

# River Thames application for short-period registration of a launch



**Applications should be made at least ten working days in advance.**

**Please read the explanatory notes and the separate registration charges before completing in capital letters.**

Boats based on or normally used on the Thames are not eligible for short-period registration.

**Contents**

- 1 Launch name
- 2 Registered owner
- 3 Dimensions
- 4 Class
- 5 Where do you normally keep the boat?
- 6 Registration period
- 7 Manufacturer or builder

**For Environment Agency use only**

FIN/141C

- 8 Propulsion (main engine)
- 9 Propellant (main engine)
- 10 Propulsion (other engines)
- 11 Appliances
- 12 Sanitary facilities
- 13 Insurance
- 14 Boat safety
- 15 Tender discount
- 16 Payment
- 17 The Data Protection Act 1998
- 18 Signatures
- Explanatory notes

**1 Launch name**

\_\_\_\_\_

Visitors from Anglian or Medway claiming a free Thames visit, please enter the appropriate authority's registration or licence number for the launch

\_\_\_\_\_

**2 Registered owner**

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Organisation, if relevant

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, including the area code

Phone (day) \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3 Dimensions**

metres                      tenths

Length (overall)    \_\_\_\_\_

Beam (widest point) \_\_\_\_\_

Chargeable area    \_\_\_\_\_

(In complete square metres)

**4 Class**

Will the launch be let or ply for hire on the Thames at any time during the proposed registration period?

Yes

No

**5 Where do you normally keep the boat?**

\_\_\_\_\_

**6 Registration period**

Proposed period

\_\_\_\_\_ Single day/s from \_\_\_\_\_

7 consecutive days from \_\_\_\_\_

31 consecutive days from \_\_\_\_\_

**7 Manufacturer or builder**

\_\_\_\_\_

Approx year built

\_\_\_\_\_

**8 Propulsion (main engine)**

Inboard

Outboard

Number of engines used for propulsion

\_\_\_\_\_

Total propulsion power/capacity

\_\_\_\_\_ HP \_\_\_\_\_ CC

**9 Propellant (main engine)**

Petrol  Electricity

Diesel  Steam

Gas

Other  Please specify below

\_\_\_\_\_

### 10 Propulsion (other engines)

- No other engines  Generator   
 Auxiliary   
 Other  Please specify below

### 11 Appliances

Please enter 'G' for gas, 'E' for electric, 'O' for other

- None   
 Cooker  \_\_\_\_\_  
 Fridge  \_\_\_\_\_  
 Heater  \_\_\_\_\_  
 Water heater  \_\_\_\_\_  
 Central heater  \_\_\_\_\_  
 Other  Please list below

### 12 Sanitary facilities

#### Lavatory facilities

- None   
 Pump out lavatory   
 Chemical lavatory   
 Direct into river

#### Other facilities

- None   
 Sink   
 Basin   
 Shower   
 Bath   
 Other (Please list below)

### 13 Insurance

You must have in force an insurance policy for the boat, provided by a company that is authorised and regulated by the UK Financial Services Authority, which covers third-party liabilities of at least one million pounds. The insurance must be valid for the full duration of the registration. We do not need a copy of the insurance certificate, but we carry out sample checks on declarations.

I confirm the launch has a valid insurance policy

### 14 Boat safety – construction and equipment standards

You must make sure your powered boat complies with our construction and equipment standards at all times it is kept, let for hire or used on the River Thames.

For privately owned boats, these standards are set out in the BSS Examination Checking Procedures for Privately Owned and Managed Vessels. For hire boats, small passenger boats and workboats, they are contained in the Boat Safety Scheme Guide (2002 edition). Go to [www.boatsafetyScheme.org](http://www.boatsafetyScheme.org) to download them.

I confirm that I have read the BSS Examination Checking Procedures for Privately Owned and Managed Vessels or 2002 Guide for Hire Craft. I certify that it complies in every respect with the safety standard requirements set out in that guide or the Recreational Craft Directive (for launches first placed on the market since 16 June 1996). I will not keep or use this launch on the River Thames unless these conditions are complied with.

### 14 Boat safety – construction and equipment standards, continued

I understand that the Environment Agency may require me to provide information confirming compliance with these conditions or to require my launch to be inspected.

### 15 Tender discount

If this launch is to be used as a tender, please state the main boat's name.

### 16 Payment

- Cheque or postal order   
 Credit/debit card\*   
 Full charge before discounts £ \_\_\_\_\_  
 Applicable discounts electric  tender   
 Total charge after discounts £ \_\_\_\_\_

\*If you would like to pay by card, please tick the box above and we will call you to make a payment.

Refunds are only made in certain limited cases (see our website or call for our current policy).

I will pay any additional amount which may be due if it is found that the vessel has been registered incorrectly based on the information I have provided.

### 17 The Data Protection Act 1998

The Environment Agency is responsible for improvements in navigation and the registration of boats on waters for which we have responsibility. We will process the information you provide so that we can deal with your application for boat registration, make sure you keep to the conditions of the registration, and process renewals.

We may also process or release the information to:

- offer you documents or services relating to boat safety, navigation and environmental matters;
- consult the public, public organisations and other organisations (for example, the Health and Safety Executive, local authorities, the emergency services, the Department for Environment, Food and Rural Affairs) on boat safety, navigation and environmental issues;
- carry out research and development work on environmental issues;
- prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken, and take any action that is needed;
- assess whether customers are satisfied with our service and to improve our service; and
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act 1998 allows).

We may pass the information to our agents or representatives to do these things for us.

## 18 Signatures

Owner's signature

Today's date (DD/MM/YYYY)

Signed on behalf of the owner and in accordance with his/her specific authorisation to act as Agent for this purpose.

In case of a company, firm, partnership or organisation please state status or authority to sign.

Agent's full name in capital letters

Please return this application and payment to Environment Agency, Boat Registration, PO Box 544, Rotherham, S60 1BY. Cheques are made payable to Environment Agency.

Registration enquiries: 03708 506 506

Email: [boatreg@environment-agency.gov.uk](mailto:boatreg@environment-agency.gov.uk)

**We aim to process your application as quickly as possible. At busy times it can take up to 10 working days from the day of receipt. Please also allow 2-3 days for postage.**

**If you need the registration more quickly, you can call us and pay by credit/debit card. We will email you confirmation the same day.**

## Explanatory notes

### 1 Launch name

It is a registration requirement that every launch must have a name. This name must be displayed on each side of the bow and on the stern in plain letters and figures in the following minimum sizes:

- 2" (5.1cm) for a launch not more than 20' (6.09m) long.
- 3" (7.6cm) for a launch between 20' (6.09m) and 30' (9.14m) long.
- 4" (10.2cm) for a launch between 30' (9.14m) and 50' (15.23m) long.
- 6" (15.2cm) for a launch exceeding 50' (15.23m).

To avoid delay in registration and to reduce correspondence, if a visiting launch name is not available for Thames use, a set of adhesive plastic labels will be issued without charge for temporary display on the boat whilst it is on the Thames, and will be in the form of 'VISITOR R (serial number)'. The characters on the label will form part of the individual name of the launch whilst it is visiting the Thames.

It is acceptable for owners of narrowboats to display the boat name in the traditional way on each side of the cabin.

**The Environment Agency is forbidden to register two or more launches in the same name.**

### 2 Registered owner

Only **one** person or organisation may be registered as the owner.

### 3 Dimensions

Please enter length and beam measurements in metres and tenths. 'Length' is overall hull length excluding moveable items

such as rudder or outboard engine. 'Beam' is measured at the widest part of the hull (use tables on page 4 to help convert your dimensions into metres and tenths).

### 6 Registration period

Please note each period of validity begins and ends at midnight.

### 7 Manufacturer or builder

Please enter make or model, if known.

### 8 Propulsion

Where the main engine(s) is of the outdrive/sterndrive type, tick the 'inboard' box.

### 9/10 Propellant

Tick the appropriate box for the engine propellant, or specify another propellant in the 'other' box.

### 12 Sanitary facilities

Launches fitted with a lavatory or sanitary holding tank capable of discharge to the river must have these appliances sealed to prevent discharge whilst the launch is on the Thames. Owners of launches fitted with such appliances are legally obliged to inform the lock-keeper at the lock nearest to the launch's point of entry to the river in order that arrangements for sealing can be made.

### 15 Tender discount

If your main boat is registered, a 50% discount applies to the tender. We define a tender as a small boat or dinghy, towed or carried by another boat.

### 16 Payment

Registration charges are based on the area of your launch, calculated in square metres by multiplying the length by the beam (width).

Please refer to the separate charges sheet for the current rates.

Electrically propelled launches receive a 25% discount provided that the sole method of propulsion is an electric motor or motors and no other propulsion or charging engine is carried.

#### Calculating total discount

If more than one discount applies, the value of each one is calculated on the declining net balance.

For example, if the full charge is £100 and the boat is eligible for the electric and late registration discounts, the net payable would be £100 – 25% = £75 – 50% = £37.50.

### Registration

**All boats kept and used on the Thames are registered in accordance with the Environment Agency (Inland Waterways) Order 2010.**

'Full rate' registration and 'late' registration application forms can be obtained from our website or call us (see contacts).

No separate lock tolls are charged on launches currently registered (except certain passenger launches).

Payments made for short period registration of a launch can be deducted from the charges due for any subsequent full rate registration of that launch.

Please note that a launch which is short period registered at any time between 1 Jan and 31 Aug is not eligible for the late registration charge concession.

**Conversion table**

1 inch = 2.54 centimetres, 1 foot = 0.3048 of a metre. For example:

1.0m	3ft 4	4.2m	13ft 10	7.4m	24ft 4	10.6m	34ft 10	13.8m	45ft 4	17.0m	55ft 10
1.1m	3ft 8	4.3m	14ft 2	7.5m	24ft 8	10.7m	35ft 2	13.9m	45ft 8	17.1m	56ft 2
1.2m	4ft 0	4.4m	14ft 6	7.6m	25ft 0	10.8m	35ft 6	14.0m	46ft 0	17.2m	56ft 6
1.3m	4ft 4	4.5m	14ft 10	7.7m	25ft 4	10.9m	35ft 10	14.1m	46ft 4	17.3m	56ft 10
1.4m	4ft 8	4.6m	15ft 2	7.8m	25ft 8	11.0m	36ft 2	14.2m	46ft 8	17.4m	57ft 2
1.5m	5ft 0	4.7m	15ft 6	7.9m	26ft 0	11.1m	36ft 6	14.3m	46ft 11	17.5m	57ft 5
1.6m	5ft 3	4.8m	15ft 9	8.0m	26ft 3	11.2m	36ft 9	14.4m	47ft 3	17.6m	57ft 9
1.7m	5ft 7	4.9m	16ft 1	8.1m	26ft 7	11.3m	37ft 1	14.5m	47ft 7	17.7m	58ft 1
1.8m	5ft 11	5.0m	16ft 5	8.2m	26ft 11	11.4m	37ft 5	14.6m	47ft 11	17.8m	58ft 5
1.9m	6ft 3	5.1m	16ft 9	8.3m	27ft 3	11.5m	37ft 9	14.7m	48ft 3	17.9m	58ft 9
2.0m	6ft 7	5.2m	17ft 1	8.4m	27ft 7	11.6m	38ft 1	14.8m	48ft 7	18.0m	59ft 1
2.1m	6ft 11	5.3m	17ft 5	8.5m	27ft 11	11.7m	38ft 5	14.9m	48ft 11	18.1m	59ft 5
2.2m	7ft 3	5.4m	17ft 9	8.6m	28ft 3	11.8m	38ft 9	15.0m	49ft 3	18.2m	59ft 9
2.3m	7ft 7	5.5m	18ft 1	8.7m	28ft 7	11.9m	39ft 1	15.1m	49ft 7	18.3m	60ft 1
2.4m	7ft 11	5.6m	18ft 5	8.8m	28ft 11	12.0m	39ft 5	15.2m	49ft 11	18.4m	60ft 5
2.5m	8ft 3	5.7m	18ft 9	8.9m	29ft 3	12.1m	39ft 9	15.3m	50ft 3	18.5m	60ft 9
2.6m	8ft 7	5.8m	19ft 1	9.0m	29ft 7	12.2m	40ft 1	15.4m	50ft 7	18.6m	61ft 1
2.7m	8ft 11	5.9m	19ft 5	9.1m	29ft 11	12.3m	40ft 5	15.5m	50ft 11	18.7m	61ft 5
2.8m	9ft 3	6.0m	19ft 9	9.2m	30ft 3	12.4m	40ft 9	15.6m	51ft 3	18.8m	61ft 9
2.9m	9ft 7	6.1m	20ft 1	9.3m	30ft 7	12.5m	41ft 1	15.7m	51ft 7	18.9m	62ft 1
3.0m	9ft 11	6.2m	20ft 5	9.4m	30ft 11	12.6m	41ft 5	15.8m	51ft 11	19.0m	62ft 5
3.1m	10ft 3	6.3m	20ft 9	9.5m	31ft 3	12.7m	41ft 8	15.9m	52ft 2	19.1m	62ft 8
3.2m	10ft 6	6.4m	21ft 0	9.6m	31ft 6	12.8m	42ft 0	16.0m	52ft 6	19.2m	63ft 0
3.3m	10ft 10	6.5m	21ft 4	9.7m	31ft 10	12.9m	42ft 4	16.1m	52ft 10	19.3m	63ft 4
3.4m	11ft 2	6.6m	21ft 8	9.8m	32ft 2	13.0m	42ft 8	16.2m	53ft 2	19.4m	63ft 8
3.5m	11ft 6	6.7m	22ft 0	9.9m	32ft 6	13.1m	43ft 0	16.3m	53ft 6	19.5m	64ft 0
3.6m	11ft 10	6.8m	22ft 4	10.0m	32ft 10	13.2m	43ft 4	16.4m	53ft 10	19.6m	64ft 4
3.7m	12ft 2	6.9m	22ft 8	10.1m	33ft 2	13.3m	43ft 8	16.5m	54ft 2	19.7m	64ft 8
3.8m	12ft 6	7.0m	23ft 0	10.2m	33ft 6	13.4m	44ft 0	16.6m	54ft 6	19.8m	65ft 0
3.9m	12ft 10	7.1m	23ft 4	10.3m	33ft 10	13.5m	44ft 4	16.7m	54ft 10	19.9m	65ft 4
4.0m	13ft 2	7.2m	23ft 8	10.4m	34ft 2	13.6m	44ft 8	16.8m	55ft 2		
4.1m	13ft 6	7.3m	24ft 0	10.5m	34ft 6	13.7m	45ft 0	16.9m	55ft 6	etc ...	

**Visiting from Anglian and Medway waterways**

Launches which have current annual registration and/or licence issued from the above Environment Agency waterways can visit the Thames free of charge for two periods of 7 consecutive days.

If visiting from Environment Agency Anglian or Medway waterways and claiming your free Thames visit, please make sure you fully complete Section 1 with the appropriate authority's registration or licence number for the launch to ensure you receive your free entitlement.

Please note that this concession is only available to launches in private use. No allowance can be made for any non-use on the Thames during your concessionary registration period.

**The Thames – definition**

The registration requirements of the Environment Agency (Inland Waterways) Order 2010 apply to 'the Thames' within the meaning of section 4 of the Thames Conservancy Act 1932.

This explains 'the Thames' means the parts of the Rivers Thames and Isis between Town Bridge, Cricklade, Wiltshire and an imaginary line drawn across the river 242 metres downstream of Teddington Lock; and also the part of the River Kennet between the point it flows into the Thames and an imaginary line drawn across the river 64 metres downstream of the High Bridge, Reading. It also means all locks, cuts and works within these waterways (which includes basins and marinas).

**Contacts**

Environment Agency,  
Boat Registration,  
PO Box 544,  
Rotherham,  
S60 1BY

03708 506 506

[boatreg@environment-agency.gov.uk](mailto:boatreg@environment-agency.gov.uk)

[www.gov.uk/register-a-boat](http://www.gov.uk/register-a-boat)