

Application for annual base mooring at River Thames lock sites



Please refer to the River Thames Mooring Charges document before you fill in this form. If you send in a form with information missing or incomplete, we will not be able to process it.

Please note that this form is not for short-stay mooring. Also note that residential mooring is not allowed at any lock sites on the River Thames.

The latest version of the mooring charges document and other useful information can be found on GOV.UK: search for 'mooring on the River Thames'.

It will take about 5 to 10 minutes to fill in this form.

Contents

- 1 About you
- 2 About your boat
- 3 Your lock mooring site choice
- 4 Mooring length type
- 5 Privacy notice: how we use your personal information
- 6 What happens next
- 7 Declaration and signature

1 About you

Are you the registered owner of the boat?

No You cannot apply for a mooring

Yes Please give the following details

Name

Title (Mr, Mrs, Miss, other) _____

First name _____

Last name _____

Address

Postcode _____

Contact numbers, including the area code

Phone _____

Mobile _____

Email _____

2 About your boat

Registered name

Registration number (combination of numbers and letters on registration plate. This is the same each year.)

Plate number (9 digit number on registration plate. This is different each year.)

Type (for example, cabin cruiser, narrowboat, open day boat, canoe etc.)

2 About your boat, continued

Powered

Unpowered

Engine rating if powered

_____ cubic capacity

Size

Total length (including davits and pulpits)

_____ metres

Beam (width at widest point)

_____ metres

Maximum draught (approximate depth of boat below water)

_____ metres

Air draught (approximate height of boat above water)

_____ metres

Location of your boat

We need to know where your boat is kept as we may want to inspect it before we add your boat to the waiting list or agree a mooring.

Site owner details

Site owner's name

Site name (if it has one)

Address

Postcode _____

3 Your lock mooring site choice

Please name your choice of mooring site below. You can also name a second site if you wish or state “Any”. There is a full list of lock mooring sites on the River Thames Lock Mooring Charges document available on GOV.UK. If you are not sure whether a site is suitable for your boat, please ask us for advice. If you are not sure whether a site is suitable for your boat, please contact the Waterways team at the email address shown in Section 6.

Choice 1: Name of lock site

Choice 2: Name of lock site

4 Mooring length type

12 month mooring

6 month summer mooring 1 April to 30 September (only available at some locks as indicated on the River Thames Mooring Charges document)

5 Privacy notice: how we use your personal information

We are the Environment Agency and we run the lock base mooring service. We are the data controller for this service. A data controller determines how and why personal data is processed.

Our personal information charter (www.gov.uk/government/organisations/environment-agency/about/personal-information-charter) explains how we deal with your personal information. Go to GOV.UK and search ‘Environment Agency personal information charter’.

The data we need

The personal data we collect about you includes:

- name
- address
- contact details (including email address and telephone number)
- boat details (including name, size and type)
- mooring details (including location)

We are allowed to process your data in order to prepare for entering into a contract with you at your request. This contract gives you permission to moor on land owned by the Environment Agency, subject to certain restrictions. The lawful basis for processing your personal data is that it is necessary for taking steps at your request prior to entering a contract and for performance of a contract.

If you do not provide all information requested then we will not be able to process your mooring application.

What we do with your personal data

We use your personal data to:

- process your application
- make sure you keep to the conditions of the mooring agreement
- take enforcement action if you do not keep to the conditions of the mooring agreement
- contact you about the service

5 Privacy notice, continued

We do not use your personal data to make an automated decision or for automated profiling.

We will share your personal data with Shared Services Connect Limited (SSCL) who process your data on our behalf. SSCL use the personal data to 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 will not share or disclose any other personal data to any other party outside the Environment Agency without your explicit consent, unless we are lawfully able to do so.

How long we keep your personal data

We will keep your personal data for 6 years after the end of your mooring agreement. Your personal data may be held longer if it is required for a legal case. SSCL will keep your personal data for a minimum of 7 years after producing your last 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 your personal data 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:

Address: Data Protection Officer
Environment Agency
Horizon House
Deanery Road
Bristol
BS1 5AH

Email: 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. The ICO regulate the data protection legislation. You have the right to lodge a complaint with them at any time.

6 What happens next

Acknowledging your application

When we receive your application form we will send you an acknowledgement.

If we do not have a mooring available, we will add your details to our waiting list. Please note that our moorings are very popular and vacancies rarely become available.

There are various private marinas along the River Thames you may wish to moor your boat at while you are waiting for a lock mooring.

6 What happens next continued

Renewing your application

Please contact us each year to let us know if you are still interested in a mooring and we will renew your application. Please do this by 12 months after the date of your application as we are constantly reviewing our waiting list and will remove any application which has not been renewed a year after applying or renewing. There is no need to submit a new application form unless your details have changed.

If there are any changes to the information you gave on your application, please contact us.

Please email your completed application to:

RiverThames@environment-agency.gov.uk
with **Thames Lock Mooring Application** in the subject field.

Or post to:

Thames Lock Mooring Applications
Thames Waterways
Environment Agency
Kings Meadow Road
Reading
Berkshire RG1 8DQ

If you need to speak to someone about this please call our National Customer Contact Centre on 03708 506 506 and ask to be put through to the Thames Waterways team.

7 Declaration and signature

I apply for a mooring at the sites shown in Section 3.

I understand that my mooring application will be removed from the waiting list 12 months following the date of this application.

Applicant's signature

Name

Today's date (DD/MM/YYYY)

For Environment Agency use only

Date received (DD/MM/YYYY)

Date acknowledged (DD/MM/YYYY)

Date mooring offered/agreed (DD/MM/YYYY)

Date sent to Waterways Business team (DD/MM/YYYY)