

# Upper Medway Navigation application for registration of a powered boat: 1 April to 31 March



**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.**

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RMN/141B

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Explanatory notes

## 1 Boat name

\_\_\_\_\_

If the name chosen is not available are you willing for the boat to be registered with a number (II, III, IV ...) added to that name?

- Yes
- No  We will then contact you for another name

## 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)	_____	_____

## 4 Hire

Will your boat be let or ply for hire?

- Yes
- No

## 5 Usual mooring

If kept ashore or at home address enter 'as above'

\_\_\_\_\_

## 6 Manufacturer or builder

\_\_\_\_\_

Approx year built

\_\_\_\_\_

## 7 Propulsion (main engine)

Inboard

Outboard

Number of engines used for propulsion

\_\_\_\_\_

Total propulsion power/capacity

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

## 8 Propellant (main engine)

Petrol  Electricity

Diesel  Steam

Gas

Other  Please specify below

\_\_\_\_\_

## 9 Propulsion (other engines)

No other engines  Generator

Auxiliary

Other  Please specify below

\_\_\_\_\_

### 10 Appliances

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

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

\_\_\_\_\_

### 11 Sanitary facilities

#### Lavatory facilities

- None
- Pump out lavatory
- Chemical lavatory
- Direct into river

#### Other facilities

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

\_\_\_\_\_

### 12 Change of ownership

When applying to register a boat following a change of ownership please state:

Name of former owner/broker  
\_\_\_\_\_

Address of previous owner  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Previous boat name (if changed)  
\_\_\_\_\_

Date boat purchased (DD/MM/YYYY)  
\_\_\_\_\_

### 13 Boat safety – construction and equipment standards

I confirm that I have read the BSS Examination Checking Procedures for Privately Owned and Managed Vessels and for hire boats the additional Hire Boats Examination Checking Procedures (available as described on page 3). I certify that the above boat complies in every respect with the safety standard requirements set out in those Procedures or the Recreational Craft Directive (for boats first placed on the market since 16 June 1996).

I will not keep or navigate this boat on the Upper Medway Navigation unless these conditions are complied with.

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

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

#### Statement

Please tick those below which apply to your launch:

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| an inboard motor  | <input type="checkbox"/> | <input type="checkbox"/> |
| an enclosed cabin   | <input type="checkbox"/> | <input type="checkbox"/> |
| carried or fitted with domestic cooking, heating, refrigerating, or lighting appliances or fitted with other permanent electrical fittings. | <input type="checkbox"/> | <input type="checkbox"/> |
| let or ply for hire   | <input type="checkbox"/> | <input type="checkbox"/> |

If you have answered 'no' to all of those above, please tick to confirm your launch is a privately owned open boat with an outboard engine as described on page 4.

Otherwise, if you have answered 'yes' to any of those above, please enter details of your Boat Safety Scheme Certification or enclose a RCD declaration of conformity.

BSS certification/examination report number  
\_\_\_\_\_

BSS examination date (DD/MM/YYYY)  
\_\_\_\_\_

BSS examination expiry date (DD/MM/YYYY)  
\_\_\_\_\_

BSS examiner name  
\_\_\_\_\_

A copy of the RCD declaration of conformity is enclosed (if applicable)

### 14 Insurance

Policy provider  
\_\_\_\_\_

Policy no.  
\_\_\_\_\_

Expiry date (DD/MM/YYYY)  
\_\_\_\_\_

### 15 Tender

Does the boat have a tender?

- Yes
- No

Will the tender be used on the Upper Medway Navigation?

- Yes
- No

### 16 Payment

Please read the explanatory notes on page 4 before completing this section.

- Cheque or postal order
- Credit/debit card\*
- New Direct Debit (complete separate mandate)\*\*
- Existing Direct Debit\*\*

## 16 Payment, continued

Full charge before discounts                    £ \_\_\_\_\_

Applicable discounts

electric                        end of season   

**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.

\*\*When paying by Direct Debit, you remain responsible for the full registration charge unless you qualify for a refund (see explanatory notes on page 4).

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

## 18 Signatures, continued

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

**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.**

## Explanatory notes

### 1 Boat name

Boats will be required to display the allocated registration number and name on each side of the boat where it is clearly visible, in characters not less than 6cm high, and the Registration Certificate.

**Boat names must be unique for registration purposes on the Upper Medway Navigation.**

### 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.

### 5 Usual mooring

For a boat with both summer and winter berths, please enter summer berth only.

### 12 Change of ownership

If known, please give details to help us keep accurate records.

If you sell your boat, it is your responsibility to notify us of the change of ownership in writing. You must complete the change of ownership form available from [www.gov.uk/register-a-boat](http://www.gov.uk/register-a-boat)

Until you do so, you remain the legal owner of the boat and are therefore responsible for it. This means you are still responsible for registering it and paying any charges due.

### 13 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 Upper Medway Navigation.

#### Boat Safety Scheme (BSS)

We may refuse to issue a registration or suspend a current registration if we find a boat does not comply with these standards at any time.

All boats carrying fuel or fitted with domestic cooking, heating, refrigerating or lighting appliances must have Boat Safety Scheme (BSS) certification with the exception of boats covered by a Recreational Craft Directive (RCD) Declaration of Conformity\* and privately owned open boats with an outboard engine\*\*.

BSS certification and RCD Declarations of Conformity are valid for a maximum of four years from the date of issue but all boat owners are responsible for making sure their boat complies with safety standards at all times.

Valid BSS certification details must be declared on this application form, except for privately owned outboard engine open boats (see definition below).

The Boat Safety Scheme requirements and lists of authorised Boat Safety Scheme examiners are available from:

Boat Safety Scheme,  
First Floor North,  
Station House,  
500 Elder Gate,  
Milton Keynes  
MK9 1BB

Tel: 0333 202 1000 or [www.boatsafetyscheme.org](http://www.boatsafetyscheme.org)

#### **\*Recreational Craft Directive (RCD)**

We will accept a valid RCD Declaration of Conformity made by the boat's builder instead of BSS certification for the first four years from new. This is because CE marked craft conforming to the Essential Requirements of the RCD will also comply with the construction and equipment safety standards of the Boat Safety Scheme.

#### **\*\*Privately owned open boats with an outboard engine – definition**

Boat safety scheme certification is not required for this type of boat providing it is not carrying or fitted with domestic cooking, heating, refrigerating or lighting appliances, other permanent electrical systems and it is propelled solely by an outboard engine without a fixed fuel system. This type of boat must still comply with the relevant BSS requirements of the BSS Examination Checking Procedures for Privately Owned and Managed Vessels Parts 3, 4, 5 and 6 as appropriate. We strongly recommend fire extinguishers are also carried.

**Note:** A boat which has any form of enclosed accommodation or which is decked-over the greater part of the hull is not regarded as an open boat for the purposes of these requirements.

## **14 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. We do not need a copy of the insurance certificate but we carry out sample checks on declarations.

## **15 Tender**

We define a tender as a small boat or dinghy, towed or carried by another boat.

A tender on the Upper Medway Navigation does not currently need to register or pay a registration charge if it:

- belongs to a powered boat that has a current registration
- is clearly marked and has been notified to us as a tender
- is normally attached to that boat and is being used on the navigation for a purpose directly connected with the navigation of the parent boat.

## **16 Payment**

All boats are registered in accordance with The Environment Agency (Inland Waterways) Order 2010.

The full registration charge is payable for a boat kept or used on the Upper Medway Navigation at any time during the registration year (1 April to 31 March) unless it qualifies for the winter period charge (see below).

When registering the boat, you are responsible to pay the full registration charge (see [www.gov.uk/register-a-boat](http://www.gov.uk/register-a-boat) or call for our Upper Medway Navigation registration charges).

If you sell the boat or it leaves our waterway, you may qualify for a refund. Refunds are only made in certain limited cases (see [www.gov.uk/register-a-boat](http://www.gov.uk/register-a-boat) or call for our refund guidance).

If you sell the boat or it leaves our waterway and are paying by Direct Debit, there may still be an outstanding balance. If you cancel your Direct Debit before the final instalment is paid, we may invoice you for the outstanding balance.

#### **Electric engine discount**

Vessels with an electric engine receive a 25% discount on the appropriate registration charge, provided the sole method of propulsion is an electric engine/s and no other propulsion or charging engine is carried.

#### **End of season discount**

Boats registering for the 3 months from January to March only, can register for the charge of a 1 month visitor registration.

This applies to a boat that has not been kept or used on the Upper Medway Navigation before 1 January in the registration year (1 April to 31 March). It also applies if the applicant is the new owner of the boat.

## **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)