



**APPLICATION FOR A BOATMASTERS' LICENCE  
Upgrades and Additional Areas**

# BML

**IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 13 to 16. Please provide an email address in block capitals in order for us to inform you of the receipt of your application (see section 11 of the guidance notes). We are unable to accept applications by fax or email**

### 1. PERSONAL DETAILS

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 <i>(if different from home address)</i>		
Street/Road				
District				
Town/City				
County/State				
Post Code/Zip				
Country				
Telephone No				
Mobile No		Email		

Name

DOB

### 2. EXISTING MCA BML HELD (Current BML must be submitted with this application)

BML Licence Number:	Type of Certificate:	Please tick (✓)
	Tier 1 Level 2	
Expiry Date:	Tier 1 Level 1	
	Tier 2 Level 2	
	Tier 2 Level 1	
	Tier 2 (Issued prior to XX/XX/15)	

**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. ANCILLARY SAFETY TRAINING - All Applicants**

Boatmaster Licence candidates are required to have undergone MCA approved basic safety training in Personal Survival, Fire Safety and First Aid or completed the relevant Maritime Studies Qualification Units in lieu of this training. Please include **original** certificates with your application.

Course or Training	Certificate enclosed (please tick)	Validated (MCA use ONLY)

**5. EXAMINATION AVAILABILITY - All Applicants**

Please indicate your availability in the box below

Please arrange my underpinning knowledge/boat handling test as soon as possible after.....(Date)

I am not available on the following dates.....

**6. WHAT ARE YOU APPLYING TO DO? - All Applicants**

Please tick one box only

Type of Action	Please tick relevant box	Go to section
Add an additional area to a <b>Tier 2</b> licence		<b>7</b>
Add an additional operation to a <b>Tier 2</b> licence		<b>7</b>
Upgrade <b>Tier 2</b> licence to Tier 1		<b>8A</b>
Upgrade <b>Tier 1 Level 1</b> licence to Tier 1 Level 2		<b>8B</b>
Add a further specialist, or local knowledge, endorsement to a <b>Tier 1</b> licence		<b>8C/8D</b>

Qualifying Service Time requirements are can be found in Annexe 5 and 6 of MSN 1853

**7. ADDITIONAL SPECIFIED AREA(S) AND OPERATION(S) - Tier 2 Applicants Only**

A Tier 2 Licence is valid for operations within specified areas. In the box below please indicate:

Additional area(s) of Operation	Additional passenger operations		Additional non - passenger operations (please tick)					
	Y/N	Max no of passengers	GC*	OC*	TP*	DR*	WB*	other

\*Please see section 6 of the guidance for clarification.

If you have ticked other please clarify below

.....  
 .....

**All applicants for this upgrade must submit a Work Record and Training Record Book**

**8A. UPGRADING TIER 2 TO TIER 1 - Tier 2 Applicants Only**

Application details	Evidence of Qualifying Service Time enclosed (please tick)	Underpinning Knowledge – Exam Pass/MSQ Unit Certificate(s) enclosed (please tick)	Validated, or demonstrated to MCA examiner’s satisfaction (MCA use ONLY)
Tier 1, Level 1 Generic			
Tier 1 Level 2 Generic			
Passenger Operations			
Large Passenger Vessel (over 250)			
General Cargo			
Oil Cargo			
Liquid Chemical Cargo			
Liquified Gas Cargo			
Dredging			
Ro-Ro (Tidal waters)			
Towing and Pushing			
Fast Craft			
Radar			

**All applicants for this upgrade must submit a Work Record and Training Record Book**

**8B. UPGRADING TIER 1 LEVEL 1 TO TIER 1 LEVEL 2****- Tier 1 Applicants Only**

Application details	Evidence of Qualifying Service Time enclosed (please tick)	Underpinning Knowledge – Exam Pass/MSQ Units Certificate(s) enclosed (please tick)	Validated, or demonstrated to MCA examiner's satisfaction (MCA use ONLY)
Tier 1, Level 2 Generic			
Passenger Operations			
Large Passenger Vessel (over 250)			
General Cargo			
Oil Cargo			
Liquid Chemical Cargo			
Liquefied Gas Cargo			
Dredging			
Ro-Ro (Tidal waters)			
Towing and Pushing			
Fast Craft			
Radar			

All applicants for this upgrade must submit a Work Record and Training Record Book

**8C. ADDITIONAL SPECIALIST OPERATIONS****- Tier 1 Applicants Only**

In addition to a generic BML applicants must obtain a specialist operations endorsement to undertake those operations in Section 8 of MSN1853

Type of Endorsement	Evidence of Qualifying Service Time enclosed (please tick)	Underpinning Knowledge – Exam Pass/MSQ Units Certificate(s) enclosed (please tick)	TRB Completed?	Validated, or demonstrated to MCA examiner's satisfaction (MCA use ONLY)

All applicants for additional specialist operations endorsements must submit a Work Record and Training Record Book

**8D. ADDITIONAL LOCAL KNOWLEDGE ENDORSEMENTS****- Tier 1 Applicants Only**

A Tier 1 licence is valid for all UK waters of the relevant categories other than those specified as requiring a local knowledge endorsement. The areas for which a Local Knowledge endorsement is required are shown in Section 7 of MSN 1853.

<b>If you wish to apply for a local knowledge endorsement for any of those areas, please enter the area(s) below:</b>	
<b>Name(s) of Area(s)</b>	<b>Validated, or demonstrated to MCA examiner's satisfaction (MCA use ONLY)</b>

<b>Pilotage Exemption Certificate (PEC)</b>	
If you hold a PEC for any of the above local knowledge area, please indicate below, and <b>enclose</b> you PEC(s)	
<b>PEC(s) enclosed</b>	<b>Validated (MCA use ONLY)</b>

All applicants for additional local knowledge endorsements must submit a Work Record

**9. 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.

<b>Medical Evidence enclosed</b>	<b>Please tick (✓)</b>
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.**

**10. DECLARATION**

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

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

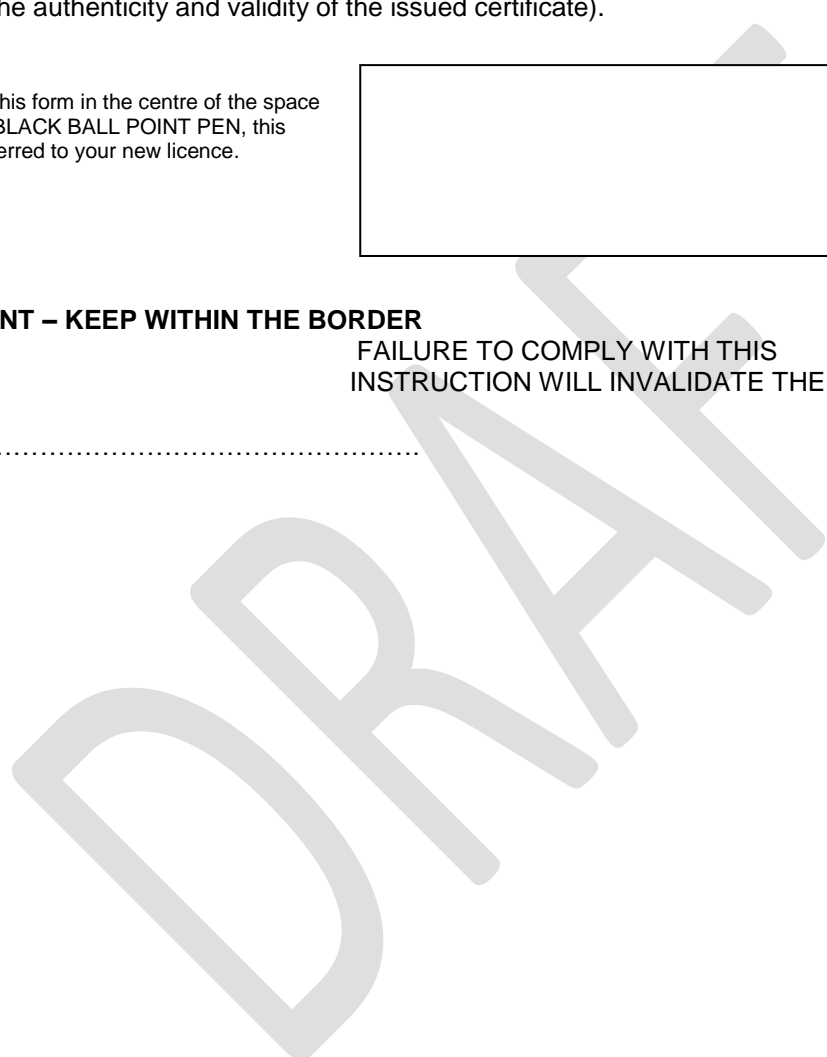
I declare that the data contained in this application is, to the best of my knowledge, true and complete. I also declare that the documents are genuine, given and signed by the persons whose names appear on them. I consent to any processing of the data contained in this application by the MCA (including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

**IMPORTANT – KEEP WITHIN THE BORDER**

**FAILURE TO COMPLY WITH THIS  
INSTRUCTION WILL INVALIDATE THE APPLICATION**

Date.....







## 12. CHECKLIST

### - All Applicants

Please make sure you have enclosed the relevant items from the list below.

Please  
tick (✓)

Official  
use only

Existing Boatmasters' Licence	<input type="checkbox"/>	<input type="checkbox"/>
Ancillary Safety Training certificates	<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"/>
Underpinning Knowledge pass certificate/Maritime Studies Qualifications units (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Acceptable equivalent certificate for specialist operations endorsement (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Pilotage Exemption certificate or relevant competent harbour authority letter (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Valid Medical Fitness certificate (please refer to section 7 of the guidance)	<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.**

### 13. MCA MARINE OFFICE CHECKLIST (MCA USE ONLY)

Tier 1 Licence			
Standards Met	Yes	No	Date
Generic Competencies – on-board Practical assessment			
Generic Competencies – on-board Oral assessment			
Work record (evidence of QST)			
Training Record Book completed satisfactorily			
Underpinning knowledge – Training validated			
<b>Specialist Endorsement(s):</b>			
Passenger operations – General			
Large Passenger Vessel			
Cargo – general			
Oil cargo			
Liquid Chemical cargo			
Liquified Gas cargo			
Dredging			
Towing and Pushing			
Ro-Ro (Tidal waters)			
Fast Craft			
Radar			
<b>Local Knowledge endorsement/s:</b> (enter area/s below)			
Medical Standards			

Tier 2 Licence			
Standards Met	Yes	No	Date
On-board Practical assessment			
On-board Oral assessment			
Sufficient Service			
Relevant items in Training Record Book Completed Satisfactorily			
Work Record – evidence of sufficient service			
Medical Standards			

Reasons for Rejection	
Name	
Signed	
Date	

Temporary Licence Number	Date	Type	Signature

## 14. INSTRUCTIONS TO RSS (MCA USE ONLY)

### TO BE COMPLETED BY MCA EXAMINER

Please issue the following licence:

#### TIER 1

Please tick (✓)	
TIER 1 LEVEL 1	TIER 1 LEVEL 2
<b>DETAILS OF OPERATING RESTRICTIONS OR RESTRICTED VALIDITY</b> (Please indicate below)	

<b>SPECIALIST ENDORSEMENTS</b> Please tick (✓)	
Passenger Operations – General	
Large Passenger Vessel	
Towing and Pushing	
Cargo – General	
Oil Cargo	
Chemical Cargo	
Gas Cargo	
Dredging	
Fast Craft	
Radar	
RoRo	

<b>LOCAL KNOWLEDGE ENDORSEMENTS</b> Please tick (✓)	
Bristol Port	
Caernafon and Menai Strait	
Dee Conservancy	
Dover Harbour	
Fowey Harbour	

Gloucester Harbour	
Medway	
Padstow Harbour	
Port of Liverpool	
Port of London	
Portsmouth Harbour	
Isles of Scilly	

**Please specify area of operations for Port of London LKE here:**

**TIER 2**

**Please tick (✓)**

TIER 2 LEVEL 1	TIER 2 LEVEL 2

**DETAILS OF SPECIFIED AREA AND OPERATIONS  
(Please indicate below)**

CATEGORY AND AREA NAME	AREA DESCRIPTION AND LIMITS (Indicate whether set area from MSN 1837, or other bespoke area)	TYPE OF OPERATION AND SPECIFIC RESTRICTIONS

**DETAILS OF OPERATING RESTRICTIONS OR RESTRICTED VALIDITY  
(Please indicate below)**

## 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 would 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. EXISTING MCA BML HELD

Please tick (✓) the box applicable to the certificate you hold. Only tick ONE box.

### 3. QUALIFYING SERVICE TIME FOR UPGRADE/ADDITION

Testimonials must support the information contained in Section 7 of the application form. 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.

The following template can be used for testimonials for examples 2-4.

## BOATMASTER LICENCE TESTIMONIAL (Template)

To be submitted on the headed paper of the organisation represented.

This is to certify that:

Full Name .....

Date of Birth ..... Place of Birth .....

has been known to me, or my organization, as a commercial operator of inland waterway vessels,  
as specified below between \_\_/\_\_/\_\_ and \_\_/\_\_/\_\_.

During this period of service, Mr/Ms ..... has served in the following capacity(s):

Master for ..... months/years;

Mate with duties as helmsman for ..... months/years;

Other relevant duties (please specify)

..... for ..... months/years;

..... for ..... months/years.

Vessel Name .....

Registered (or Identification Number) .....

Overall Length (in m) .....

Breadth (in m) .....

Tonnage (dwt) .....

Type of Operation .....

Area(s) of Operation .....

Signed .....

Name (Print) .....

Master or Position in Company .....

Name of Company .....

Company Stamp .....

Date .....

#### 4. ANCILLARY SAFETY TRAINING

Ancillary safety training must have been completed at an MCA approved provider. Further details on approved providers are available from [stc.courses@mcga.gov.uk](mailto:stc.courses@mcga.gov.uk)

#### 5. WHAT ARE YOU APPLYING TO DO

Please tick (✓) the box applicable to the upgrade or addition you are applying for. Only tick ONE box.

#### 6. ADDITIONAL SPECIFIED AREA(S) AND OPERATION(S)

GC	General Cargoes ( including packaged dangerous goods)
OC	Oil Cargoes (including gas or liquid chemicals in bulk)
TP	Towing and/or pushing
DR	Dredging
WB	Workboat

Granting changes to a Tier 2 licence is subject to MCA discretion, and will be limited to an adjacent area or an extension of your existing operations. It cannot be used to add a completely different area or to accumulate a large number of areas. If you wish to increase scope substantially, you will need to get a **Tier 1 Boatmaster's Licence**.

It may be necessary for you to be assessed in the new area or operation. Your application will normally be referred to an MCA examiner who will contact you to make arrangements for that.

#### 7. MEDICAL FITNESS

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".

#### 8. 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 new licence.

#### 9. 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"

#### 10. CHECKLIST

**ALL** the documents in this section relevant to your application **MUST** be provided with this application. 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.

## **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**

DRAFT