

Change of ownership or details and refund request form

The Environment Agency (Inland Waterways) Order 2010



If you sell your boat, it is your responsibility to notify us of the change of ownership in writing. You must provide us with the name and address of the person to whom ownership has transferred. Until you do so, you will still be deemed the owner of the boat and are therefore responsible for its registration and paying any charges due.

This form should only be used by the current registered owner of a boat. The new owner should send the relevant application form when they register the boat.

You can use this form to:

- inform us of a change of ownership.
- tell us about a change of personal details
- request a refund

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1 Boat registration number and name

Boat name:

Boat registration number, if known:

Waterway boat registered on:

Anglian

Medway

Thames

2 Current registered owner details (your details)

Title:

First name:

Last name:

Organisation, if relevant:

Postal address:

Postcode:

Contact phone numbers, including the area code:

Phone (day):

Mobile:

Email address:

3 Details of change

Are you only updating your address or contact details?

Yes

No

If yes, we will use the details in section 2 as your new details.

Have you sold the boat?

Yes

No

If yes, please provide the details below, and complete section 5 with new owner details:

Date of sale (dd/mm/yyyy):

Where will the new owner be using the boat, if known?

Has the boat permanently left the waterways?

Yes

No

If yes, please provide the following details;

Date the boat left (dd/mm/yyyy):

Location of the boat now:

Has the boat been moved onto 'trade exemption' for sale or repair?

Yes

No

If yes, please provide the following details:

Date moved onto trade exemption (dd/mm/yyyy):

Name of approved trade exemption business:

I have purchased a Gold Licence from Canal and River Trust?

Yes

No

Date purchased (dd/mm/yyyy):

Please enclose/attach proof of purchase (This can be a copy of the receipt or invoice including your Canal and River Trust index number)

Definitions

‘Permanently left’ means the boat is removed from the waterway and will not return to the waterway during the current annual registration period and the next annual registration period. This would not include lifting the boat out of water for winter storage, or for a period of time for repair, etc.

‘Trade exemption’ means an exemption that has been granted by the Environment Agency, to a business operating on the waterways undertaking a boat sales, brokerage or repair business. To qualify the boat must be under the business’s sole control on brokerage or being restored, refitted or repaired.

4 Refund

Our current terms for refunding your boat registration for our waterways is available here:

www.gov.uk/government/publications/boat-registration-refunding-or-transferring-your-registration

Do you require a refund of the registration charge for one of the circumstances in section 3?

Yes

No

If yes, by completing this form you confirm the registration plate for this boat has been removed and destroyed.

5 New registered owner details

Title:

First name:

Last name:

Organisation, if relevant:

Postal address:

Postcode:

Contact phone numbers, including the area code:

Phone (day):

Mobile:

Email address:

6 Declarations and signatures

By signing this form, I declare that the information is true to the best of my knowledge and belief.

Signature:

If unable to add a signature, you are able to just type your name.

Today's date (DD/MM/YYYY):

If signed on behalf of the owner and in accordance with his/her specific authorisation to act as Agent for this purpose, confirm here:

In case of a company, firm, partnership or organisation please state status or authority to sign.

Agent's full name:

We aim to process your changes as quickly as possible. At busy times it can take up to 10 working days from the day of receipt.

Please complete and return this form as soon as possible to: **boatreg@environment-agency.gov.uk**

Or Environment Agency, Boat registration, PO BOX 544, Rotherham, S60 1BY

For advice on completing this form please contact 03708 506506 or

email **boatreg@environment-agency.gov.uk**

Boat registration data privacy notice – please read the notice available on **www.gov.uk**

This privacy notice explains how this personal information will be used and stored, and applies on Thames, Anglian and Medway waterways.