



## Middle Level Waterways application for MLC visitor licence

Vessel name

Unique Vessel reference

Vessel Owner

Phone number

Email

Vessel Owner's Address

Vessel Length

Vessel Width

Approximate build year

Date of Commencement of licence

No of days applied for

Insurance Details

Charge £

Tender Vessel added (50% discount)

### Boat licence privacy notice

Privacy notice: (how we use your personal data). We are the data controller for this service. 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 licensing are met and take enforcement action if you do not keep to the conditions of the licence. We may 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.

We may also share your personal data with other organisations where we are legally allowed to do so but only in relation to our navigation and licensing functions.

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 offices via [enquiries@middlelevel.gov.uk](mailto:enquiries@middlelevel.gov.uk). 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 February 2022.

### Declarations and signatures

By signing this application, I declare that the information in this application is true to the best of my knowledge and belief. I also declare that I 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 the case of a company, firm, partnership or organisation please state status or authority to sign. Agent's full name in capitals please.

Please return this application and payment to Boat Licencing, Middle Level Commissioners, Middle Level Offices, 85 Whittlesey Road, March, PE15 0AH.

Payment can be made by cheque, made payable to 'Middle Level Commissioners', by telephone using the 01354 653232 number or by card at either of our manned Stanground or Salter's Lode locks.

At busy times it can take up to 10 working days from the day of receipt of your application. Please also allow 2-3 days for postage. If you need the registration more quickly, you can email the application and call us and pay by credit/debit card. We will email you confirmation the same day and normally also post the licence that day. **Please note that only three 31-day certificates can be issued in any calendar year.**

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.