

Upper Medway Navigation application for registration of a houseboat: 1 April to 31 March



<p>Please allow at least ten working days for us to process your application.</p> <p>Please read the houseboat definitions, explanatory notes and the separate registration charges before completing in capital letters.</p> <p>Contents</p> <ul style="list-style-type: none"> 1 Houseboat name 2 Registered owner 3 Dimensions 4 Propulsion/engine declaration 5 Manufacturer or builder 6 Mooring 	<p>For Environment Agency use only</p> <p>RM/22A</p> <hr style="border: 1px solid black;"/> <ul style="list-style-type: none"> 7 Appliances 8 Sanitary facilities 9 Change of ownership 10 Tender 11 Boat safety construction and equipment standards 12 Insurance 13 Payment 14 The Data Protection Act 1998 15 Signatures <p>Explanatory notes</p>
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1 Houseboat name

The name must be unique. If your chosen name is not available are you willing for the houseboat to be registered with a number (II, III, IV, and so on) added to that name?

- Yes
- No We will 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 Propulsion/engine declaration

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

I declare the boat has no engines or auxiliary engines.

Please tick one of the following boxes.

- I declare the engine(s) has/have been
- removed
 - permanently disabled

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

5 Manufacturer or builder

Approximate year built

6 Mooring

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

Address

Postcode _____

7 Appliances

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

Shore-based please tick

None	<input type="checkbox"/>				
Cooker	<input type="checkbox"/>	_____	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Fridge	<input type="checkbox"/>	_____	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Heater	<input type="checkbox"/>	_____	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Water heater	<input type="checkbox"/>	_____	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Central heater	<input type="checkbox"/>	_____	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Other	<input type="checkbox"/>	Please list below	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

If you have answered 'Yes', please refer to the shore-based power safety recommendations in section 11.

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 Tender

Does the boat have a tender?

Yes

No

Will the tender be used on the Upper Medway Navigation?

Yes

No

11 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.

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:

- I will not keep this houseboat 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 houseboat to be inspected.
- My houseboat has systems that require a BSSC.
- 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)

12 Insurance

Policy provider

Policy no.

Expiry date (DD/MM/YYYY)

13 Payment

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

Charges

Cheque

Credit/debit card*

New Direct Debit (complete a separate mandate)**

13 Payment, continued

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.

** 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.

14 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.

15 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

15 Signatures, continued

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

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

Houseboat definition

A houseboat is defined from the Southern Water Act 1982 as:

'houseboat' means any craft or any part thereof, whether or not the same is or may be used for human habitation, but does not include any vessel –

- (a) which is bona fida used for navigation; or
- (b) which is on the Medway navigation with the written consent of the Authority for the purpose of being broken up or disposed of; or
- (c) which consists of a floating or fixed pier or jetty which serves vessels bona fida used for navigation;

'vessel' means every description of craft used or designed for use in navigation, however intended to be navigated, propelled or moved; and includes a hovercraft (as defined in the Hovercraft Act 1968), a hydrofoil vessel (being a vessel designed to be supported on foils) and anything constructed or used to carry persons or goods by water.

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.

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 Boat Safety Scheme examiners are available from:

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

Phone: 0333 202 1000

Website: 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 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 end of season discount.

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

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

Phone: 03708 506 506

Email: boatreg@environment-agency.gov.uk

Website: www.gov.uk/register-a-boat