

Upper Medway Navigation application for registration of unpowered pleasure boats – annual, short-term and clubs/organisations: 1 April to 31 March



Please read the explanatory notes before completing sections 1 to 9 in capital letters.

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.

Unpowered boat – any boat which is not mechanically propelled or covered by our houseboat definition as shown on the Upper Medway Navigation houseboat application form.

This form is not to be used for Houseboats.

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

For Environment Agency use only

RMN/149

Contents

- 1 Registered owner
 - 2 Registration charges
 - 3 Description – Full rate
 - 4 Payment method
 - 5 Boat location where usually kept or used
 - 6 Hire
 - 7 Engine
 - 8 The Data Protection Act 1998
 - 9 Signature
- Explanatory notes

1 Registered owner

Please read about data protection on page 2.

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 _____

2 Registration charges

Annual registration charge (per boat) **£35.50** – Valid to 31 March 2018

Boats entering the Upper Medway Navigation from other waterways – please enter start dates below:

£16.00 31 consecutive days from
_____ (DD/MM/YYYY)

£8.50 weekly from
_____ (DD/MM/YYYY)

3 Description – Full rate/short-term

Dinghy, punt, canoe etc	Number of boats	Charges (£)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total (£)		_____

Description – discounted clubs/organisations

£8.50 per boat

Boat description	Number of boats	Charges (£)
Over 18's (maximum of 7)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Under 18's (maximum of 25)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total (£)		_____

Please refer to our website for our refund policy.

4 Payment method

Please read the explanatory notes before completing this section.

By post:

Cheque

New Direct Debit (complete separate mandate)*

Existing Direct Debit*

To pay by debit/credit card, please call us on 03708 506 506

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

5 Boat location where usually kept or used

Unpowered registrations are valid for use on all Environment Agency waterways.

6 Hire

Will boats be let or ply for hire?

Yes

No

7 Engine

Will the boat/s occasionally be used with an outboard engine while on the Upper Medway Navigation?

Yes Please use powered boat registration form

No

8 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.

9 Signature

Owner's signature

Today's date (DD/MM/YYYY)

Explanatory notes

Registration charges and 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).

When registering the boat, you are responsible to pay the full registration charge.

There are no options to register unpowered boats for less than the full registration charge except for those visiting our waterways.

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 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.

Youth organisation/clubs

Youth organisation/club registration charges may only be granted for unpowered pleasure boats (excluding houseboats) owned by the applicant organisation or loaned to it by a local authority.

We grant these in our absolute discretion for such period and on such conditions as may be decided. We reserve the right to withdraw these at any time in its entirety or in its application to any particular club or organisation.

Use of an engine

All pleasure boats fitted with engines – inboard or outboard, even if only occasionally – are classified as powered boats and must be registered as such before being used or kept on the Upper Medway Navigation.

Other registration options

Members of British Canoeing or Canoe Wales can use our waterways as part of their yearly membership fee. They are required to carry their membership card with them as it acts as a registration too. Affiliated clubs through British Canoeing and Canoe Wales may purchase registrations for club owned boats through British Canoeing and Canoe Wales or can purchase registrations directly from us. Members of the Scottish Canoe Association and the Canoe Association of Northern Ireland must apply for registrations through us.

Members of a British Rowing affiliated club should register their boats with British Rowing at a reduced rate. This should be done through their club.

Third-party insurance

We recommend all unpowered vessel owners have insurance which covers third-party liabilities of at least one million pounds. We do not need to see a copy of the insurance certificate.

Registration plate

Valid only for the boat in respect of which it has been issued; it is not transferable. It is a legal requirement for it to be displayed upon the boat to which it refers in a clearly visible position.

Tenders

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.

Contacts

Environment Agency
Boat Registration
PO Box 544
Rotherham
S60 1BY

03708 506 506

boatreg@environment-agency.gov.uk

www.gov.uk/register-a-boat