

# River Thames application for short-period registration of a launch



## For Environment Agency use only

FIN/141C

**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 Thames are not eligible for short-period registration.

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## 1 Boat name

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

## 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

### Length (overall)

metres \_\_\_\_\_ tenths \_\_\_\_\_

### Beam (widest point)

metres \_\_\_\_\_ tenths \_\_\_\_\_

### Chargeable area

metres \_\_\_\_\_

(In complete square metres)

## 4 Class

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

Yes

No

## 5 Where do you normally keep the boat?

\_\_\_\_\_

## 6 Registration period

Proposed period

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

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

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

## 7 Manufacturer or builder

\_\_\_\_\_

Approximate 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 tick

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

Chemical lavatory

Pump out lavatory

Direct into river

## 12 Sanitary facilities, continued

### Other facilities

None

Basin

Bath

Sink

Shower

Other (Please list below)

\_\_\_\_\_

## 13 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

## 14 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 River Thames.

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, for example advertising a cabin aboard, or even the whole boat, as rentable accommodation

they are contained in the Boat Safety Scheme Guide (2002 edition).

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. I will not keep or use this boat on the River Thames 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.

## 15 Tender discount

If this boat is to be used as a tender, please state the main boat's name.

\_\_\_\_\_

## 16 Payment

Cheque or postal order

Credit/debit card\*

Full charge before discounts £ \_\_\_\_\_

Applicable discounts electric tender

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

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

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 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.

### 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.

## 17 Boat registration privacy notice, continued

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.

## 18 Declarations and signatures

By signing this application, I declare that the information in this application is true to the best of my knowledge and belief. I also declare I have read, understood and agree to the declarations made throughout the application.

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

\_\_\_\_\_

## 18 Declarations and signatures, continued

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 to 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. This name must be displayed on each side of the bow and on the stern in plain letters and figures in the following minimum sizes:

- 2" (5.1cm) for a boat not more than 20' (6.09m) long.
- 3" (7.6cm) for a boat between 20' (6.09m) and 30' (9.14m) long.
- 4" (10.2cm) for a boat between 30' (9.14m) and 50' (15.23m) long.
- 6" (15.2cm) for a boat exceeding 50' (15.23m).

It is acceptable for owners of narrowboats to display the boat name in the traditional way on each side of the cabin.

**The Environment Agency is forbidden to register two or more boats in the same name.**

#### 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 (use tables on page 9 to help convert your dimensions into metres and tenths).

#### 6 Registration period

Please note each period of validity begins and ends at midnight. The number of 1 day and 7 day certificates are unlimited but only three 31 day certificates can be issued in any calendar year.

#### 7 Manufacturer or builder

Please enter make or model, if known.

#### 8 Propulsion

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

#### 9/10 Propellant

Tick the appropriate box for the engine propellant, or specify another propellant in the 'other' box.

## **Explanatory notes, continued**

### **12 Sanitary facilities**

Boats fitted with a lavatory or sanitary holding tank capable of discharge to the river must have these appliances sealed to prevent discharge whilst the boat is on the Thames. Owners of boats fitted with such appliances are legally obliged to inform the lock-keeper at the lock nearest to the boat's point of entry to the river in order that arrangements for sealing can be made.

### **15 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.

### **16 Payment**

Registration charges are based on the area of your boat, calculated in square metres by multiplying the length by the beam (width).

Please refer to the separate charges sheet for the current rates.

### **Registration**

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

'Full rate' registration and 'late' registration application forms can be obtained from our website or call us (see contacts).

No separate lock tolls are charged on boats currently registered (except certain passenger boats).

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.

Please note that a boat which is short period registered at any time between 1 Jan and 31 Aug is not eligible for the late registration charge concession.



**Conversion table**

1 inch = 2.54 centimetres, 1 foot = 0.3048 of a metre. For example:											
1.0m	3ft 4	4.2m	13ft 10	7.4m	24ft 4	10.6m	34ft 10	13.8m	45ft 4	17.0m	55ft 10
1.1m	3ft 8	4.3m	14ft 2	7.5m	24ft 8	10.7m	35ft 2	13.9m	45ft 8	17.1m	56ft 2
1.2m	4ft 0	4.4m	14ft 6	7.6m	25ft 0	10.8m	35ft 6	14.0m	46ft 0	17.2m	56ft 6
1.3m	4ft 4	4.5m	14ft 10	7.7m	25ft 4	10.9m	35ft 10	14.1m	46ft 4	17.3m	56ft 10
1.4m	4ft 8	4.6m	15ft 2	7.8m	25ft 8	11.0m	36ft 2	14.2m	46ft 8	17.4m	57ft 2
1.5m	5ft 0	4.7m	15ft 6	7.9m	26ft 0	11.1m	36ft 6	14.3m	46ft 11	17.5m	57ft 5
1.6m	5ft 3	4.8m	15ft 9	8.0m	26ft 3	11.2m	36ft 9	14.4m	47ft 3	17.6m	57ft 9
1.7m	5ft 7	4.9m	16ft 1	8.1m	26ft 7	11.3m	37ft 1	14.5m	47ft 7	17.7m	58ft 1
1.8m	5ft 11	5.0m	16ft 5	8.2m	26ft 11	11.4m	37ft 5	14.6m	47ft 11	17.8m	58ft 5
1.9m	6ft 3	5.1m	16ft 9	8.3m	27ft 3	11.5m	37ft 9	14.7m	48ft 3	17.9m	58ft 9
2.0m	6ft 7	5.2m	17ft 1	8.4m	27ft 7	11.6m	38ft 1	14.8m	48ft 7	18.0m	59ft 1
2.1m	6ft 11	5.3m	17ft 5	8.5m	27ft 11	11.7m	38ft 5	14.9m	48ft 11	18.1m	59ft 5
2.2m	7ft 3	5.4m	17ft 9	8.6m	28ft 3	11.8m	38ft 9	15.0m	49ft 3	18.2m	59ft 9
2.3m	7ft 7	5.5m	18ft 1	8.7m	28ft 7	11.9m	39ft 1	15.1m	49ft 7	18.3m	60ft 1
2.4m	7ft 11	5.6m	18ft 5	8.8m	28ft 11	12.0m	39ft 5	15.2m	49ft 11	18.4m	60ft 5
2.5m	8ft 3	5.7m	18ft 9	8.9m	29ft 3	12.1m	39ft 9	15.3m	50ft 3	18.5m	60ft 9
2.6m	8ft 7	5.8m	19ft 1	9.0m	29ft 7	12.2m	40ft 1	15.4m	50ft 7	18.6m	61ft 1
2.7m	8ft 11	5.9m	19ft 5	9.1m	29ft 11	12.3m	40ft 5	15.5m	50ft 11	18.7m	61ft 5
2.8m	9ft 3	6.0m	19ft 9	9.2m	30ft 3	12.4m	40ft 9	15.6m	51ft 3	18.8m	61ft 9
2.9m	9ft 7	6.1m	20ft 1	9.3m	30ft 7	12.5m	41ft 1	15.7m	51ft 7	18.9m	62ft 1
3.0m	9ft 11	6.2m	20ft 5	9.4m	30ft 11	12.6m	41ft 5	15.8m	51ft 11	19.0m	62ft 5
3.1m	10ft 3	6.3m	20ft 9	9.5m	31ft 3	12.7m	41ft 8	15.9m	52ft 2	19.1m	62ft 8
3.2m	10ft 6	6.4m	21ft 0	9.6m	31ft 6	12.8m	42ft 0	16.0m	52ft 6	19.2m	63ft 0
3.3m	10ft 10	6.5m	21ft 4	9.7m	31ft 10	12.9m	42ft 4	16.1m	52ft 10	19.3m	63ft 4
3.4m	11ft 2	6.6m	21ft 8	9.8m	32ft 2	13.0m	42ft 8	16.2m	53ft 2	19.4m	63ft 8
3.5m	11ft 6	6.7m	22ft 0	9.9m	32ft 6	13.1m	43ft 0	16.3m	53ft 6	19.5m	64ft 0
3.6m	11ft 10	6.8m	22ft 4	10.0m	32ft 10	13.2m	43ft 4	16.4m	53ft 10	19.6m	64ft 4
3.7m	12ft 2	6.9m	22ft 8	10.1m	33ft 2	13.3m	43ft 8	16.5m	54ft 2	19.7m	64ft 8
3.8m	12ft 6	7.0m	23ft 0	10.2m	33ft 6	13.4m	44ft 0	16.6m	54ft 6	19.8m	65ft 0
3.9m	12ft 10	7.1m	23ft 4	10.3m	33ft 10	13.5m	44ft 4	16.7m	54ft 10	19.9m	65ft 4
4.0m	13ft 2	7.2m	23ft 8	10.4m	34ft 2	13.6m	44ft 8	16.8m	55ft 2		
4.1m	13ft 6	7.3m	24ft 0	10.5m	34ft 6	13.7m	45ft 0	16.9m	55ft 6	etc ...	

## **Visiting from Anglian and Medway waterways**

Boats which have current annual registration issued from the above Environment Agency waterways can visit the Thames free of charge for two periods of 7 consecutive days.

If visiting from Environment Agency Anglian or Medway waterways and claiming your free Thames visit, please make sure you fully complete Section 1 with the appropriate authority's 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 on the Thames during your concessionary registration period.

## **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).

## **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)

LIT7452/TH/APS/1020/E/V11