

# Anglian Waterways application for registration of a houseboat: 1 April to 31 March



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

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

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**1 Houseboat name and/or number**

\_\_\_\_\_

Houseboat registration number

\_\_\_\_\_

**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	centimetres
Length (overall)	_____	_____
Beam (widest point)	_____	_____

**4 Propulsion/engine declaration**

I declare the vessel has no engines or auxiliary engines

I declare the engine(s) has/have been either

removed

or permanently disabled

I declare I will not navigate this vessel on Environment Agency waterways unless I have obtained a full registration certificate and display the appropriate registration plate/disc.

**5 Manufacturer or builder**

\_\_\_\_\_

Approximate year built

\_\_\_\_\_

**6 Mooring**

Which waterway will the houseboat be permanently moored on?

Great Ouse System

Nene

Ancholme

Welland/Glen

Stour

Black Sluice Navigation

Other (please specify)

\_\_\_\_\_

Please state the exact fixed location of houseboat where it can be inspected by an officer of the Environment Agency.

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

## 7 Appliances

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

Shore-based power supply? (Yes or no)

None	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Cooker	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Fridge	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Heater	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Water heater	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Central heater	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Other	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

If you have answered 'Yes', please refer to the shore-based power safety guidance in section 10.

## 8 Sanitary facilities

### Lavatory facilities

None	<input type="checkbox"/>
Pump-out lavatory	<input type="checkbox"/>
Chemical lavatory	<input type="checkbox"/>
Direct into river	<input type="checkbox"/>

### Other facilities

None	<input type="checkbox"/>
Sink	<input type="checkbox"/>
Basin	<input type="checkbox"/>
Shower	<input type="checkbox"/>
Bath	<input type="checkbox"/>
Other (Please list below)	<input type="checkbox"/>

## 9 Change of ownership

If the houseboat has been registered for use prior to your ownership, please state the name and address of the former owner.

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Date of transfer of ownership (DD/MM/YYYY)

## 10 Boat safety – construction and equipment standards

Valid Boat Safety Scheme certification (BSSC) is required to support your houseboat registration application if you have on board any installed fuel tanks, batteries, LPG cylinders or power generating engines supplying electricity for domestic use or for charging batteries.

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

230v electricity, LPG or natural gas installations supplied from the shore fall outside the scope of the BSS. However, owners of houseboats with shore-based supplies of electricity and gas should ensure that these utilities are installed and maintained in accordance with the relevant regulations and codes of practice and are routinely tested by suitably qualified and competent persons.

Please tick all that apply:

- 1) I will not keep this houseboat on Anglian waterways unless these conditions are complied with.
- 2) I understand that the Environment Agency may require me to provide information confirming compliance with these conditions or require my houseboat to be inspected.
- 3) My houseboat has systems that require a BSSC.
- 4) My houseboat has shore-supplied 230v electricity, LPG or natural gas and they are routinely tested.

If you have ticked (3) please enter details of your Boat Safety Scheme Certificate:

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)

## 11 Insurance

Policy provider

Policy no.

Expiry date (DD/MM/YYYY)

## 12 Payment

Please read the explanatory notes on page 3 and 4 before completing this section.

### Charges

Cheque

Credit/debit card\*

New Direct Debit (complete a separate mandate)\*\*

Existing direct debit\*\*

Amount (£)

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

## 12 Payment, continued

\*\* 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 houseboat has been registered incorrectly based on the information I have provided.

## 13 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.

## 14 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 send your application and payment to **Boat Registration, PO Box 544, Rotherham, S60 1BY**. Please make your cheque payable to 'Environment Agency'.

Registration enquiries: 03708 506 506

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

## 14 Signatures, continued

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.

### River Advice for Boaters (RAB)

We encourage all river users to sign up to receive our free 'River Advice for Boaters' messaging service, which is currently available on the Rivers Ancholme, Nene and Great Ouse. We will call your mobile and/or your landline via an automated service which can send voice messages at any time. Once signed up for the voice message service, we can also issue text messages and emails.

If you would like to sign up for this free service please email [waterwaysssaanglian@environment-agency.gov.uk](mailto:waterwaysssaanglian@environment-agency.gov.uk).

Alternatively, you can write to us at:

Anglian Waterways,  
Environment Agency,  
Waterside House,  
Waterside North,  
Lincoln, LN2 5HA.

### Explanatory notes

#### Houseboat definition

For the purposes of registration under Article 4 Environment Agency (Inland Waterways) Order 2010, the following is included within the meaning of 'vessel' and subject to the Agency's general requirements for registration but is not eligible for a 'houseboat' registration:

- Any type of private domestic or commercial space, whether used for accommodation or not (e.g. caravan / lodge / shed / shack / beach hut or similar) mounted on a raft, pontoon, floats, hull or tank and fitted with an operable means of propulsion and used / capable of being or intended to be used in navigation.

For the purposes of registration under Article 4 Environment Agency (Inland Waterways) Order 2010, the following are included within the meaning of 'vessel' and subject to the Agency's general requirements for registration and are eligible for a 'houseboat' registration:

- Any type of private domestic or commercial space, whether used for accommodation or not, built within or upon a navigable hull originally intended to be towed by a tug, whether or not it is still towed or is permanently moored (e.g. a converted dumb barge, lighter, butty etc).
- Any type of private domestic or commercial space, whether used for accommodation or not, built within or upon a navigable hull but either not originally fitted with a means of propulsion or with the means of propulsion removed or permanently disabled (e.g. Dutch barge, Humber Keel barge, wide beam or narrowboat)
- University of Oxford College Barge – whether permanently moored or not.

For the purposes of registration under Article 4 Environment Agency (Inland Waterways) Order 2010, the following is NOT included within the meaning of 'vessel' and is not liable for registration:

- Any type of structure designed and built as static private domestic / commercial space mounted on a raft, pontoon, float, tank or hull, permanently moored and neither intended nor capable of being used in navigation (whether built in situ or moved into position by water).

For the purposes of registration under Article 4 Environment Agency (Inland Waterways) Order 2010, the following MAY be included within the meaning of 'vessel' and subject to the Agency's general requirements for registration following a case-by-case assessment:

- Any type of structure designed and built as static private domestic / commercial space, mounted on a raft, pontoon, float, tank or hull, but not permanently moored and capable of / actually being used in navigation.

### Mooring

We expect houseboats to have a permanent, fixed, mooring location. Please provide the detail in section 6 of this form. You will be issued with a specific houseboat Environment Agency registration disc/plate. You must inform us in advance if your houseboat is to be moved. If a vessel with a houseboat disc/plate is seen moving on our waterways, without prior agreement with us, or if a houseboat is found at a different location and/or is moved on a regular basis, then your houseboat registration could be revoked and full registration requirements will have to be met. This could lead to an increase in your registration charge.

### Sanitary facilities

We expect houseboats with sanitary facilities to have a suitable means of sewage disposal; not a direct discharge into the river. It is a criminal offence to put into the water any liquid or solid matter that is poisonous or injurious to fish, spawning ground or food of fish.

### Boat Safety Scheme

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

BSS certification and Recreational Craft Directive (RCD) declarations of conformity are valid for a maximum of four years from the date of issue but all houseboat owners are responsible for making sure their houseboat complies with safety standards at all times.

The Boat Safety Scheme requirements and lists of authorised BSS 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

We will accept a valid RCD declaration of conformity made by the vessel'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 BSS.

### 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.

### Registration charges and payment

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

The full registration charge is payable for a vessel kept, used or let for hire on the Anglian Waterways at any time during the registration year (1 April to 31 March) unless it qualifies for the end of season discount.

When registering the vessel, 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 Anglian Waterways registration charges).

If you sell the vessel or it leaves our waterways, 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 vessel or it leaves our waterways 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.

### End of season discount

A 50% discount on the appropriate registration charge is available from 1 September. This applies to a vessel that has not been kept, used or let for hire on one of our Anglian Waterways before 1 September in the registration year (1 April to 31 March). It also applies if the applicant is the new owner of the vessel.

### 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)