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| APPLICATION FOR GRANT OR RENEWAL OF  A BOATMAN'S LICENCE | SCC A4 Black (RGB) |

###### PLEASE READ THE NOTES BELOW BEFORE PROCEEDING

1. Before an application for a Boatman’s licence can be considered, the applicant must complete this application form in full and return it together with the fee of **£150.00** (cheques etc should be made payable to Southampton City Council) and the supporting certificates to: -

|  |  |  |  |
| --- | --- | --- | --- |
| By post: | The Licensing Team Southampton City Council PO Box 1767  Southampton SO18 9LA | In person: | The Licensing Team Southampton City Council Civic Centre Southampton SO14 7LY |
| Telephone: | 023 8083 3002 | e-mail: | licensing@southampton.gov.uk |
| Please note that the Licensing Team is only available to deal with casual callers between 09:00 and 12:00 and between 14:00 and 16:00, Mondays to Fridays. | | | |

##### PLEASE NOTE THAT APPLICATION FEES ARE NOT REFUNDABLE

1. All applicants will be required to visit the VTS centre at Berth 37, Eastern Docks and to prove their competence as a boatman to the satisfaction City Council’s appointed agent who will contact you:

The Harbourmaster  
ABP Southampton  
Ocean Gate  
Atlantic Way  
Southampton SO14 3QN

Telephone 023 8060 8210 or e-mail [HMSouthampton@abports.co.uk](mailto:phil.buckley@abports.co.uk)

1. Licensed Boatmen must provide one of the following items of evidence of medical fitness:

* DOT Medical Report (ML5)
* DOT Medical Fitness Certificate (ENG1)

1. All new applicants must have at least twelve months’ experience for appropriate areas and at least on of the following qualifications:

* MCA boat masters grade 2
* RYA coastal/day skipper
* RYA powerboat level 2

1. All applicants must provide evidence that they have:

* attended a VHF course
* attended a sea survival course

1. The minimum age for the grant of a Boatman’s Licence is 18 years.

Licences shall be granted for a period of no longer than five years or until the holder reaches the age of 65 whichever period is shorter. Licences issued to persons of 64 years or over will be valid for three years or until the holder reaches the age of 75 whichever period is shorter. Licences issued to persons of 74 years and over will be valid for one year.

**PLEASE NOTE THAT APPLICATION CAN ONLY BE MADE TO SOUTHAMPTON CITY COUNCIL IF THE PLEASURE BOAT IS BASED WITHIN THE CITY OF SOUTHAMPTON.**

Section 94 of the Public Health Acts Amendment Act 1907 empowers the City Council to “grant upon such terms and conditions as they may think fit licences for pleasure boats and pleasure vessels to be let for hire or to be used for carrying passengers for hire, and persons in charge of or navigating such boats and vessels”. The only exception to this requirement is for boats or vessels licensed under any regulations of the Board of Trade or a person in charge of or navigating such a boat or vessel.

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# APPLICATION FOR GRANT OR RENEWAL OF A BOATMAN'S LICENCE

Please write in block capitals and in black ink – this will assist when the form is copied

I hereby make application to Southampton City Council for    
of a Pleasure Boat licence pursuant to section 94 of the Public Health Acts Amendment Act 1907

**Privacy statement**

Southampton City Council is collecting this information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.

In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided.

The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

More detailed information about the Council’s handling of your personal data can be found in its privacy policy, available online (http://www.southampton.gov.uk/privacy), or on request.

**Details of Applicant:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Title:*** | | ***Surname:*** | | | | |
| ***Forenames (in full):*** | | | | | | |
| ***Home Address:*** | | | | | | |
| ***Post Code:*** | | | | |  | |
| ***Telephone nos.*** | | | ***Home:*** |  | | |
|  | | | ***Business:*** |  | | |
|  | | | ***Mobile:*** |  | | |
| ***Date of Birth:*** | | | | | ***Place of Birth:*** | |
| All new applicants must have at least twelve months’ experience for appropriate areas and must produce original certificates as follows | | | | | | |
| At least one of the following qualifications: | | | | | | |
| * MCA boat masters grade 2 | | | | | |  |
| * RYA coastal/day skipper | | | | | |  |
| * RYA powerboat level 2 | | | | | |  |
| All applicants must have each of the following qualifications: | | | | | |  |
| * Appropriate VHF course | | | | | |  |
| * First aid at sea | | | | | |  |
| * Sea survival | | | | | |  |
| All applicants must have one of the following | | | | | |  |
| * DOT Medical Report (ML5) | | | | | |  |
| * DOT Medical Fitness Certificate (ENG1) | | | | | |  |
| Please produce originals of all certificates or other evidence of qualification | | | | | | |
| Conditions to which any licence will be subject: -  I agree that if Southampton City Council issues a Boatman’s licence to me I will: - | | | | | | |
| 1. comply with all licence conditions; 2. not assign or in any way part with the benefit of the said licence which it is understood is personal to me; 3. ensure that all members of the crew are aware of the location and that they are proficient in the use of all equipment including safety equipment on board the vessel; 4. ensure that all equipment including safety equipment as required by the licence is on board the vessel prior to the commencement of any journey that involves the carriage of passengers. 5. ensure that instructions will be given to any passengers as to the use and location of all lifesaving equipment before the commencement of any journey; 6. ensure that the Council’s licence is displayed in a prominent position (to the satisfaction of the Council’s Licensing Officer or his agent) at all times whilst the vessel is being used for hire and reward. The licence will always remain the property of Southampton City Council. 7. comply at all times with the directions of the Council’s designated officer or other person acting on his behalf and any instructions issued by him from time to time; 8. inform Southampton City Council of every accident and damage affecting the seaworthiness and every structural change to the vessel; 9. keep the vessel clean and properly maintained and keep the equipment to be kept in the vessel in efficient and proper working order; 10. notify Southampton City Council of any change of ownership of the vessel; 11. ensure that all internal combustion engines are driven by heavy oil, paraffin, or other similar fuel, and not by petrol, except in the case of outboard motors; 12. not use the vessel for towing except in the case of an emergency, unless specifically designed to do so; 13. keep the vessel insured to the satisfaction of the Council. | | | | | | |
| DECLARATION | | | | | | |
| I declare that I have read the above conditions and agree to observe and perform them and that the information given by me on this application is correct to the best of my knowledge and belief. | | | | | | |
| I understand that I will be required to visit the VTS Centre at Berth 37, Eastern Docks to prove my competence as a boatman to the satisfaction of the City Council’s appointed agent, who will contact me. | | | | | | |
| I fully understand that the withholding of relevant information or any false or misleading statement may result in the refusal or revocation of the licence and/or prosecution. | | | | | | |
| Signed (applicant) | | | | | Dated | |
|  | | | | | | |
| **Check list:** | | | | | | |
| I enclose: | * proof of all qualifications | | | | | |
|  | * medical certificate | | | | | |
|  | * fee (£150) payable to Southampton City Council | | | | | |