



PLEASE RETURN TO

British Waterways Boat Licensing Team
Feams Wharf
Neptune Street
Leeds LS9 8PB

T 01923 201120

F 01923 201300

Enquiries.hq@britishwaterways.co.uk

www.britishwaterways.co.uk

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

BUSINESS CRAFT LICENCE

PART A Ref No. (office use)

This form is for new applications. If the boat already has a current or recently expired business licence, please use the shorter renewal application form, which we send out a few weeks before the expiry date. If you do not have this ask us for a copy. Use this form if you are applying for a business licence for a boat whose last licence was for private use.

You may apply for multiple licences in a single application using this form, providing that all the craft to be covered will be moored at the same place and all the licence start dates are the same. Complete a copy of Part B for each boat that you wish to licence. Do not use this form for Freight Vessel Registration or Trade Plate licences. Your application must be authorised by our local manager. If you do not know who this is, contact the Customer Service Centre. Please read the boat licence terms and conditions before completing the form and allow 2 weeks for delivery of the licence.

A.1 Applicant details

If you already have a British Waterways Customer number, please enter it here

Name of the company or organisation which is licensing the craft
Name of the person responsible for the licence
Title First names Surname

Address (if you do not have a permanent postal address, you must provide a reliable forwarding address)
Telephone numbers
daytime
evening
mobile
Postcode

Email

A.2 Mooring location

Where will the boat(s) normally be kept when not being used for cruising?

At a permanent mooring site
Out of the water (it is a portable boat)
The boat will be used for cruising continuously (please read the Moorings Code)

Location of permanent mooring
Site name
Name of canal or river

A.3 Insurance

If all the boats you are licensing in this application are covered by the same insurance policy, please enter the details here. Otherwise enter them in section B2.

Name of insurance provider
Policy number
Expiry date

Please enclose a copy of the current insurance certificate.

A.4 Summary of licence requirement

Number of craft to be licensed
When do you want the licence(s) to begin? (all licences run from the first day of the month)

A.5 Payment

Summary of fees due after any discounts (Copy these across from Part B. If you need more space, attach a separate sheet)

Table with 2 columns: Boat Name and Index No., Fee due. Includes a Total row at the bottom right.



BUSINESS CRAFT LICENCE

PART B Ref No. (office use)

DO NOT SUBMIT PART B WITHOUT PART A

Complete one copy for each boat that you wish to licence Page of (total no. of boats covered by this application)

Company name

B.1 Boat details

Boat name Boat index number (if it has previously been licensed it should have a five or six digit number plate on both sides of the boat)

Is it a brand new boat? yes no

Length of boat including fenders: feet: inches or · metres (correct to at least one decimal place).

Beam (width) of boat feet: inches or · metres (correct to at least one decimal place).

Draught feet: inches or · metres (correct to at least one decimal place).

Hull identification number Year of construction

Name of builder/manufacture Hull material

Engine size cc or bhp or None (unpowered boat)

Does it have an inboard **electric** engine? yes no

B.2 Insurance

If all your fleet is covered by the same policy leave this blank and include details in Part A (required for all except unpowered portable boats)

Name of insurance provider Policy number Expiry date

Please enclose a copy of your current insurance certificate.

B.3 Boat Safety Scheme

Certificate number Certificate issue date Expiry date Surveyor's or examiner's name:

If the boat has no BSS Certificate, does it have a Recreational Craft Directive Declaration of Conformity which is less than four years old? yes no **If yes**, please enclose a copy.

If the boat has no fuel system, no gas and no electricity, it might be exempt from this requirement. An exemption application form is available.

B.4 Licence details

Leisure Business Licence

- Canal and River River only Passenger boat certified to carry more than 100 people

Boat to be used for

- Holiday hire Day hire Hotel boat Shared ownership scheme Timeshare
 Passenger boat Restaurant boat Community or education boat Social club Other (please specify)

Full fee before discounts

£

Trading Licence

- Shop, store or workshop (12 month licences only)
 Cargo carrying or workboat: 12 months 6 months 3 months

Full fee before discounts

£

Tick the boxes to indicate which, if any, discounts you are claiming

Discount (see explanatory booklet for conditions)	Leisure business	Shop, store or workshop	Cargo carrying or workboat
10% prompt payment (only applies if we receive application before licence start date. Does not apply if you elect to pay by monthly instalment)			
10% historic boat			
25% disconnected waterway			
50% unpowered butty travelling with motor*			
25% inboard electric motor			
50% day hire only			
75% day hire only without locks			
90% unpowered boat for hire by day or hour			
60% operated for charitable purposes (enclose evidence)			
56% for trading boats with annual turnover below £45,000			

*Name of motor boat

Index number

Total fee due after discounts

£

Copy this figure into section A5

If you are claiming more than one discount, the value of each is calculated on the declining net balance. For example, the fee for a day hire licence for a 6m boat with prompt payment discount is $£808 \times 50\% \times 90\% = £363.60$