

# River Thames application for registration of unpowered pleasure boats – annual, short-term and clubs/organisations 1 January to 31 December



## For Environment Agency use only

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VS \_\_\_\_\_ F \_\_\_\_\_

### Please read the explanatory notes and then complete sections 1–8 in capital letters.

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 to 3 days for postage.

This form is not to be used for houseboats.

Unpowered boat – any boat which is not mechanically propelled (for example, canoes, kayaks and rowing boats), and not covered by our houseboat definition as shown on our Thames charges sheet.

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)

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Explanatory notes

## 1 Registered owner

Title (Mr, Mrs, Miss and so on) \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Organisation, if relevant \_\_\_\_\_

## 1 Registered owner, continued

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers, including the area code

Phone (day) \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_  
 \_\_\_\_\_

## 2 Charges for each boat

Full-rate certificate **£44.20** – Valid to 31 December of year of application

Youth organisations/clubs – **£10.50** per boat

Boats entering the Thames from other waterways – please enter commencing dates:

**£19.90** 31 consecutive days from \_\_\_\_\_ (DD/MM/YYYY)

**£10.50** 7 consecutive days from \_\_\_\_\_ (DD/MM/YYYY)

## 3 Description – Full rate

Dinghy, punt, canoe etc	Number of boats	Charges (£)
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Total (£)</b>		_____

## Description – discounted clubs/organisations

Boat description	Number of boats	Charges (£)
Over 18's (maximum of 7)		
_____	_____	_____
_____	_____	_____
_____	_____	_____
Under 18's (maximum of 25)		
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Total (£)</b>		_____

## 4 Payment method

By post:

Cheque

New Direct Debit (complete separate mandate)

Existing Direct Debit

To pay by debit/credit card, please call us on 03708 506 506

Please refer to our website for our refund policy.

## 5 Boat location where usually kept or used

Unpowered registrations are valid for use on all Environment Agency waterways.

## 6 Hire

Will boats be let or ply for hire?

Yes

No

## 7 Engine

Will the boat/s occasionally be used with an outboard engine while on the Thames?

Yes  Please use launch registration form

No

## 8 Tender discount

If one of these boats is to be used as a tender, please state the main boat's name

## 9 Boat registration privacy notice

### Privacy notice: how we use your personal data

We are the Environment Agency and we manage the boat registration service. We are the data controller for this service. A data controller determines how and why personal data (also called 'personal information') is processed.

Our personal information charter explains your rights and how we deal with your information. You can access the charter at <https://www.gov.uk/government/organisations/environment-agency/about/personal-information-charter> or go to GOV.UK and search 'Environment Agency personal information charter'.

### The personal data we need

The personal data we collect includes:

- names
- addresses
- contact details

We are allowed to process your personal data because we have official authority to issue boat registrations for the waterways where we are the navigation authority. The lawful basis for processing your personal data is to perform a task in the public interest that is set out in law.

If you do not give us the personal data requested then we will not be able to process your boat registration application.

## **9 Boat registration privacy notice, continued**

### **What we do with your personal data**

We use your personal data to take payment, issue a suitable boat registration, make sure conditions of the registration are met and take enforcement action if you do not keep to the conditions of the registration.

We will also contact you with important information relating to your registration, boat safety, navigation and environmental matters. We may use the personal information you give us to:

- consult with you on registration, boat safety, navigation and environmental issues
- ask for your feedback on our service

We will share your personal data with our design, mailing and email service providers to allow delivery of your registration renewal and eNewsletters. These service providers are data processors.

We may also share your data with a data processor to ask for your feedback or to take part in consultations.

We may share your personal data with Shared Services Connect Limited (SSCL) who process your data on our behalf. SSCL use the personal data to set up Direct Debits, send invoices, payment reminders and refunds where applicable. SSCL is a data processor.

Data processors working on our behalf will only use your personal data in line with this privacy notice.

We may pass on your personal data in certain limited circumstances if it is lawful to do so; for example if there is an incident on the waterway or where mooring fees are unpaid.

We do not use your data to make an automated decision or for automated profiling.

### **How long we keep your personal data**

We will keep your personal data for 7 years after the registration period has expired, in line with our information retention policy. SSCL will keep your personal data for a minimum of 7 years after producing your last Direct Debit, invoice or credit note for audit purposes.

### **Where your personal data is processed and stored**

We store and process your personal data on our servers in the UK. SSCL also store and process your personal data on their servers in the UK, and store hard copies of your personal data with a third party document storage supplier in the UK.

We will not transfer the personal data that you provide outside the European Economic Area.

### **Contact details**

Our Data Protection Officer (DPO) is responsible for independent advice and monitoring of the Environment Agency's use of personal information.

If you have any concerns or queries about how we process personal data, or if you would like to make a complaint or request relating to data protection, please contact our DPO using the following details:

Data Protection Officer, Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH

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

You can find out about your personal data rights from the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk). The ICO regulate the data protection legislation. You have the right to lodge a complaint with them at any time.

This notice was last updated on 17 September 2019.

## 10 Signatures

Owner's signature

\_\_\_\_\_

Today's date (DD/MM/YYYY)

\_\_\_\_\_

## Explanatory notes

### Use of an engine

All pleasure boats fitted with engines – inboard or outboard, even if only occasionally – are classified as boats and must be registered as such before being used or kept on the Thames. Application forms can be obtained from the address opposite.

### Charges

Payable in respect of any pleasure boat kept or used on the Thames at any time during the year. There is no provision for registration at less than the full rate charge except for boats visiting the Thames from other waterways or for boats qualifying under the clubs/organisation charges.

Refunds are only made in certain limited cases (see our website or call for our current policy).

### Youth organisation/clubs

Youth organisation/club registration charges may only be granted for unpowered pleasure boats (excluding houseboats) owned by the applicant organisation or loaned to it by a local authority.

We grant these in our absolute discretion for such period and on such conditions as may be decided. We reserve the right to withdraw these at any time in its entirety or in its application to any particular club or organisation.

### Third-party insurance

We recommend all unpowered vessel owners have insurance which covers third-party liabilities of at least one million pounds. We do not need to see a copy of the insurance certificate.

### Registration plate

Valid only for the boat in respect of which it has been issued; it is not transferable. It is a legal requirement for it to be placed and kept upon the boat to which it refers in a clearly visible position.

### Other registration options

Members of British Canoeing or Canoe Wales can use our waterways as part of their yearly membership fee. They are required to carry their membership card with them as it acts as a registration too. Affiliated clubs through British Canoeing and Canoe Wales may purchase registrations for club owned boats through British Canoeing and Canoe Wales or can purchase registrations directly from us. Members of the Scottish Canoe Association and the Canoe Association of Northern Ireland must apply for registrations through us.

Members of a British Rowing affiliated club should register their boats with British Rowing at a reduced rate. This should be done through their club.

### The Thames – definition

The registration requirements of the Environment Agency (Inland Waterways) Order 2010 apply to 'the Thames' within the meaning of section 4 of the Thames Conservancy Act 1932.

This explains 'the Thames' means the parts of the Rivers Thames and Isis between Town Bridge, Cricklade, Wiltshire and an imaginary line drawn across the river 242 metres downstream of Teddington Lock; and also the part of the River Kennet between the point it flows into the Thames and an imaginary line drawn across the river 64 metres downstream of the High Bridge, Reading. It also means all locks, cuts and works within these waterways (which includes basins and marinas).

All unpowered pleasure boats are registered on the Thames in accordance with the Environment Agency (Inland Waterways) Order 2010.

## **Explanatory notes, continued**

### **Tender discount**

If your main boat is registered, a 50% discount applies to the tender. We define a tender as a small boat or dinghy, towed or carried by another boat.

### **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)

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