

# Application for an annual or short-term registration of an unpowered open boat



**This form should be completed in capital letters. If any information is missing or we are unable to read the information provided, this will delay your registration.**

**Explanatory Notes:** Please read these separate notes before completing this form. These explain the terms and definitions used within this form.

**Registration charges:** Refer to the separate registration charges document to find the charge for your boat.

**Registration requirements:** Refer to the separate registration requirements document to see the full requirements for obtaining a boat registration.

**Privacy notice:** Please read the separate privacy notice before completing this form.

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

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## Contacts

## 1 Boat registration number

Boat registration number, if known and has previously been registered with the Environment Agency:

\_\_\_\_\_

## 2 Current registered owner

Title:

\_\_\_\_\_

First name:

\_\_\_\_\_

Last name:

\_\_\_\_\_

Organisation, if relevant:

\_\_\_\_\_

Postal address:

\_\_\_\_\_

\_\_\_\_\_

Postcode:

\_\_\_\_\_

Contact phone numbers, including the area code

Phone (day):

\_\_\_\_\_

Mobile:

\_\_\_\_\_

Email address:

\_\_\_\_\_

## 3 Usual mooring/location of boat

Which is the main waterway your boat will be based on? *(Please select one option)*

Thames

Medway

Anglian Waterways

Do you wish to apply for an annual registration?

Yes

No

For boats visiting our waterways – please enter time period required and the start dates

Daily                      number required    \_\_\_\_\_

Weekly                    number required    \_\_\_\_\_

Monthly                  number required    \_\_\_\_\_

Date of start

\_\_\_\_\_ (DD/MM/YYYY)

Time of start

\_\_\_\_\_ (AM/PM)

## 4 The use of this boat on our waterways

### Tenders

Is this boat a tender to another boat?

Yes No

If yes, what is the name of the parent boat?

\_\_\_\_\_

If known, what is the parent boat registration number?

\_\_\_\_\_

### Business boats

Is this boat used for business use? Includes a not for profit organisation or charity and those exempt from charge.

Yes No

If yes, you will also need to complete the Business Boat supplementary form and return with this application.

Please confirm the business category of the boat?

\_\_\_\_\_

### Concessions: Not for profit organisations or charities

Is this boat owned or operated by a 'not for profit' organisation or charity?

Yes No

If yes, which of the following categories does your not for profit organisation or charity fall under.

Tick all that apply.

Sport Recreation Education

Please confirm which category your boat falls under:

Junior only unpowered open boats

Other unpowered open boat

### Exemptions from the charge

Is this boat claiming exemption from the charge?

Yes No

If yes, which exemption do you believe your boat(s) falls under?

Safety or rescue Emergency Services Highways Authority

Owned or operated by, or on behalf of, the Environment Agency

Owned or operated by Freeman of the Watermen's Company (Thames only)

### Unpowered maintenance work boats

Is the boat principally kept or used to undertake maintenance on, and about, the waterway and its banks and structures?

Yes No

If used as a business boat, you will also need to complete the Business Boat supplementary form and return with this application.

### Boats solely used for the carriage of goods – Thames only

Is the boat used solely for the transportation of goods on the River Thames?

Yes No

## 5 Payment

Please let us know how you wish to pay for your boat registration. *(Please tick one option)*

Cheque or postal order

Credit/debit card\*

Existing Direct Debit\*\*

New Direct Debit\*\*  
*(please complete a separate mandate)*

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

\*\*When paying by Direct Debit, you remain responsible for the full registration charge unless you qualify for a refund. See separate Explanatory notes for more information. Direct Debit payments are only available for annual registrations.

Registration charge type	Charge
Please confirm the charge for your boat.	Please enter charge below
Full annual <span style="float: right;">Number of boats <input type="text"/></span>	£
Monthly/weekly/daily <span style="float: right;">Number of boats <input type="text"/></span>	£
Exemption from charge <span style="float: right;">Number of boats <input type="text"/></span>	£
Explorer <span style="float: right;">Number of boats <input type="text"/></span>	£
Concession – Junior only <span style="float: right;">Number of boats <input type="text"/></span>	£
Concession – Other boats <span style="float: right;">Number of boats <input type="text"/></span>	£
If registering a <b>business boat</b> , please confirm the additional payment due. Not applicable to not for profit organisations or charities.	£
<b>Total registration charge</b>	£
<b>Other charges &amp; fees</b>	
Navigation key (Anglian Waterways only)	£
Other, please specify <input style="width: 100%;" type="text"/>	£
<b>Total local charges due</b>	£
<b>TOTAL</b>	£

Please ensure you have read our Explanatory Notes on how to calculate and apply charges.

**NOTE:** If the total registration charge due comes to less than the minimum charge, the minimum charge will be applied.

**NOTE:** You will need to pay any additional amount, which may be due, if it is found that the boat has been registered incorrectly based on the information you have provided.

## 6 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, including the Privacy Notice, the Explanatory Notes and Charge Scheme Guidance.

Owner's signature:

\_\_\_\_\_

Today's date

\_\_\_\_\_ (DD/MM/YYYY)

Signed on behalf of the owner and in accordance with their 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:

\_\_\_\_\_

Please return this application and payment to our National Customer Contact Centre – Boat Registration team (contact details provided below).

Cheques are made payable to 'Environment Agency'.

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.

## 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)