



Derby City Council

# **Application for Grant or Renewal of a Licence to Operate a Pleasure Boat or Vessel**

## Required supporting documents

Please include the following required supporting documents with your application. Any application received without the required supporting documentation will **not** be processed.

1. Full survey carried out by a suitable qualified marine surveyor confirming the boat's/ vessel's suitability for the intended purpose and that the boat/vessel meets the requirements of the Inland Waters Small Passenger Boat Code;
2. Signed declaration of compliance with 'Sound Practice, Safe Waters Inland Waters Small Passenger Boat Code
3. A copy of the recreational craft directive (RCD) for brand new boats or a Boat Safety Scheme Certificate for older boats
4. Copy of the Public Liability Insurance Policy (minimum £5 million)
5. Plan of the boat (with location of safety equipment and exit routes)
6. List of boatpersons who will oversee navigating the boat/vessel. (this should include name & qualification status)

## Submitting the form

Email the following to [licensing@derby.gov.uk](mailto:licensing@derby.gov.uk).

- completed application form
- supporting documentation
- payment receipt

You must include your payment receipt and supporting documentation with the application. Any application received without a payment receipt or supporting documentation will not be processed.

Payment can be made by the website at the [Derby City Council eStore](#). Fees are non-refundable.

## Further information

Please review the licence conditions attached to this application form. Conditions will also be attached to any granted licence.



## Type of licence

What type of licence are you applying for? (Please enter 'New' or 'Renewal')

## Applicant details

**Full name of applicant** (If there is more than one applicant, please complete a separate application form)

**Full address of applicant including postcode**

**Date of birth** (Please use format: DD/MM/YYYY)

**Email address(es)**

**Daytime contact telephone numbers**

**Landline**

**Mobile**

**Registered company address**

**Boat or vessel details**

**Type of craft**

**Identifying number or mark**

**Name of craft (If applicable)**

**Maximum number of permitted passengers**

**Location of pleasure boat or vessel**



## Declaration

**IN PURSUANCE** of Public Health Acts Amendment Act 1907 I hereby apply for the grant of a Licence to Operate Pleasure Boats, the details of which are given in the Schedule of Pleasure Boats above. I understand that the licence, if granted, may be suspended or revoked, or endorsed by the Council whenever they shall deem such suspension, revocation or endorsement to be necessary or desirable in the interest of public safety or in the event of any breach of the conditions to the said licence.

### Signature of applicant

### Date

The Information Supplied On This Application Form May Be Divulged To The Police And Other Agencies Involved In The Prevention Of Fraud.



## Licence Conditions for Pleasure Boats or Vessels

1. The maximum number of persons permitted to be carried on any pleasure boat/vessel to which this licence applies shall not exceed the number specified in the licence applying to such boat.
2. An identification number of the pleasure boat/ vessel shall be permanently affixed in a conspicuous position to both sides of the pleasure boat/ vessel in figures not less than 75 mm (3 inch) in height and must be legible from the riverbank.
3. A notice stating the maximum number of persons permitted to be carried shall also be prominently displayed on the pleasure boat as follows: "LICENSED TO CARRY \*\* PERSONS"
4. A copy of the Pleasure Boat/Vessel Licence shall be prominently displayed on the pleasure boat.
5. All pleasure boats/vessel shall be kept in good, sound and safe condition by ensuring the requirements of the qualified marine surveyor and compliance with the Inland Waters Small Passenger Boat Code are met at all times. Any boat/ vessel not in such condition shall not be made available for hire.
6. All pleasure boats/vessels shall be insured at all times.
7. The licence-holder must have a suitable and sufficient system in place and is operated to ensure that proper records are kept which show how many journeys have been undertaken.
8. These records shall be retained for at least 12 months from the date of the last entry or such longer period as may, by written notice, be required by an officer of the Council.
9. These records shall be produced on request to an officer of the Council at all reasonable times.
10. No boat hereby licensed shall be used when the water is in flood or when strong stream conditions prevail which may pose a threat to the safety of those on board.
11. The licence-holder must inform the Council of any collision or grounding of the pleasure boat/vessel as soon as reasonably practicable and in any event within 24 hours.
12. The licence holder must inform the Council of any substantial damage caused to the pleasure boat/vessel as soon as reasonably practicable and in any event within 24 hours. The Licensee shall supply to the Council on request a written specification of the proposed repairs.
13. If the Pleasure Boat/Vessel suffers any significant damage or deterioration caused by collision, accident or any other means it shall not be used for carrying passengers for hire until it has been repaired and the Pleasure Boat/ vessel has been inspected (at the Licence Holders expense) by a qualified marine surveyor.
14. If any change occurs in the ownership or any particulars of the pleasure boats during the period of the licence, notice must be given within 48 hours by email to [licensing@derby.gov.uk](mailto:licensing@derby.gov.uk) or in writing to The Licensing Team, Derby City Council, Council House, Corporation Street, Derby, DE1 2FS.



# Privacy Notice

## How is your information used?

We may use your information to: process applications, investigate and prosecute relevant illegal activities, investigate and prosecute Corporate Fraud; send you communications that you have requested or that may be of interest; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law.

## Who has access to your information?

We may share your information with:

- Other Council Departments – to ensure we meet our statutory duties; or to collect debt, and prevent fraud and the misuse of public funds.
- External organisations, for example, HM Revenues & Customs, the Department of Work and Pensions, the Police, the Audit Commission and other enforcement agencies and third parties, for other purposes allowed by law, including, to prevent fraud and the misuse of public funds.

For further information about how your personal information will be used, please view the [Licensing Team privacy notice](#).

Alternatively you can request a hard copy by emailing [licensing@derby.gov.uk](mailto:licensing@derby.gov.uk).

