|  |  |
| --- | --- |
| APPLICATION FOR GRANT OR RENEWAL OF  A PLEASURE BOAT LICENCE |  |
| (Carrying no more than 12 passengers within Category C and D waters). |

###### PLEASE READ THE NOTES BELOW BEFORE PROCEEDING

1. Before an application for a Pleasure Boat licence can be considered, the applicant must complete this application form in full and return it together with the fee of **£300.00** (this includes the inspection fee - cheques etc should be made payable to Southampton City Council) and the supporting documents (certificate of boat worthiness – our agent will contact you - proof of insurance cover to: -

|  |  |  |  |
| --- | --- | --- | --- |
| By post: | The Licensing Team Southampton City Council Civic Centre  Southampton SO14 7LY | In person: | The Licensing Team Southampton City Council Civic Centre Southampton SO14 7LY |
| Telephone: | 023 8083 3002 (option 4) | e-mail: | licensing@southampton.gov.uk |
| Please note that the Licensing Team is only available to deal with casual callers between 09:00 and 12:00 and between 14:00 and 16:00, Mondays to Fridays. | | | |

##### PLEASE NOTE THAT APPLICATION FEES ARE NOT REFUNDABLE

1. The Pleasure Boat will need to have a certificate of boat worthiness issued following an inspection by the City Council’s appointed agent who will contact you:

The Harbourmaster  
ABP Southampton  
Ocean Gate  
Atlantic Way  
Southampton SO14 3QN  
Telephone 023 8060 8210 or e-mail [HMSouthampton@abports.co.uk](mailto:phil.buckley@abports.co.uk)

1. You will need to provide proof of insurance for the pleasure boat giving minimum cover of £2,000,000 – only original documents will be acceptable.

**PLEASE NOTE THAT APPLICATION CAN ONLY BE MADE TO SOUTHAMPTON CITY COUNCIL IF THE PLEASURE BOAT IS BASED WITHIN THE CITY OF SOUTHAMPTON.**

Section 94 of the Public Health Acts Amendment Act 1907 empowers the City Council to “grant upon such terms and conditions as they may think fit licences for pleasure boats and pleasure vessels to be let for hire or to be used for carrying passengers for hire, and persons in charge of or navigating such boats and vessels”. The only exception to this requirement is for boats or vessels licensed under any regulations of the Board of Trade or a person in charge of or navigating such a boat or vessel.

1. The grant of a licence is subject to the following: -
   1. A full survey on initial application and every third and fifth year thereafter by a competent surveyor approved by SCC. Guidance for the requirements may be found in the MCA “[Inland Waters Small Passenger Boat Code](https://www.gov.uk/inland-waterways-and-categorisation-of-waters#the-inland-waters-small-passenger-boat-code)”
   2. After initial licensing, self-certification will be required every second and fourth year. The standard of the MCA Code of Practice for the Safety of Small Commercial Motor/Sailing Vessels” shall be deemed sufficient; a form of declaration to be signed by the owner which has a penal repercussion if found to be untrue. Qualified persons appointed on behalf of SCC may make random inspections.
   3. Requirements for equipment to be carried are as laid down in the appropriate sections of the MCA ”[Inland Waters Small Passenger Boat Code](https://www.gov.uk/inland-waterways-and-categorisation-of-waters#the-inland-waters-small-passenger-boat-code)” which is designed to provide a national benchmark for safety standards.
   4. Licences will be for a one-year period.
   5. Any failures on inspection will have 30 days to rectify the defects and will be subject to a £100 retest fee, payable directly to the tester.

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# APPLICATION FOR GRANT OR RENEWAL OF A PLEASURE BOAT LICENCE

Please write in block capitals and in black ink – this will assist when the form is copied

I hereby make application to Southampton City Council for    
of a Pleasure Boat licence pursuant to section 94 of the Public Health Acts Amendment Act 1907

**Details of Owner/Applicant:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Owner/Applicant 1:** | | ***Title:*** | | ***Surname:*** | | |
| ***Forenames (in full):*** | | | | | | |
| ***Home Address:*** | | | | | | |
| ***Post Code:*** | | | |  | | |
| ***Telephone nos. Home:*** | | | | | ***Business:*** | |
| ***Mobile:*** | | | |  | | |
| ***Date of Birth:*** | | | | ***Place of Birth:*** | | |
| ***Do you hold a Boatman’s licence from Southampton City Council?*** | | | | | | |
| ***Number:*** | | | ***Date of issue:*** | | | ***Date of expiry:*** |
| **Owner/Applicant 2:** | | ***Title:*** | | ***Surname:*** | | |
| ***Forenames (in full):*** | | | | | | |
| ***Home Address:*** | | | | | | |
| ***Post Code:*** | | | |  | | |
| ***Telephone nos. Home:*** | | | | | ***Business:*** | |
| ***Mobile:*** | | | |  | | |
| ***Date of Birth:*** | | | | ***Place of Birth:*** | | |
| ***Do you hold a Boatman’s licence from Southampton City Council?*** | | | | | | |
| ***Number:*** | | | ***Date of issue:*** | | | ***Date of expiry:*** |
| **Details of Pleasure Boat:** | | | | | | |
| ***Name of pleasure boat:*** | | | | ***Small Ships’ Register no.:*** | | |
| ***Make:*** | | | ***Model:*** | | | ***Year Built:*** |
| ***Length:*** | | | ***Breadth:*** | | | ***Depth moulded:*** |
| ***Draught:*** | | | | ***Colour:*** | | |
| ***General description:*** | | | | | | |
| ***Material from which constructed:*** | | | | | | |
| ***Material from which constructed:*** | | | | | | |
| ***Type and HP of engine:*** | | | | | | |
| ***Means of propulsion:*** | | | | | | |
| ***Number of passengers to be carried:*** 0 | | | | | | |
| ***Number of persons in crew:*** 0 | | | | ***Total:*** 0 | | |
| ***Where is the boat’s permanent berth (give full address)?*** | | | | | | |
| ***What is the boat’s area of operation?***  (Category C [north of Calshot] or Category D [within Hurst Point to the Needles in the West and West Wittering church to Bembridge church in the East]) | | | | | | |
| ***Where will you ply for hire within the City of Southampton?*** | | | | | | |
| ***Give particulars of life saving and fire appliances, with expiry dates where applicable*** *(please list each item on a separate line)*: | | | | | | |
| Conditions to which any licence will be subject: -  I/we agree that if Southampton City Council issues a Pleasure Boat licence to me/us for the vessel described above I/we will: - | | | | | | |
| 1. comply with all licence conditions; 2. not assign or in any way part with the benefit of the said licence which it is understood is personal to me; 3. ensure that all members of the crew are aware of the location and that they are proficient in the use of all equipment including safety equipment on board the vessel; 4. ensure that all equipment including safety equipment as required by the licence is on board the vessel prior to the commencement of any journey that involves the carriage of passengers. 5. ensure that instructions will be given to any passengers as to the use and location of all lifesaving equipment before the commencement of any journey; 6. ensure that the Council’s licence is displayed in a prominent position (to the satisfaction of the Council’s Licensing Officer or his agent) at all times whilst the vessel is being used for hire and reward. The licence will always remain the property of Southampton City Council. 7. comply at all times with the directions of the Council’s designated officer or other person acting on his behalf and any instructions issued by him from time to time; 8. inform Southampton City Council of every accident and damage affecting the seaworthiness and every structural change to the vessel; 9. keep the vessel clean and properly maintained and keep the equipment to be kept in the vessel in efficient and proper working order; 10. notify Southampton City Council of any change of ownership of the vessel; 11. ensure that all internal combustion engines are driven by heavy oil, paraffin, or other similar fuel, and not by petrol, except in the case of outboard motors; 12. not use the vessel for towing except in the case of an emergency, unless specifically designed to do so; 13. keep the vessel insured to the satisfaction of the Council | | | | | | |
| **DECLARATION** | | | | | | |
| I/we declare that I have read the above conditions and agree to observe and perform them and that the information given by me on this application is correct to the best of my knowledge and belief. | | | | | | |
| I/we fully understand that the withholding of relevant information or any false or misleading statement may result in the refusal or revocation of the licence and/or prosecution. | | | | | | |
| Signed (owner 1) | | | | Dated | | |
| Signed (owner 2) | | | | Dated | | |
| Southampton City Council is collecting this information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.  In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided.  The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.  More detailed information about the Council’s handling of your personal data can be found in its privacy policy, available online (<http://www.southampton.gov.uk/privacy>), or on request. | | | | | | |
| **Check list:** |  | | | | | |
| I enclose: | * original insurance documents | | | | | |
|  | * fee (£300) payable to Southampton City Council | | | | | |
|  | * self certification letter (second and fourth years only) | | | | | |