



APPLICATION FOR A PRIVATE BOAT LICENCE

3, 6 OR 12 MONTHS

This form is for **NEW APPLICATIONS ONLY**. If your boat is already licensed please call or email us for a renewal form. Please read the boat Licence Fees and Conditions before completing this form, and allow 15 working days for delivery of the licence after the receipt by us of all documentation and payment necessary to process this application.

APPLICANT DETAILS

If you have held a British Waterways licence before, please enter your 7 digit customer number.

Title	First names	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address (if you do not have a permanent postal address please provide a reliable forwarding address)

<input type="text"/>	Telephone numbers
<input type="text"/>	Daytime <input type="text"/>
<input type="text"/>	Evening <input type="text"/>
<input type="text"/>	Mobile <input type="text"/>

Email address	Date of birth (may be used as a security check if you call us)
<input type="text"/>	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text" value="dd/mm/yy"/>

BOAT DETAILS

Boat name	Boat index number (if previously licensed there will be a 5 or 6 digit number plate on both sides of the boat)
<input type="text"/>	<input type="text"/>
Length of boat including fenders	
<input type="text" value="feet / inches"/> ' <input type="text" value=""/> "	OR <input type="text" value="metres"/> . <input type="text" value="(correct to one decimal place)"/>
Beam (width) of boat	
<input type="text" value="feet / inches"/> ' <input type="text" value=""/> "	OR <input type="text" value="metres"/> . <input type="text" value="(correct to one decimal place)"/>
Draught (maximum depth below water line when loaded)	
<input type="text" value="feet / inches"/> ' <input type="text" value=""/> "	OR <input type="text" value="metres"/> . <input type="text" value="(correct to one decimal place)"/>

Name of builder/manufacture

Hull material

If powered, engine bhp

Year of construction

Tick here if this a newly-built boat

Craft type (for example - cabin cruiser, narrow boat, sailing boat)

If this is a houseboat which is not used for navigation and is kept on a British Waterways mooring tick here

Where will the boat normally be kept when not being used for cruising (please tick one from the next line)

At a home mooring site

Out of the water

The boat is used for continuous cruising

Home mooring site name Only filled in if home mooring site ticked

Canal or river name Only filled in if home mooring site ticked

If this is a British Waterways mooring please make sure you contact the local British Waterways office (contact details in the Fees and Conditions) to reserve the mooring site before submitting this application. You may need to submit a mooring application and if we receive both together it will mean that we can process your application more quickly.

Please leave boxes below blank

(functional location)

(username)

BOAT INSURANCE DETAILS – not required for portable unpowered craft

Please ensure that you enclose a copy of your insurance certificate. We cannot process your application without it.

Name of insurance provider

Policy number

Expiry date

BOAT SAFETY SCHEME – if your craft has no fuel, gas or electricity system it may be exempt, call us to check

Please ensure that you enclose a copy of your current Boat Safety Certificate. In lieu of the certificate a Recreational Craft Directive Declaration of Conformity is accepted if your boat is less than four years old. For new 'sailaway' craft a signed copy of the builder's declaration concerning the Recreational Craft Directive is accepted if less than one year old – we cannot process this application without these.

Certificate No.

Certificate issue date:

Expiry date

Surveyor's name:

TYPE OF LICENCE REQUIRED – See Fees and Conditions for explanations of any terms or discounts

Date licence begins

Date of expiry of last licence (if known)

 / / mm/yy / / dd/mm/yy

If there is a gap between these dates, where has the craft been in that period?

Licence period required. PLEASE TICK ONE OPTION

Navigation type PLEASE TICK ONE OPTION

 OR OR OR

Tick if you are claiming any discounts

Historic boat Portable powered boat Portable unpowered boat Inboard electric motor

Disconnected waterways Unpowered butty

Name of motor boat with which the unpowered butty travels Index number

CALCULATING THE LICENCE FEE

Please use the boat length, navigation type, length of licence period and the table in the Fees and Conditions booklet to calculate the **fee payable (before discounts)**

Prompt payment – this is only available if the application, all enclosures and the fee payable are received before the licence start date. **Fee payable with prompt payment discount applied**

If you are claiming further discounts use the percentages listed in the Fees and Conditions booklet to reduce the above fee payable. If you are claiming more than one discount the fee payable is calculated by applying each of the discount percentages in turn (£100 licence with a 25% and a 10% discount = $100 - 25 = 75 - 7.5 (10\%) = £67.50$).

Discounted fee payable Please call us if you need help in calculating this

PLEASE CHECK THAT YOU HAVE ENCLOSED THE NECESSARY DOCUMENTS AND SIGN BELOW:-

Copy of insurance certificate enclosed Boat Safety Scheme documentation enclosed

Method of payment – please select only one method and complete the details in the form overleaf

Cheque (enclosed) Direct debit Credit/Debit/Switch/Maestro card Cash at a British Waterways office

We may occasionally wish to send you other information about the waterways. Tick this box if you want to receive this from us

We may occasionally wish to supply your name and address to other carefully selected, reputable companies and organisations offering products, service or information of possible interest to waterways users. Tick this box if you want to us to do this

I confirm that the information I have given on this form is correct. I am over 18 years old (not applicable for unpowered boats). I have read and accept the conditions of the licence.

Signature

Date

Please tick this box if you would like to receive the British Waterways Winter Stoppage Programme when available

HOW TO PAY

Please choose only one method

EITHER, CHEQUE. Make the cheque payable to **British Waterways** and cross it with 'A/C payee only'

OR Credit/Debit/Switch/Maestro card

Card number	Start date	Expiry date	Issue no. (Switch)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cardholders signature	Cardholder's name and address (if different from applicant's)		
<input type="text"/>	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		

OR DIRECT DEBIT (select option and complete bank instruction below)

Number of instalments (see fees and conditions for options available for 3, 6 or 12 month licences)

1 OR 5 OR 9

If not paying by single instalment the first payment is 20% of the total amount due and is collected on the licence start date. The remaining instalments are equal amounts collected on the first day of the following months.

Once we 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 notify you in advance of the payment dates and amounts.



Instruction to your Bank or Building Society to pay Direct Debits



Please fill in the whole form and send it to British Waterways Boat Licensing Team, Feams Wharf, Neptune Street, Leeds LS9 8PB

Originators Identification Number

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1. Name and full postal address of your Bank or Building Society branch

To: The Manager
Bank or Building Society
Address
Postcode

4 Your Bank or Building Society account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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5 British Waterways customer number

8

6 Instruction to your Bank or Building Society.

Please pay British Waterways Direct Debits from the account detailed on this Instruction subject to the safeguards assured by The Direct Debit Guarantee. **I understand that this instruction may remain with the Originator mentioned above and if so, details will be passed electronically to my Bank/Building Society.**

Signature(s)	Date

2 Name(s) of account holder(s)

3 Branch sort code (from the top right hand corner of your cheque)

<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>
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Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

If an error is made by us or your Bank or Building Society you are guaranteed that your branch will make a full and immediate refund of the amount paid.

You can cancel a Direct Debit at any time by writing to your Bank or Building Society. If you do this, please also send a copy of this letter to us.

This Guarantee is offered by all Banks and Building Societies taking part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.

REMEMBER TO SIGN YOUR FORM.

PLEASE RETURN TO:

British Waterways Boat Licensing Team

Feams Wharf

Neptune Street

Leeds

LS9 8PB

T +44 (0) 1923 201120

F +44 (0) 1923 201300

E enquiries.hq@britishwaterways.co.uk

www.waterscape.com

Mon-Fri 8am-8pm Sat 9am-1pm