



Middle Level waterways annual application for registration of a vessel 1 April to 31 March

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

Vessel name

Vessel unique reference number

Tariff class – Please see – www.middlelevel.gov.uk/navigation/registration

Ownership of vessel

Single ☐ Jointly ☐ (Please provide details of all other owners of the vessel on the Additional Information Sheet at the back of the application form)

Title

First name

Last name

Organisation, if relevant

Address

Postcode

Phone (day)

Mobile

Email

Date vessel purchased (DD/MM/YYYY)

Type of registration required

Full Registration ☐

Marina Only ☐

Project ☐

Please see Terms & Conditions for registration requirements

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 ☐

Vessel Details

Dimensions in metres (eg 4.7m)

Length (overall) Beam (widest point)

Vessel Type Narrow Boat ☐ Cruiser ☐ Other (*Please specify*)

Hull Material Steel ☐ Fibreglass ☐ Other ☐ 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	☐	Heater	☐	Lavatory	☐	Direct into river	☐
Cooker	☐	Water heater	☐	Sink	☐	Shower/Bath	☐
Fridge	☐	Central heater	☐	Chemical lavatory	☐		

Other (Please list below)

Usual mooring details

Is the vessel normally stored:

On a trailer ☐ On the river ☐ In a marina ☐

Address of moorings or place of storage

Insurance Policy provider

Policy no.

Expiry date (DD/MM/YYYY)

Boat Safety Certificate Reference Number

Expiry Date (DD/MM/YYYY)

Please provide copies of Boat Insurance and Boat Safety Certificates

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

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

Cheque/postal order ☐ Credit/debit card ☐ Bank Transfer ☐ Direct Debit ☐

Registration Fees – Please see – www.middlelevel.gov.uk/navigation/registration

Registration fee due £

Bank Transfer details: Sort Code: 20-97-34 Account number: 90632449 add a payment reference using NAV and your surname

Boat Registration Privacy Notice (how we use your personal data):

We are the Middle Level Commissioners and we manage the boat registration 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 registrations 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 registration application.

What we do with your personal data

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

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

We may share your personal data with our design, mailing and email service providers to allow delivery of your registration 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 registration 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. 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 February 2023.

Declarations and signatures

I acknowledge that I have read and understood the Navigation Byelaws which are available on Middle Level's website **www.middlelevel.gov.uk/navigation/registration**

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.

Signature

Name Printed

Today's date (DD/MM/YYYY)

Please return this application and payment to **Boat Registration, Middle Level Offices, 85 Whittlesey Road, March, PE15 0AH**. Cheques to be made payable to 'Middle Level Commissioners'. Registration enquiries: 01354 653232; Email: admin@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.

Please tick this box if you **do not** wish to be automatically added to our Navigation Text Service ☐

PLEASE TELL US WITHIN 7 DAYS IF YOU SELL YOUR BOAT OR OWNERSHIP CHANGES

It is an offence under the Navigation Byelaws 2020 not to notify the Middle Level Commissioners of a change of ownership of a boat.

Form A10 : Boat registration – Direct Debit application form - Middle Level Commissioners

PLEASE COMPLETE THE WHOLE FORM IN CAPITAL LETTERS AND SEND TO THE ADDRESS BELOW:

Middle Level Commissioners
85 Whittlesey Road
March
Cambs
PE15 0AH

For advice on completing this form please contact
01354 602008 or email finance@middlelevel.gov.uk
Please read the Direct Debit Guarantee and explanatory notes
This should be kept for information

1. Boat unique reference number and name

Boat reference number, if available _____

Boat Name _____

2. Boat Owner Details

Boat Owner name _____

Title (Mr, Mrs, Miss and so on) _____

First Name _____ Last Name _____

Address _____

_____ Postcode _____

Contact numbers, including area code

Phone _____ Fax _____ Mobile _____

Email _____

1. Payment Plan

Please indicate your preferred payment plan by ticking the relevant box below. If you do not make a selection or your selection is unclear, we will take one payment from your bank account. Please be aware that it can take time to process your application. If this happens, or you send your application in late, we may not have time to set up 10 payments. In this situation we will split the full cost over the remaining months to the end of January. For example, if we receive your request at the end of April it is likely your payment will be split over 9 months (May – January). Payments will be collected on the 18th day of the month.

One Payment

☐

6 Payments (April – September)*

☐

10 Payments (April – January)*

☐

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*DIRECT Debit – explanatory notes

If you wish to spread the cost of your registration over 6 or 10 months, complete the Direct Debit mandate together with your registration application. Once your Direct Debit is set up, this will continue in future years unless you inform us of a change of circumstances. We will send notification of payment amounts and dates at the time of your next renewal.

When agreeing to pay by Direct Debit, you are responsible to pay the full registration charge unless you qualify for a refund.

If you cancel your Direct Debit before the final instalment is paid, we will invoice you for the outstanding balance.

MIDDLE LEVEL COMMISSIONERS



Instruction to your
bank or building society
to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

Middle Level Commissioners
85 Whittlesey Road
March
Cambs
PE15 0AH

Service user number

4	0	2	3	8	3
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Names of account holders

Reference

N	A	V	-																
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Bank/building society account number

--	--	--	--	--	--	--	--

Branch sort code

--	--	--	--	--	--

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Instruction to your bank or building society

Please pay **Middle Level Commissioners** Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with **Middle Level Commissioners** and, if so, details will be passed electronically to my bank/building society.

Signatures

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

This guarantee should be detached and retained by the payer

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit **Middle Level Commissioners** will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request **Middle Level Commissioners** to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by **Middle Level Commissioners** or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
 - If you receive a refund you are not entitled to, you must pay it back when **Middle Level Commissioners** asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Any Additional Information

Terms & Conditions

Please see below the terms and conditions for Registration with Middle Level Commissioners.

It is a registration requirement that every vessel must display the vessels unique reference number. This must be displayed so it is clearly visible from 30m away.

Any Middle Level registrations purchased for the current year must be displayed clearly on both sides of your vessel.

Types of Registrations

Full Registration

- A vessel that is used to travel within the Middle Level Waterways.
- The registration is non-transferable and remains with the vessel.
- Proof of an Insurance Certificate and a Boat Safety Certificate are required before a registration is issued.

Marina Only

- A vessel which is used as a dwelling and remains within the marina and does not leave the marina.
- The fee will be £140.00 for the year 1 April 2026 to 31 March 2027.
- **Written confirmation is required from the Marina Owner/Manager.** This is required every new registration year.
- The registration is non-transferable and remains with the vessel.
- Any abuse of the registration conditions will mean further application forms from applicants may be rejected and a full registration will be required.
- In exceptional circumstances such as repair or maintenance, if a marina only registration holder need to use their vessel beyond the marina but within the Middle Level waters then a visitors pass will be required.
- You would not be eligible for an Anglian Pass.
- There is a maximum of 1 Marina Only registration per registered keeper.

Project

- A vessel which is actively undergoing repair or refurbishment on the water within a marina or directly on MLC waters.
- You must pay for a full registration until the project is completed.
- Upon completion of the project proof will need to be provided to receive 50% discount for the following year of 1 April to 31 March. This discount only applies for one year and will return to a full payment following that year.
- Proof of the project would need to be shown, this can be photos of before and after refurbishment, receipts of purchases etc.
- The decision to offer the 50% discount will be at the discretion of the Navigation Officer upon receiving the relevant documents to show that the vessel was a project.
- There is a maximum of 1 Project Registration per registered keeper.

For registration fees and tariff class please visit www.middlelevel.gov.uk/navigation/registration

Other notes

Insurance

- We advise that you should 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. A copy of the insurance certificate is required.

Boat Safety Certificate

- A Boat Safety Scheme (BSS) Certificate is required for Middle Level Waters, you must make sure the vessel complies with the BSS where this applies. A copy of the Boat Safety Certificate is required.

We may refuse to issue a registration or suspend a current registration if we find a vessel does not comply with these standards.

Tender Discount

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

Payment

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

Payment by Bank Transfer

- To pay by bank transfer complete and submit the application and make payment using the bank details below and add a payment reference using the letters NAV and your surname (eg NAVSmith)

Sort Code: 20-97-34

Account number: 90632449