

# Upper Medway Navigation application for short period registration of a powered boat



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

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

Boats based on or normally used on the Upper Medway Navigation are not eligible for short-period registration.

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**For Environment Agency use only**

RMN/141C

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**1 Boat name**

\_\_\_\_\_

Visitors from Anglian or Thames claiming a free visit, please enter the appropriate authority's registration or licence number for the boat.

\_\_\_\_\_

**2 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 \_\_\_\_\_

\_\_\_\_\_

**3 Dimensions**

	metres	tenths
Length (overall)	_____	_____
Beam (widest point)	_____	_____

**4 Class**

Will the boat be let or ply for hire on the Upper Medway Navigation at any time during the proposed registration period?

Yes

No

**5 Boat location where usually kept or used**

\_\_\_\_\_

**6 Registration period**

Proposed period

\_\_\_\_\_ Single day/s from \_\_\_\_\_

7 consecutive days from \_\_\_\_\_

31 consecutive days from \_\_\_\_\_

**7 Manufacturer or builder**

\_\_\_\_\_

Approx year built \_\_\_\_\_

**8 Propulsion (main engine)**

Inboard

Outboard

Number of engines used for propulsion \_\_\_\_\_

Total propulsion power/capacity \_\_\_\_\_ HP \_\_\_\_\_ CC

**9 Propellant (main engine)**

Petrol  Electricity

Diesel  Steam

Gas

Other  Please specify below \_\_\_\_\_

## 10 Propulsion (other engines)

- No other engines  Generator
- Auxiliary
- Other  Please specify below
- \_\_\_\_\_

## 11 Appliances

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

- None
- Cooker  \_\_\_\_\_
- Fridge  \_\_\_\_\_
- Heater  \_\_\_\_\_
- Water heater  \_\_\_\_\_
- Central heater  \_\_\_\_\_
- Other  Please list below
- \_\_\_\_\_

## 12 Sanitary facilities

### Lavatory facilities

- None
- Pump out lavatory
- Chemical lavatory
- Direct into river

### Other facilities

- None
- Sink
- Basin
- Shower
- Bath
- Other (Please list below)
- \_\_\_\_\_

## 13 Tender

Does the boat have a tender?

- Yes
- No

Will the tender be used on the Upper Medway Navigation?

- Yes
- No

## 14 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. The insurance must be valid for the full duration of the registration. We do not need a copy of the insurance certificate, but we carry out sample checks on declarations.

I confirm the boat has a valid insurance policy

## 15 Boat safety – construction and equipment standards

You must make sure your boat complies with our construction and equipment standards at all times it is kept, let for hire or used on the Upper Medway Navigation.

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

These standards are set out in the 'BSS Examination Checking Procedures for Privately Owned and Managed Boats' and for hire boats the additional BSS Hire Boats Requirements. For other non-private boats – for example small passenger boats; shared-ownership boats managed jointly by the private owners; workboats; emergency service boats and rescue boats; hotel boats, boats let as residences or longer term accommodation – they are contained in the 'Boat Safety Scheme Guide (2002 edition)'. Go to [www.boatsafetyScheme.org](http://www.boatsafetyScheme.org) to download them.

I confirm that I have read the Boat Safety Scheme Requirements. I certify that the boat complies in every respect with the safety standard requirements set out in those guides or the Recreational Craft Directive (for boats first placed on the market since 16 June 1996). I will not keep or use this boat 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 to require my boat to be inspected.

## 16 Payment

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

- Cheque or postal order
- Credit/debit card\*
- Full charge before discounts £ \_\_\_\_\_
- Applicable discount
- electric
- Total charge after discounts** £ \_\_\_\_\_

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

I will pay any additional amount which may be due if it is found that the boat has been registered incorrectly based on the information I have provided.

## 17 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

## 17 The Data Protection Act 1998, continued

- 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.

## 18 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 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](mailto: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.**

**If you need the registration more quickly, you can call us and pay by credit/debit card. We will email you confirmation the same day.**

## Explanatory notes

### 1 Boat name

It is a registration requirement that every boat must have a name.

Boats will be required to display the registration certificate in a position where it will be clearly visible.

### 2 Registered owner

Only one person or organisation may be registered as the owner.

### 3 Dimensions

Please enter length and beam measurements in metres and tenths. 'Length' is overall hull length excluding moveable items such as rudder or outboard engine. 'Beam' is measured at the widest part of the hull.

### 5 Boat location where usually kept or used

Boats based on or normally used on the Upper Medway Navigation are not eligible for short-period registration.

LIT 6588

SE/TSO/1217/e/v6

## 6 Registration period

Please note each period of validity begins and ends at midnight.

## 7 Manufacturer or builder

Please enter make or model, if known.

## 8 Propulsion (main engine)

Where the main engine(s) is of the inboard/outboard type, tick the 'inboard' box.

## 9/10 Propellant/propulsion

Tick the appropriate box for the engine propellant in section 9, or specify another propulsion in the 'other' box in section 10.

## 16 Payment

Please see the separate Upper Medway Navigation registration charges to find the appropriate charge (see [www.gov.uk/register-a-boat](http://www.gov.uk/register-a-boat) or call us for a copy).

## Registration

**All boats kept and used on the Upper Medway Navigation are registered in accordance with the Environment Agency (Inland Waterways) Order 2010.**

'Full rate' registration application forms can be obtained from the Environment Agency (see contacts).

Payments made for short period registration of a boat can be deducted from the charges due for any subsequent full rate registration of that boat.

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).

## Visiting from Anglian and Thames waterways

Boats which have a current annual registration issued from the above Environment Agency waterways can visit the Upper Medway Navigation free of charge for two periods of seven consecutive days.

If visiting from Environment Agency Anglian or Thames waterways and claiming your free visit, please make sure you fully complete Section 1 with the appropriate registration or licence number for the boat to ensure you receive your free entitlement.

Please note that this concession is only available to boats in private use. No allowance can be made for any non-use during your concessionary registration period.

## 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)