



## Middle Level waterways annual application for licence of a powered vessel 1 April 2021 to 31 March 2022

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)

Vessel Type    Narrow Boat    Cruiser    Other    Hull Material    Steel    Fibreglass    Other  
                           

Approx. year built     Manufacturer or builder (if known)

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  Bank Transfer

Payment due (100% of EA Anglian Water full year charges unless a discount has been offered. For rates see [www.gov.uk/government/publications/anglian-waterways-registration-charges](http://www.gov.uk/government/publications/anglian-waterways-registration-charges) )

Licencing charge due £

Adjusted licencing charge due where a discount is offered  
(see document entitled Navigation Licence Charges 2021/2022) £

*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 2021/22 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 January 2021.

#### 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.

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: 01354 653232 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 2021/22 year for Middle Level Waters but from 1<sup>st</sup> April 2022 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 2022.

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.

**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

Account number

**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:**

**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](mailto: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 18<sup>th</sup> 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

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Branch sort code

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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.