



**British
Waterways**

PRIVATE PLEASURE BOAT LONG TERM LICENCES

3, 6 or 12 MONTHS: ENGLAND & WALES: CANALS & RIVERS & RIVERS ONLY

1) INTRODUCTION

You need a licence to keep a Boat on our Waterways. Unless you intend to travel around the network continuously, you also need a Home Mooring - somewhere you can legally leave the Boat when it is not being used for cruising. Moorings are provided by a wide choice of boatyards and boat clubs, as well as by British Waterways. www.waterscape.com provides a moorings search facility that includes all of these moorings. It also includes helpful information about getting started with boating on inland waterways. If you are lucky enough to own a canal-side property, please do not assume that you may automatically use your garden as a Home Mooring. You need the permission of the local Waterway office and there will be a charge for an end of garden mooring permit.

2) CHOOSING A LICENCE

The licences in this booklet allow you to keep and use a Boat on our Waterways for pleasure or personal residential use for periods of three, six or twelve months. There is a separate fee sheet for shorter period licences. The Private Pleasure Boat Licence does not permit you to operate the Boat for hire, for carrying goods or passengers for payment, or for any other commercial purpose. These activities require a British Waterways Business Licence.

If the Boat is operated by a local authority, social club, charity or time-share, commercially managed shared ownership scheme or other similar group, it must have a Business Licence (there is a discount for charities).

2a) Pleasure use, residential or houseboat?

If the Boat is a houseboat which is not used for navigation, and it is kept on a British Waterways permanent mooring with planning consent for residential use, you may instead purchase a Houseboat Certificate. The price is the same as for a Canal and River Licence as shown in the separate fee table. The Houseboat Certificate and Mooring Permit must run concurrently with the same expiry date. If you use the Boat both as a residence and for navigation, you should purchase a Pleasure Boat Licence. Houseboats are normally Boats without a means of propulsion.

2b) Canal and river or river only?

The Canal and River Licence is valid for all of our canal and river navigations in England and Wales. The twelve month Canal and River Licence is also valid for our Scottish Waterways.

The River Only Licence is valid only for 'River Waterways' defined in Schedule 1 of the British Waterways Act 1971, as amended.

These are:

- Avon (Hanham Lock to Bath)
 - Bow Back Rivers
 - Fossdyke & Witham (Torksey to Boston)
 - Lee Navigation (Hertford to Limehouse)
 - Limehouse Cut
 - Ouse and Ure (Goole to Ripon)
 - Severn (Stourport to Gloucester)
 - Soar Navigation (Trent Junction to Leicester)
 - Stort Navigation
 - Tees (Tees Barrage to Low Worsal)
 - Trent (Shardlow – Gainsborough, including the Nottingham & Beeston Canal)
 - Weaver Navigation (Winsford Bridge to Manchester Ship Canal)
- Boats with River Only Licences navigating between the River Trent and River Ouse via the Stainforth & Keadby Canal, Aire & Calder Navigation and the Selby Canal may do so at no extra charge providing they stay no longer than seventy-two hours on these canals.

2c) Environment Agency waterways

If you intend to cruise regularly on Environment Agency navigations as well as British Waterways, please ask for details of our Gold Licence. This is available for twelve months only, beginning on 1st January.

3) WHAT THE LICENCE ALLOWS YOU TO DO

The licence allows you to keep and use the Boat on the Waterways to which it applies. Where other navigation authorities allow you to use the Boat on their Waterways, you must comply with the Conditions, Acts, Bye-Laws and Regulations that apply to Boats on these other Waterways when the Boat is used on them.

The licence allows free passage through the Anderton Boat Lift, Standedge Tunnel and the Ribble Link, subject to local booking conditions. Contact the relevant Waterway office or see www.waterscape.com for further information.

The licence allows you to use the Boat for towing another licensed boat (for example, an unpowered butty or another boat that has broken down) as long as you are not doing it for reward or a promise of payment.

4) APPLYING FOR A LICENCE FOR THE FIRST TIME

Application forms are available from the Customer Service Centre, Waterway offices, licensing agents or www.waterscape.com. We can also send you a 'starter pack' of helpful information for people thinking of buying a Boat for use on our Waterways. You need to include your Home Mooring location in section 2 of the licence application form and send it to the local British Waterways office to endorse your application.

5) GENERAL REMINDERS FOR NEW APPLICATIONS AND RENEWALS

You will need to provide evidence that the Boat meets the Boat Safety Scheme requirements, has the necessary third party insurance policy and complies with our mooring requirements (see General Licence Conditions). We accept payment by Direct Debit, cheque, credit or debit card, postal order, or cash if you are applying in person.

Your application form must be signed and you must supply an address through which we can contact you.

If you already hold a twelve month licence, we will write to you shortly before the expiry date with a renewal application form. We can process your renewal more quickly if you use this, and not a new application form.

Please check that the dimensions of the boat will fit the Waterways that you wish to cruise. There is a guide to all waterway dimensions on www.waterscape.com/boating, or contact the Customer Service Centre. When measuring the boat to determine your licence fee, you should include fenders and any other items that add to its length.

6) LICENCE FEES

Please separate fee table sheet.

7) DISCOUNTS

7a) Prompt payment

10% off the total fee providing that all payment is made in full with the correctly completed application and enclosures before the start date of the licence. Not applicable to payments by monthly Direct Debit instalment.

7b) Disconnected waterways

25% off if the Boat has a permanent mooring on, and will remain exclusively on one of the following waterways: Bridgwater & Taunton, Monmouth & Brecon, stretches of the Montgomery Canal not connected to the main network, River Tees. These licences are only valid on the home Waterway.

7c) Powered portable craft

50% off providing the Boat is less than 5m long, and the engine is no larger than 4bhp on canals, or 10bhp on rivers.

7d) Electric motor

25% off if the Boat has an electric motor as its sole means of propulsion.

7e) Historic boat

10% off, subject to the discretion of the Waterway Unit. The Boat must have been built before 1948, have inland waterway heritage relevance and be in good condition.

7f) Unpowered Butty

50% off if the Boat is unpowered, more than 50 feet long and never travels separately from its motor boat. The motor boat must be licensed and licences for motor and butty must be concurrent with the same start and end date.

To claim this discount, you must declare the name and index number of the motor boat.

7g) Scottish Licence holder

10% off if the Boat has a licence issued by British Waterways Scotland which is valid for the same period.

7h) Calculating total discount

If more than one discount applies, the value of each one is calculated on the declining net balance. For example, the twelve month fee for a 10m Boat with an electric motor (sole propulsion) and prompt payment discount would be £463 -25% = £347.25 -10% = £312.53 Supporting evidence must be enclosed with the application for all except the prompt payment discount.

8) PAYING BY DIRECT DEBIT

We accept Direct Debit instructions providing the total fee due is more than £100. You may make a single payment, or pay in instalments as follows:

Licence period	12 months	6 months	3 months
Instalment options	1, 5 or 9	1 or 4	1

For nine instalments, the first payment will be 20% of the total due. The remainder is spread equally over the next eight months. For four or five instalments the total due is divided equally.

To qualify for the prompt payment discount, you must pay in one single payment, not by instalments, and we must receive your instruction at least three weeks before the start date of the licence.

Once you have set up a Direct Debit instruction, we will automatically collect payment in respect of the renewal unless you advise us not to. We will always notify you in advance of the payment dates and amounts. If the application is received in time, the payment will be collected on the licence start date. Otherwise we will collect it on the first working day of the second month.

To cancel a Direct Debit instruction or change any of the Bank or Building Society details, you must send written notification to your Bank or Building Society and our Direct Debit department at Leeds giving at least seven days notice.

Please note that we can collect payment from only one bank account per customer. If you have any other Direct Debit arrangements with British Waterways, please ensure that they all relate to the same bank account.

There is no instalment option if you purchase the licence via the internet.

9) MISSED PAYMENTS OR

CANCELLATION OF DIRECT DEBIT:

If we are unable to collect a payment because of insufficient funds in your account, the amount due will be added to your next payment for collection. If this second payment is missed we will automatically

cancel your Direct Debit and all outstanding amounts become due immediately. Similarly, if you cancel your Direct Debit instruction, all outstanding amounts become due immediately.

If we do not receive the outstanding amounts due, your Licence may be revoked and action will be taken to recover any debt.

We may refuse to accept payments from you by Direct Debit in the future. Direct Debit defaults are subject to a 10% handling fee and you may also incur legal costs if we have to instruct solicitors to recover the debt.

10) IF YOUR DETAILS CHANGE OR YOU LOSE YOUR LICENCE

If you change the name of the Boat, if your address or mooring changes, or if you sell or give the Boat to someone else you must let us know in writing. You should include details of any changed names, addresses or telephone numbers. The licence is not transferable to another Boat. If you lose your licence we will issue you with a new one. The charge for this service is £10.

11) SELLING YOUR BOAT OR REMOVING IT FROM OUR WATERWAYS

We will transfer your licence to the new owner at no extra charge, providing the licence is fully paid and you give us the address of the new owner. Alternatively you can return both copies of the licence to us and request a refund.

The licence is personal to you, and in making your application for a three, six or twelve month Licence, you are committing to the full licence fee, less any discounts. This applies even if you choose to pay by Direct Debit instalments. The refund table below shows the percentage of the total fee that will be refunded if you sell your boat. Refunds are made for whole months only. We will calculate the number of unexpired months from the day we receive the returned licence from you.

If you are paying in instalments, we will deduct the difference between the full licence cost and the total amount you have already paid from the refund payment. For example, a boater with a twelve month licence costing £500 contracted to pay in nine instalments by Direct Debit. He sells his Boat in the second month after paying just two instalments (one of £100 and one of £50). The amount still due is £350. He applies for a refund and is entitled to 75% x £500 = £375 - £350 = £25 outstanding.

Please note that if you have a British Waterway permanent mooring agreement for the Boat, this is not transferable to the new owner unless you have a Houseboat Certificate. The mooring agreement is personal to you and you may not assign it to the new owner. You must give one month's notice to the local Waterway office that you will be vacating the mooring. The new owner is responsible for making their own mooring arrangements.

'Portable' means that the Boat's normal crew can, without mechanical help, launch the Boat and take it out of the water. Examples are rowing boats, dinghies, canoes or light inflatable craft.

Refund amounts

Licence to terminate before the end of month:	Licence Period		
	12 months	6 months	3 months
1	80%	70%	67%
2	75%	60%	34%
3	65%	45%	0%
4	57%	30%	
5	48%	15%	
6	40%	0%	
7	20%		
8	10%		
9-12	0%		

PERSONAL SAFETY

The Waterways that you use can be dangerous places. The safety of our users and people is very important to us and we do our best to make the system as safe as possible. Due to their historic character, it is impossible for us to adapt them to make them completely safe without ruining what we seek to conserve. As a result, there are inherent risks for those that use them. For the safety of those who use the Waterways and those who work or live on or near them it is essential that you and your crew are aware of the possible dangers and act in a way which minimises the risk of harm to people and property. As a licence holder, you are entitled to a free copy of our Boaters' Handbook, which you should keep on board the Boat and encourage all crew members to follow. If you do not have a copy, please ask the Customer Service Centre to send you one. The Boater's Handbook contains information common to inland waterways generally. It does not include locally specific information. Please contact the appropriate British Waterways office for more detailed local advice, particularly if you are cruising our larger river navigations or tidal waters.

IF YOU HAVE A COMPLAINT

We are committed to provide excellent levels of service and constantly strive to meet the rising expectations of our customers and visitors. We welcome feedback on where service can be improved.

Issues of concern to waterway visitors can usually be resolved by talking them through with one of our people, either face-to-face or by telephone. We recognise that sometimes this may not be appropriate, or you may feel your concerns have not been properly addressed after talking them through with us.

If you wish to make a formal complaint you should do so in writing. For matters relating to the services of Central Departments, you should write in the first instance to the Customer Relations Manager at our Watford office. For all other matters you should send your letter to the relevant General Manager who is responsible for the Waterway to which your complaint refers.

If after this stage you feel your complaint has still not been handled satisfactorily, you should write to the Customer Relations Manager asking for it to be re-considered. He will ensure it is considered by a Director without direct line management responsibility for the area of the complaint.

If you remain dissatisfied after this internal process is completed, you may take your complaint to the Waterways Ombudsman, whose services are available free of charge.

WATERWAY FACILITIES

We provide a range of basic services for boaters, including water points, refuse disposal, toilets and Elsan emptying points throughout the waterway network. These are generally free to licence holders. Access to sanitary facilities is by a special Yale key, available from the Customer Service Centre for £5.00 including p&p. Where showers, laundry facilities or electric charging points are available, payment is by digital card available from the local office. Our Customer Services Centre is able to advise on most matters relating to the Waterways. If your enquiry is of a local nature you may prefer to contact or visit one of our local offices for more detailed information about a particular area or service. These offices also provide information on where anti-vandal keys (£5.00) may be needed, along with essential information such as tide times and opening hours of manned locks etc.

NAVIGATION RULES

1. The Boat Licence does not give you any priority of passage on any Waterway. You must follow the directions of our local people who may decide which boats have priority.
2. You are responsible for assessing whether it is safe to use the Waterway in flood or strong stream conditions. Our Waterway offices will provide information.
3. You must share locks up to their capacity. There is no right to the exclusive use of a lock.

4. You must not:

- (a) use any electricity generator, including the Boat's engine, at any British Waterways' mooring between 8pm and 8am, unless you are moored in isolation, out of earshot of other people. We do not intend this Condition to stop you moving the Boat from the mooring.
 - (b) run the Boat's engine in gear when it is moored as this can damage the waterway walls and cause a nuisance to other people.
 - (c) do anything at any mooring which will cause damage or nuisance to any other person or their property.
 - (d) discharge anything into the Waterway from the Boat except unpolluted surface water that drains naturally or water from sinks or showers on board the Boat.
 - (e) obstruct the towpath or use our land for storing items from your Boat.
 - (f) take a vehicle on to our towpaths or land or park on them unless we have already given our permission.
5. There is no general restriction on the use of locks by portable and unpowered craft. However, in the interest of safety and to conserve water, specific local restrictions may apply.

We encourage users to carry these craft around locks if possible. If it is not possible, we recommend using ropes to pass the Boat through the lock. It is preferable that there is nobody on board the Boat while it is in the lock. Local British Waterways instructions must always be followed.

6. Unpowered craft may not navigate certain tunnels. Please check locally for advice or ask us for the national list of tunnels. Where you are permitted to navigate, we encourage the following precautions:
- (a) navigate in groups of between three and six craft, at least one of which must be navigated by an experienced person.
 - (b) everyone should be able to swim, should wear a life jacket, and have a waterproof torch and whistle attached to them.
 - (c) the craft must have adequate buoyancy.
 - (d) you must display a securely fixed, bright white light showing forward.

7. You must not crane a Boat into or out of any Waterway without our written permission, other than at a boatyard with appropriate facilities. This is to ensure compliance with the relevant lifting regulations and to ensure the safety of other waterway users.

GENERAL LICENCE CONDITIONS

In accordance with S43.3 of the Transport Act 1962, Licences are subject to the conditions which apply to the use of a Boat on any Waterway which we own or manage. These are necessary to protect third parties and to help us manage the Waterways well for the benefit of all our users. Numbered paragraphs below are legally binding general conditions. If you persistently or repeatedly breach any of these, we are entitled to revoke your Licence. It is a criminal offence to keep a Boat on our Waterways without a Licence, and you could face legal action, which may result in removal of the Boat from our Waterways. We will not issue a Licence for a powered Boat to anyone under 18 years old. Inset paragraphs without numbers provide additional explanation.

1. Definitions

1.1 'Boat' means the Boat named in your Application or Renewal form whose name and index number will appear on the Licence. For Boats with Rivers Only Licences 'the Boat' includes any Tender to the Boat.

1.2 'Home mooring' is a mooring or place where the Boat can reasonably be kept and may lawfully be left when not being used for cruising.

1.3 'Navigation Rules' means any byelaws, or any conditions imposed under statutory powers concerning the movement of vessels and safety of navigation.

1.4 'Portable' means that the Boat's normal crew can, without mechanical help, launch the Boat and take it out of the water. Examples are rowing boats, dinghies, canoes or light inflatable craft.

1.5 'Tender' means one small unpowered Boat or a Boat powered by a small outboard engine which is carried on or towed by the Boat and used only for going to and from the Boat whilst in sight of the Boat. The Tender must be marked with 'Tender to (name and index number of the Boat)'

