



## APPLICATION FOR A BOATMASTERS' LICENCE – Boatmaster Exemption Certificate Holders

# BML

**IMPORTANT - BEFORE** completing this form, please ensure you have read the guidance notes and instructions on pages 9 to 11. Please provide an email address in block capitals in order for us to inform you of the receipt of your application (see section 8 of the application form). We are unable to accept applications by fax or email

### 1. PERSONAL DETAIL

Title Mr/Mrs/Miss/Capt etc			Sex: Male/Female	
Surname /Family name				
Forename(s) in full				
Date of Birth				
Place of Birth		Country of Birth		
Nationality		Passport/National Insurance Number		
	Full home address	Address for return of documents (if different from home address)		
Street/Name				
District				
Town/City				
County/State				
Post Code/Zip				
Country				
Telephone No				
Mobile No		Email		

Name

DOB

### 2. DETAILS OF EXEMPTION CERTIFICATE HELD

Issuing Marine Office	
Expiry Date	

**THE ORIGINAL BOATMASTER EXEMPTION CERTIFICATE (MSF 4369) MUST BE ENCLOSED WITH THIS FORM**

**Please do not write below this line**

<b>Received:</b>	<b>Fee:</b>	BML ID	
		Receipt No	
		RMS No	
		Application ID	
		BML No	

BML ID



#### 4. EXAMINATION AVAILABILITY - All Applicants

SOME APPLICANTS WILL BE REQUIRED TO UNDERGO A BOAT HANDLING TEST AND/OR TEST OF UNDERPINNING KNOWLEDGE BEFORE THEIR LICENCE CAN BE ISSUED

Please indicate your availability in the box below

Please arrange my boat handling/underpinning knowledge test as soon as possible after.....(Date)
I am not available on the following dates.....

#### 5. MEDICAL FITNESS - All Applicants

All applicants must submit a valid medical fitness certificate appropriate to the type and area of operation with their application. Further guidance on medical fitness is available in Section 16 of MSN 1853

Medical Evidence enclosed	Tick which
ML5 report and certificate*	
ENG1 Seafarer Medical Certificate	
Civil Aviation Commercial Pilot's Licence	
Health and Safety Executive (HSE) Diving Certificate	
DVLA Group 2 Driver's Licence	
Any other relevant details	

\* If the doctor has been unable to complete the certificate because a medical condition is indicated, you should complete Part D of the ML5 form and send it with this application for medical assessment.

**Caution: It is your responsibility to declare any medical conditions, or any changes to your health, that are likely to affect your performance and safety as a Boatmaster.**

**6. DECLARATION**

**(The maximum penalty for a false declaration is £5000)**

A data sharing statement will be inserted in the finalised application form *here*.

I declare that the data contained in this application is, to the best of my knowledge, true and complete. I also declare that the documents are genuine, given and signed by the persons whose names appear on them. I consent to any processing of the data contained in this application by the MCA (including any processing necessary to establish the authenticity and validity of the issued certificate).

Please sign this form in the centre of the Space opposite, in BLACK BALL POINT PEN, this will be transferred to your new licence.

FOR OFFICIAL USE  
ONLY

**IMPORTANT – KEEP WITHIN THE BORDER**  
FAILURE TO COMPLY WITH THIS INSTRUCTION WILL  
INVALIDATE THE APPLICATION

Date.....

**7. COUNTERSIGNATURE**

Name			
Address			
Town / City			
County/State			
Post Code/Zip		Country	
Telephone No		Occupation	
Capacity in which you know the applicant			

I declare that the information given is, to the best of my knowledge, true and complete. I also declare that the documents submitted are, to the best of my knowledge, genuine and relate to the person(s) whose names appear on them. I confirm that the photographs submitted bear a true current likeness of the applicant.

Signed.....Date.....

## 8. PAYMENT

- All Applicants

**AS SOME APPLICANTS PAY THE APPLICATION FEE FOR A BOATMASTERS' LICENCE AT THE TIME OF APPLYING FOR THEIR BOATMASTER EXEMPTION CERTIFICATE YOU SHOULD CONTACT THE MARINE OFFICE THAT HANDLED YOUR EXEMPTION APPLICATION TO CONFIRM THE FEE YOU NEED TO PAY WHEN YOU APPLY FOR YOUR LICENCE**

Payment should be made in pounds sterling (£) by cheque, postal order or banker's draft, BACS, credit or debit card.

Cheques, postal orders and banker's drafts should be made payable to the "Maritime and Coastguard Agency" and crossed "account payee" and "not negotiable". Cheques and banker's drafts should be drawn at a UK bank. **CASH WILL NOT BE ACCEPTED.**

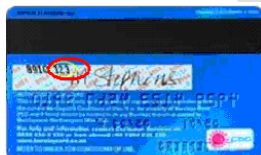
Please tick (✓) the appropriate box below to indicate your chosen method of payment.

Maestro  Visa  MasterCard  Delta  Cheque/banker's draft  Postal Orders  BACS

Please charge £ to my Maestro / Visa / MasterCard / Delta Card

Name of Card Holder	
Card Number	
Start Date	
Expiry Date	
Maestro Issue Number (Maestro Cards Only)	

Security Code:



The Security Code is the last three digits of the numbers on the reverse of the card the card, near the signature strip.

Signature..... Date.....

**Receipt:** If you would like a receipt please tick (✓) the box below and confirm the email address you would like it sent to:

Please issue me with a receipt

Email address:	
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## 9. CHECKLIST - All Applicants

	Please tick (✓)	Official use only
Please make sure you have enclosed the relevant items from the list below.		
Original Boatmaster Exemption certificate (MSF 4369)	<input type="checkbox"/>	<input type="checkbox"/>
Two passport photographs (please refer to section 9 of the guidance)	<input type="checkbox"/>	<input type="checkbox"/>
Valid Medical Fitness certificate (please refer to section 5 of the guidance)	<input type="checkbox"/>	<input type="checkbox"/>
Ancillary Safety Training certificates	<input type="checkbox"/>	<input type="checkbox"/>
Pilotage Exemption certificate or relevant competent harbour authority letter (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Work Record (MSF 4366)	<input type="checkbox"/>	<input type="checkbox"/>
Training Record Book (MSF 4367)	<input type="checkbox"/>	<input type="checkbox"/>
Qualifying Service Time testimonials	<input type="checkbox"/>	<input type="checkbox"/>
Fee	<input type="checkbox"/>	<input type="checkbox"/>

**Please note that a licence cannot be issued until all relevant documents have been received and approved, together with the correct fee.**

**Some applicants will have submitted some of the documents in this checklist with their exemption application. These applicants should check with the Marine Office handling their application to confirm which documents are outstanding.**

**10. MCA MARINE OFFICE CHECKLIST - Official Use Only**

Tier 2 Level 2 Licence				
Standards Met	Yes	No	N/A	Date
On-board Practical assessment				
On-board Oral assessment				
Work Record – Evidence of sufficient service				
Relevant items in Training Record Book completed Satisfactorily				
Medical Standards				

Reasons for Rejection	
Name	
Signed	
Date	

Temporary Licence Number	Date	Type	Signature

**11. INSTRUCTIONS TO RSS****- Official Use Only****TO BE COMPLETED BY MCA EXAMINER**

Please issue the following Tier 2 Level 2 licence:

Category and Area Name	Area description and limits (Indicate whether set area from MSN 1837, or other bespoke area)	Type of operation and any specific restrictions

Please indicate any operating restrictions below

Limits/Restrictions

Additional Notes/Instructions



## GUIDANCE NOTES FOR THE COMPLETION OF THIS APPLICATION FORM

PLEASE ENSURE THAT YOU READ AND UNDERSTAND MSN 1853 BEFORE COMPLETING THE FORM. These notes summarise the requirements.

Please complete this form in **BLOCK LETTERS** and in **black ink**.

**ENSURE YOU COMPLETE THIS FORM IN FULL - FAILURE TO DO SO MAY MEAN WE WILL HAVE TO RETURN YOUR APPLICATION TO YOU, AND WILL RESULT IN A DELAY TO YOUR APPLICATION BEING PROCESSED.**

### 1. PERSONAL DETAILS

Enter your personal details in the boxes provided. Your name should be given **IN FULL**, and should be given in the same format as appears in your passport or driving licence.

Your date of birth should be given in the format DD/MM/YYYY, e.g. 18 February 1960 should be written 18/02/1960.

You should give your permanent home address, where you are normally resident.

You may also provide an alternative address for return of documents or correspondence relating to this application, e.g. if you are away at college.

Your documents will be returned by Recorded Delivery and will need to be signed for. Please ensure you provide us with the full address details you would like your documents sent to. You **must** include a contact telephone number and email address should there be any queries with your delivery.

### 2. DETAILS OF EXEMPTION CERTIFICATE HELD

Holders of a BML Exemption Certificate who meet the eligibility requirements will be issued with a Tier 2 Level 2 Boatmaster Licence unless otherwise agreed with the Marine Office that issued the BML Exemption Certificate. Any applicant unsure of their position should contact the Marine Office that issued their BML Exemption Certificate.

A copy of the BML Exemption Certificate should be held onboard the vessel while this application is being processed. The original certificate must be sent with this application.

**Holders of BML Exemption Certificates must apply for their BML before the expiry of the exemption or by XX 20XX, whichever is earliest. Applications received after this date will be treated as from a new entrant.**

### 3. DETAILS OF SERVICE

You should use this section to record the details of your service logged in your work record and training record book

A completed work record or testimonials must support the information contained in Section 3 of the application form and the training record book. The following are accepted forms of evidence for service:

1. A company letter signed by an appropriate person (e.g. the owner or fleet manager);
2. A letter from a representative of the statutory navigation/port authority responsible for the area in which the applicant operates;
3. A letter from a shipper or customer who can verify the applicant has the relevant experience; or
4. A letter from a trade association who can verify the applicant has the relevant experience.

A testimonial template is available from [www.gov.uk](http://www.gov.uk). Search for "BML testimonial"

### 4. EXAMINATION AVAILABILITY

Some applicants will be required to complete a boat handling test and/or test of underpinning knowledge before their licence can be issued. The Marine Office handling your application will use the details you provide in this section to contact you and confirm a date for your test .

## 5. MEDICAL FITNESS

All applicants must hold an ML5, ENG1 or acceptable alternative medical fitness certificate when they apply for a licence.

If you need to obtain a new ML5 certificate, please ensure you are using the latest version of the form. This can be obtained from your local Marine Office or downloaded from [www.gov.uk](http://www.gov.uk) . Search for "MSF 4112".

ENG1 certificates are issued following an examination by an MCA approved doctor. A list of MCA approved doctors is available from [www.gov.uk](http://www.gov.uk) . Search for "MCA Approved Doctor".

## 6. DECLARATION

Please read the declaration. Once you are sure that the information you have given is, to the best of your knowledge, true and complete, and that the documents submitted are genuine, given and signed by the persons whose names appear on them, you should sign the declaration with your usual signature, including the date. Ensure your signature is inside the box – this will be transferred to your licence.

## 7. COUNTERSIGNATURE

You should obtain a counter signature from a responsible person who is NOT related to you and has known you for at least 2 years. They should enter their details in this section. This person must endorse the rear of one of your passport style photographs "I confirm that this is a true current likeness of [your name] and their usual signature and date. See also see Section 12 of the guidance notes on photographs.

## 8. PAYMENT

You must enclose the correct fee with your application. Please tick (✓) the appropriate box to indicate your chosen method of payment.

Payment must be made in pounds sterling (£). Payment by cheque, banker's draft or postal orders should be made payable to "The Maritime and Coastguard Agency" and crossed "account payee" and "not negotiable".

For payment by Maestro, Visa, MasterCard or Delta, ensure you enter the card details in the spaces provided. Please sign to confirm the amount and chosen method of payment.

To confirm the fee for the licence you require please contact your local MCA Marine Office. Information on Boatmasters' Licence fees can be obtained from [www.gov.uk](http://www.gov.uk). Search for "Boatmaster".

## 9. CHECKLIST

**ALL** the documents in this section **MUST** be provided with this application, before an exam can be taken. Please ensure you tick (✓) each box to indicate that you have enclosed the documents. The supporting documents **must be original**. Any candidate failing to submit all the required documents may have their application returned without being processed.

### Photographs

Your photographs must be taken full face without a hat and must be UK approved passport photographs, measuring a maximum of 50mm x 40mm, in colour with a plain white background. The back of one photograph must include your name in BLOCK LETTERS and the signature of a Doctor, Bank Officer, Established Civil Servant, School Teacher or someone of similar standing. They should also write on the back of the photograph "I certify that this is a true likeness of Mr/Mrs/Miss/Ms/Dr etc. ...." and add their signature. They must also provide their details at Section 7. A member of your family is **NOT** allowed to counter sign your photograph. The back of the other photograph must include your name in BLOCK LETTERS and your date of birth.

## **11. APPLICATION TRACKING**

If you have provided an email address you will receive confirmation of receipt. We will then email you if we require any further evidence. Once we have processed and approved your application we will dispatch your documents by Recorded Delivery.

### **NOW RETURN YOUR COMPLETED APPLICATION TO YOUR LOCAL MCA MARINE OFFICE**

Please address any queries about your application to your local MCA Marine Office. Contact details are available from [www.gov.uk](http://www.gov.uk) .Search for "Marine Office"

### **WE ARE UNABLE TO ACCEPT APPLICATIONS SUBMITTED BY EMAIL OR FAX**

### **YOU SHOULD ALLOW AT LEAST 28 DAYS FOR US TO PROCESS YOUR APPLICATION, PLUS POSTAGE**

### **AN INCOMPLETE APPLICATION WILL DELAY THE ISSUE OF YOUR LICENCE**

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