



## Middle Level waterways annual application for licence of a powered vessel 1 September to 31 March

Please read the explanatory notes and refer to the separate licencing charges online information before completing in capital letters. You will need your insurance details in order to complete this application.

1 Vessel name

2 Vessel unique reference number

3 Tariff class (MLC classifications will be the same as Environment Agency ones – see [www.gov.uk/government/publications/anglian-waterways-registration-charges](http://www.gov.uk/government/publications/anglian-waterways-registration-charges))

4 Owner's Details

Title

First name

Last name

Organisation, if relevant

Address

Postcode

Phone (day)

Mobile

Email

Date vessel purchased (DD/MM/YYYY)

5 Hire

Will your boat be let or offered for hire? This includes advertising a cabin aboard, or even the whole boat, as rentable accommodation.

Yes  No

If Yes

Annual/long-term  Day/short-term

6 Vessel Details

Dimensions in metres (eg 4.7m)

Length (overall)  Beam (widest point)

Manufacturer or builder (if known)

Approx. year built

Propulsion (main engine)

Inboard  Outboard  Total propulsion power/capacity HP CC

Propellant (main engine)

Petrol  Diesel  Electric  Other  - Please specify below

Propulsion (other engines), please specify below

Appliances - 'G' for gas, 'E' for electric, 'O' for other

None

Cooker

Fridge

Heater

Water heater

Central heater

Other (Please list below)

Sanitary facilities

Lavatory

Sink

Chemical lavatory

Direct into river

Shower/Bath

Other (Please list below)

*7 Usual mooring details*

Is the vessel normally stored:

On a trailer  On the river  In a marina

Address of moorings or place of storage

Postcode

*8 Insurance Policy provider*

Policy no.

Expiry date (DD/MM/YYYY)

*9 Tender discount If this vessel is to be used as a tender, please state the main vessel's name.*

*10 Payment - Please read the explanatory notes before completing this section.*

Cheque or postal order  Credit/debit card

Payment due ( 50% of EA Anglian Waters charges see

[www.gov.uk/government/publications/anglian-waterways-registration-charges](http://www.gov.uk/government/publications/anglian-waterways-registration-charges) )

licencing charge before discounts £

licencing charge due, after 50% discounts applied £

*For card payments please fill in the attached sheet.*

Boat licencing privacy notice Privacy notice:

how we use your personal data We are the Middle Level Commissioners and we manage the boat licencing service. We are the data controller for this service. A data controller determines how and why personal data (also called 'personal information') is processed.

The data we need

The personal data we collect includes: • names • addresses • contact details. We are allowed to process your personal data because we have official authority to issue boat licences for the waterways where we are the navigation authority. The lawful basis for processing your personal data is to perform a task in the public interest that is set out in law. If you do not give us the personal data requested then we will not be able to process your boat licencing application.

### What we do with your personal data

We use your personal data to take payment, issue a suitable boat licence, make sure conditions of the licence are met and take enforcement action if you do not keep to the conditions of the licence. We will also contact you with important information relating to your licence, boat safety, navigation and environmental matters. We may use the personal information you give us to:

- consult with you on licencing, boat safety, navigation and environmental issues
- ask for your feedback on our service.

Please note that in the 2020/21 licencing year no information on Boat Safety is required.

We may share your personal data with our design, mailing and email service providers to allow delivery of your licencing renewal and eNewsletters. These service providers are data processors. We may also share your data with a data processor to ask for your feedback or to take part in consultations. Data processors working on our behalf will only use your personal data in line with this privacy notice. We may pass on your personal data in certain limited circumstances if it is lawful to do so.

### How long we keep your data

We will keep your personal data for 7 years after the licence period has expired.

### Where your personal data is processed and stored

We store and process your personal data on our servers in the UK. We will not transfer the personal data that you provide outside the European Economic Area.

### Contact details

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 us and we will log and process this, investigating and reporting back to you as may be appropriate to the circumstances. You can find out about your personal data rights from the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk). The ICO regulate the data protection legislation. You have the right to lodge a complaint with them at any time. This notice was last updated in March 2020.

### Declarations and signatures

By signing this application, you declare that the information in this application is true to the best of your knowledge and belief. you also declare that you have read, understood and agree to the declarations made throughout the application. Owner's signature

Today's date (DD/MM/YYYY)

Signed on behalf of the owner and in accordance with his/her 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 in capital letters

Please return this application and payment to Boat Licencing, Middle Level Offices, 85 Whittlesey Road, March, PE15 0AH. Cheques are made payable to 'Middle Level Commissioners. Licencing enquiries: 01354653232 Email: enquiries@middlelevel.gov.uk

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 2-3 days for postage.

### Explanatory notes

It is a licencing requirement that every vessel must display the vessel's unique reference number. This must be displayed so it is clearly visible from 30m away. Tariff class: Refer to the separate Environment Agency Anglian Waterways registration charges document to find the tariff class.

Registered Owner - Only one person or organisation may be registered as the owner.

Dimensions - Please enter length and beam measurements in metres and tenths. 'Length' is overall hull length excluding moveable items such as rudder or outboard engine. 'Beam' is measured at the widest part of the hull.

Boat safety – A BSS certificate is not required in the 2020/21 year for Middle Level Waters but from 1<sup>st</sup> April 2021 you must make sure the vessel complies with the Boat Safety Scheme (BSS) where this applies.

We may refuse to issue a licence or suspend a current licence if we find a vessel does not comply with these standards after 1<sup>st</sup> April 2021.

Insurance - You must have in force an insurance policy for the vessel, provided by a company that is authorised and regulated by the UK Financial Services Authority, which covers third-party liabilities of at least one million pounds. We do not need a copy of the insurance certificate but we carry out sample checks on declarations.

Tender discount - If your main boat is registered, a 50% discount applies to the tender. We define a tender as a small boat or dinghy, towed or carried by another boat.

Payment - The full licence charge is payable for a vessel kept, used or let for hire on the Middle Level Waterways at any time during the licencing year (1 April to 31 March). When licencing the vessel, you are responsible to pay the full licencing charge.

For the 2020/21 navigation year the Middle Level Commissioners are agents for Environment Agency visitor licences. You may apply for any amount of visitor licences through the Middle Level Commissioners but payments for any vessel with a current Middle Level Licence will be capped at the same cost as a single month licence irrespective of how many licences you require.

**DEBIT / CREDIT CARD PAYMENT AUTHORISATION FORM**

Please enter your personal information and credit card details as instructed, and enclose with your completed application form.

Name(s) of Applicant(s):

Cardholder's Tel. Number:

Cardholder's Signature:

Card Number (We only accept Visa or Mastercard):

Expiry Date: (mm/yy)

Security Number: (last 3 digits at the back of the credit card)

Please double-check your details – if they are incorrect, your application will be delayed.

Cardholder's Name:

Cardholder's Address: (if different from the application form)

House Number (Name) and Street Name:

Town/City:

County:

Post Code: Country:

**For official use only:**