address' field with a person icon, a 'Password' field with a lock icon, a 'Keep me signed in' checkbox, a blue 'Login' button, and three links: 'I forgot my password', 'Resend verification email' (with a hand cursor pointing to it), and 'Register'. The right panel, titled 'Resend verification email', contains a text input field with 'test.user@organisation.com' and a checkmark, and a blue button labeled 'Email the verification link for my account'.

Figure 12. Navigation to the link to request a new account verification email to be sent.

3.2. Sign In

Once your account is verified, navigate to <https://mnr.jncc.gov.uk/>.

- Select 'Sign in / Register' at the top-right of the MNR title page.
- Alternatively, select the 'Log in' in-text link at the bottom of the page.

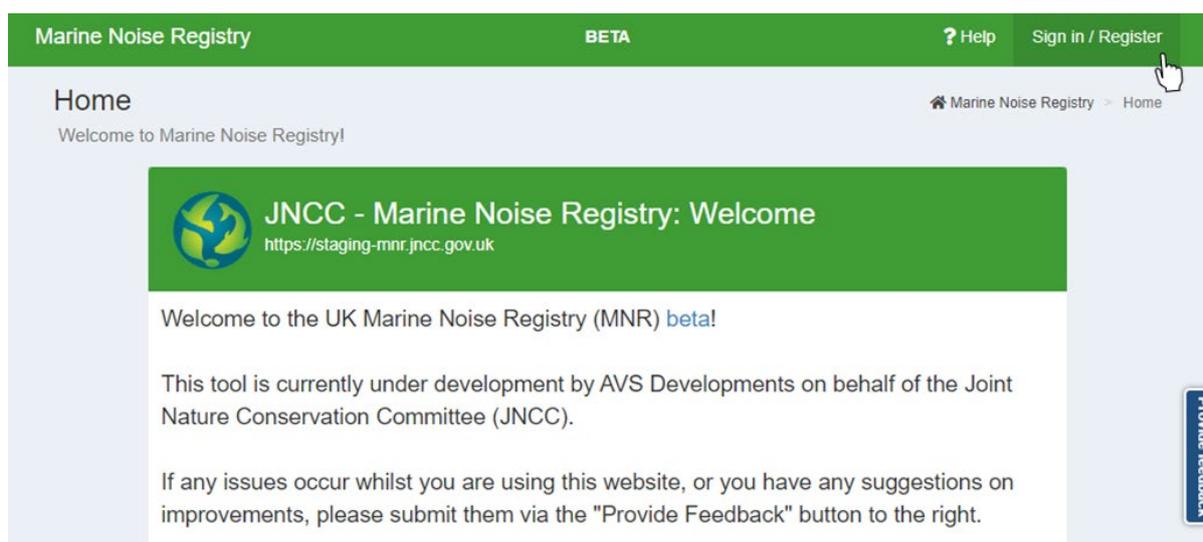


Figure 13. Navigation to the 'Sign in' button in the top-right corner of the MNR title page.

A new page with sign-in window will open.

- Enter your username or email address. Please note that this field is case-sensitive.
- Enter your password. Please note that this field is case sensitive.
- Optional: Tick the 'Keep me signed in' box to remain signed in.
- Select the 'Login' button.



Please note that the 'Keep me signed in' option should only be used on a private computer and not on any public access or shared computer.

The figure shows two versions of the 'Sign in / Register' form. Both forms have two input fields: 'test.user@organisation.com' and a masked password field. The left form has an unchecked 'Keep me signed in' checkbox, while the right form has it checked. Both forms feature a 'Login' button and links for 'I forgot my password', 'Resend verification email', and 'Register'.

Figure 14. 'Sign in' page for user login. Optional tick box for choosing 'Keep me signed in'.

3.2.1. Forgotten Password

If you have forgotten your password:

- Navigate to <https://mnr.jncc.gov.uk/>.
- Select 'Sign in / Register' at the top-right of the MNR title page.

A new page with a sign-in window will open.

- Select 'I forgot my password'.
- Enter the email address that was used to register with the MNR.
- Select the 'Email Password Reset Link' button.

The figure illustrates the process of requesting a password reset. The left screenshot shows the 'Sign in / Register' page where the 'I forgot my password' link is selected. The right screenshot shows the 'Forgotten Password' page, which prompts the user to enter their email address (shown as 'test.user@organisation.com') and provides a blue button labeled 'Email Password Reset Link'.

Figure 15. Navigation to password reset link in case of a forgotten password.

If your account exists, an email will be sent to your email address. Please check both your inbox and spam folder.

The email will contain three links to choose from:

- The first link explains the email origin.
- The second link allows you to set a new password.
- The third link allows you to cancel the request.

To reset your password:

- Select the second link to reset your password.
- A new window will open in your browser asking you to create a new password.
- Enter a suitable password. Your password must be between 8 to 25 characters long and is case sensitive.
- Confirm your new password by re-entering it in the required field.
- Select 'Set New Password' and 'Sign in'.

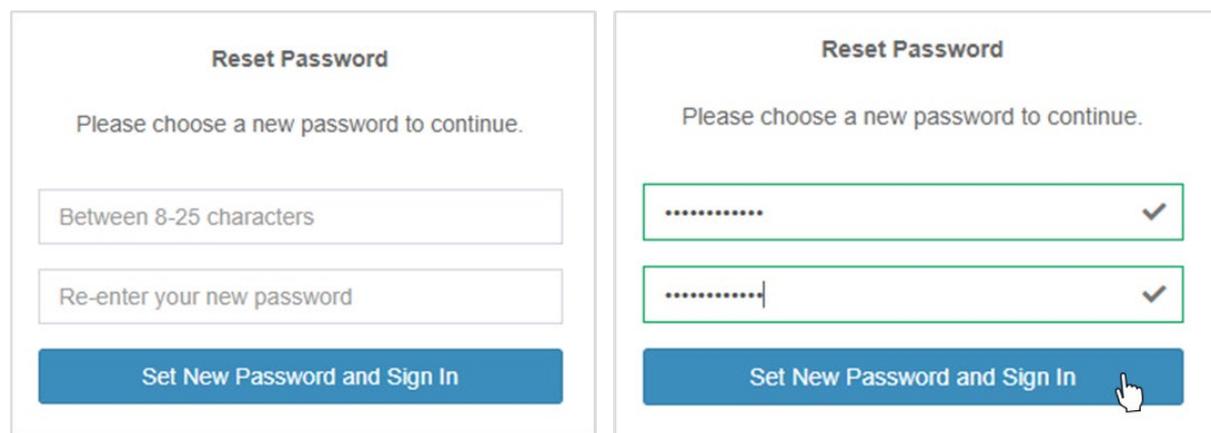
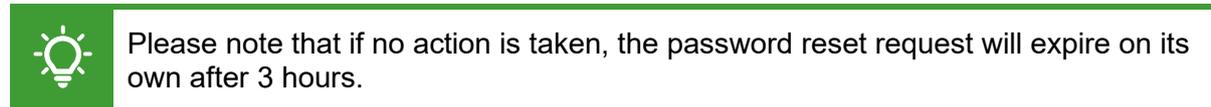


Figure 16. Dialog box allowing users to set a new password if forgotten.

3.3. Account Settings

To open your user account settings:

- Select your username in the navigation panel on the left.
- Alternatively, expand your user profile in the top-right corner and select 'My Account'.

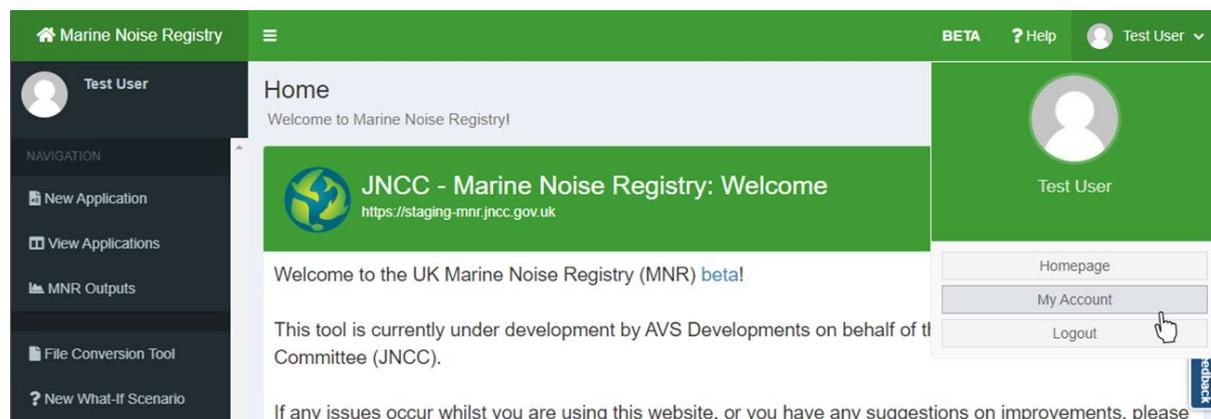


Figure 17. Navigation to the personal user account from the navigation menu panel or user profile drop-down menu.

In your account settings, you can change your first and last name, phone number, email address, email preferences, and password as required.

To change your user profile and/or account settings:

- Navigate to the 'Profile settings' and/or the 'Account settings' panel.
- Make your changes as required.
- Select the 'Save' button to save your changes.
- To cancel, select 'Reset' to return to the last saved version of your settings.

Figure 18. Example of the 'Account Settings' page to change user details and account settings.

3.4. Logout

To logout:

- Navigate to your user profile at the top-right corner of any page.
- Click on the arrow to expand a drop-down menu.
- Select 'Logout'.

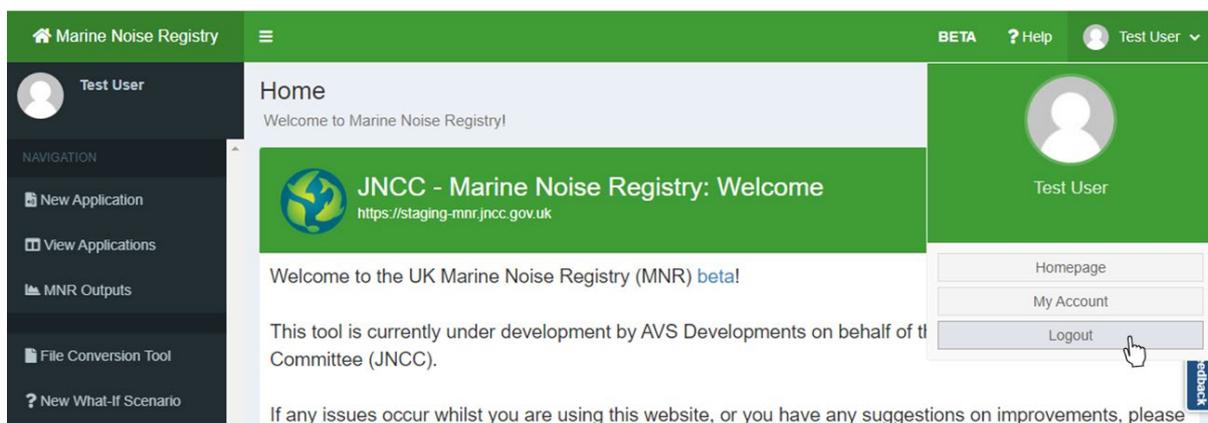


Figure 19. Navigation to the logout button from the user profile drop-down menu.

3.5. Delete Account

It is not possible to delete a user account. If you wish for your personal details to be removed from the MNR, please contact MNR@jncc.gov.uk with your request.

4. Organisational Membership

4.1. Become A Member

Please join the organisation you are directly working for as a member and not the organisation you may be conducting work on behalf of. If you are uploading data on behalf of another organisation, you need to become an agent for that organisation (see Section 4.2).



Please note that users are only permitted to become a member of one organisation. This must be the organisation that they are a staff member of.

To become a member of an organisation:

- Select the 'Organisations' tab from the navigation menu on the left.
- Search for your organisation under the 'Organisations' header of the table.
- Select the 'Join' button underneath the 'Join/Leave' header of the table.



Please note that you must register a new organisation (see Section 4.3) if your organisation is not registered yet with the MNR.

Organisation	Description	Join/Leave
test org		
Test Organisation 3		Join
Test Organisation 2	This is a test organisation	Join
Test Organisation 1	An organisation that tests the capabilities of the Marine Noise Registry	Join

Figure 20. Example of joining an organisation from the 'Organisations' table using the 'Join' button.

A pop-up window will open asking you to confirm your request.

- Select 'Yes, join organisation' to confirm your request to join.
- Alternatively, select 'Cancel' to cancel the action.

After you have requested to join your organisation, a notification email will be sent out to the administrator of that organisation who can approve or reject your request. You will receive an email notification informing you of their decision.

4.1.1. Cancel Membership Request

If you wish to cancel your request to join an organisation:

- Select the 'Organisations' tab from the navigation menu on the left.
- Search for the organisation under the 'Organisations' header of the table.
- Select the 'Cancel' button underneath the 'Join/Leave' header of the table.
- A pop-up window will open asking you to confirm your request.
- Select 'Yes, cancel request'.

4.1.2. My Organisation

On the 'My Organisation' page, users can view the names of all members, administrators, and agents of their organisation. In addition to this, the names of organisations that their own organisation is acting as an agent for can also be viewed.



Please note that users can only view their own organisation's profile. It is not possible to view another organisation's profile even if you are acting as an agent on their behalf.

To view your organisation's profile, select 'My Organisation' from the navigation menu panel.

Alternatively:

- Navigate to your user profile at the top-right corner of the any MNR page.
- Select 'My Account' from the drop-down menu to open your account settings.
- Navigate to the 'User Organisations' panel of the 'Account Settings' page.
- Select the name of your organisation.

Figure 21. Navigation to the 'My Organisation' page from the user 'Account Settings' page.

4.1.3. Leave Organisation

To leave an organisation as a member:

- Select the 'Organisations' tab from the navigation menu on the left.
- Search for your organisation under the 'Organisations' header.
- Select the red 'Leave' button under the 'Join/Leave' header.

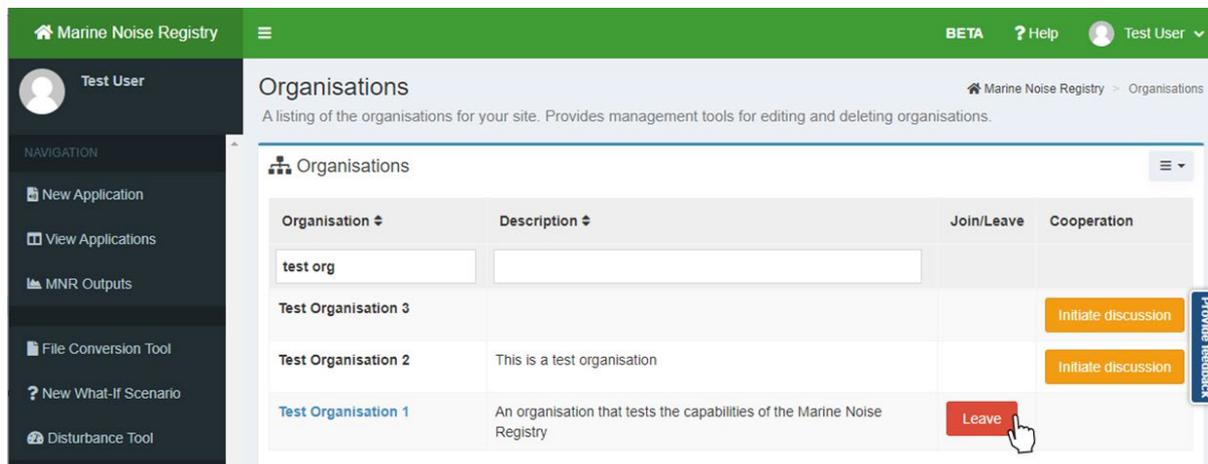


Figure 22. Navigation to the 'Leave' button on the 'Organisations' page.

Alternatively:

- Select the 'My Organisation' tab from the navigation menu on the left.
- Locate the 'Organisation Summary' panel in the top-left corner.
- Select the 'Leave organisation' button.

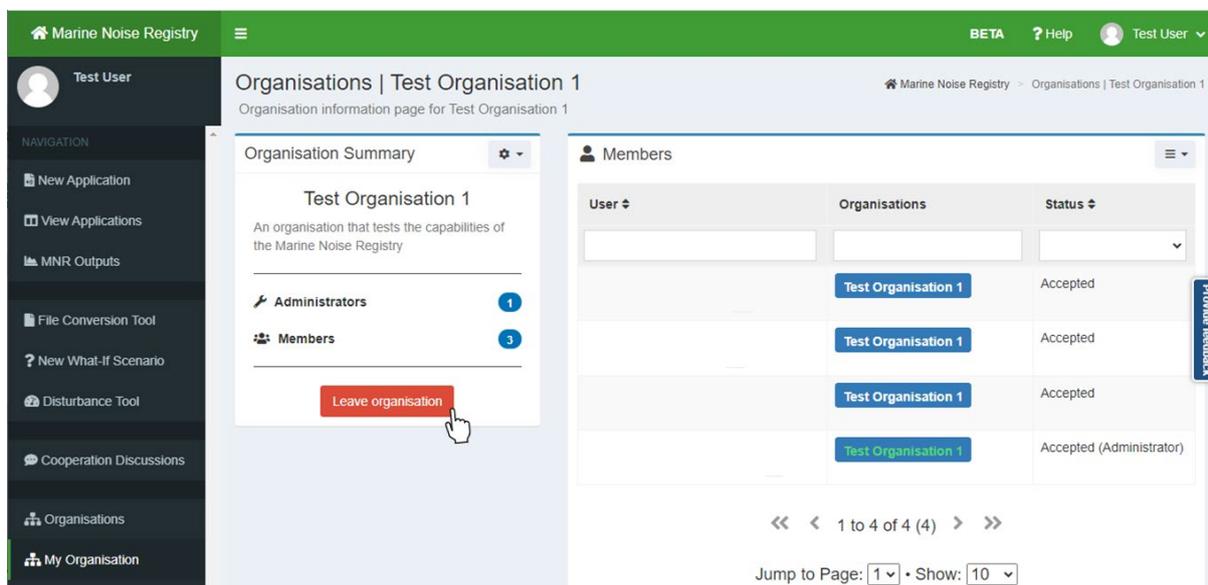


Figure 23. Example of leaving an organisation from the 'My Organisation' page.

In both cases, a pop-up window will open asking you to confirm your decision.

- Select 'Yes, leave organisation' to leave your organisation.
- Select 'Cancel' if you wish to cancel leaving the organisation.

4.2. Become An Agent

If you wish to upload data on behalf of another organisation, for example as a consultant, you need to request to become an agent for that organisation. Being an agent allows you to submit and manage data entries for the lead organisation without being a direct member of that organisation. It does not allow you to edit any other submissions other than those submitted by yourself or other members of your own organisation.



Please note that once you become an agent for another organisation, your whole organisation becomes an agent. This means that any member of your own organisation can access the information that you have submitted for the organisations that you are an agent for.

To become an agent for another organisation:

- Select the 'Organisations' tab from the navigation menu on the left.
- Search the table for the organisation you wish to become an agent for.
- Select the 'Request' button under the 'Agent' header on the right-hand side.

If the organisation is not registered yet, you will need to contact the organisation directly and ask them to register their organisation in the first instance (see Section 4.3).



Please note that only organisation admins can request to become an agent for another organisation. To become an agent for another organisation, please contact your organisation's admin. If you are unable to reach the admin, please contact MNR@jncc.gov.uk with your request.

The screenshot shows the 'Organisations' page in the Marine Noise Registry. The page title is 'Organisations' and it includes a sub-header: 'A listing of the organisations for your site. Provides management tools for editing and deleting organisations.' The main content is a table with the following columns: Organisation, Description, Status, Join/Leave, Agent, Cooperation, and Actions. The table contains one entry for 'JNCC' (Joint Nature Conservation Committee) with a status of 'Approved'. A blue 'Request' button is visible under the 'Agent' column for the JNCC entry, and a mouse cursor is pointing at it. There is also an orange 'Initiate discussion' button next to it.

Figure 24. Navigation to the 'Organisations' page. Select the 'Request' button to become an agent for another organisation.

A pop-up window will open asking you to confirm your request.

- Select 'Yes, create request' to confirm your request to become an agent.
- Select 'Cancel' if you wish to cancel your request.

After you have requested to become an agent for an organisation, a notification email will be sent out to the administrator of that organisation. Once they have approved or rejected your request, you will receive a notification email informing you of their decision.

4.2.1. Withdraw As An Agent

To withdraw as an agent:

- Select 'My Organisation' from the navigation menu panel.
- Navigate to the 'Organisations You Are An Agent For' panel.
- Select the 'Actions' button underneath the 'Actions' header.
- Select 'Withdraw as an agent' from the drop-down menu.

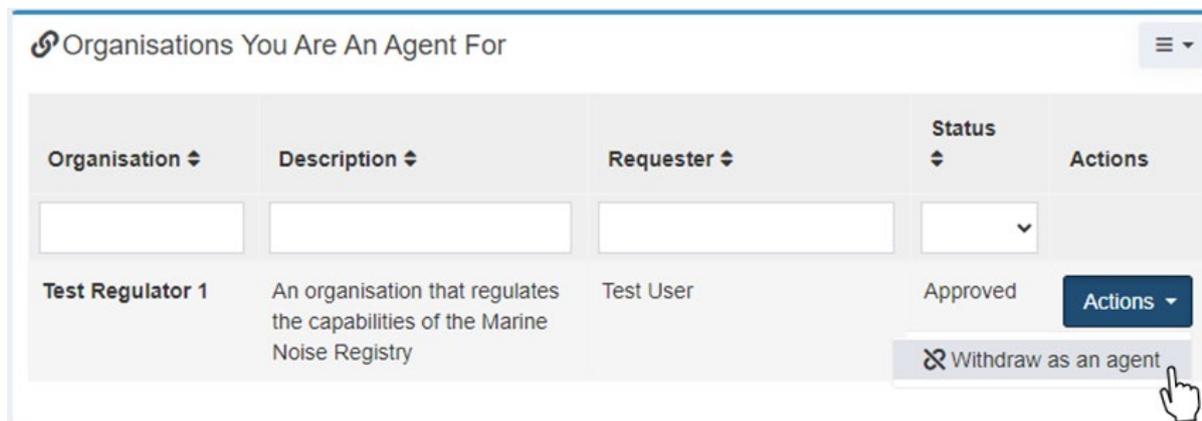


Figure 25. Example of withdrawing as an agent for an organisation from the 'My Organisation' page.

Alternatively:

- Select the 'Organisations' tab from the navigation menu on the left.
- Search the table for the organisation you wish to leave as an agent.
- Select the red 'Withdraw' button under the 'Agent' header.

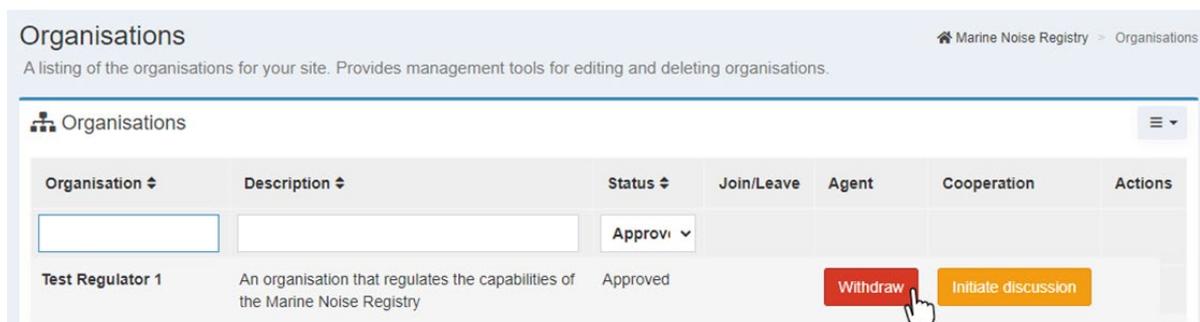


Figure 26. Example of withdrawing as an agent for an organisation from the 'Organisations' page.

In both cases, a pop-up window will open asking you to confirm your decision to withdraw.

- Select 'Yes, withdraw' to leave the organisation as an agent.
- Alternatively, select 'Cancel' if you wish to cancel your action



Please note that this action will not only remove yourself but also your whole organisation from being an agent. Please only perform this action if you are sure that your organisation will not be uploading activities on behalf of the lead organisation in the future.

4.3. Register Organisation

Users are only able to register a new organisation if they are not a member of another organisation yet. If you are an agent planning to submit data on behalf of an unregistered organisation (see Section 4.2), you will need to contact the organisation directly and ask them to register in the first instance.



Please note that when registering a new organisation, you will automatically become the administrator. If you wish to share this role, you can promote other members to administrator (see Section 4.4.2).

To register a new organisation:

- Select the 'Organisations' tab from the navigation menu on the left.
- Select the 'Register organisation' button at the bottom of the page.



It is advised that new organisations are registered by users who share the organisation's email domain. Please note that JNCC will monitor organisation administrators to ensure that lead organisations are registered themselves and not through consultants. Administrators who do not share the organisation's domain will be contacted to confirm their association.

The screenshot shows the 'Organisations' page in the Marine Noise Registry. The page title is 'Organisations' and it includes a subtitle: 'A listing of the organisations for your site. Provides management tools for editing and deleting organisations.' The main content area displays a table of organisations:

Organisation	Description	Join/Leave
test org		
Test Organisation 3		Join
Test Organisation 2	This is a test organisation	Join
Test Organisation 1	An organisation that tests the capabilities of the Marine Noise Registry	Join

At the bottom of the page, there is a green button labeled 'Register organisation' with a hand cursor pointing to it. The page also features a navigation menu on the left with options like 'MNR Outputs', 'Disturbance Tool', and 'Organisations'. The top navigation bar includes 'Marine Noise Registry', 'BETA', 'Help', and 'Test User'.

Figure 27. Navigation to the 'Register organisation' button to register a new organisation.

A pop-up window will open. Please provide the following details:

- Under 'Organisation Name' enter the name of your organisation that is most used.
- Under 'Description', enter a suitable description for your organisation.
- Optional: Adjust the organisation slug and select override to save your changes.
- Select 'Register' to confirm the registration or select 'Cancel' to cancel the action.



Please note that if you are best known under an acronym, for example 'JNCC', enter the acronym as your organisation name. If you are better known under your full organisation's name, for example 'Joint Nature Conservation Committee', enter your full organisation name.

After confirming the registration, a MNR system administrator will be notified of your request. While your request is pending, you will be unable to submit any data to the system.

Figure 28. Pop-up window to enter organisation details when registering a new organisation.

4.3.1. Register Regulator

If the organisation you wish to register is a regulator:

- Follow the steps on how to register a new organisation (see Section 4.3).
- Select the toggle switch next to 'Organisation is a regulator?'.

Adjust the default close-out period as required:

- 'Close-out period' – The number of days after the submitted end date of an application after which a close-out report is due.
- 'Year close-out period' – The latest date after the end of the year until which a close-out report needs to be submitted by. This is 31 March for all applications.

4.4. Organisation Administrator Role

An organisation can have one or multiple administrators with various responsibilities and permissions. Organisation administrators can be identified from the 'Members' panel of the 'My Organisation' page, where their status will be marked as 'Accepted (Administrator)'.



Please contact your existing organisation administrator if you wish to be added as an administrator for your organisation. If the organisation is solely administered by JNCC, please contact MNR@jncc.gov.uk with your request.

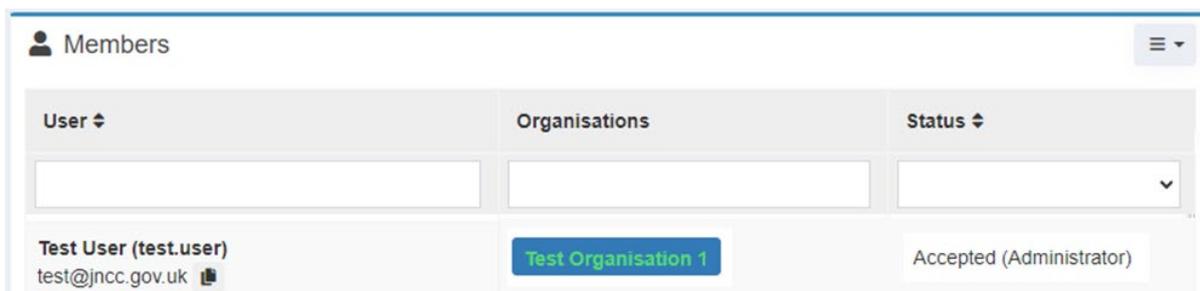


Figure 29. Example view of an organisation administrator within the 'Members' panel.

4.4.1. Managing Membership Requests

As an organisation administrator, you are responsible for managing membership requests from new members and agents. You will be notified via email if a new request is waiting to be approved. The user who sent the request will be notified of your decision via email.

To manage membership requests:

- Navigate to the 'My Organisation' page.
- Navigate to the 'Members' or 'Agents For Your Organisation' panel.
- Select the 'Actions' button next to the agent/member to open a drop-down menu.
- Select 'Accept agent/member request' to accept the request.
- Alternatively, select 'Reject agent/member request' to reject the request.

 Please note that the 'Status' column for any outstanding requests will be marked as 'Pending'. Once accepted, the status will change to 'Accepted'.

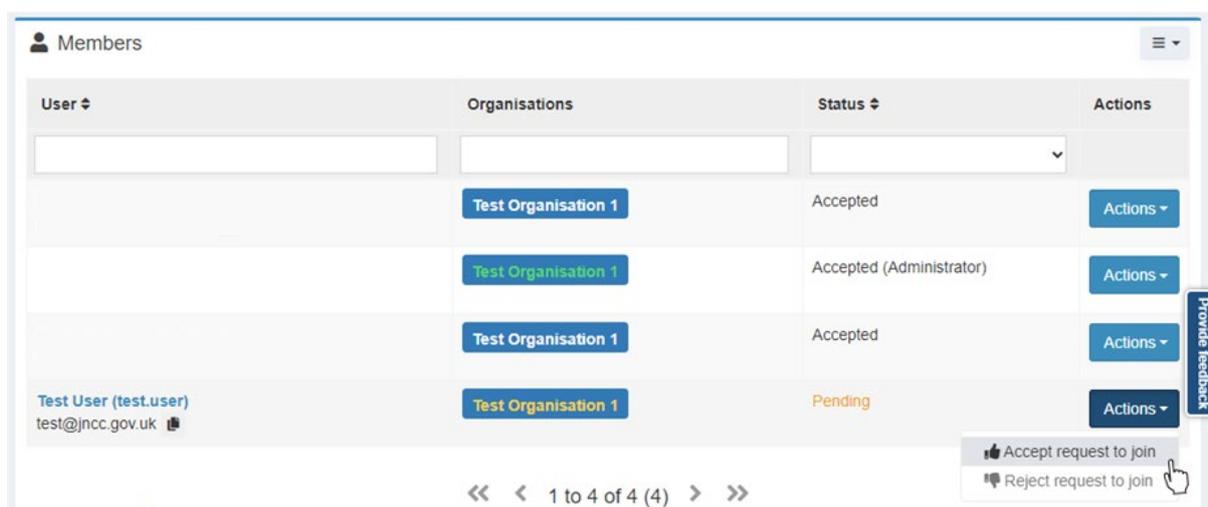


Figure 30. Navigation to the 'Actions' button to accept or reject membership requests.

4.4.2. Administrator Promotion/Demotion

 Please note that an organisation must have at least one administrator. If an organisation does not have an associated administrator, JNCC will automatically be assigned as administrator.

To add or remove administrators for your organisation:

- Navigate to the 'My Organisation' page from the navigation menu on the left.
- Navigate to the 'Members' panel.
- Select the 'Actions' button next to the member you wish to promote/demote.
- Select 'Promote to administrator' to add a user as an administrator.
- Select 'Demote to member' to remove a user as an administrator.

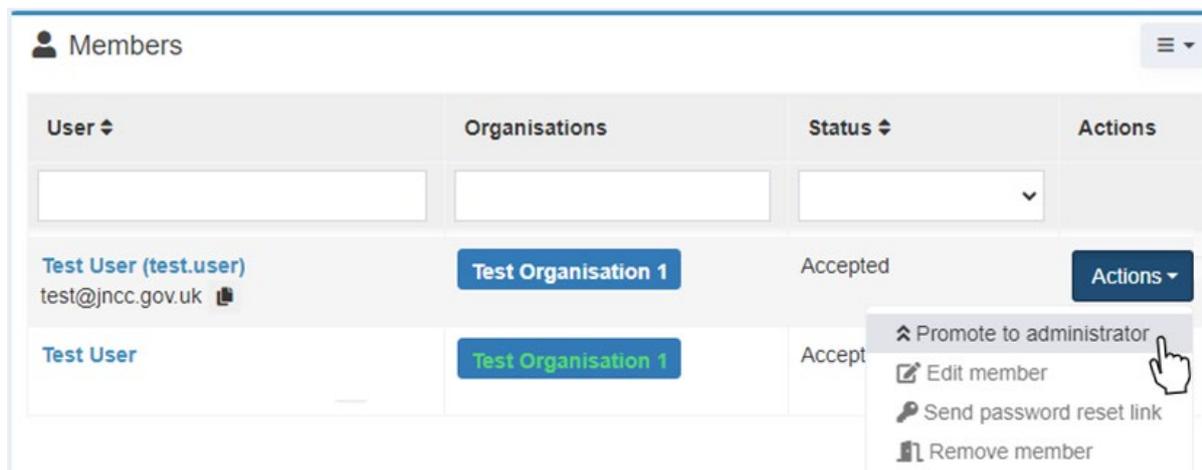


Figure 31. Navigation to the 'Actions' button to 'promote' a user to administrator of your organisation.

4.4.3. Remove Member/Agent

To remove a member or an agent:

- Navigate to the 'My Organisation' page from the navigation menu on the left.
- Navigate to the 'Members' or 'Agents' panel.
- Select the 'Actions' button next to the member or agent you wish to remove.
- From the drop-down menu, select 'Remove Member/Agent'.

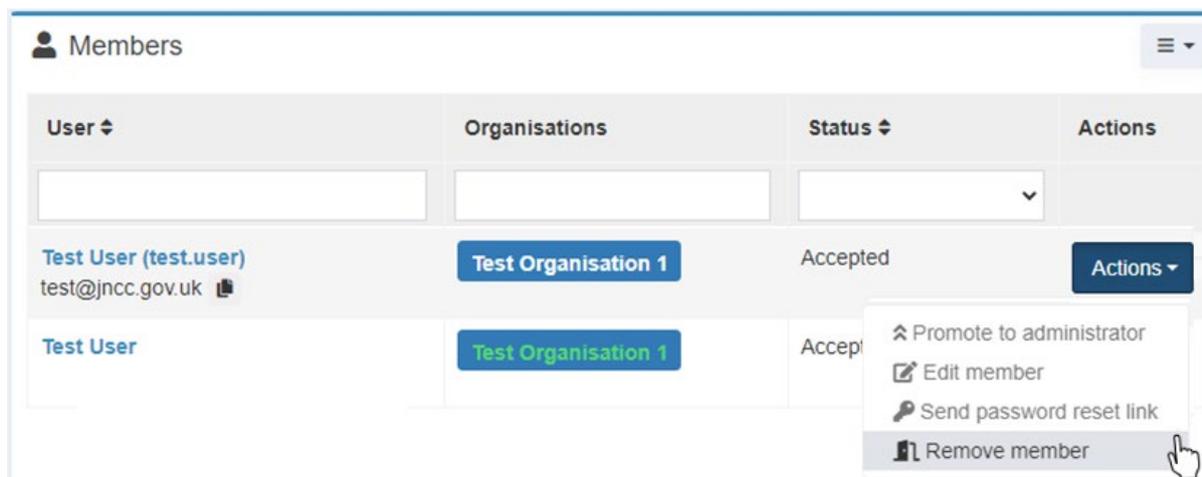


Figure 32. Navigation to the 'Actions' button to 'remove' a member from your organisation



Please note that administrators should ensure that memberships are up-to-date and remove members/agents that are no longer affiliated with the organisation.

A pop-up window will open asking you to confirm your decision to remove a member.

- Select 'Yes, remove member/agent' to confirm your action.
- Select 'Cancel' if you wish to cancel your action

4.4.4. Edit Organisation

To change the details of your organisation:

- Navigate to 'Organisations' from the navigation menu on the left.
- Search for your organisation in the 'Organisations' table.
- Navigate to the 'Actions' header in the row of your organisation.
- From the drop-down menu, select 'Edit organisation'.

The screenshot shows the 'Organisations' page in the Marine Noise Registry. The page title is 'Organisations' and the breadcrumb is 'Marine Noise Registry > Organisations'. Below the title is a description: 'A listing of the organisations for your site. Provides management tools for editing and deleting organisations.' The main content is a table with columns: Organisation, Description, Status, Join/Leave, Agent, Cooperation, and Actions. The table contains three rows of test organisations. The 'Test Organisation 1' row has an 'Actions' dropdown menu open, showing options for 'Agents' and 'Edit organisation'. A hand cursor is pointing at the 'Edit organisation' option.

Organisation	Description	Status	Join/Leave	Agent	Cooperation	Actions
test org						
Test Organisation 3		Approved		Cancel	Initiate discussion	
Test Organisation 2	This is a test organisation	Approved		Request	Initiate discussion	
Test Organisation 1	An organisation that tests the capabilities of the Marine Noise Registry	Approved	Leave			Actions

Figure 33. Navigation to the 'Actions' button on the 'Organisations' page to edit an organisation's details.

Alternatively:

- Navigate to the 'My Organisation' page from the navigation menu on the left.
- Navigate to the 'Organisation Summary' panel in the top-left corner.
- Select the 'cog' icon in the top-right corner of the panel.
- From the drop-down menu, select 'Edit'.

The screenshot shows the 'Organisation Summary' panel for 'Test Organisation 1'. The breadcrumb is 'Marine Noise Registry > Organisations | Test Organisation 1'. The panel title is 'Organisation Summary' and the subtitle is 'Organisation information page for Test Organisation 1'. The panel contains a 'Test Organisation 1' summary, a 'Leave organisation' button, and a 'cog' icon in the top-right corner. A hand cursor is pointing at the 'cog' icon. Below the summary are sections for 'Administrators' (1) and 'Members' (3). To the right of the summary is a 'Members' table with columns: User, Organisations, Status, and Actions. The table contains two rows of members, both associated with 'Test Organisation 1' and having a status of 'Accepted'. Each row has an 'Actions' dropdown menu.

User	Organisations	Status	Actions
	Test Organisation 1	Accepted	Actions
	Test Organisation 1	Accepted	Actions

Figure 34. Navigation to the 'Organisation Summary' panel of the 'My Organisation' page to edit an organisation's details.

In both cases, a pop-up window with your organisation's details will open.

- Edit your organisation's information as required.
- Select 'Update' to confirm your changes.
- Alternatively, select 'Cancel' to cancel your action.

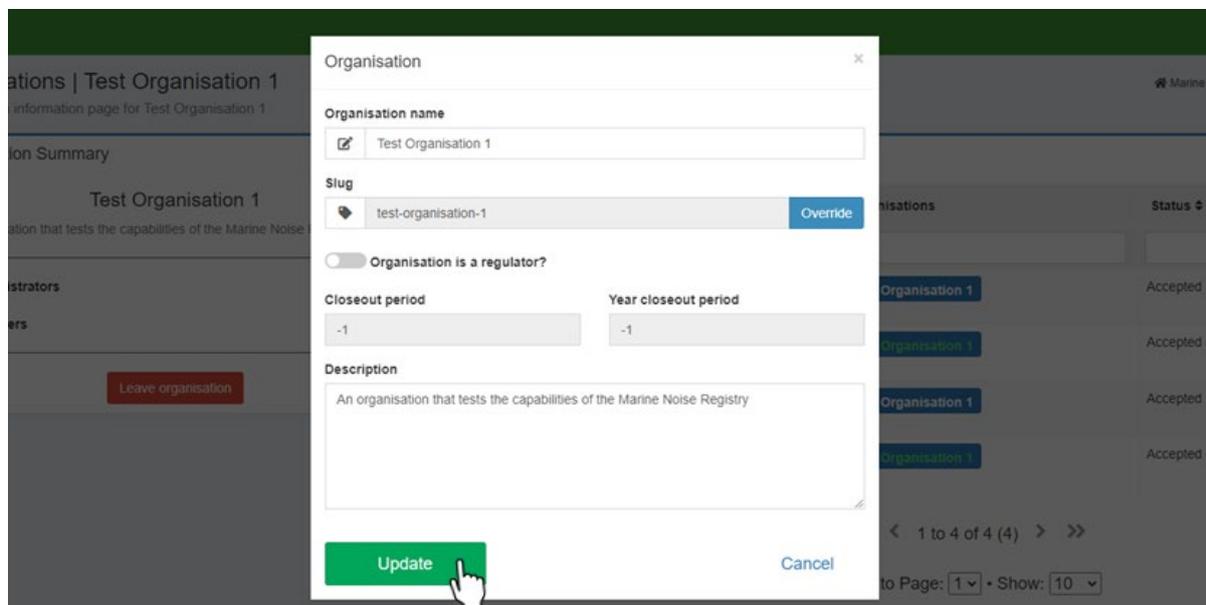


Figure 35. Pop-up window allowing organisation administrators to change their organisation's details.

4.4.5. Edit Member

To edit the details of an organisation member:

- Navigate to the 'Members' panel of the 'My Organisation' page.
- Select the 'Actions' button next to the member you wish to edit.
- Select 'Edit Member' from the drop-down menu.

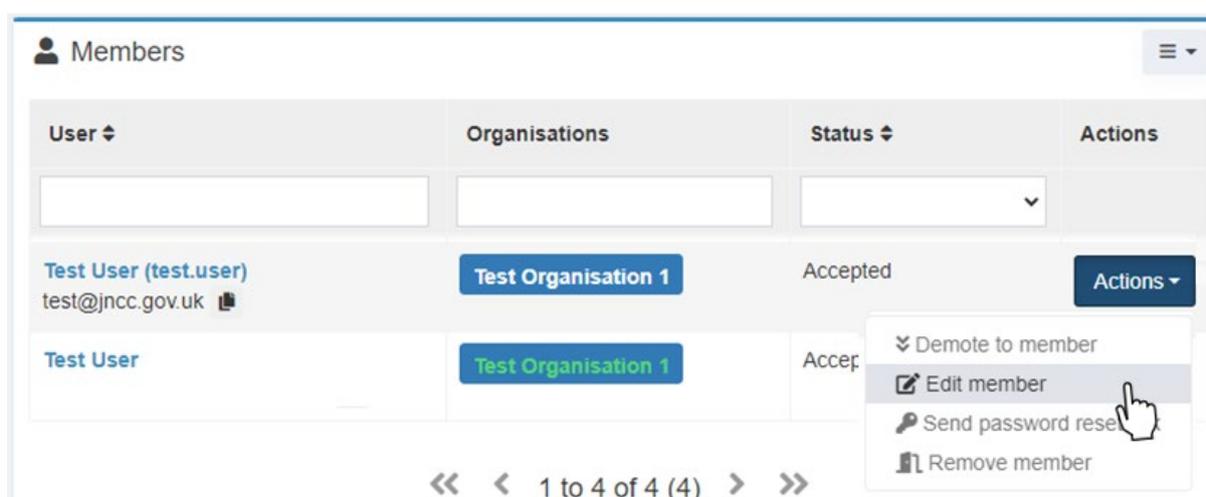


Figure 36. Navigation to the 'Actions' button in the 'Members' panel to edit member details.

A pop-up window displaying the member's details will open.

- Make the required changes to the member's username and contact details.
- Select the 'Update' button to save your changes.
- If you wish to cancel your action, select 'Cancel'.

Figure 37. Pop-up window allowing organisation administrators to edit user details.

4.4.6. Send Password Reset Link

To send a password reset link to a specific user:

- Navigate to the 'Members' panel of the 'My Organisation' page.
- Select the 'Actions' button next to the member you wish to send the link to.
- Select 'Send password reset link' from the drop-down menu.

User	Organisations	Status	Actions
Test User (test.user) test@jncc.gov.uk	Test Organisation 1	Accepted	Actions
Test User	Test Organisation 1	Accept	<ul style="list-style-type: none"> Demote to member Edit member Send password reset link Remove member

Figure 38. Navigation to the 'Actions' button in the 'Members' panel to send a password reset link.

Upon selection, a pop-up window will open asking you to confirm your action.

- Select 'Confirm' to send a password reset link to the member's email address.
- Select 'Cancel' if you wish to cancel your action.

4.5. Regulator Functions

In order to allow regulators to oversee applications submitted under the licence conditions set by their regulatory body, members of a regulator have the ability to view applications (see Section 5.4) but will not have the ability to edit them.

4.5.1. Email Notifications

The MNR provides optional email notifications that can be sent to regulators for the following events that occur under the regulator name:

- When a proposed activity has been submitted.
- When a close-out report has been submitted.
- If any changes have been made to activity submissions.
- A weekly summary of overdue close-out reports.



Please note that each member that is registered as a member of a regulatory body has to individually manage their email notifications. It is not possible to direct notification emails to an official regulator inbox unless a user account is registered under that email address. Email notifications can be adjusted the account settings of a user (see Section 3.3).

4.5.2. Regulator Administrator Role

Regulator administrators have the same permissions and role as any other organisation administrator (see Section 4.4) allowing them to manage membership requests, edit member and regulator details, promote/demote members to/from administrator, and remove members from the regulator organisation.



Please note that only regulator administrators have additional permissions to manage the regulator details and registered members. If you wish to be added as an administrator, please contact the current MNR administrator of your regulator. If the regulator is solely administered by JNCC, please contact MNR@jncc.gov.uk with your request.

4.5.2.1. Edit Close-out Period



Please note that for most regulators the close-out period is a fixed number of days and should not be changed unless an official regulatory decision has been made.

Regulator administrators are able to edit the close-out period for applications that are submitted under their regulatory body.

- ‘Close-out period’ – The number of days after the submitted end date of an application after which a close-out report is due.
- ‘Year close-out period’ – The latest date after the end of the year until which a close-out report needs to be submitted by. This is 31 March for all applications.

To edit the current close-out period:

- Navigate to 'Organisations' from the navigation menu on the left.
- Search for your organisation in the 'Organisations' table.
- Navigate to the 'Actions' header in the row of your organisation.
- From the drop-down menu, select 'Edit organisation'.

Alternatively:

- Navigate to the 'My Organisation' page from the navigation menu on the left.
- Navigate to the 'Organisation Summary' panel in the top-left corner.
- Select the 'cog' icon in the top-right corner of the panel.
- From the drop-down menu, select 'Edit'.

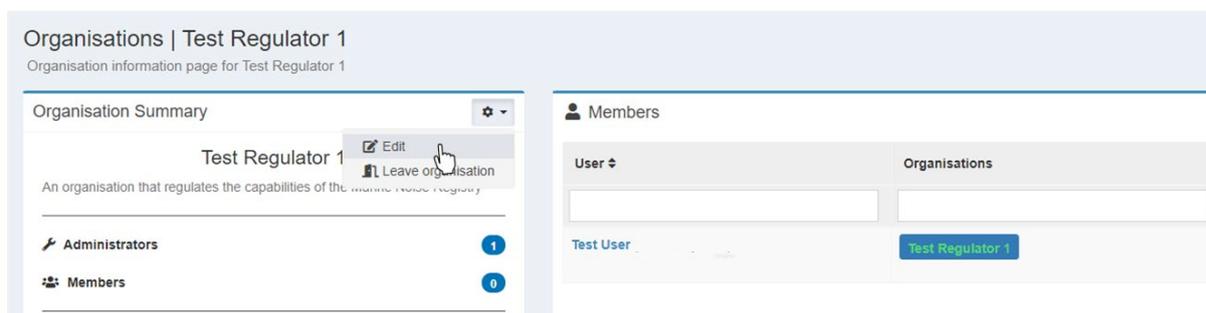


Figure 39. Navigation to the 'Organisation Summary' panel to edit the regulator's details.

In both cases, a pop-up window with your regulator's details will open.

- Adjust the close-out periods as required.
- Select 'Update' to confirm your changes.
- Select 'Cancel' if you wish to cancel your action.

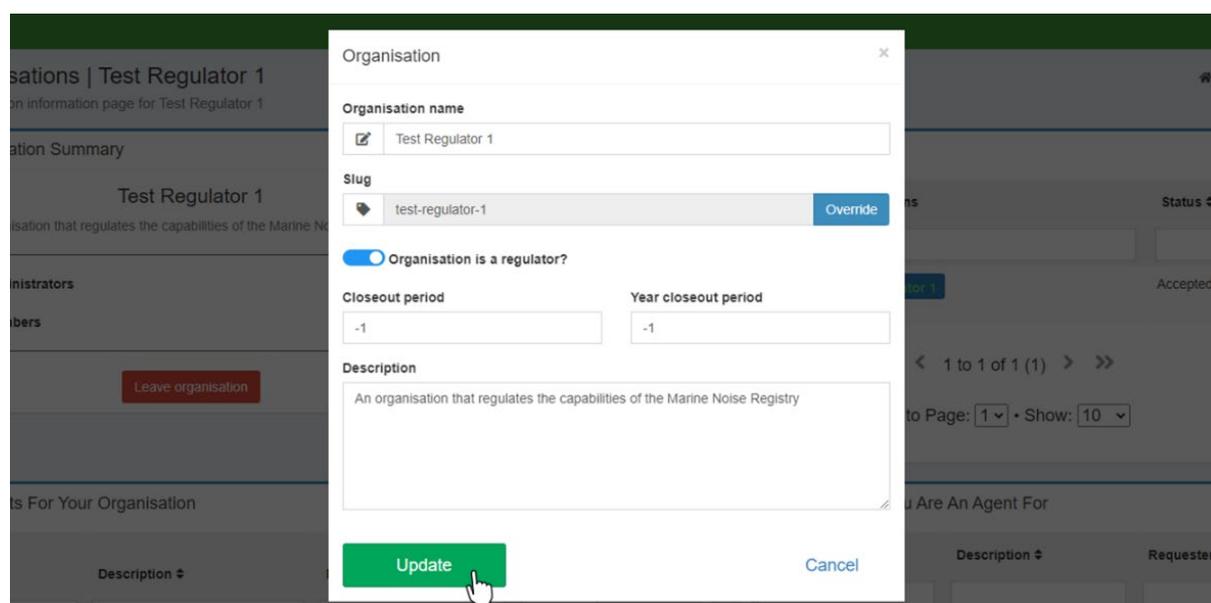


Figure 40. Pop-up window allowing regulator administrators to view and amend their details and close-out period.

5. Application Management

5.1. New Application

To create a new application:

- Navigate to the 'New Application' tab from the navigation menu on the left.

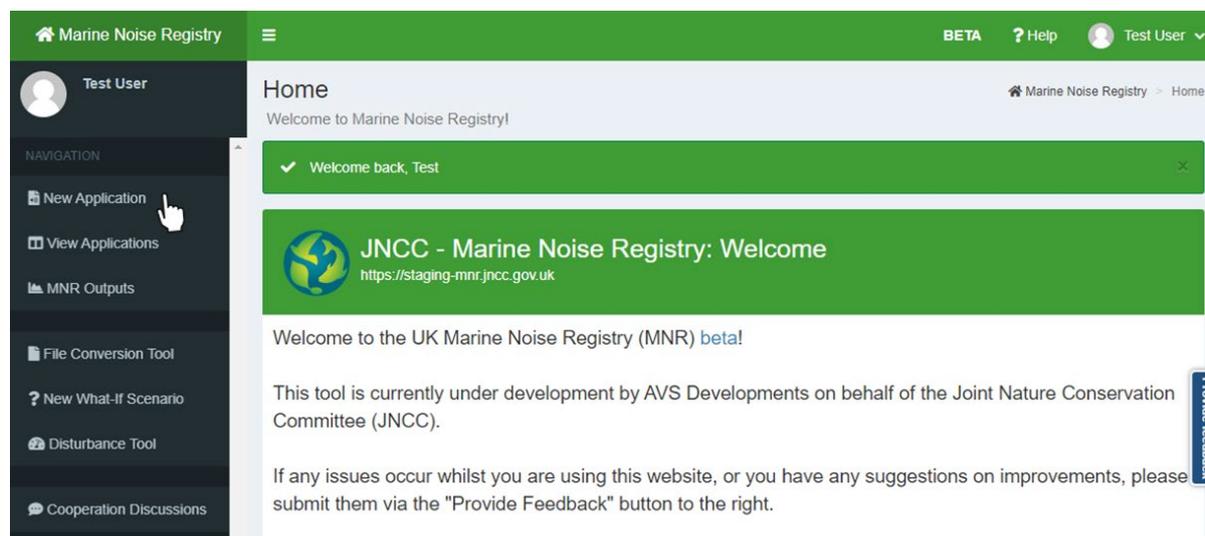


Figure 41. Navigation to the 'New Application' page from the navigation panel.

Alternatively:

- Navigate to the 'View Applications' page from the navigation menu on the left.
- Navigate to the bottom-right corner below the 'Applications' table.
- Select the 'New Applications' button in the bottom-right corner.

In both cases, a new window will open in which you can start entering your data.

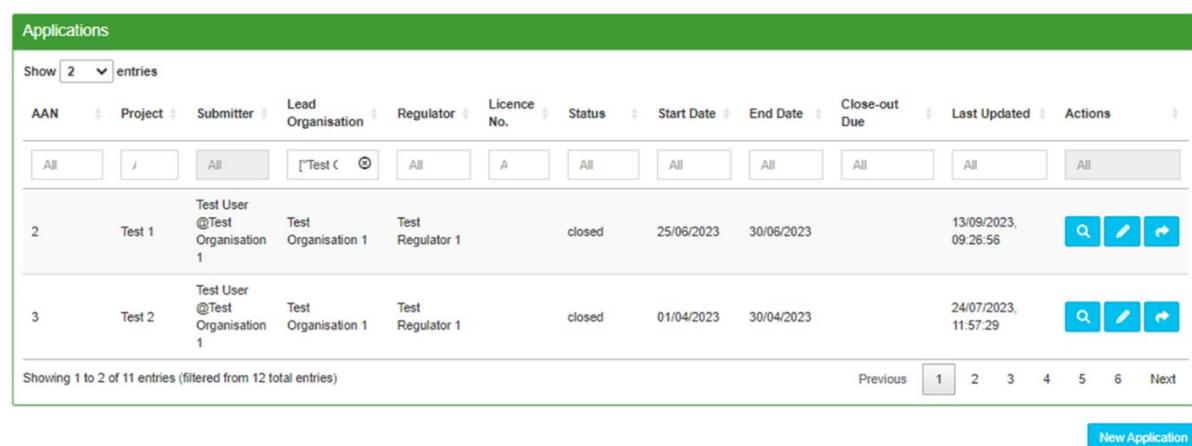


Figure 42. Navigation to the 'New Application' button on the 'View Applications' page.



Please note that any field marked with an asterisk (*) is mandatory. You will be unable to submit your application unless these fields are completed

5.1.1. Application Details

In the 'Application Details' panel, users are required to provide information on the management, timescales, and licencing conditions of their application.

Navigate to the 'Application Details' panel and insert the following information:

- Project Name * – Enter the name of the project that the application is a part of. This can be an official project name or a custom name of your choosing.
- Lead Organisation * – Select the name of the organisation undertaking the activities specified from the drop-down menu. The menu will display your own organisation and any organisation you are an agent of.



Please note that if you are a consultant organisation submitting the activity on behalf of another organisation, you must name this organisation (not your own consultancy organisation) as the lead organisation.

The figure shows two side-by-side screenshots of the 'Application Details' form. The left screenshot shows the 'Lead organisation' dropdown menu open, with 'Test Organisation 1' and 'JNCC' as options. The right screenshot shows the 'Earliest Start - Latest Finish' date range set to 24/08/2023 to 24/08/2023, with a calendar pop-up for August 2023 showing the 24th selected.

Figure 43. Example of completing the 'Application Details' panel with information.

- Earliest Start – Latest Finish * – Enter the earliest and latest potential date where application activities may occur (or the date on which the licence issue expires). Please input the timeframe of your application in dd/mm/yyyy format or select dates from the calendar pop-up box.



Please note that applications spanning several years are no longer required to be submitted separately. Please enter the entire timeframe of an application.

- Total Estimated Duration (Days) * – Enter the estimated number of days on which the activities specified within the application will occur. Please input whole number values.



Please select the 'Max' button to automatically populate the field with the number of days between the start and finish date if the duration is unknown.

- Regulator * – Select the regulator that is issuing your licence from the drop-down menu. If you are unsure who the regulator for your application is, please refer to Table 1 for the coarse geographic remits of different regulators.

Table 1. Geographic remits of different regulatory bodies. Inshore: From low-water mark to 12 nautical miles. Offshore: Beyond 12 nautical miles.

Location	Regulator
English inshore	Marine Management Organisation
English offshore	Marine Management Organisation
Northern Irish inshore	The Department of Agriculture, Environment and Rural Affairs
Northern Irish offshore	Marine Management Organisation
Scottish inshore	Marine Directorate
Scottish offshore	Marine Directorate
Welsh inshore	Natural Resources Wales
Welsh offshore	Marine Management Organisation

- Licence * – If your activity is licensed, select the ‘Check to add Licence No’ tick box and enter your licence number into the text field. If the activity is a voluntary notification, please select the ‘Voluntary notification?’ tick box.



Examples of common licence number formats include: GS/1234/1 (for OPRED licences), MLA/2023/00001 (for MMO licences), MS/EPS/01/2023/1 (for MD-LOT licences).

- Notes & Explanations * – In this field, please enter any additional information that may be deemed relevant or important. This is an optional free text box (maximum 600 characters)

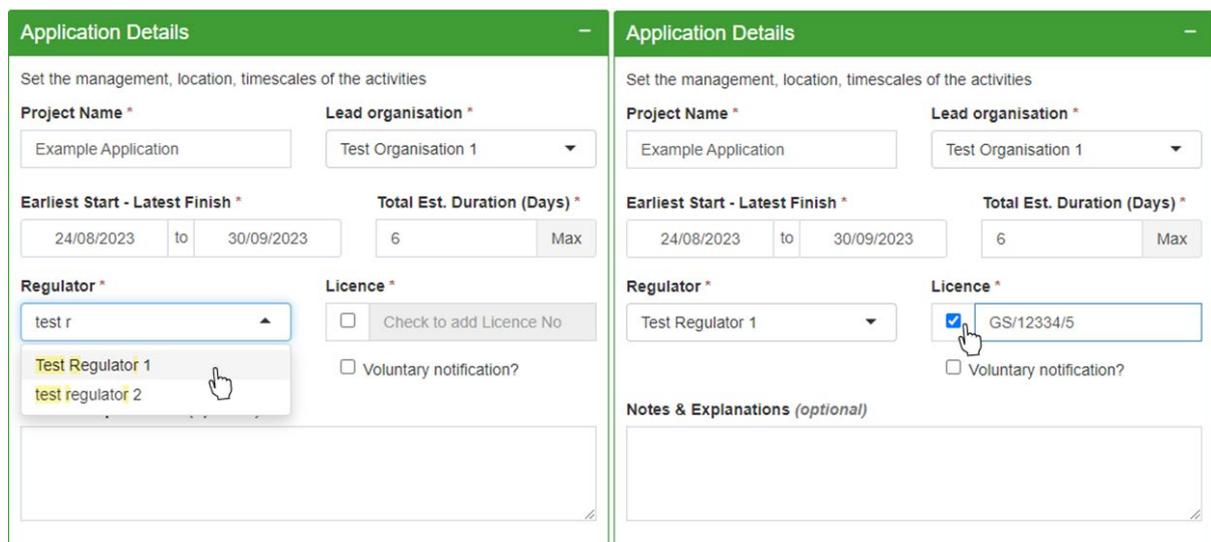


Figure 44. Example of entering the regulator and licence number in the ‘Application Details’ panel.

5.1.2. Proposed Activities

In the ‘Proposed Activities’ panel, users can specify the different activities of an application, the timeframe of their usage, mitigations and abatements, and noise source parameters.

5.1.2.1. Activity Details

Navigate to the ‘Details’ tab of the ‘Proposed Activities’ panel and provide the following information on the noise sources that are expected to be used:

- Noise source * – Select the activity type that will occur from the drop-down menu. See Table 2 for available options.
- Sub-type * – Select the sub-type of your noise source from the drop-down menu. The menu will only display options relevant to the noise source that is selected. Please see Table 2 for available options.



Please note that when selecting ‘Other’ as a sub-type additional information will need to be provided (e.g. the type of equipment used).

Table 2. Activity noise sources and available sub-type options.

Noise Source	Sub-type
Acoustic Deterrent Device	Other
Military Sonar	Anti-Submarine Warfare (ASW) Sonar; ASW Sonar Check
Explosive	Open Water (< 2 kg, > 2 kg); UXO (Low Order, High Order); Within 100 m of mudline (< 2 kg, > 2 kg)
Multibeam Echosounder	Any
Impact Pile Driving	Conductor; Mono; Pin; Sheet
Seismic Survey	Ocean Bottom; Regional; Reservoir; Route; Vertical Profile; Site; Mini Airgun; Other
Sub-bottom profiler	Boomer; Chirp; Parametric; Pinger; Sparker; Imager

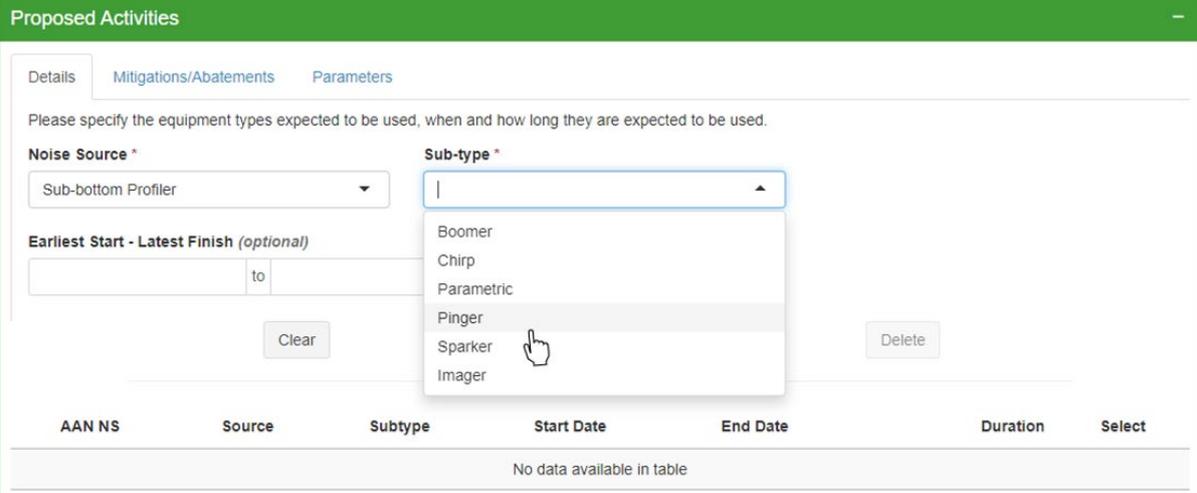


Figure 45. Data input section for detailing different activities and their sub-types.

- **Earliest Start – Latest Finish** – Enter the earliest date and the latest potential date where the activity may occur. Please input values in dd/mm/yyyy format or select dates using the calendar pop-up. This information is optional.

Figure 46. Data input example for the timeframe of a particular activity using the calendar pop-up.

- **Estimated Duration (Days)** – Enter the estimated number of days across which the activity will occur. This should only be as high as the estimated number of days you have provided in the ‘Application Details’ panel. This information is optional.

 Please select the ‘Max’ button to automatically populate the field with the number of days between the start and finish date if the duration is unknown.

Once all information for a particular noise source has been input in the ‘Details’ tab:

- Select the ‘Add’ button. The activity will appear in the table as a new row entry.
- Optional: Add additional noise sources following the same process.

 Please note that if multiple noise sources are provided within one application, they are automatically saved as linked activities under a shared AAN and are distinguishable by a suffix. For example, for AAN 42 linked activities are named ‘42_1’, ‘42_2’, etc.

Figure 47. Example of adding activities to an application using ‘Add’. Each activity will appear as a new row in the table.

5.1.2.2. Mitigations/Abatements

To add additional information on mitigation that may be used during an activity:

- Select the activity in the table of the 'Details' tab of the 'Proposed Activities' panel.
- Navigate to the 'Mitigations/Abatements' tab.
- Click into the text field to add one or multiple of the options provided.
- Select the 'Update' button to add the mitigation(s) to the activity.
- You may add mitigations to other activities following the same process.



Please note that to add Acoustic Deterrent Devices (ADD) as a mitigation, you must select 'Other' from the drop-down menu and specify it in the text field. If you are using an ADD for any other purpose, add it as a noise source in the 'Details' tab and specify the type of ADD that is used.

Proposed Activities

Details | **Mitigations/Abatements** | Parameters

Please specify any mitigations or abatements that may be used during this activity.
If your abatement or mitigation is not listed or you wish to add further details, please also select 'Other' and provide details in the text box provided.

Mitigations/Abatements (optional)

Marine Mammal Observers Other |

Mitigations
 Passive Acoustic Monitoring
 Soft Start

Other Mitigation(s)/Abatement(s) *

Add
Update
Delete

AAN NS	Source	Subtype	Start Date	End Date	Duration	Select
aan_ns_1	Seismic Survey	Site	26/08/2023	13/09/2023	19	<input type="radio"/>
aan_ns_2	Sub-bottom Profiler	Pinger	25/08/2023	31/08/2023	7	<input checked="" type="radio"/>

Figure 48. Example of adding information on mitigations and abatements to a specific noise source.

5.1.2.3. Activity Parameters



Please note that the MNR only records activities that fall within specified parameters' ranges. Please refer to Table 3 for accepted data ranges per parameter. Activities that fall outside the ranges should not be uploaded.

To add parameters to an activity:

- Navigate to the 'Details' tab of the 'Proposed Activities' panel.
- Select the activity in the table using the radio button underneath the 'Select' column.

After selecting the activity:

- Navigate to the 'Parameters' tab.
- Enter the parameters values into their respective fields.
- Select the 'Update' button to add the parameter values to an activity.
- You may add parameters to other activities following the same process.

Table 3. Accepted data ranges for different activity noise source parameters.

Parameter	Unit	Min	Max	Supplementary information
Frequency	Hz	10	10,000	10–12,000 Hz for Multibeam Echosounders.
Sound Pressure Level	dB	120	300	
Sound Exposure Level	dB	140	360	
Maximum Airgun Volume	in ³	-	8,000	Seismic Survey only.
TNT Equivalent	kg	-	1,000	Explosives only.
Maximum Hammer Energy	kJ	-	6,000	Impact Pile Driving only.
Pile Diameter	m	0	15	Impact Pile Driving only.
Survey Dimension	-	2	4	2D, 3D, or 4D. Seismic Survey only.

Proposed Activities

Details Mitigations/Abatelements **Parameters**

Please enter any additional information about your activity below.

Sound pressure level is Peak Sound Pressure Level (Lpk) - dB re: 1uPa @ 1m.

Sound exposure level is measured in - dB re: 1uPa²s @ 1m

When specifying parametric noises, please specify the highest SPL in 10Hz..10KHz band. Normally this will be the secondary (or difference) frequency.

Frequency (Hz) **Sound Pressure Level (re 1uPa @ 1m) (dB)** **Sound Exposure Level (re 1(uPa²)s @ 1m) (dB)**

3500 235 215

Clear Add Update Delete

AAN NS	Source	Subtype	Start Date	End Date	Duration	Select
aan_ns_1	Seismic Survey	Site	26/08/2023	13/09/2023	19	<input type="radio"/>
<input checked="" type="checkbox"/> aan_ns_2	Sub-bottom Profiler	Pinger	25/08/2023	31/08/2023	7	<input checked="" type="radio"/>

Figure 49. Example of adding noise source parameters to an activity.

5.1.3. Activity Location

For proposed applications, an approximate location suffices. Detailed positions must only be provided during close-out reporting. If you wish to save your application as a draft instead, location information is not required until you wish to officially submit the activity.

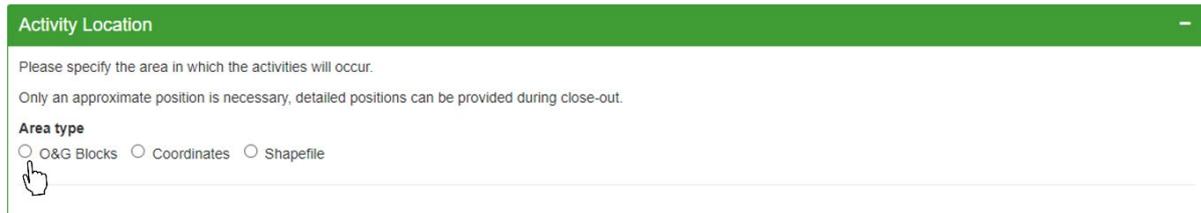


Please note that users are only able to submit location data that fall within UK international waters.

To enter proposed activity locations:

- Navigate to the 'Activity Location' panel.
- Select the type of location information you will be submitting from 'Area Type'.

Activity locations can be entered as Oil & Gas Blocks (see Section 5.1.3.1), coordinates (see Section 5.1.3.2), or using a shapefile (see Section 5.1.3.3). Block references and coordinates can be manually entered or by uploading a CSV file.



Activity Location

Please specify the area in which the activities will occur.

Only an approximate position is necessary, detailed positions can be provided during close-out.

Area type

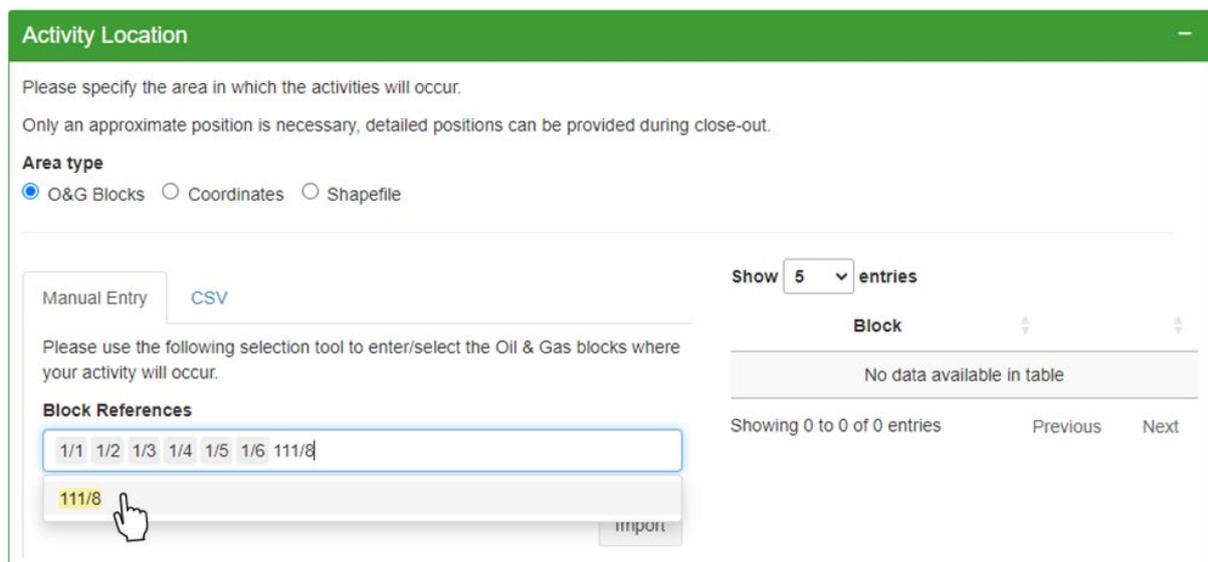
O&G Blocks Coordinates Shapefile

Figure 50. The 'Activity Location' panel with the option to input data as either Oil and Gas Blocks, coordinates, or as a shapefile.

5.1.3.1. Oil And Gas Blocks

To manually add block references, select 'O&G Blocks' from 'Area type':

- Select the 'Manual Entry' tab.
- Click into the 'Block References' text field.
- Select the block codes where the activity may occur from the drop-down list.
- Select the 'Import' button to add your locations to the application.



Activity Location

Please specify the area in which the activities will occur.

Only an approximate position is necessary, detailed positions can be provided during close-out.

Area type

O&G Blocks Coordinates Shapefile

Manual Entry **CSV**

Please use the following selection tool to enter/select the Oil & Gas blocks where your activity will occur.

Block References

1/1 1/2 1/3 1/4 1/5 1/6 111/8

111/8

import

Show 5 entries

Block

No data available in table

Showing 0 to 0 of 0 entries Previous Next

Figure 51. Example of entering and importing activity locations as Oil and Gas Block codes.

To upload block references using a CSV file:

- Select 'O&G Blocks' from 'Area type'.
- Select the 'CSV' tab.
- Optional: Select the 'Download Template' button to download a CSV template file.
- Complete the template with your location data and save it to your files.
- Select the 'Browse' button to open the CSV file from your file explorer.
- If your upload was successful, you will receive an 'Upload complete' notification.



Please note that uploading a CSV will replace any previously entered location data.

Activity Location

Please specify the area in which the activities will occur.
Only an approximate position is necessary, detailed positions can be provided during close-out.

Area type

O&G Blocks Coordinates Shapefile

• Block import completed successfully!

Manual Entry CSV

WARNING: Uploading a CSV file will **REPLACE** any existing data!

To **APPEND** instead, download your current data and append your new data to the bottom before uploading.

Select CSV File

Browse... mnr_blocks_template.csv Download Template

Upload complete

Block	Delete
21/3	
21/4	
21/5	
21/6	

Showing 1 to 4 of 4 entries Previous 1 Next

Figure 52. Example of importing activity locations as Oil and Gas Block codes using a CSV file.

5.1.3.2. Coordinates



Please note that coordinates must be provided in either decimal degrees or degrees:minutes:seconds.

- Decimal degree latitude/longitude coordinate pairs (WGS84) can be copied from Web mapping tools. Example: 56.105, -2.732.
- Coordinate pairs entered as degrees:minutes:seconds must be in dd:mm:ss format, where dd, mm, ss are two-digit integers representing degrees, minutes, and seconds respectively. Additionally, the cardinal direction (North, East, South, West) must be provided as a single capital letter. Example: 56N:06:18, 2W:43:55.

To manually enter your locations as coordinates:

- Select 'Coordinates' under 'Area type'.
- Select the 'Manual Entry' tab.
- Click into the 'Enter Location(s)' text box.
- Input your coordinates in either decimal degrees or degrees:minutes:seconds.
- Select 'Import' to add your activity locations.



Please note that coordinates within a coordinate pair must be separated by a comma to be read correctly. Press 'Enter' on your keyboard to add the next coordinate pair in a new line.

Activity Location

Please specify the area in which the activities will occur.
Only an approximate position is necessary, detailed positions can be provided during close-out.

Area type
 O&G Blocks Coordinates Shapefile

Help Manual Entry CSV

Enter location(s)

56.105, -2.73
56.104, -2.73

Import

Show 5 entries

Latitude	Longitude
No data available in table	

Showing 0 to 0 of 0 entries Previous Next

Figure 53. Example of manually imported activity locations as coordinates in decimal degrees.

To upload coordinates using a CSV file:

- Select 'Coordinates' under 'Area type'.
- Select the 'CSV' tab.
- Optional: Select 'Download Template' button to download a template CSV file.
- Select the 'Browse' button to open a CSV file from your file explorer.
- If your upload was successful, you will receive an 'Upload complete' notification.



Please note that CSV files must contain separate columns for latitude and longitude to be read correctly.

	A	B	C
1	Latitude	Longitude	
2	56.105	-2.732	
3	56.104	-2.733	

	A	B	C
1	Latitude	Longitude	
2	56N:06:18	2W:43:55	
3	56N:07:15	2W:42:35	

Figure 54. Example layout of a CSV file with coordinates pairs entered in degrees:minutes:seconds (right) and decimal degrees (left).

5.1.3.3. Shapefile

To upload activity locations as a shapefile:

- Select the 'Shapefile' option.
- Select the 'Browse' button to load your file explorer.
- Navigate to where your shapefile is saved.
- Select and open the zip folder containing the shapefile.
- If uploaded successfully, you will receive a 'Shapefile import completed!' notification.



Please note that shapefiles must include polygons or points and must be zipped into one file that include a .shp, .prj, and .dbf file as a minimum.

Activity Location

Please specify the area in which the activities will occur.
Only an approximate position is necessary, detailed positions can be provided during close-out.

Area type

O&G Blocks Coordinates Shapefile

Shapefiles must include polygons or points, zipped into 1 file (including .shp, .prj, .dbf as minimum)
Once the file upload is complete, the shapefile will be processed.

- Shapefile import started! Please wait...
- Unpacking zip archive...
- Loading shapefile...
- Validating shapefile...
- Calculating block intersections...
- Calculating marine region intersections...
- Calculating proximities to conservation areas...
- Finalising import...
- Shapefile import completed!

Select zipped shapefile

Browse... Coords.zip

Upload complete

Figure 55. Example of a successful upload of a zipped file containing activity locations as a shapefile.

5.1.3.4. Download Current Data: Proposed

Users can download submitted activity locations from the 'Activity Locations' panel. This function is useful when users wish to append additional data to previously uploaded data.

Activity Location

Please specify the area in which the activities will occur.
Only an approximate position is necessary, detailed positions can be provided during close-out.

Area type

O&G Blocks Coordinates Shapefile

Manual Entry CSV

Please use the following selection tool to enter/select the Oil & Gas blocks where your activity will occur.

Block References

Import & Append Import & Replace All

Download

Please Note:
If you are using Microsoft Excel, ensure when opening CSV files they are imported (Data>Get Data>From File>From Text/csv) with the columns in the correct format or set Data type detection to 'Do not detect data types'; if you do not open the file as recommended some oil and gas blocks will show up as dates.

Show 5 entries

Block	
1/3	
1/4	
1/6	
1/7	
1/5	

Showing 1 to 5 of 8 entries

Previous 1 2 Next

Download Current Data

Figure 56. Navigation to the 'Download Current Data' button in the 'Activity location' panel.



Please note that it is not possible to download current location data that was submitted as a shapefile.

To download current activity location data:

- Navigate to the 'Activity Location' panel.
- Select the type of location data you submitted under 'Area type'.
- Select the CSV tab from the respective area type.
- Select the 'Download Current Data' button at the bottom of the panel.
- Upon selecting the button, the download of a date-stamped CSV file will initiate.



Please note that if you are using Microsoft Excel to open CSV files, these should be [imported](#) without any data type detection. If you do not open downloaded CSV files as recommended, block references will display as dates.

5.1.4. Save Draft Application

To save an application as draft:

- Navigate to the top-right corner of the page.
- Select the 'Save Changes' button.
- If successful, the status message at the top will change from ****NEW**** to ****DRAFT****.
- A pop-up window will open if your application was successfully saved.
- Select 'Ok' to confirm.



Please note that all mandatory 'Application Details' fields (see Section 5.1.1) must be completed to be able to save a draft application. If a mandatory field is missing, an error message will appear at the bottom-right of the screen specifying the type of information that is missing.

Figure 57. Navigation to the 'Save Changes' button to save an application as draft.

5.1.5. Submit Proposed Application

To submit an application as proposed:

- Navigate to the top-right corner of the page.
- Select the 'Submit Application' button.
- If successful, the status message at the top will change to ****PROPOSED****.

You will be prompted with a pop-up window:

- Select 'Yes' to confirm your submission.
- Select 'No' to keep your application in draft stage.



Please note that all mandatory 'Application Details' (see Section 5.1.1), 'Proposed Activities' (see Section 5.1.2), and 'Activity Location' fields (see Section 5.1.3) must be completed to be able to submit a proposed application. If a mandatory field is missing, an error message will appear at the bottom-right of the screen specifying the type of information that is missing.

**** DRAFT ****

Delete Application Save Changes Submit Application

Proposed Activities

Details Mitigations/Abatements Parameters

Please specify the equipment types expected to be used, when and how long they are expected to be used.

Figure 58. Navigation to the 'Submit Application' button to submit an application as proposed.



Please ensure that the submitted data is correct. Once submitted as proposed, an application will become publicly visible in the MNR Outputs (see Section 6).

5.1.6. Cancel New Application Form

If you wish to cancel a new application form, simply leave the page by using the back arrow or by navigating to a different page within the MNR.

You will be prompted with a pop-up message asking you confirm your wish to leave.

- Select 'Leave' to leave the page
- Select 'Cancel' to remain on the page.



Please note that no data will be saved unless you save or submit your application.

5.2. Close-out Reporting

A close-out report is an accurate account of an activity after it has been completed and must be finalised by the close-out due date. An application must have been submitted as proposed before a close-out report can be completed.

To submit close-out data:

- Select 'View Applications' from the navigation menu.
- Select 'View Applications' from the navigation menu.
- Select the button with the pen icon to open your application in Edit mode.
- Scroll down until you find the 'Close-out reporting' panel.

AAN	Project	Submitter	Lead Organisation	Regulator	Licence No.	Status	Start Date	End Date	Close-out Due	Last Updated	Actions
2	Test 1	Test User @Test Organisation 1	Test Organisation 1	Test Regulator 1	A	closed	25/06/2023	30/06/2023		13/09/2023, 09:26:56	[Search] [Edit] [Refresh]
3	Test 2	Test User @Test Organisation 1	Test Organisation 1	Test Regulator 1		closed	01/04/2023	30/04/2023		24/07/2023, 11:57:29	[Search] [Edit] [Refresh]

Showing 1 to 2 of 11 entries (filtered from 12 total entries)

Figure 59. Navigation to the edit button in the Applications table which is denoted by a pen icon.

For each activity, actual locations and dates can be provided as either Oil and Gas Blocks or coordinates. These can be submitted either manually or uploaded as a CSV file.

To enter close-out locations and dates to an activity:

- Navigate to the 'Close-out Year' drop-down menu.
- Select 'New Submission'.
- Select an activity from the table.

Upon selection, additional tabs will become visible allowing users to enter close-out data for individual activities or all activities combined.

Close-out reporting

Close-out Year: New submission All Years (view only) New submission Clear changes

AAN	Activity Name	Site	Expected Duration	Reported Days	Block Days	Select
76_1	Seismic Survey	Site		0	0	<input type="radio"/>
76_2	Sub-bottom Profiler	Sparker		0	0	<input type="radio"/>
76_3	Multibeam EchoSounder	Any		0	0	<input type="radio"/>

Clear Selection

CSV

Show 2 entries Search:

AAN_Ref	Latitude	Longitude	Block	Earliest Date	Latest Date
76_1				6/10	
76_1				6/12	

Showing 1 to 2 of 21 entries

Previous 1 2 3 4 5 ... 11 Next

Download

Please Note:
If you are using Microsoft Excel, ensure when opening CSV files they are imported (Data>Get Data>From File>From Text/csv) with the columns in the correct format or set Data type detection to 'Do not detect data types'; if you do not open the file as recommended some oil and gas blocks will show up as dates.

Download Current Data

Figure 60. Example of selecting the 'New submission' option in the 'Close-out reporting' panel of an application to enter close-out locations and dates.

5.2.1. Actual Locations and Dates



Please note that it is not possible to upload shapefiles at the close-out reporting stage. Multipoints, points, linestrings, and multilinestrings that were uploaded as shapefiles at the proposed stage are converted into their unique coordinates to populate the locations table of the close-out reporting panel. Proposed locations uploaded as polygons cannot be converted to coordinates and, therefore, will need to be manually added to the locations table during close-out reporting, either as coordinates or O&G blocks.

To manually add close-out data for individual activities:

- Select an activity in the table on the left.
- Select either the 'O&G Blocks'; or 'Coordinates' tab as required.
- To add dates to a location, select the respective row in the 'Select' column.
- Click into the 'Activity Dates' field.
- Manually type or click on the respective dates in the calendar to add data.
- Once completed, select the 'Update' button to add the data to the table.
- Repeat the same process for each location in the table.



Please separate each date with a comma if there a multiple dates per location.

Figure 61. Example of selecting activity dates using the pop-up calendar.

If additional locations need to be added:

- Click into the 'O&G Block' or 'Latitude/Longitude' fields and enter your location.
- Add activity dates for the location.
- Select 'Add' to add the data to the table.

 Please note that the table will automatically be filled in with the earliest and latest date and the total number of days on which the activity occurred.

To enter close-out data using a CSV file:

- Select any activity in the table.
- Select the 'CSV' tab in the 'Close-out reporting' panel.
- Select 'All noise sources' to upload close-out data for all activities combined.
- Alternatively, select 'Selected only' to upload close-out data for a single activity.

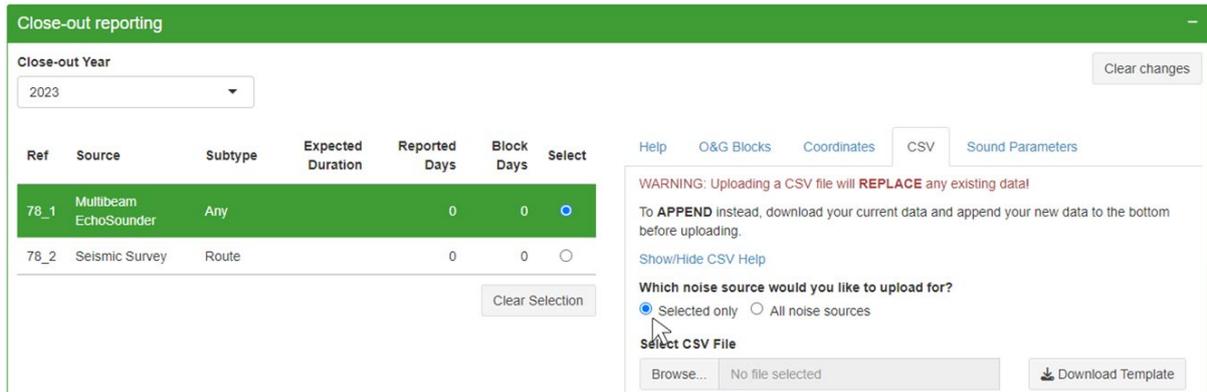


Figure 62. Options to upload a CSV file for all noise sources or only a selected noise source.

A close-out CSV file must contain the following columns to be read correctly by the system:

- AAN_Ref – Unique noise source reference (e.g. 82_1, 82_2).
- Block – Oil and Gas Block reference (e.g. 87/3, 347/26).
- Date – Dates of the activity occurred in dd/mm/yyyy format separated by a comma.
- Latitude – Latitude as decimal degrees or degrees:minutes:seconds.
- Longitude – Longitude as degrees:minutes:seconds or decimal degrees.

 Please see Section 5.1.3.2 for guidance on the required format of coordinates.

	A	B	C	D	E
1	AAN_Ref	Latitude	Longitude	Block	Date
2	84_1	60.7529	-0.7363		02/02/2023
3	84_1	56.94802	-1.85924		03/02/2023
4					
5					

	A	B	C	D	E
1	AAN_Ref	Latitude	Longitude	Block	Date
2	84_1			83/3	02/02/2023
3	84_1			83/4	03/02/2023
4	84_2			102/15	05/03/2023
5					

Figure 63. Example of a CSV with location data as coordinates (left) and Oil and Gas Blocks (right).

If you wish to download a template CSV file with the required columns:

- Select the 'Download Template' button.
- Complete the CSV template with your data and save it to your files.

To upload your CSV file from your device:

- Select the 'Browse' button.
- Open the CSV file from your file explorer.

The screenshot shows the 'Close-out reporting' interface. At the top, there is a 'Close-out Year' dropdown menu set to '2023' and a 'Clear changes' button. Below this is a table with columns: Ref, Source, Subtype, Expected Duration, Reported Days, Block Days, and Select. The table contains two rows: '78_1' (Multibeam EchoSounder, Any, 0, 0, selected) and '78_2' (Seismic Survey, Route, 0, 0, not selected). A 'Clear Selection' button is located below the table. To the right of the table are tabs for 'Help', 'O&G Blocks', 'Coordinates', 'CSV', and 'Sound Parameters'. The 'CSV' tab is active, displaying a warning: 'WARNING: Uploading a CSV file will REPLACE any existing data!'. It also provides instructions on how to append data and offers a 'Download Template' button with a mouse cursor pointing to it.

Figure 64. Navigation to the 'Download Template' button to download a CSV close-out template.



Please note that uploading a CSV will replace any existing data (e.g. previously entered through manual entry). If required, you can download a CSV file with the current data (see Section 5.2.1.1) and append any new data to it.

5.2.1.1. Download Current Data: Close-out

Users can download their submitted close-out data from both interim and closed applications. This function is useful if users wish to append additional data to their existing close-out information or to simply download a record of the data that was submitted.

To download current data as a CSV:

- Navigate to the 'Close-out reporting' panel.
- Select the 'Download Current Data' button to initiate the download.

The screenshot shows the 'Close-out reporting' interface. At the top, there is a 'Close-out Year' dropdown menu set to 'New submission' and a 'Clear changes' button. Below this is a table with columns: Ref, Source, Subtype, Expected Duration, Reported Days, Block Days, and Select. The table contains one row: '80_1' (Sub-bottom Profiler, Pinger, 0, 0, selected). A 'Clear Selection' button is located below the table. To the right of the table are tabs for 'Help', 'O&G Blocks', 'Coordinates', 'CSV', and 'Sound Parameters'. The 'CSV' tab is active, displaying instructions on how to submit data as a CSV file or manually. It also provides a 'Download Current Data' button with a mouse cursor pointing to it.

Figure 65. Navigation to the 'Download Current Data' button in the 'Close-out reporting' panel.



Please note that if you are using Microsoft Excel to open CSV files, these should be [imported](#) without any data type detection. If you do not open downloaded CSV files as recommended, block references will display as dates.

5.2.2. Actual Activity Parameters

In addition to the dates and location on which/where an activity occurred, the MNR also records information on the noise source parameters of the activities that were conducted.



Please note that the completion of this section is optional but strongly encouraged.

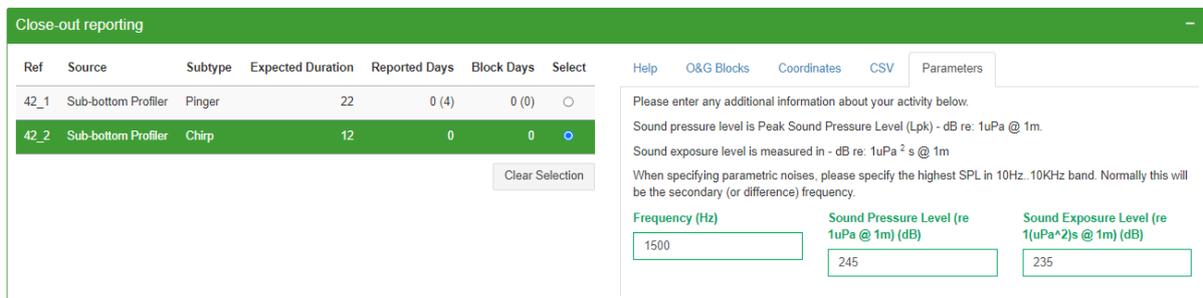
For each activity type, the MNR only records information on low to medium frequency noise. This means that activities that fall above or below a specific threshold are not recorded.

To enter noise source parameters for an activity:

- Select the activity in the table you wish to enter parameters for.
- Select the 'Parameters' tab. The data input options will differ between noise sources.
- Enter the values in the respective text boxes.
- Repeat the process for any other activities on the application.



Please note that the system will prompt you with an error message if you attempt to upload data outside the specified data (e.g. frequency) ranges (see Table 3, Section 5.1.2.3).



The screenshot shows the 'Close-out reporting' interface. On the left, there is a table with columns: Ref, Source, Subtype, Expected Duration, Reported Days, Block Days, and Select. Two rows are visible: 42_1 (Sub-bottom Profiler, Pinger, 22, 0 (4), 0 (0)) and 42_2 (Sub-bottom Profiler, Chirp, 12, 0, 0). The 42_2 row is selected. To the right of the table is a 'Parameters' tab for the selected activity. It contains instructions and three input fields: Frequency (Hz) with value 1500, Sound Pressure Level (re 1uPa @ 1m) (dB) with value 245, and Sound Exposure Level (re 1(uPa^2)s @ 1m) (dB) with value 235.

Figure 66. Example form for noise source parameters input options for a Sub-bottom Profiler.

5.2.3. Close-out Due Date

Each proposed activity application will have associated close-out due date which can be found in the 'Close-out Due' column of the 'Applications' table.



Please note that for multi-year applications there will be a close-out due date for each year (see Section 5.2.5.1). The first due date will be when the interim close-out report for the first year is due (i.e. 31 March of the following year).

AAN	Project	Submitter	Lead Organisation	Regulator	Licence No.	Status	Start Date	End Date	Close-out Due	Last Updated	Actions
66	test	Test User @Test Organisation 1	Test Organisation 1	Test Regulator 1		proposed	20/09/2023	23/09/2023	18/11/2023	10/11/2023, 13:23:47	[Search] [Edit] [Share]
74	test 5	Test User @Test Organisation 1	Test Organisation 1	Test Regulator 1	GS/4567/0	proposed	13/09/2023	15/09/2023	10/11/2023	14/11/2023, 10:51:19	[Search] [Edit] [Share]
91	test application	Test User @Test Organisation 1	Test Organisation 1	Test Regulator 1		proposed	08/11/2023	25/11/2023	20/01/2024	21/11/2023, 10:12:03	[Search] [Edit] [Share]

Figure 67. Applications table with the close-out due date column highlighted.

The close-out due date is automatically calculated by adding a set number of days to the latest end date given in the proposed activity application. The exact number of days is decided by the respective regulator that is named within an application.

Please see Table 4 for the close-out periods of different regulators.

Table 4. Regulatory bodies and their associated close-out period and acronyms.

Regulator	Acronym	Close-out period
The Offshore Petroleum Regulator for Environment and Decommissioning	OPRED	12 weeks / 84 days
Marine Management Organisation	MMO	12 weeks / 84 days
Marine Directorate	MD-LOT	12 weeks / 84 days
Natural Resources Wales	NRW	8 weeks / 56 days
The Department of Agriculture, Environment and Rural Affairs	DAERA	8 weeks / 56 days

5.2.4. Submit Interim Close-Out Report

If you wish to save your close-out data prior to your final close-out submission, you can save your application as an interim close-out report. Interim close-outs can be edited until 31 March of the following year if information needs to be updated.



Please note that interim close-outs do not replace a final close-out submission. Any application must be closed-out by its close-out due date (see Section 5.2.3).

To save an application as an interim close-out:

- Complete the 'Close-out Reporting' panel with the necessary information.
- Navigate to the top-right corner of the page.
- Select the 'Save Changes' button.
- A pop-up window will appear if your interim close-out has been successfully saved.
- Select 'OK' to confirm.
- If successful, the status message at the top will change to ****INTERIM****.

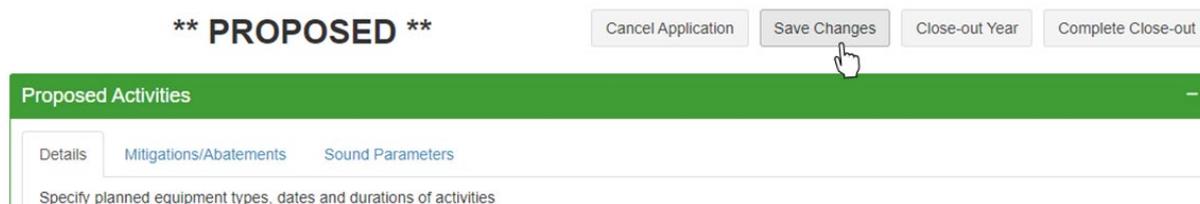
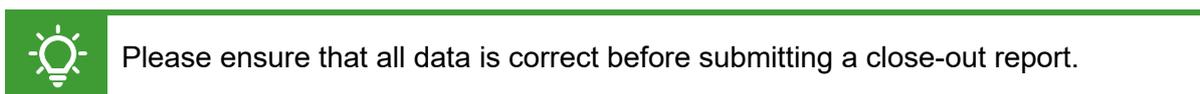


Figure 68. Navigation to the 'Save Application' button to submit an interim close-out report.

5.2.5. Submit Close-out Report



To submit a final close-out report:

- Complete the 'Close-out Reporting' panel with the necessary information.
- Navigate to the top-right corner of the page.
- Select the 'Complete Close-out' button.
- A pop-up window will appear asking you to confirm your submission.
- Select 'Yes' to confirm your close-out report submission.
- Select 'No' to keep your application in either the proposed or interim close-out stage.
- If successful, the status message at the top will change to ****CLOSED****.

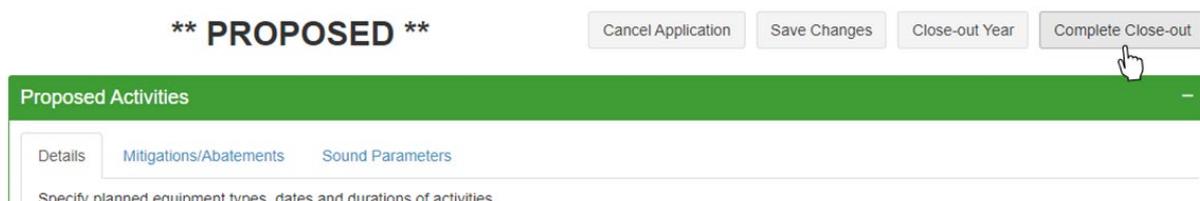
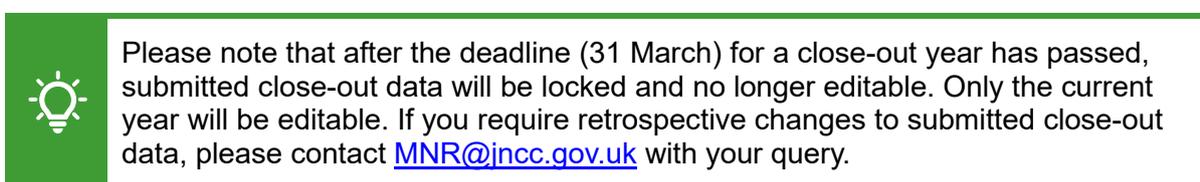


Figure 69. Navigation to the 'Complete Close-out' button to submit a close-out report.

5.2.5.1. Multi-year Close-outs

The MNR provides a separate close-out reporting system for applications that span multiple consecutive years. For each year of the application, users must submit an interim close-out report by 31 March of the following year.



To submit an interim close-out report for a specific year of a multi-year application:

- Follow the same close-out reporting process as for a single year application by entering the locations and dates (see Section 5.2.1) and parameters (see Section 5.2.2) for the year you wish to close-out.
- Navigate to the top-right corner of the page.
- Select the 'Close-out Year' button.
- Repeat this process by the respective deadline for each year of the application.

 Please note that even if no activity occurred in a specific year, an empty interim close-out report for the year must be submitted to fulfil your reporting obligation. To submit an empty interim close-out report for a specific year, select the 'Close-out Year' button without having entered any close-out data for the year in the 'Close-out reporting' panel.

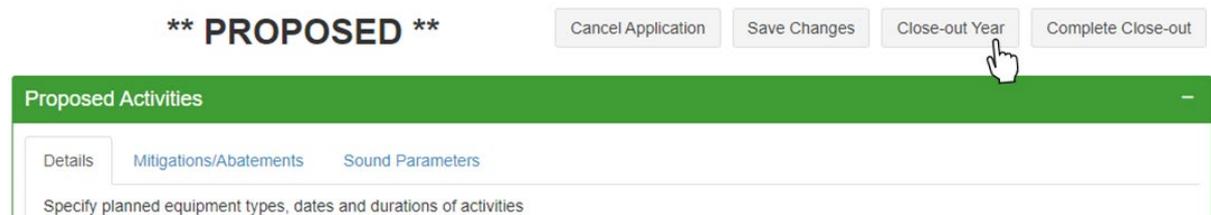


Figure 70. Navigation to the 'Close-out Year' button to submit an interim close-out for a specific year.

 Please note that the 'Close-out Year' function does not replace a final close-out report. Once data is available for the final year of the application, the application needs to be updated from interim to closed by submitting a final year close-out report (see Section 5.2.5).

Once a year has been closed, the drop-down menu underneath the 'Close-out Year' header automatically updates. This allows users to view close-out data per year in a 'view only' mode. If no activity occurred, the text will be display as 'no activity'.

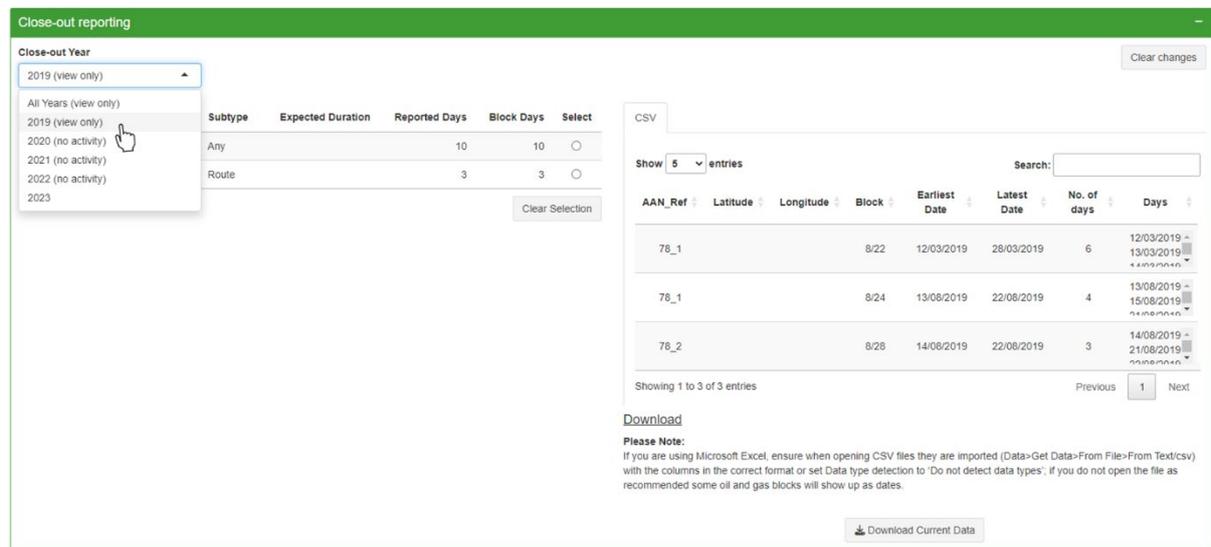


Figure 71. Example of viewing close-out data submitted for a specific year of an application.

5.3. Geo Plot

The Geo Plot can be found at the bottom of an application and displays the boundaries of:

- UK continental shelf.
- MSFD Sub-regions.
- Harbour porpoise Special Areas of Conservation (SACs).
- Oil and Gas Quadrants.

Once an application has been saved or submitted as draft, proposed, interim, or closed, activity locations will be overlaid on the plot. Locations will be displayed as either Oil and Gas Blocks, coordinate points or polygons depending on which type of data was submitted.

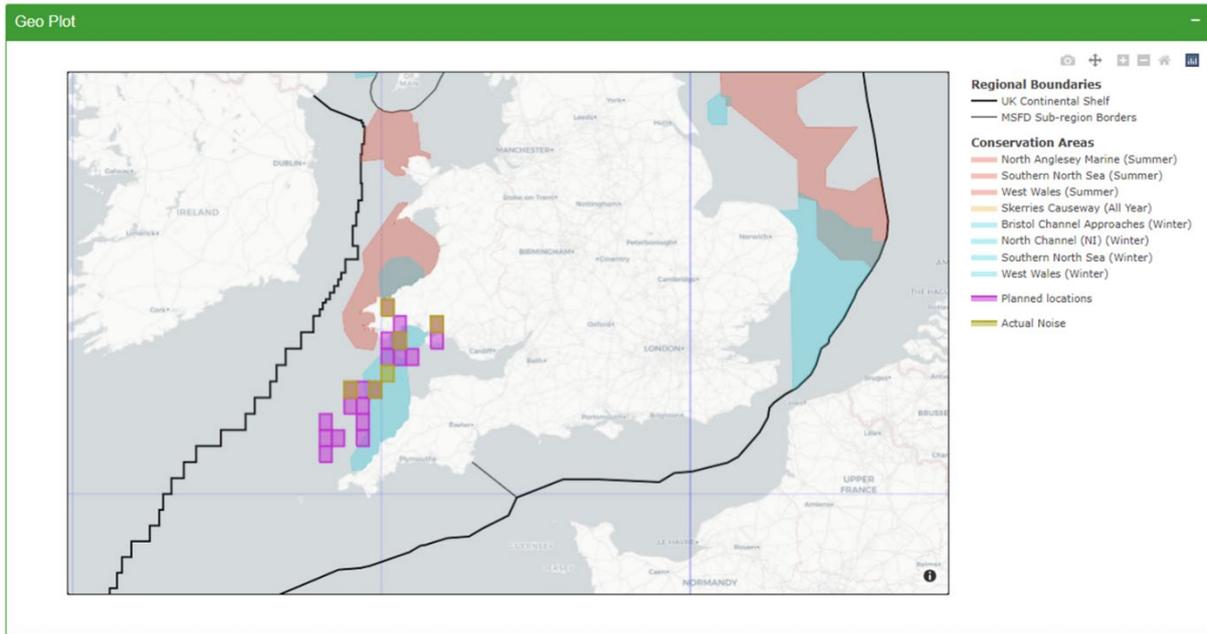


Figure 72. Example of a ‘Geo Plot’ showing the borders of the UK continental shelf, MSFD sub-regions, and harbour porpoise Special Areas of Conservation (SACs) by season as well as planned and actual activity locations.



Please note that users can apply various plot controls to the ‘Geo Plot’ which will display when hovering over the top-right corner of the plot (see Section 2.1.4).

Hovering over an Oil and Gas quadrant will display the associated quadrant number.



Figure 73. Hovering over a specific Oil and Gas Block will display its associated quadrant number.

Copyright information will display when hovering over the ‘information’ icon in the bottom-right corner of the plot.



Figure 74. Location of the ‘information’ icon found at the bottom-right corner of the Geo Plot to view copyright information.

When hovering over an area that is associated with either submitted activity locations or SACs, the coordinate pair associated with that feature will be displayed.

- For Oil and Gas Blocks, this refers to the boundaries and extent of the enclosed area.
- For coordinates, this is the exact location data submitted.

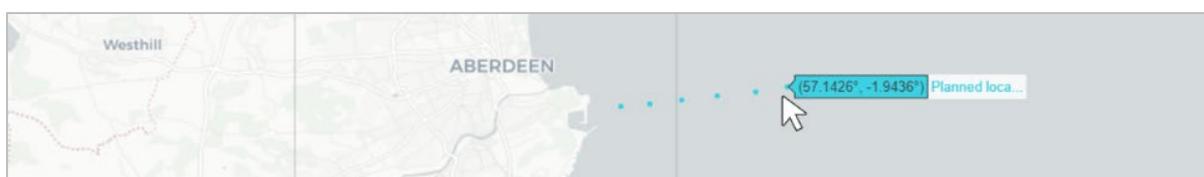


Figure 75. Example of a ‘Geo Plot’ with planned activity locations submitted as coordinates shown as individual points. Hovering over an individual point shows the coordinate pair of the activity location.

5.4. View Application

Applications can be viewed at all stages of the application process. No fields will be editable when an application is opened in View mode.

To view an application:

- Navigate to the ‘View Applications’ page from the navigation menu on the left.
- Select the button with the magnifying glass icon under the ‘Actions’ header.



Please note that registered users are able to view all applications that were submitted to the MNR, including proposed, interim, and closed applications from other organisations (excluding what-if applications).

Applications											
Show 2 entries											
AAN	Project	Submitter	Lead Organisation	Regulator	Licence No.	Status	Start Date	End Date	Close-out Due	Last Updated	Actions
All	/	All	[Test (All	A	All	All	All	All	All	All
2	Test 1	Test User @Test Organisation 1	Test Organisation 1	Test Regulator 1		closed	25/06/2023	30/06/2023		13/09/2023, 09:26:56	  
3	Test 2	Test User @Test Organisation 1	Test Organisation 1	Test Regulator 1		closed	01/04/2023	30/04/2023		24/07/2023, 11:57:29	  

Showing 1 to 2 of 11 entries (filtered from 12 total entries) Previous 1 2 3 4 5 6 Next

Figure 76. Navigation to the ‘View’ button to open a proposed application in View mode.

5.4.1. Advanced Application Filters

Users can apply advanced filtering options to the 'Application' table:

- Navigate to the top of the 'View Applications page.
- Select the plus icon on the right of the 'Advanced Application Filters' bar to expand.
- Apply the different filters as required.
- Optional: Select the 'Clear Filter' to return to the default filter settings.

Figure 77. Example of the 'Advanced Application Filters' panel to custom filter the 'Applications' table.

5.5. Edit Application



Please note that it is possible to edit an application across all its stages. Draft, what-if, and proposed can always be edited, while interim and closed applications will be locked for editing on the 31 March of the following year. Please contact MNR@jncc.gov.uk if you require an application to be edited after this deadline.

To edit an application:

- Navigate to the 'View Applications' page from the navigation menu on the left.
- Navigate to the 'Actions' header of the 'Applications' table.
- Select the 'Edit' button to open the application you wish to change in edit mode.

AAN	Project	Submitter	Lead Organisation	Regulator	Licence No.	Status	Start Date	End Date	Close-out Due	Last Updated	Actions
74	test 5	Test User @Test Organisation 1	Test Organisation 1	Test Regulator 1	GS/4567/0	proposed	13/09/2023	15/09/2023	10/11/2023	14/11/2023, 10:51:19	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Refresh"/>

Figure 78. Navigation to the 'Edit' button to open an application in edit mode.

Alternatively:

- Navigate to the 'View Applications' page from the navigation menu on the left.
- Select the 'View' button to open the application in view mode.
- Select 'Edit Application' at the top-right corner of the page to switch to edit mode.

In both cases, the application page will open with all the details that were previously input. All fields will be editable when the application is opened in this capacity.

5.5.1. Update Proposed Activities

To update the specifications of a particular activity:

- Select the activity in the table underneath the 'Select' column.
- Make the required changes to activity details, mitigations, and/or parameters.
- Select the 'Update' button to update the activity.

Select the 'Save Changes' button in the top-right corner of the application for the update to take effect.

The screenshot shows the 'Proposed Activities' form with the following details:

- Details** | Mitigations/Abatements | Parameters
- Please specify the equipment types expected to be used, when and how long they are expected to be used.
- Noise Source ***: Seismic Survey
- Sub-type ***: Vertical Profile
- Earliest Start - Latest Finish (optional)**: 25/08/2023 to 29/08/2023
- Est. Duration (Days) (optional)**: 5 Max
- Buttons: Clear, Add, Update (being clicked), Delete

AAN NS	Source	Subtype	Start Date	End Date	Duration	Select
47_1	Seismic Survey	Vertical Profile	25/08/2023	29/08/2023	5	<input checked="" type="radio"/>

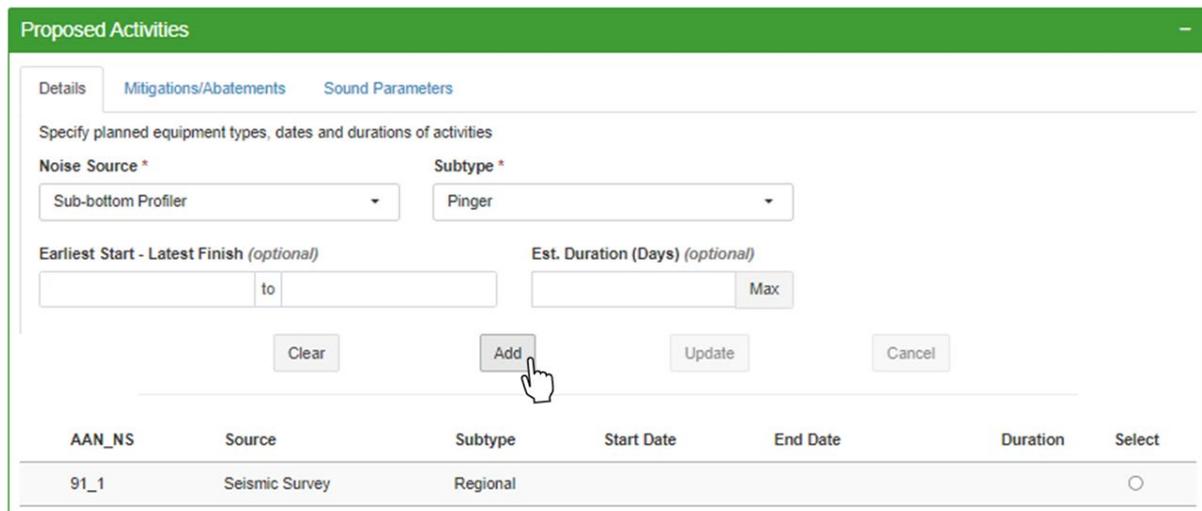
Figure 79. Example of updating a particular noise source of an application.

5.5.2. Add Proposed Activities

To add an additional proposed activity to an existing application:

- Add the respective activity details into the data fields (see Section 5.1.2.1.)
- Select the 'Add' button to add the activity.

Select the 'Save Changes' button in the top-right corner of the application for the addition to take effect.



The screenshot shows the 'Proposed Activities' panel with tabs for 'Details', 'Mitigations/Abatements', and 'Sound Parameters'. The 'Details' tab is active. Below the tabs, there are input fields for 'Noise Source *' (Sub-bottom Profiler) and 'Subtype *' (Pinger). There are also optional fields for 'Earliest Start - Latest Finish' and 'Est. Duration (Days)'. At the bottom, there is a table with columns: AAN_NS, Source, Subtype, Start Date, End Date, Duration, and Select. The table contains one row: 91_1, Seismic Survey, Regional, and a radio button.

Figure 80. Navigation to the 'Add' button in the 'Proposed Activities' panel of an application.

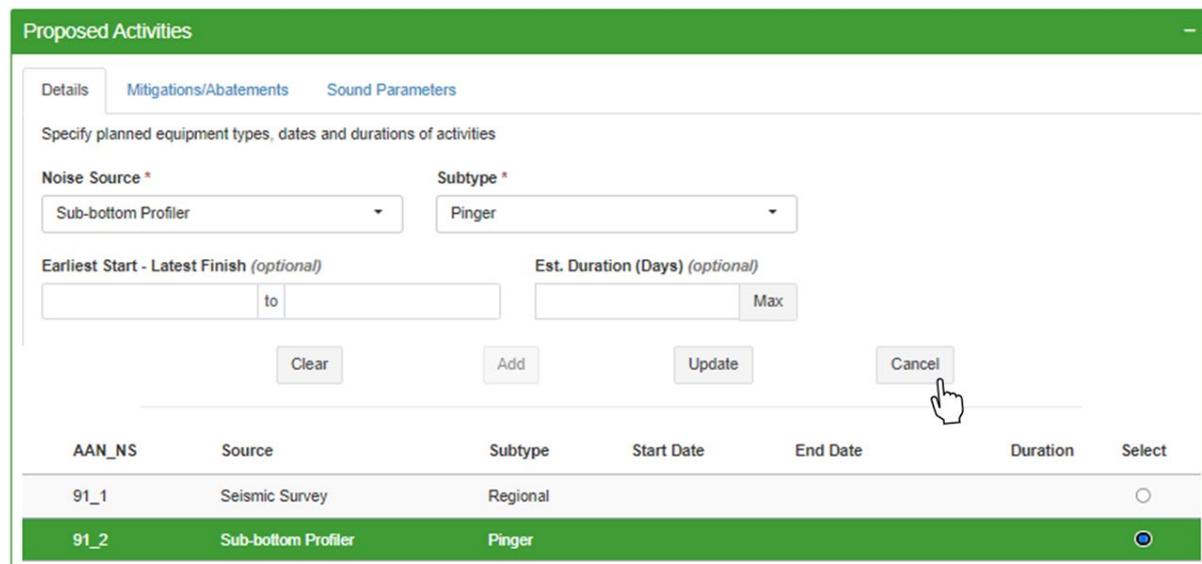
5.5.3. Cancel Proposed Activities



Please note that a proposed activity should only be cancelled if it was not undertaken or if the actual parameter values fall outside the specified data (e.g. frequency) ranges (see Section 5.1.2.3).

To cancel an activity from a proposed application:

- Select the activity you wish to cancel from the table.
- Select the 'Cancel' button.



The screenshot shows the 'Proposed Activities' panel with the same input fields as Figure 80. The table now has two rows: 91_1 (Seismic Survey, Regional) and 91_2 (Sub-bottom Profiler, Pinger). The 91_2 row is highlighted in green, and its 'Select' column has a radio button selected. The 'Cancel' button is highlighted with a mouse cursor.

Figure 81. Navigation to the 'Cancel' button in the 'Proposed Activities' panel of an application.

A pop-up window will open asking you to confirm your action:

- Select 'Yes' to cancel the selected activity.
- Alternatively, select 'No' to return to the application.



Please note that once an activity has been cancelled, it can no longer be modified. This also means that cancelling an activity cannot be undone. If you mistakenly cancel an activity, it needs to be resubmitted in the 'Proposed Activities' panel.

Once cancelled, the activity will appear greyed out and strike-through in the table.

AAN NS	Source	Subtype	Start Date	End Date	Duration	Select
74_1	Impact-Pile-Driving	Pin				<input type="radio"/>
74_2	Sub-bottom Profiler	Pinger				<input type="radio"/>

Figure 82. View of the table of the 'Proposed Activities' panel with the cancelled activity greyed out.

Select the 'Save Changes' button in the top-right corner of the application for the cancellation to take effect.

5.5.4. Delete Activities

To delete an activity within a draft or what-if application:

- Select the activity in the table underneath the 'Select' column.
- Select the 'Delete' button to delete the activity.

Figure 83. Navigation to the 'Delete' button in the 'Proposed Activities' panel of a draft application.

A pop-up window will appear asking you to confirm your action:

- Select 'Yes' to delete the selected activity.
- Alternatively, select 'No' to return to the application.



Please note that the deletion is permanent and the AAN suffixes will be reassigned after the deletion. Activities can only be deleted in draft and what-if applications. If you require an activity to be deleted from an application that is in a proposed, interim or closed status, please contact MNR@incc.gov.uk.

Select the 'Save Changes' button in the top-right corner of the application for the deletion to take effect.

5.5.5. Edit Activity Locations

For coordinates and block references, entered locations can be viewed in the table of the 'Activity Location' panel.

To delete a location:

- Select the 'bin' icon next to the location you wish to remove.

To add additional locations:

- Navigate to the text field under manual entry and enter the additional location(s).
- Select 'Import & Append' to append the new locations to your current data.

To replace existing location data:

- Navigate to the text field under manual entry and enter the new location(s).
- Select 'Import & Replace' to import your new locations data.

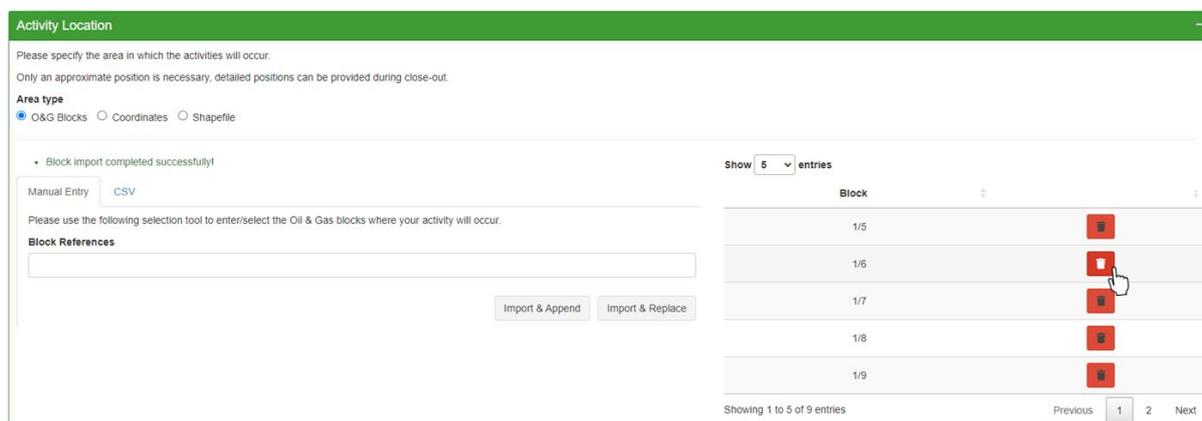


Figure 84. Example of deleting a particular block reference from the saved activity locations.

5.5.6. Edit Close-out Data

Users can only edit close-out data of the year that they are currently in up until 31 March of the following year. After this deadline, close-out data is no longer editable. This means that close-out data that was submitted for a previous year (i.e. as part of a multi-year close-out (see Section 5.2.5.1)) can no longer be edited.



Please contact MNR@jncc.gov.uk if you wish to edit retrospective close-out data outside of the current year.

To update submitted dates and/or activity locations:

- Navigate to the 'Close-out reporting' panel.
- Select the activity you wish to edit from the table and change the data as required.
- Select the 'Update' button to save your changes.

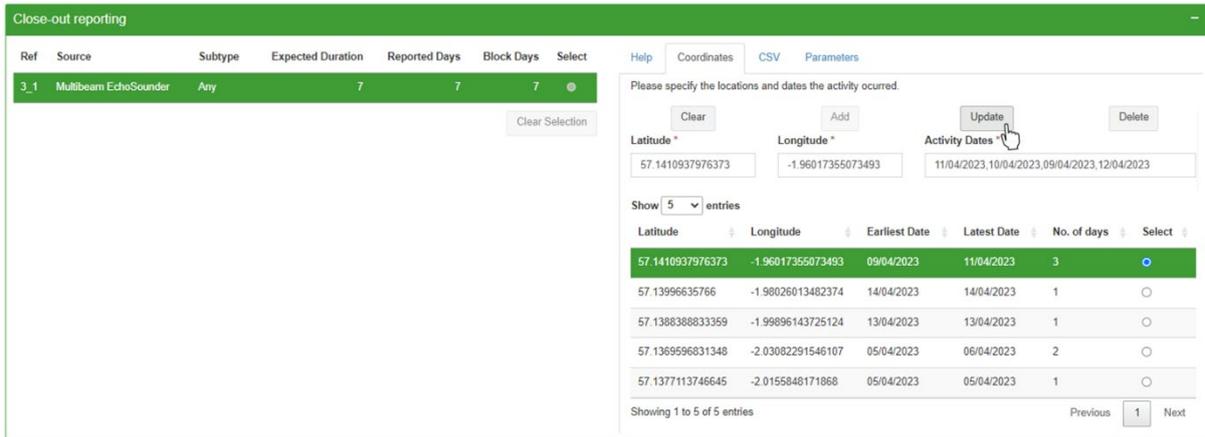


Figure 85. Example of updating the dates submitted for an activity location in the ‘Close-out reporting’ panel of an application.

To delete a submitted activity location and associated dates:

- Select the activity you wish to delete from the noise source table.
- Select the ‘Delete’ button to delete the activity location.

To add an additional activity location:

- Enter the respective location and dates (see Section 5.2.1).
- Select the ‘Add’ button to add the additional activity.

5.5.7. Cancel Proposed Application

Please note that proposed applications should only be cancelled if all of the outlined activities were not undertaken or if the actual parameter values fall outside the specified data (e.g. frequency) ranges (see Section 5.1.2.3).

To cancel a proposed application:

- Open the application in edit mode.
- Select the ‘Cancel Application’ button in the top-right-hand corner of the page.

A pop-up box will appear asking if you are sure you want to cancel the application.

- Select ‘Yes’ to cancel the application.
- Alternatively, select ‘No’ to return to the application.



Figure 86. Navigation to the ‘Cancel Application’ button of a proposed application.



Please note that cancelling an application also cancels all the activities that are specified. To only cancel specific activities, users can edit the proposed activities of an application (see Section 5.5.3).

5.5.8. Delete Draft/What-if Application



Please note that users can only delete draft and what-if applications. Please contact MNR@jncc.gov.uk if you require a proposed, interim, or closed application to be deleted (i.e. due to a wrongful submission).

To delete a draft or what-if application:

- Open the application in edit mode.
- Select the 'Delete Application' button in the top-right-hand corner of the page.



Figure 87. Navigation to the 'Delete Application' of a draft application.

A pop-up box will appear asking if you are sure you want to delete the draft application.

- Select 'Yes' to proceed.
- Alternatively, select 'No' to return to the application.

5.6. Manage Edit Permissions

Certain applications may need to be managed by more than one organisation. For example, a lead organisation may submit an application, but would like to allow one or multiple agent organisations to be able to edit the application on their behalf.

To give an agent organisation the permission to edit an application:

- Navigate to the 'View Applications' page from the navigation menu on the left.
- Select the button with the arrow icon under the 'Actions' header.

The screenshot shows the 'Applications' table on the 'View Applications' page. The table has columns for AAN, Project, Submitter, Lead Organisation, Regulator, Licence No., Status, Start Date, End Date, Close-out Due, Last Updated, and Actions. A row is visible with the following data: AAN: 91, Project: test application, Submitter: @Test Organisation 1, Lead Organisation: Test Organisation 1, Regulator: Test Regulator 1, Status: proposed, Start Date: 08/11/2023, End Date: 25/11/2023, Close-out Due: 20/01/2024, Last Updated: 21/11/2023, 10:12:03. The Actions column for this row contains three icons: a magnifying glass, a pencil, and a share icon. A tooltip 'Share edit permission' is visible over the share icon. The table footer shows 'Showing 1 to 1 of 1 entries (filtered from 12 total entries)' and navigation buttons for 'Previous', '1', and 'Next'.

Figure 88. View of the 'Applications' table of the 'View Applications' page with the cursor hovering over the 'Share edit permissions' button.

A pop-up window will open:

- Click into the text field to view all agents for your organisation.
- Select one or multiple agents from the drop-down list.
- Select 'Submit' to share edit permissions with the selected agent(s).

The administrators of the selected agent organisation(s) will receive an email notification.

 Please note that once an agent organisation has received editing permissions, it can manage all aspects of the application. This also includes sharing or removing edit permissions for additional agents that are listed for the lead organisation. Through this functionality, agents can also remove their own permission to edit an application.

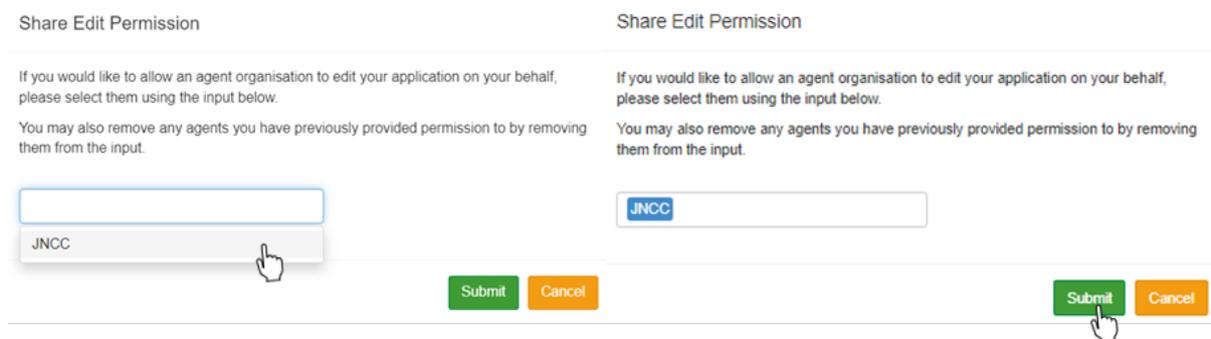


Figure 89. View of the pop-up window to share edit permissions for an application with an agent.

To remove the edit permission for certain agent(s):

- Select the label for the agent you wish to remove from the text field.
- Select the back arrow on your keyboard to delete the agent.
- Select 'Submit' to save your changes.

 Please note that if a lead organisation removes an agent organisation (see Section 4.4.3), access to all edit permission shares that have been previously granted by the lead organisation will also be revoked.

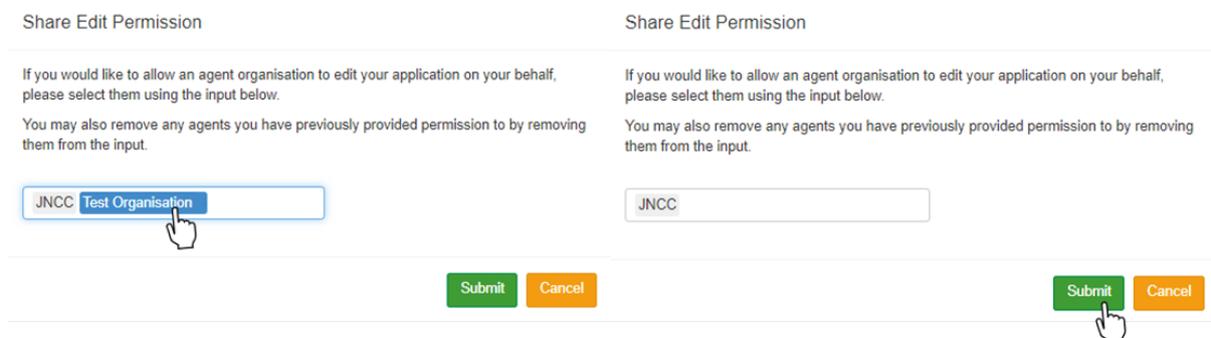


Figure 90. Process of removing edit permissions from an agent for an application.

6. MNR Outputs

All registered users can obtain information about all submissions made to the MNR as well as download custom data outputs via the 'MNR Outputs' page.

To view and/or download activity outputs:

- Sign into your user account (see Section 3.2).
- Select 'MNR Outputs' from the navigation menu panel on the left-hand side.



Figure 91. Navigation to the 'MNR Outputs' page from the navigation menu panel.

Users can view data on the 'MNR Outputs' page as either a 'GIS Plot' or as a 'Data Table'. To switch between views, select the respective tab in the 'Controls' panel.

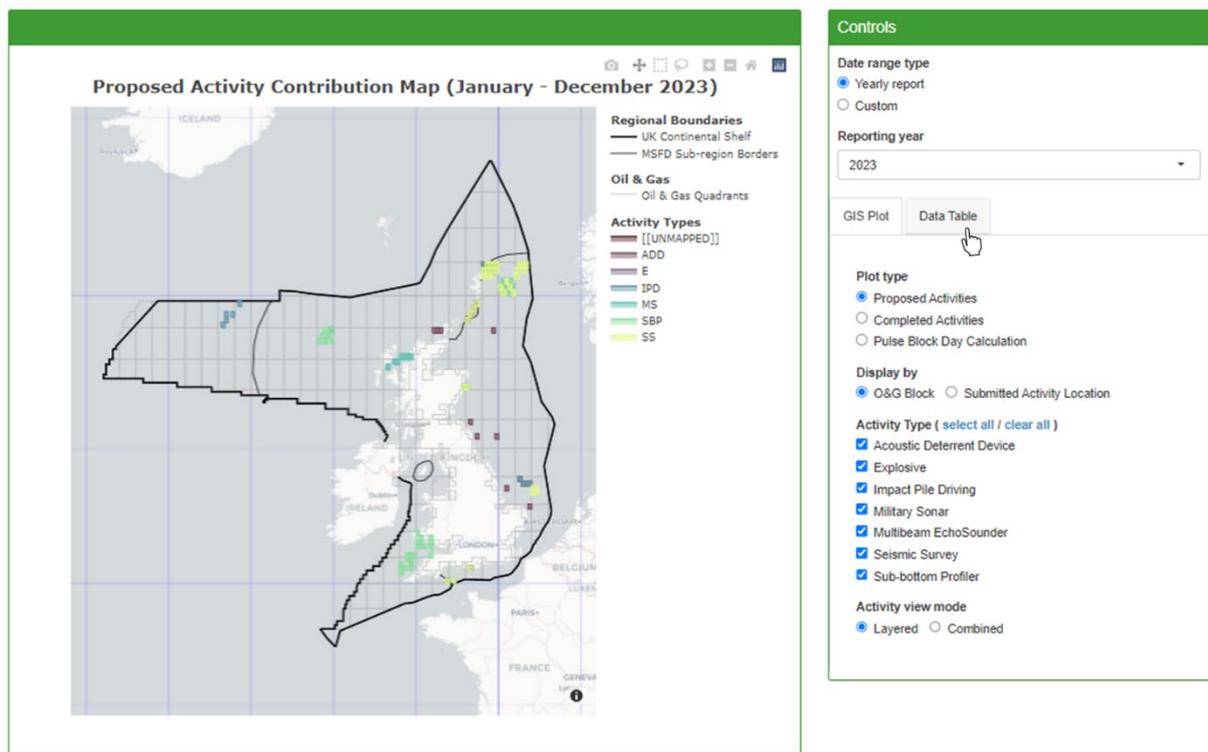


Figure 92. Default view of the 'MNR Outputs' page consisting of a GIS plot (left) and a 'Controls' panel providing the option to switch between viewing data as a GIS plot or a data table.

6.1. GIS Plot

The GIS plot displays the regional boundaries of the UK continental shelf, MSFD Sub-region borders, and the Oil and Gas Quadrants contains within these bounds. The locations of activity types are displayed in different colour codes.



Please note that users can apply various plot controls to the GIS Plot which will display when hovering over the top-right corner of the plot (see Section 2.1.4).

The GIS Plot uses abbreviations for different activity types which are as follows:

Table 5. Different activity types and their associated acronyms used on the 'MNR Outputs' page.

Activity Type	Acronym
Acoustic Deterrent Device	ADD
Explosive	E
Impact Oile Driving	IPD
Military Sonar	MS
Multibeam Echosounder	MBES
Seismic Survey	SS
Sub-bottom Profiler	SBP

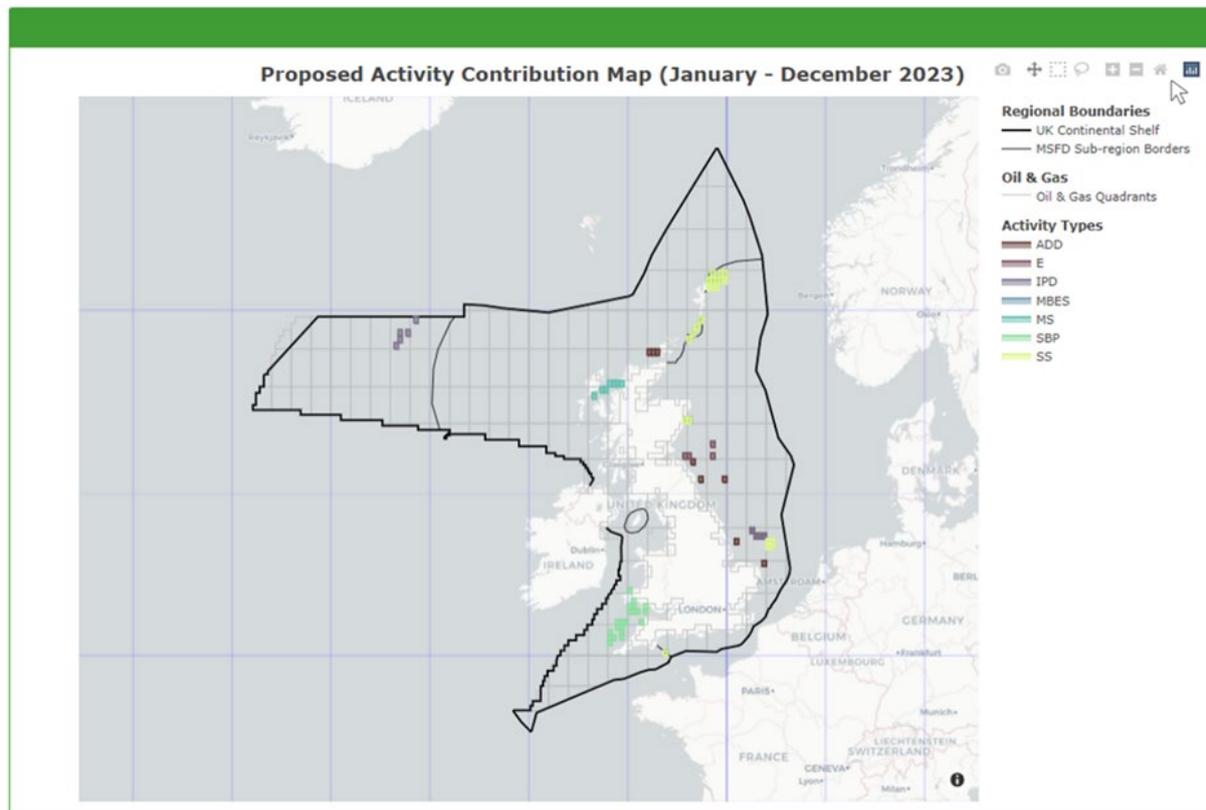


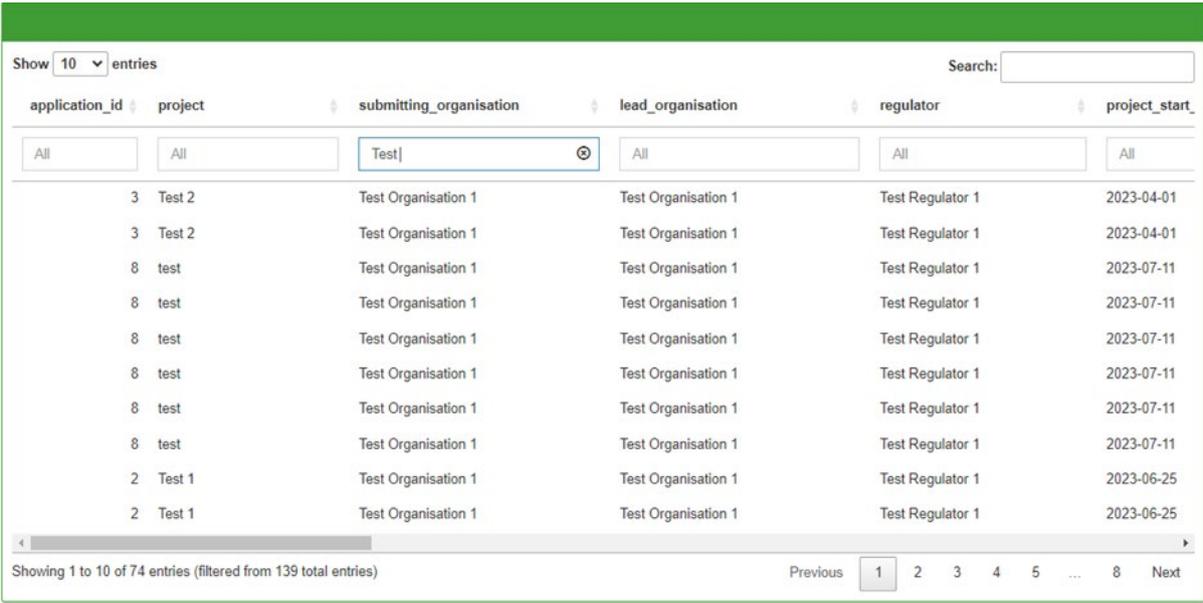
Figure 93. Location of the GIS plot controls at the top-right corner.

6.2. Data Table

The 'Data Table' displays detailed information about submitted applications, including the AAN, project name, application status, names of the lead and submitting organisation, name of the regulator, licencing information, project timeline, activity duration, activity types, activity sub-types, as well as activity locations.



Please refer to Common System Controls (see Section 2.1.3) for further guidance on table controls.



application_id	project	submitting_organisation	lead_organisation	regulator	project_start
3	Test 2	Test Organisation 1	Test Organisation 1	Test Regulator 1	2023-04-01
3	Test 2	Test Organisation 1	Test Organisation 1	Test Regulator 1	2023-04-01
8	test	Test Organisation 1	Test Organisation 1	Test Regulator 1	2023-07-11
8	test	Test Organisation 1	Test Organisation 1	Test Regulator 1	2023-07-11
8	test	Test Organisation 1	Test Organisation 1	Test Regulator 1	2023-07-11
8	test	Test Organisation 1	Test Organisation 1	Test Regulator 1	2023-07-11
8	test	Test Organisation 1	Test Organisation 1	Test Regulator 1	2023-07-11
8	test	Test Organisation 1	Test Organisation 1	Test Regulator 1	2023-07-11
2	Test 1	Test Organisation 1	Test Organisation 1	Test Regulator 1	2023-06-25
2	Test 1	Test Organisation 1	Test Organisation 1	Test Regulator 1	2023-06-25

Figure 94. Example view of the 'Data Table' of the 'MNR Outputs' page.

6.3. Output Controls

The type of data that is displayed on the 'MNR Outputs' page can be set using the 'Controls' panel on the right-hand side.

To set the time period and/or year for which you wish to view activity outputs:

- Navigate to the 'Date range type' section of the 'Controls' panel.
- Select 'Yearly Report' and select the year you wish to view from the drop-down list.
- Select 'Custom' to set a custom time period using the calendar pop-up.

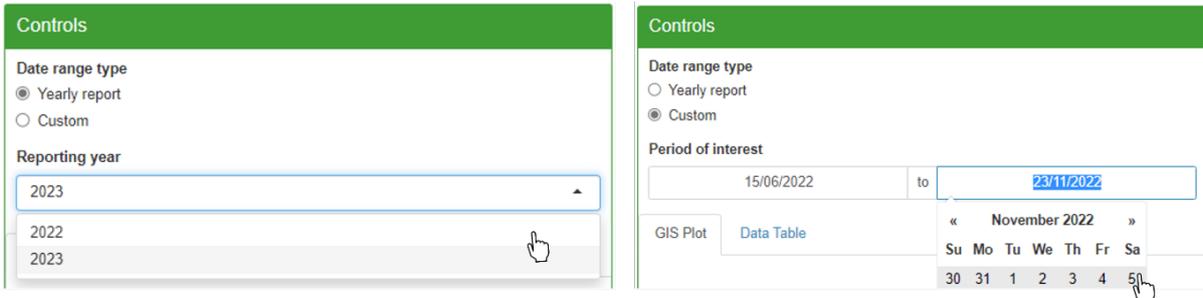


Figure 95. Example of setting the date range as a yearly report (left) or as a custom period (right).

To set the type of activity contribution you wish to see:

- Navigate to the 'Plot/Table type' section of the 'Controls' panel.
- Select 'Proposed Activity Contribution' to view all proposed activities.
- Select 'Reported Activity Contribution' to only view activities which were carried out.
- Select 'Pulse Block Day Calculation' to view activities as a sum of the number of days on which impulsive noise has been generated in each O&G Block.



Please note that the 'Proposed Activity Contribution' shows all proposed activities, regardless of whether they were conducted or not. This allows users to compare which activities were intended to be carried out and which did actually happen.

To adjust how activity locations are displayed on the 'GIS Plot':

- Navigate to the 'Display by' section of the 'Controls' panel.
- Select 'Submitted Activity Location' to view activity locations in their submitted format.
- Select 'O&G Block' to see activities summarised by Oil and Gas Blocks. Locations submitted as coordinates or shapefiles will be shown as the block code they fall within.

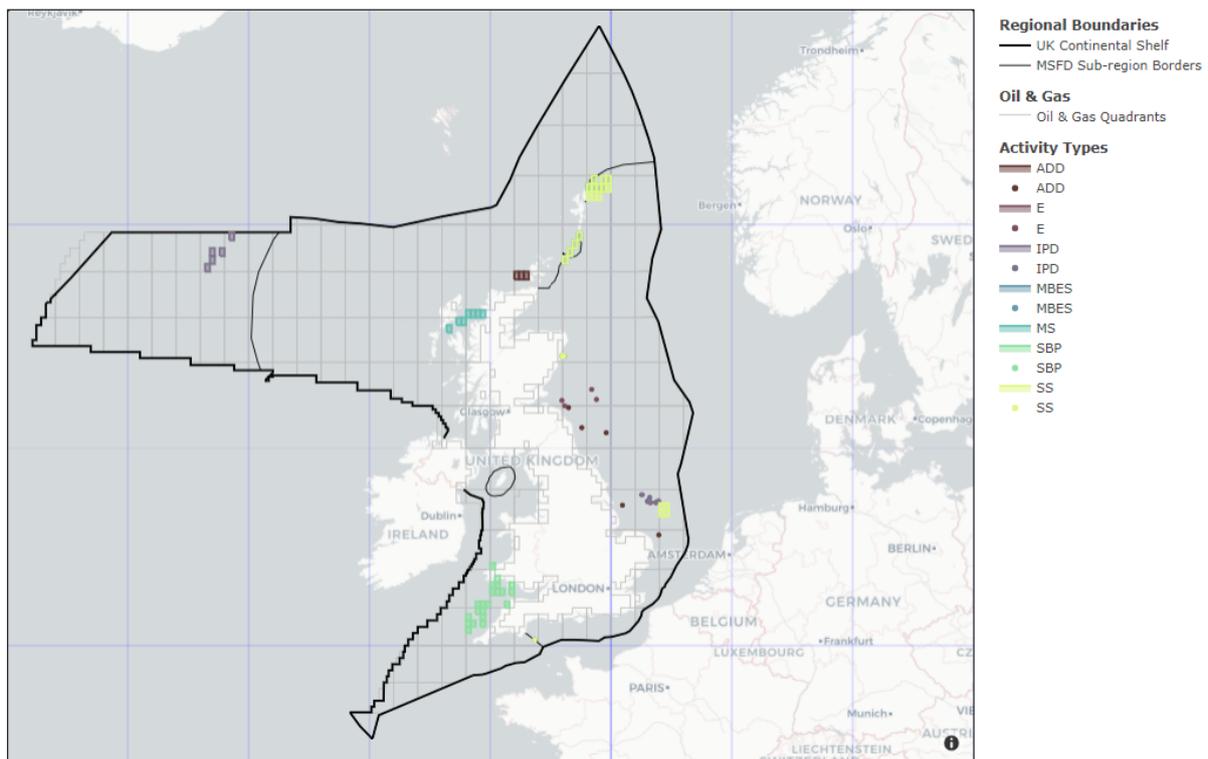


Figure 96. Example view of the 'GIS Plot' showing activity locations by submitted activity location.

To adjust the view mode of the 'GIS Plot':

- Navigate to the 'Activity view mode' section of the 'Controls' panel.
- Select 'Layered' to overlap activities with a unique colour code per activity type.
- Select 'Combined' to display activities summarised by location.

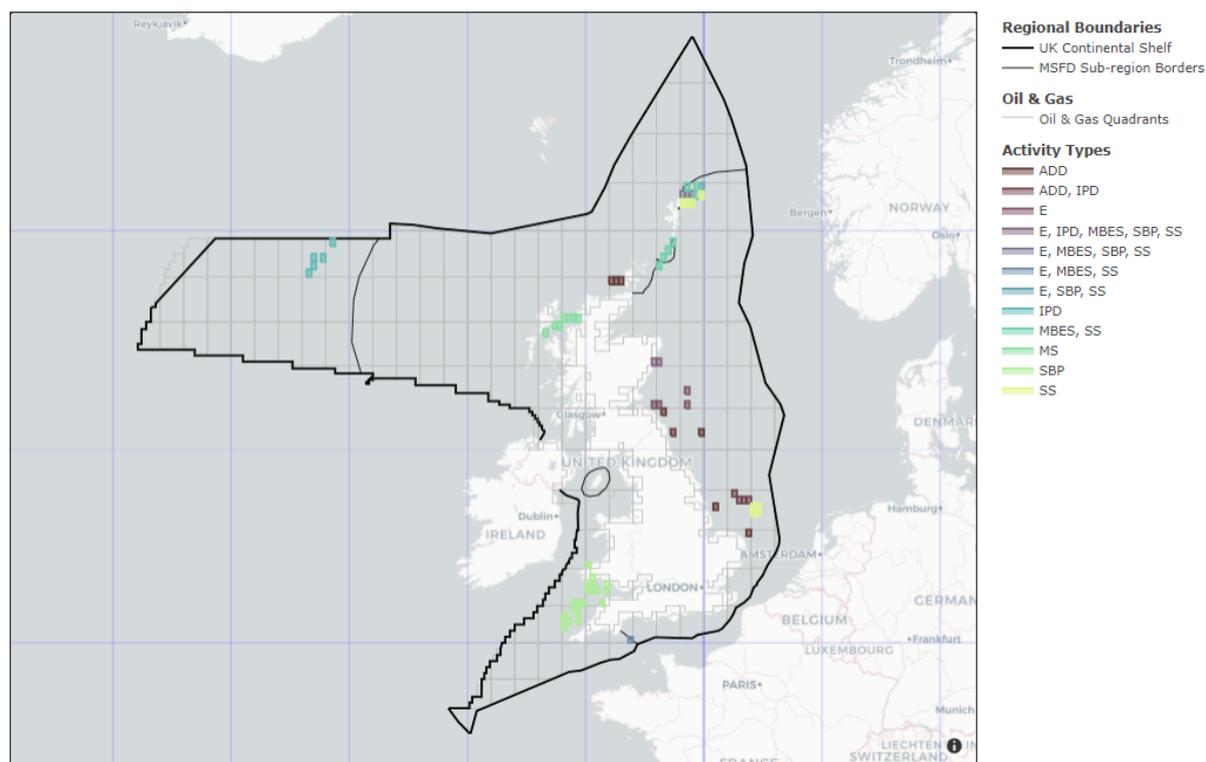


Figure 97. Example view of the 'GIS Plot' showing activity locations in 'combined' activity view mode.

To select which type of activity you wish to view:

- Navigate to the 'Activity Type' section of the 'Controls' panel.
- Use the tick boxes to custom select one or multiple activity types.
- If you wish to select all activity types, click 'select all' next to the header.
- If you wish to unselect all activity types, click 'clear all' next to the header.



Figure 98. Example of selecting all types (left) and a custom selection (right) under 'Activity Type'.

6.4. Download Activity Outputs

Activity outputs are open access data and can be downloaded by anyone that is registered with the MNR (see Section 3.1). Users do not need to be a member of an organisation to download data.

To download activity output data as a CSV file:

- Navigate to the 'MNR Outputs' page.
- Navigate to the 'Controls' panel and select the 'Data Table' tab.
- Optional: Filter the data as required using the output controls (see Section 6.3).
- Select 'Download Data (CSV)' to download the data as a date-stamped CSV file.

The screenshot shows a data table with the following columns: application_id, project, submitting_organisation, lead_organisation, and regulator. The table contains 10 rows of data, all with 'test' in the project column and 'Test Organisation 1' in the other columns. The controls panel on the right has the following settings: Date range type is 'Yearly report', Reporting year is '2023', Table type is 'Proposed Activities', and Activity Type includes 'Acoustic Deterrent Device', 'Explosive', 'Impact Pile Driving', 'Military Sonar', 'Multibeam EchoSounder', 'Seismic Survey', and 'Sub-bottom Profiler'. A 'Download Data (CSV)' button is located at the bottom of the controls panel.

Figure 99. Location of the buttons to download activity outputs as a CSV file.

7. File Conversion Tool

The 'File Conversion Tool' allows users to convert certain file formats into a format that is suitable for the Marine Noise Registry. This includes P1/11 forms and Acoustic Survey Logs.

The information contained in the file can then be matched to an application. Once matched, a converted file can be downloaded and used to upload close-out data to a proposed or interim application. Please refer to Close-out Reporting for further guidance (see Section 5.2).



The File Conversion Tool will only work for the file formats that are specified above. Other formats will cause the system to display an error message.

To convert a close-out file into an MNR suitable format:

- Select the respective tab for the file format you wish to convert.
- Select the 'Browse' button and locate the file on your device.
- Select 'OK' in your file explorer to upload the file to the MNR.
- Once your upload is complete, select the 'Start processing' button.



For Acoustic Survey Logs, please save the log sheet you wish to transform as a separate .xlsx file. The file conversion will not work on a workbook in .xls format. Please see Microsoft's guidance on how to [save a worksheet](#) for instructions.

The status log below the 'Output Preview' panel will display whether the file processing was successful. If you receive an error message, ensure your file matches the required format.

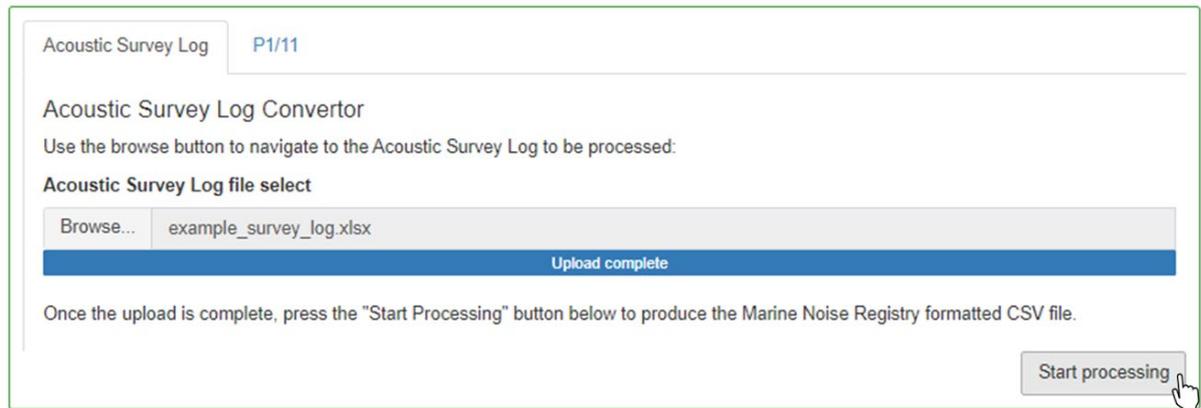


Figure 100. Location of the buttons to download activity outputs as either a shapefile or CSV file.

To match the file to a particular noise source:

- Navigate to the 'Select Activity' table.
- Select the activity that relates to the uploaded acoustic survey log or P1/11.

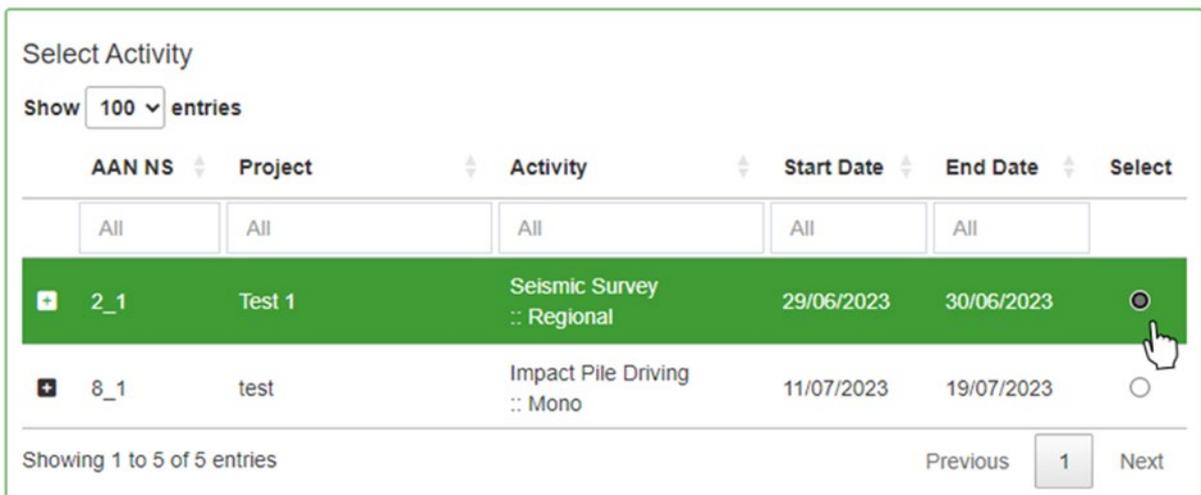


Figure 101. Example of selecting a noise source to match it to a converted close-out file.

Upon selecting an activity, the download button will become active.

- Select the 'MNR CSV' button to download the converted data as a CSV file.
- The downloaded file will be in the correct format to use during close-out reporting.

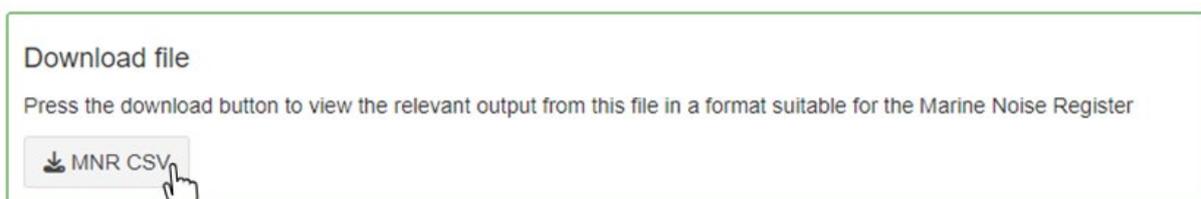


Figure 102. Example of 'File Conversion Tool' with a noise source selected and the cursor hovering over the download button.

8. Disturbance Tool

8.1. Background



Please note that this tool is under development and feedback from users is welcomed. Please refer to Annex 1 of this document for further detail on how the tool works and its underlying assumptions.

The 'Disturbance Tool' enables users to assess the potential noise disturbance footprint of activities within harbour porpoise Special Areas of Conservation (SACs) in England, Wales, and Northern Ireland for specific years and seasons in the context of the JNCC [guidance](#) on noise management in harbour porpoise SACs.

The available seasons per SAC reflect the areas and time periods during which harbour porpoise densities have been found to be persistently higher than average (see Table 6).

Table 6. Special Areas of Conservation for harbour porpoise and the associated available seasons.

SAC	Season	Period of Interest
Bristol Channel Approaches	Winter	October to March
North Anglesey Marine	Summer	April to September
North Channel (NI)	Winter	October to March
Skerries Causeway	All year	April to September
Southern North Sea	Summer; Winter	April to September; October to March
West Wales	Summer; Winter	April to September; October to March

The tool will aid environmental assessments, in particular Habitats Regulations Assessments, and mainly uses proposed data that has been submitted to the MNR. However, it will also use data from closed applications if activities already took place in the season/year that is being assessed (and close-out data has already been submitted). In addition, users can add hypothetical what-if applications (see Section 8.2) to their assessment.



Please note that the outputs of the 'Disturbance Tool' should not be seen as a substitute to a more meaningful, case-specific, detailed assessment with more accurate scenarios of where and when the activities will take place (if this information is available). Please consult your respective regulator if you have any questions on how to use the tool's outputs.

The tool's outputs are based on a series of worst-case assumptions and relatively coarse data on location and timings. The main source of uncertainty arises from the fact that the data on planned activities submitted to the MNR often does not have the exact locations of the operations. Even when that information is available, it is not known in advance on which days and locations the operations will take place.



Please note that if activities are shown to potentially exceed noise thresholds, it is upon the user to cooperate with other organisations in order to coordinate planned activities. Users should use the tool 'Cooperation Discussions' for this purpose.

8.2. New What-If Scenario

The 'New What-If Scenario' allows users

to create a hypothetical application with one or more activities for exploring disturbance scenarios in harbour porpoise SACs using the 'Disturbance Tool'.

To create a new what-if application:

- Navigate to the 'New What-If Application' page from the navigation panel.
- Complete the application with the required information (see Section 5.1).
- Select 'Save Changes' to save your what-if application.



Please note that hypothetical what-if applications can be viewed (see Section 5.4) and edited (see Section 5.5) like any other application. No one outside your organisation will be able to see your what-if applications, except for JNCC system administrators.



Figure 103. Example of navigating to the 'New What-If Scenario' page from the MNR homepage.

8.3. Disturbance Assessment

To use the disturbance assessment tool:

- Navigate to the 'Disturbance Tool' page from the navigation panel.
- Select a 'Special Area of Conservation' from the drop-down menu.
- Select a 'Season of Interest' from the drop-down menu.
- Select a 'Period of interest' from the drop-down menu.
- Select the 'Retrieve Data' button to load activities that match your selection.
- A pop-up window will inform you whether any activities have been found.
- Select 'OK' to view the data outputs or to close the pop-up window.

Select the Special Area of Conservation, Year and Season of interest

Note: the selected season corresponds to the year when the season starts e.g. winter 2023 runs from Oct 2023 to March 24

Special Area of Conservation * Select Season of interest * Select Period of interest *

Bristol Channel Approaches Winter October 2020 to March 2021 Retrieve Data

Bristol Channel Approaches
North Anglesey Marine
North Channel (NI)
Skerries Causeway
Southern North Sea
West Wales

... will be ensonified Ensonification of the SAC exceeds an average of 10% over a season

Figure 104. Example of selecting a SAC, Season and Period of interest in the 'Disturbance Tool'.

If your search found one or more activities, the page will display a table listing all activities that match the selection parameters. This includes what-if scenarios (only for your own organisation) as well as submitted activities from other organisations.



To view the details of an application to which a particular activity belongs, copy its unique AAN (omitting the "_NS" suffix) and search for it in the 'Applications' table of the 'View Applications' page. For example, for AAN_NS "1234_1" simply copy the AAN "1234" and paste it into the search bar.

To include or exclude a specific activity from the assessment:

- Tick the box in the 'Included' column to include the activity.
- Untick the box in the 'Included' column to exclude the activity.



Please note that what-if applications are unticked as a default when starting the 'Disturbance Tool' and must be selected to be included within the disturbance assessment.

AAN_NS	Activity	Activity Subtype	Project	Status	Earliest Start	Latest End	EDR	Max Daily Footprint	Included
All	All	All	All	wh	All	All	All	All	All
40_1	Sub-bottom Profiler	Pinger	What-If Test 1	what-if	01/09/2023	30/09/2023	0 (0)	256 (256)	<input checked="" type="checkbox"/>
40_2	Seismic Survey	Site	What-If Test 1	what-if	05/09/2023	30/09/2023	12 (12)	1759 (1759)	<input type="checkbox"/>

Showing 1 to 2 of 2 entries (filtered from 4 total entries) Previous 1 Next

Figure 105. Example of excluding a specific activity from the assessment of the 'Disturbance Tool'.



Please note that certain geophysical surveys are exempt from licencing. Please check with your respective regulator as to whether these should be included in disturbance assessments.

To change the default estimated EDR or maximum daily footprint of an activity:

- Navigate to the table listing all activities found for your selection parameters.
- Navigate to the 'EDR' and/or 'Max Daily Footprint' column of the table.
- Enter your custom value into the editable field.
- Alternatively, use the arrows to the right of the field to increase or decrease the value.

 Please note that changing the EDR or Max Daily Footprint of an activity generates purely hypothetical outputs and does not affect the data submitted in the application.

AAN_NS	Activity	Activity Subtype	Project	Status	Earliest Start	Latest End	EDR	Max Daily Footprint	Included
All	All	All	All	wh	All	All	All	All	All
40_1	Sub-bottom Profiler	Pinger	What-If Test 1	what-if	01/09/2023	30/09/2023	0 (0)	256 (256)	<input checked="" type="checkbox"/>
40_2	Seismic Survey	Site	What-If Test 1	what-if	05/09/2023	30/09/2023	12 (12)	1759 (1759)	<input checked="" type="checkbox"/>

Figure 106. Example of changing the default 'EDR' and 'Max Daily Footprint' values of an activity within the 'Disturbance Tool'.

 Please note that activities for which certain noise abatements have been specified will have a reduced EDR/daily footprint.

When the default EDR value is set to 0, no buffer gets added to the original location for assessment purposes. This applies to the following activity types only when the location was entered as a polygon or Oil and Gas Blocks:

- Low order UXO (under Explosives).
- Multibeam Echosounder.
- Mini Airgun (under Seismic Survey).
- Sub-bottom Profiler.

 Please note that adding an EDR buffer around the submitted Oil and Gas Block or polygon would greatly overestimate the disturbed area which is relatively small for these activity types.

8.3.1. Assessment Outputs

In addition to the table listing activities that match your search, the 'Disturbance Tool' produces additional assessment outputs. This includes:

- Colour-coded flags for daily and seasonal risks of exceeding the defined thresholds with green, yellow, and red denoting a low, medium, and high risk respectively.



Figure 107. Example view of the colour-coded flags of the 'Disturbance Tool' showing the daily and seasonal risk of exceeding disturbance thresholds.

- A plot visualising a map of total (all locations) activity footprints (Oil and Gas Blocks, coordinates, shapefiles) plus the respective disturbance range buffer (EDR) for noisy activities with locations occurring within 50 km of the selected SAC. Hovering over a specific activity will display information such as the AAN, activity types, earliest start and latest end date, and activity estimated duration.

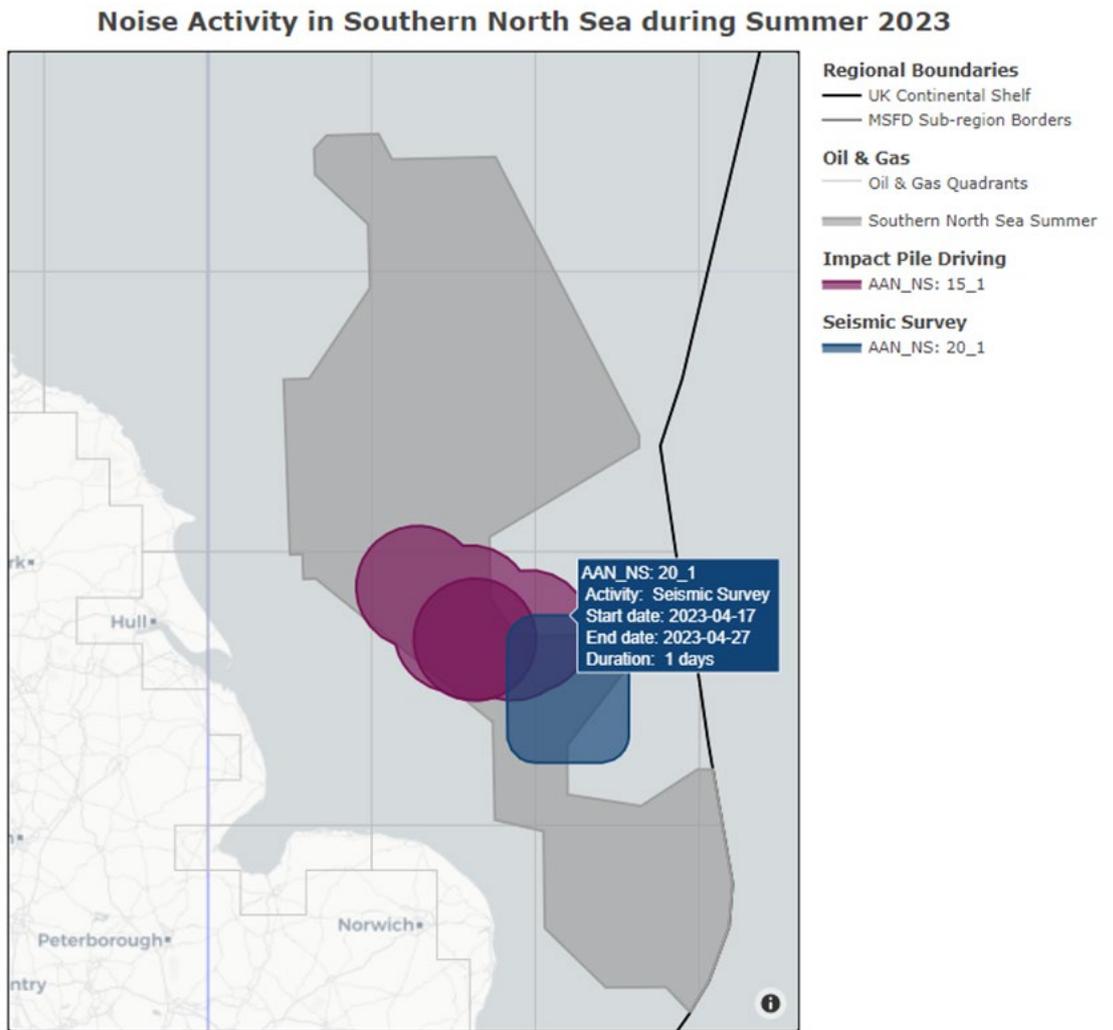


Figure 108. Example of a ‘Geo View’ plot for noise activity in the West Wales SAC.

- A time-based view visualising the potential maximum percentage (%) area disturbed in each day of the season (worst case) together with the probability of one or more activities occurring on that day. Hovering over each of the plot lines will display its respective percentage.

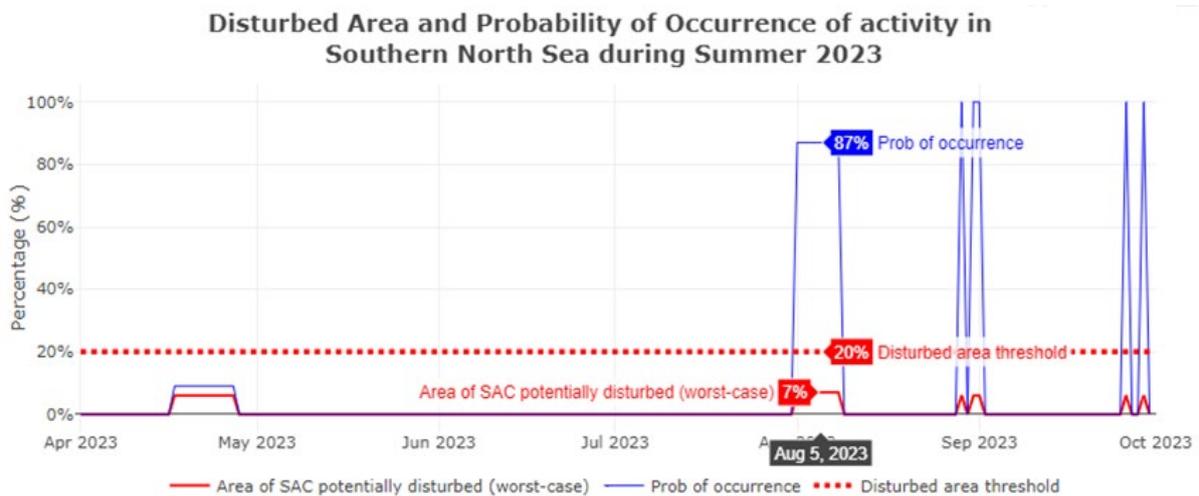


Figure 109. Example of the time-base view produced by the ‘Disturbance Tool’.

- A schedule view visualising the timelines of the licensing periods (earliest start and latest end date) of the different activities within 50 km of the SAC. Activities are displayed as filled boxes which will have a transparent fill for the initially proposed timeline and a solid fill for the actual days the activity has occurred in if close-out data has been submitted. Hovering over a box will display information such as the AAN, activity status and type, estimated duration, as well as the earliest start and latest end date (or for completed activities, the actual dates when the activity occurred).

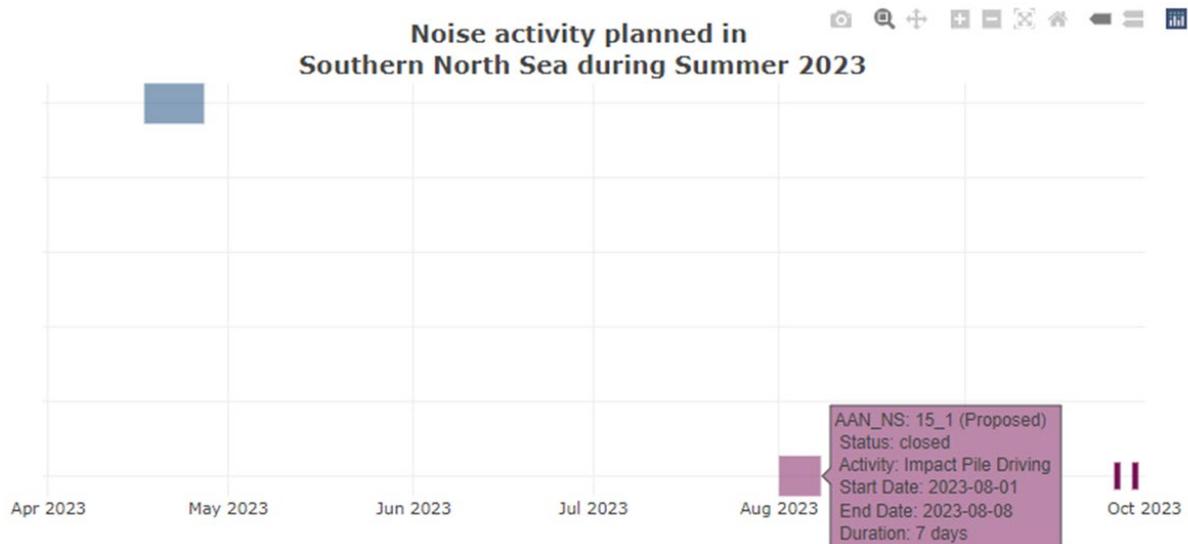


Figure 110. Example of a ‘Schedule view’ produced by the ‘Disturbance Tool’.

 Please refer to Annex 1 of this document or more information and technical guidance on how the ‘Disturbance Tool’ generates its outputs.

8.3.2. Download Data

To download a CSV file with details of all activities relevant to the search criteria:

- Navigate to the ‘Download Data’ button in the top-right corner of the page.
- Upon selection, the download will be initiated.

 Please note that if you are using Microsoft Excel to open CSV files, these should be [imported](#) without any data type detection. If you do not open downloaded CSV files as recommended, block references will display as dates.



Figure 111. Navigation to the ‘Download Data’ button to download a CSV file of the assessment outputs of the ‘Disturbance Tool’.

To download a plot view as a PNG file:

- Hover over the top-right corner of the plot you wish to download.
- Upon hovering, a tool bar with different plot controls will display (see Section 2.1.4).
- Select the 'camera' icon to download the plot as a PNG file.
- Upon selection, the download will be initiated.

9. Cooperation Discussions

The 'Cooperation Discussions' is a functionality that allows members of different organisations to communicate with each other regarding their planned activities, for example with the aim to reduce cumulative noise disturbance footprints in harbour porpoise Special Areas of Conservation. A log of discussions will be kept which will help provide an audit trail of attempts to coordinate activities below the noise thresholds. The log represents a suitable source of evidence for cooperation attempts between organisations in cases where this is a requirement within licence conditions. If organisations are unable to reach an agreement, they should forward the log to their respective regulator as a notification of a potential issue with adhering to the licence conditions.



Please note that JNCC has no role in this discussion and that other organisations have no obligation to participate in a discussion with you.

9.1. Initiate Discussion

To initiate a discussion:

- Navigate to the 'Organisations' page from the navigation panel.
- Search for the organisation you wish to communicate with using the search bar.
- Select the 'Initiate discussion' underneath the 'Cooperation' column header.

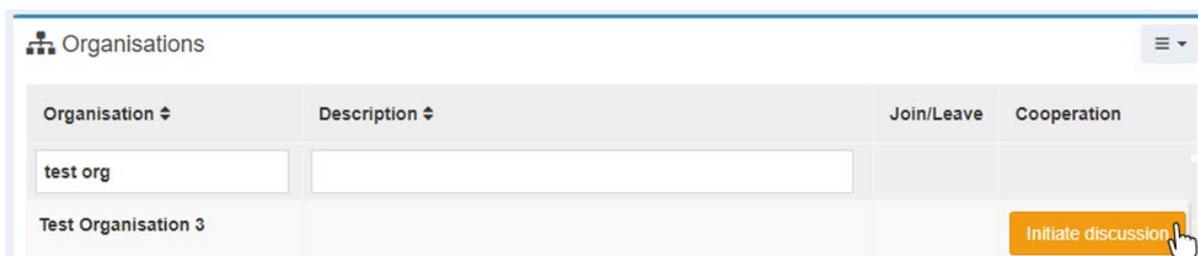


Figure 112. Process of initiating a discussion with an organisation using the 'Initiate discussion' button on the 'Organisations' page.



Please note that every member of an organisation can initiate a discussion with another organisation. This functionality is not restricted to administrators.

A pop-up window will open:

- Fill in the required fields with a custom name for the discussion and its purpose.
- Select the 'Initiate discussion' button to confirm the request.
- Select 'Cancel' to cancel the discussion request.

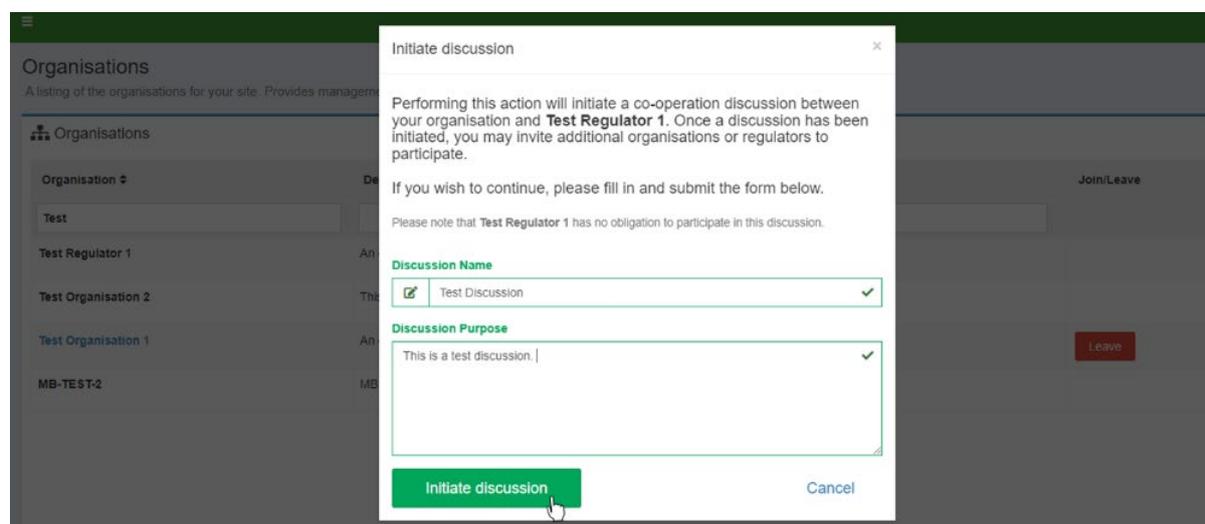
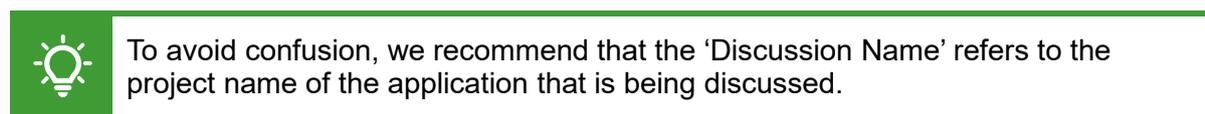


Figure 113. Pop-up window asking users to provide a name and the purpose of a new discussion.

9.2. View Discussion

To view all discussions your organisation has with other organisations:

- Select 'Cooperation Discussions' from the navigation menu panel.
- Find the discussion you wish to view in the 'Discussions' table.

To view a specific discussion in the list:

- Select the discussion topic underneath the 'Discussion' header.
- The discussion will open in a new window.



Figure 114. Example of the 'Cooperation Discussions' page listing all discussions of an organisation.

The discussion will open in a new window. Each discussion consists of three panels:

- 'Discussion Summary' – This panel displays the discussion topic, description of its purpose, the name of the user that initiated the discussion, as well as timestamped information (dd/mm/yyyy, hh:mm:ss) when the discussion was created.
- 'Participants' – This panel displays the name of the participating organisations as well as the names of the involved users by organisation.
- 'Messages' – This panel displays all messages sent by participants of the discussion. Messages are timestamped and are displayed alongside the name and organisation of the respective user.

Figure 115. Example view of a new discussion page between two organisations and a regulator.

9.2.1. Download CSV

Users are able to download a CSV file listing all active discussions their organisation has with other organisations. The file includes information such as which user initiated the discussion, the name of the discussion, and the names of the participating organisations.

To download a CSV file listing all discussions:

- Select 'Cooperation Discussions' from the navigation menu panel.
- Select the menu icon in the top-right corner of the 'Cooperation Discussions' table.
- Select 'Download CSV' from the drop-down menu to initiate the download.

Figure 116. Navigation to the 'Download CSV' button on the 'Cooperation Discussions' page.

9.2.2. Display Controls

Users can customize how they wish to view the discussions listed on the 'Cooperation Discussions' page.

To change the default display type:

- Select the menu icon in the top-right corner of the 'Cooperation Discussions' table.
- Untick the 'Auto' check box from the drop-down menu.
- Select 'Cooperation Discussion' to show the column with the discussion name.
- Select 'Description' to show the column with the discussion description.

- Select 'Initiated By' to show the column with the name and organisation of the user who initiated the discussion.

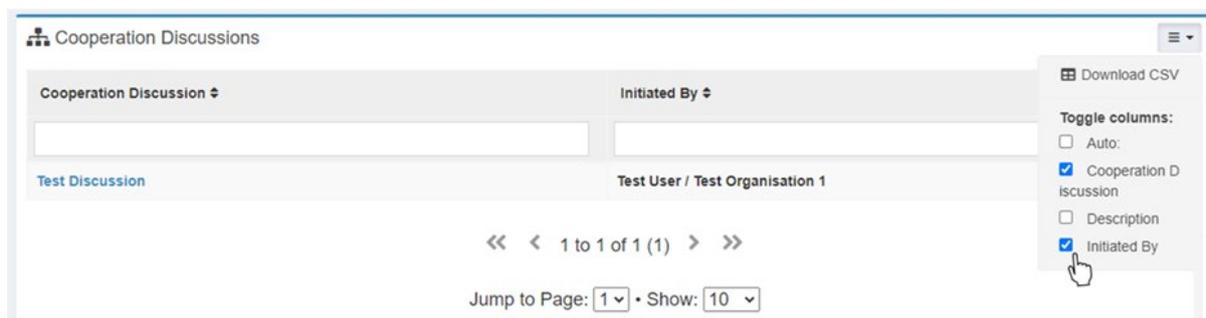


Figure 117. Navigation to the drop-down menu of the 'Cooperation Discussion' page set custom display options for the table.

9.3. Discussion Management

9.3.1. Send/Delete Message

To begin the discussion:

- Navigate to the 'Messages' panel at the bottom of the page.
- Type your custom message into the text box.
- Optional: Use the text formatting tools at the top of the box to format your message.
- Select the 'Send Message' button to send your message.

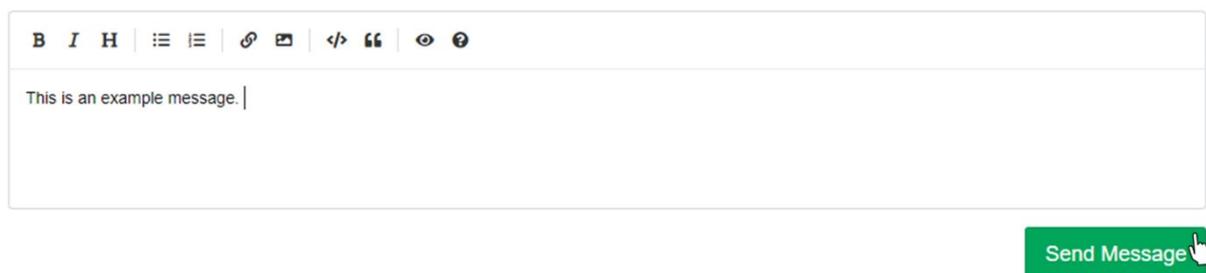


Figure 118. Example view of the dialog to send a new message within a discussion. Text formatting tools can be found at the top of the dialog box.



Please note that the message dialog box uses Markdown to format text. Please refer to the [Markdown Guide](#) for guidance on how to use Markdown basic syntax.

To delete a message:

- Navigate to the 'Messages' panel.
- Hover over the right-hand side of the message to display a bin icon.
- Select the bin icon to delete the message.

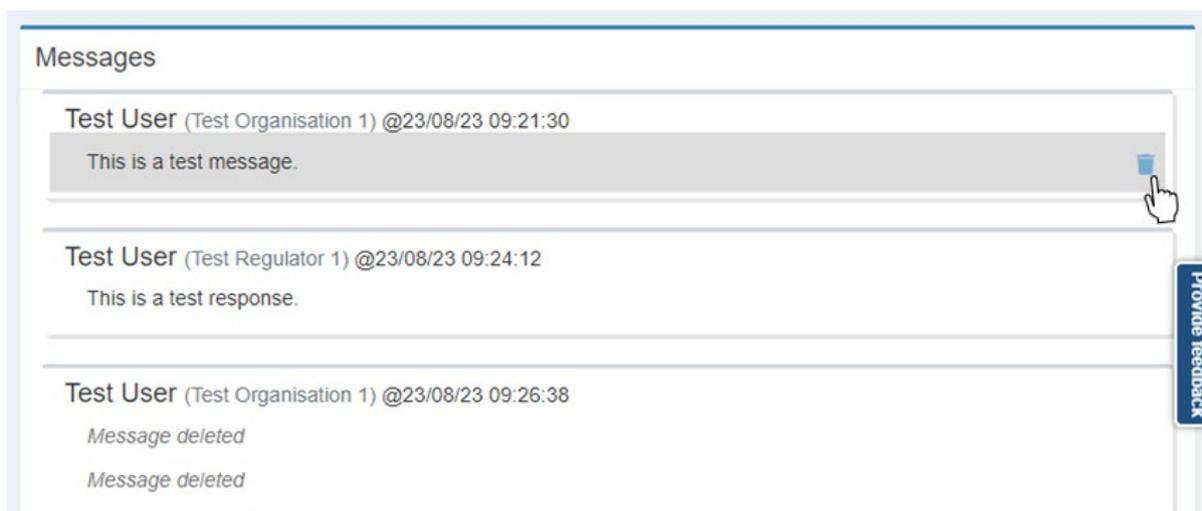


Figure 119. Example of deleting a message within an active discussion with another organisation.

A pop-up window will open asking you to confirm that you wish to delete the message.

- Select the 'Delete Message' button to delete message.
- Alternatively, select 'Cancel' to cancel the action.

9.3.2. Edit Discussion

To edit the topic and/or description of a discussion:

- Navigate to the 'Cooperation Discussions' page from the navigation menu.
- Find and select the discussion you wish to edit from the table to view it.
- Navigate to the cog icon at the top-right of the 'Discussion Summary' panel.
- From the drop-down menu, select 'Edit'.



Figure 120. Navigation to the cog icon in the 'Discussion Summary' panel to edit the topic and description of a discussion.

A pop-up window will open with editable text fields for the discussion name and description.

- Change the text as required.
- Select the 'Update' button to save your changes.
- Select the 'Cancel' button to cancel the action.

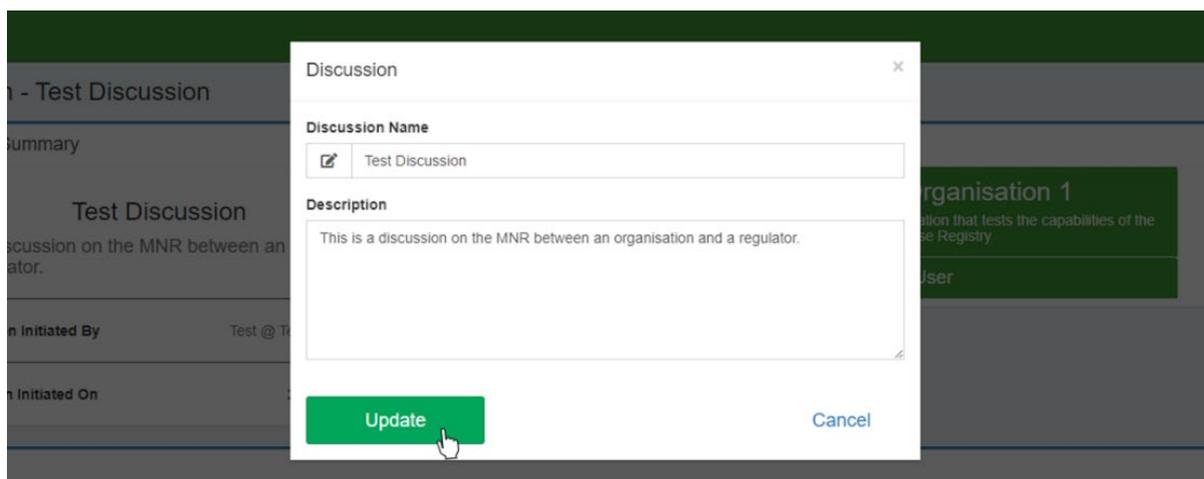


Figure 121. Pop-up window allowing users to change the name and description of a discussion.

9.3.3. Add Participants

To add an additional participant to a discussion:

- Navigate to the 'Cooperation Discussions' page.
- Find and select the discussion you wish to edit from the table to view it.
- Navigate to the cog icon in the right-hand corner of the 'Participants' panel.
- From the drop-down menu, select 'Invite organisation to participate'.

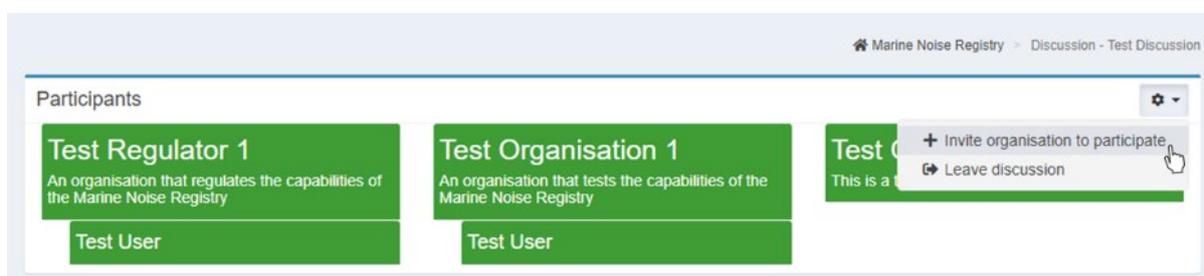


Figure 122. Example of adding a new participant to a discussion.

A pop-up window will open with a drop-down box listing all registered organisations.

- Select the organisation you wish to invite from the list.
- Select the 'Invite organisation' button to complete you invite.
- Alternatively, select the 'Cancel' button to cancel the action.

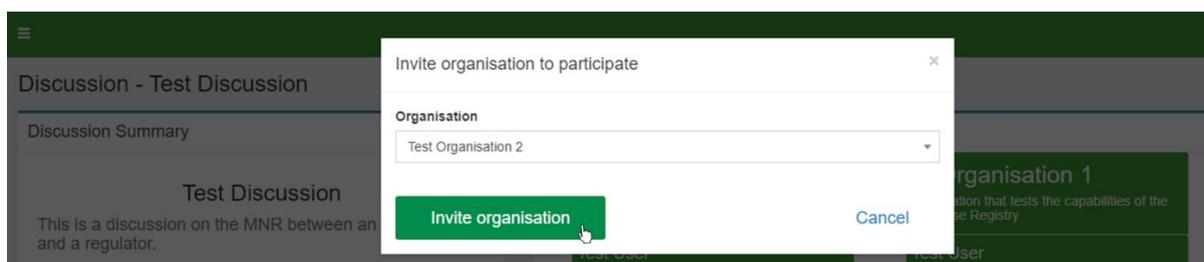


Figure 123. Pop-up window with an organisation selected from a drop-down menu to invite to an active organisation.

9.4. Leave Discussion

To leave a discussion and remove it from your organisation's 'Discussions' page:

- Select 'Cooperation Discussions' from the navigation menu panel.
- Select the discussion you wish to leave from the 'Discussions' table.
- Navigate to the cog icon in the right-hand corner of the 'Participants' panel.
- Select 'Leave discussion' from the drop-down menu.



Please note that by leaving a discussion, your entire organisation leaves it too. Once you have left, your organisation cannot participate in the discussion without being re-invited.

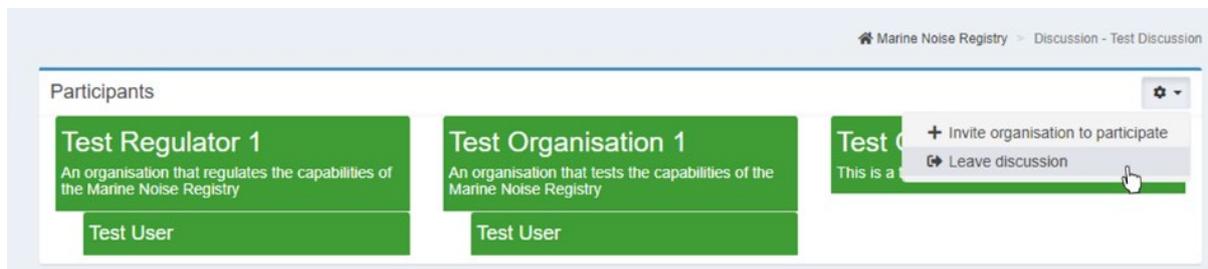


Figure 124. Example view of the 'Participants' panel of a discussion with the cursor hovering over the 'Leave organisation' button.

A pop-up window will open asking you to confirm your request to leave.

- Select the 'Leave discussion' button to leave the discussion.
- Select 'Cancel' to cancel the action.

Annex 1

MNR Disturbance Tool: Description and Output Generation



Please note that this tool is under development and feedback from users is welcome.

1. Introduction

The MNR Disturbance Tool provides means to explore future scenarios of noisy activities and assess the likelihood that planned projects (alone and in combination with other activities) could exceed the Statutory Nature Conservation Bodies' noise [guidance](#) thresholds for harbour porpoise Special Areas of Conservation (SACs) in England, Wales, and Northern Ireland.

The guidance states that no more than 20% of the site (or seasonal area) is to be disturbed in each day and no more than 10% to be disturbed on average over a season. Seasons are 'Summer' (April to September) and 'Winter' (October to March). The Disturbance Tool also identifies which projects are contributing to the noise in the sites in particular seasons.



Please note that decisions on how activities are coordinated to keep within these limits are beyond the scope of this tool.

Table 7. Harbour porpoise Special Areas of Conservation (SAC) and associated seasonal areas. Winter: 1 October – 31 March; Summer: 1 April – 30 September.

Special Area of Conservation	Season	Area (km ²)
Bristol Channel Approaches	Winter	5850
North Anglesey Marine	Summer	3249
North Channel	Winter	1604
Skerries Causeway	All year	108
Southern North Sea	Summer	27028
	Winter	12696
West Wales Marine	Summer	7376
	Winter	1460

The tool will aid environmental assessments, in particular Habitats Regulations Assessments, and mainly uses proposed data that has been submitted to the MNR. However, it will also use data from closed applications if activities already took place in the season/year that is being assessed (and close-out data has already been submitted). In addition, users can add hypothetical what-if applications (see Section 8.2 of the MNR Help and Guidance) to their assessment.

The tool's outputs are based on a series of worst-case assumptions and relatively coarse data on location and timings. The main source of uncertainty arises from the fact that the data on planned activities submitted to the MNR often does not have the exact locations of

the operations. Even when that information is available, it is not known in advance in which days and locations the operations will take place.



Please note that the outputs of the 'Disturbance Tool' should not be seen as a substitute to a more meaningful, case-specific, detailed assessment with more accurate scenarios of where and when the activities will take place (if this information is available). Please consult your respective regulator if you have any questions on how to use the tool's outputs.

2. Usage

Users will be able to choose the SAC of interest and season as well as change the default Effective Deterrence Range (EDR; up to 50 km) and the maximum daily footprint for each of the noise sources before outputs are produced.

The tool uses the MNR data on planned activities and a series of pre-defined daily disturbed area footprints for each noisy activity (Table 8) and produces the following outputs:

- A downloadable table showing the duration of activities, start/end dates, EDR (default or custom) and the maximum worst-case disturbance footprint in km² (default or custom, for each activity). A future iteration of the tool will also include the percentage (%) disturbed area within each SAC (for each activity and combined), and the probability of occurrence (for one or more activities).
- A map visualising the total activity footprint (oil and gas blocks, points, lines, or polygons) in addition to the respective disturbance range buffer (EDR as in [SNCB guidance](#)) for noise activities whose disturbance areas could overlap the SAC (within 50 km of the boundary). Applications in proposed and what-if status (of own organisation) are used for the generation of the map.
- A plot visualising the seasonal timelines of overlapping activities' licensing periods (the earliest start and latest finish date).
- A plot visualising the worst-case maximum percentage (%) area disturbed in any day together with a daily probability of occurrence of one or more activities.
- Coloured flags visualising daily and seasonal risks with green, yellow, and red representing low, medium, and high risk respectively:
 - Daily threshold:
 - a. Green: intersected area is on any one day < 10%.
 - b. Yellow/Amber: intersected area is ≥10% but < 20% on any one day.
 - c. Red: intersected area is ≥ 20% on any one day
 - Seasonal threshold:
 - a. Green: mean area of intersect over the period is < 5%
 - b. Yellow/Amber: mean area of intersect over the period is ≥ 5% but < 10%
 - c. Red: mean area of intersect over the period is ≥ 10%

3. Disturbed Area Calculation

3.1. Maximum Daily Footprints

The data on planned activities input to the MNR has a great level of uncertainty regarding location and timings. Location can be input in oil and gas blocks (commonly used for seismic surveys), points (commonly used for pile-driving and explosives), lines or polygons, with points being the most accurate locations.

Even when the exact activity locations are known, it is not possible to know with certainty what the activity locations will be on any given day, hence, this information is not included in the MNR. Regarding activity timings, the MNR records the estimated duration of an activity as well as the start and end date of licences which can often be large temporal windows. For example, a record may have a licence extending over a period from 6 months to one year but will only have the activity listed with 1-2 days of duration. This uncertainty over the timings can cause rather conservative cumulative assessments since it is assumed that those days of activity could fall in any of the licence period days.

Due to the inherent uncertainty in the planned data, a series of worst-case assumptions are made in the tool in order to generate a daily disturbance footprint. Users can change the default values and enter their own, better informed, values.

3.2. Assumptions

3.2.1. General

The disturbance tool makes following general assumptions.

- Since the exact location of the noise in any given day is unknown, the assumed worst case daily porpoise disturbance footprint (km²) will be the smallest of the following two areas:
 - The worst-case daily disturbance footprint for each noise source as in Table 2 (rationale described below). This assumes that the disturbance occurs entirely inside the SAC. This approach is conservative as locations closer to the boundaries of the SACs and outside the SACs will have less of an overlap with the SACs.
 - The overlapping area between the SAC and the disturbed area resulting from the one location (of all those reported for a project) that lies further into the SAC. The disturbed area is estimated by buffering source location (point, polygon, or line) using the EDRs (see Table 2) as the buffer radius. The disturbed area has the same disturbance range/radius (EDR) all around. In reality, due to varying environmental conditions depending on direction from source and therefore affecting sound propagation, the range of disturbance will vary with direction. For certain activities with a small disturbance footprint (low order UXOs, multibeam echosounders, mini-airguns and sub-bottom profilers) no further buffer is added if the locations were entered as oil and gas blocks or polygons so to not overestimate the area.
- For multiple activities occurring on the same day, it is assumed that the disturbance footprints do not overlap and, therefore, the areas are summed without considering any overlap (which would reduce the daily disturbance footprint). Without knowing the exact locations of the activities on each day it is not possible to know if there will be overlapping disturbance footprints in any given day. Hence, a worst-case scenario is used.
- The activity could happen in any of the days between start and end dates.
- When the start/end date of an application crosses the summer and winter seasons, the number of days estimated duration is split proportionally between the two seasons (i.e. if the licence period had 100 days in summer and 50 days in winter and the estimated duration was 30 days, 20 days would be allocated to summer and 10 days to winter).

Table 8. Default Effective deterrence ranges (EDRs, km) in harbour porpoise SACs and assumed worst-case daily disturbance footprints (km²) for each noise source and the associated sub-types. These will be reviewed regularly to ensure these are based on the best available evidence. Users can manually input new values if the default EDRs or maximum daily footprints are not suitable.

Noise Source	EDR (km)	Daily Disturbance Footprint (km ²)
Seismic Survey		
Ocean Bottom	12	1759
Regional	12	1759
Reservoir	12	1759
Route	12	1759
Site	12	1759
Vertical Profile	12	452
Mini-Airgun	5	256
Other	12	1759
Sub-bottom Profiler Survey		
Boomer	5	256
Chirp	5	256
Parametric	5	256
Pinger	5	256
Sparker	5	256
Imager	5	256
Multibeam Echosounder		
All types	5	256
Piling (without abatement)		
Mono-piling	26	2124
Pin-piling	15	707
Conductor piling	15	707
Sheet piling	15	707
Piling (with noise abatement)		
All types	15	707
Explosives		
Open water < 2kg	5	79
Open water > 2kg	26	2124
Open water > 2kg (with noise abatement)	15	707
Within 100m of mudline < 2kg	5	79
Within 100m of mudline > 2kg	15	707
Within 100m of mudline > 2kg (with noise abatement)	5	79
UXO High order	26	2124
UXO High order (with noise abatement)	15	707
UXO Low order	5	79

3.2.2. Seismic Surveys

The area of potential daily disturbance of harbour porpoise will always vary depending on the location of the survey in relation to the SAC, how many line turns, vessel speed, etc. However, without knowing the exact location of survey lines and timings it is not possible to accurately calculate daily disturbance footprints.

When undertaking a typical seismic survey, the vessel will be travelling at a speed of 4 knots (7.4 km/h). Consequently, the maximum length of line that could, in theory, be surveyed over the course of a single day is 177.8 km. Assuming a 12 km EDR, the total area impacted over the course of 24 hrs would be 4719 km². This is an unrealistically large area since there will be breaks of approximately 3.5 hrs in airgun operations at the end of each line as the vessel turns before commencing the next line. It is also unlikely that a survey would be undertaken along a single transect line in a single day. In addition, some surveys will not be entirely within the SAC boundaries and therefore may have less of a daily disturbance footprint than surveys entirely within the SAC. Weather related delays or technical reasons may further reduce the amount of time airguns are operated each day. Whether the survey lines are sequential in space (less than 500m spacing) or adopt a racetrack design (many km spacing) could also impact the daily disturbed area.

Given these uncertainties, the tool uses a daily area disturbed of 1759 km² taken from the [Habitats Regulations Assessment](#) (HRAs) for the ION Southern North Sea Seismic Survey 2021. This was the largest estimate used in published HRAs carried out for seismic surveys (in a sequential line survey design) in the Southern North Sea SAC. This footprint assumes that the seismic lines are undertaken sequentially from one line to the adjacent line (<500m away). If the survey is to be carried out in a racetrack design the daily disturbance footprint could be increased, depending on whether more than one line is surveyed in each day.

This will apply to all seismic surveys except vertical profiling (VSP) and mini-airguns. For VSPs, the daily footprint will be the area of a circle of 12 km radius since the survey is stationary. For mini-airguns, given the low power source and consequential lower noise output, the daily footprint will be the same as for sub-bottom profilers – 256 km².

3.2.3. Sub-bottom Profiler Surveys

As for seismic surveys, the area of potential disturbance of harbour porpoise will always vary depending on the location of the survey in relation to the SAC, how many line turns, etc. However, without knowing the exact location of survey lines and timings it is not possible to accurately estimate the daily disturbance footprint. In the unlikely event that a sub-bottom profiler was used continuously over a period of 24 hrs with a vessel speed of 4 knots (7.4 km/h) a total area of 1778 km² per day could be affected (using the 5 km EDR). This is a highly precautionary scenario as it is very unlikely that a sub-bottom profiler would be undertaken along a single transect line of 178 km in a single day.

This tool uses 256 km² taken from estimated maximum daily area disturbed for the proposed geophysical surveys at Dogger and Sofia offshore wind farms within the Southern North Sea SAC in the Habitats Regulations Assessment (HRAs) in the ION Southern North Sea Seismic Survey 2021. This was the largest estimated daily disturbed footprint attributed to sub bottom profilers in published HRAs. There is no empirical evidence for porpoise disturbance ranges associated with sub-bottom profilers. There are several different types of sub-bottom profilers, and the available evidence so far comes from noise measurements and modelling and not field observations of porpoise response.

3.2.4. Piling

It is assumed that one pile driving event occurs a day. The worst-case daily footprint for mono-piling (without noise abatement) is the area of a circle of 26 km EDR (2124 km²). For all other types of piling, including with noise abatement, the worst-case daily footprint is the area of a circle of 15 km radius (707 km²).

3.2.5. Explosives

It is assumed that one explosive event occurs a day. The worst-case daily footprint for high order UXO clearance (without noise abatement) is the area of a circle of 26 km radius (2124 km²). For high order with noise abatement and cutting for well abandonment with >2kg explosives but using noise abatement, the worst-case daily footprint is the area of a circle of 15 km radius (707 km²). For low order UXO clearance, the worst-case daily footprint is the area of a circle of 5 km radius (79 km²).

For explosive use in connection with well abandonment, the worst-case daily footprint is the area of a 26 km (2124 km²) radius circle for cutting/perforating in open water or 100 m below mudline using 2 kg or more total explosive. For cutting/perforating in open water or within 100m below mudline using 2 kg or less total explosive the worst-case daily footprint is the area of a 5 km circle (79 km²).

There is no empirical evidence for porpoise disturbance ranges associated with explosive use. The EDR for high order explosives matches that of mono-piling, the largest range observed. The other types of explosive use will mostly have lower sound source levels; hence, it is assumed the area affected by disturbance will be smaller, with the smallest assumed for low-order UXO clearance and well cutting in open water or within 100m below mudline using less than 2 kg of explosives.

3.3. Daily Percentage (%) Area Disturbed Calculations

The worst-case maximum daily footprint of each activity is divided by the area of the (seasonal) site and then summed to provide a total % of site disturbed.

3.4. Seasonal Average Percentage (%) Area Disturbed Calculations

The seasonal average is calculated by multiplying the worst-case daily percentage of the (seasonal) site disturbed by each activity individually in each day by the number of days the impact could occur in (estimated duration) and then averaging across the total number of days within that season (i.e. 183 days in the summer period and 182 days in the winter period). This provides a seasonal average spatial effect.

3.5. Probability of Occurrence Calculations

3.5.1. Probability of occurrence for each activity in a given day

The probability of occurrence of an activity in any of the licence days (between earliest start and latest end date) is given by the estimated duration divided by the number of licence days.

3.5.2. Probability of one or more activities occurring in each day

The probability of one or more activities occurring is equal to 1 minus the probability of none of the activity occurring.

The probability of neither activity occurring is calculated as:

Probability of neither activity occurring = $(1 - \text{probability of activity A}) \times (1 - \text{probability of activity B})$