

Guidance Notes

The following notes give an outline of the scheme and the requirements for granting a licence.

Definition of a 'day boat'

Any vessel, boat or craft hired out to persons for 24 hours or less. This will include manually powered, sailing craft or pedal powered craft.

Vessels hired for a period of more than 24 hours, where overnight accommodation facilities are provided, but where they will not be used for overnight sleeping.

The Licence(s)

You will need to apply for an Operators Licence for the licensing of the day boat hire business and a day boat hire licence for each vessel for which you intend to hire out as a day boat.

Licence Conditions

The Licence(s) will be issued subject to the attached conditions. The Licence(s) must not be altered or defaced in any way. The Boat Licence Plate must be kept legible and permanently displayed clearly on the vessel and must not be lent to or used by any other person or vessel.

Duration of Licence

A licence shall initially remain in force, unless previously suspended or revoked, for a period of three years. The Licence is not transferable.

Certification requirement

Before the Authority can grant or renew an application for a boat licence it will require the applicant to produce the following certification:

- **Valid insurance certificate (minimum £2 million)**
cover must be maintained throughout the duration of the licence.

- **Boat Safety Certificate**
A current BSS certificate for each Hire Craft (as appropriate)
1st April 2007 30sq.m and above
1st April 2008 all remaining

Boat Loading and Stability

Applicants for the licence are asked to specify the maximum weight and number of people that they consider can be carried safely on a vessel. The guiding principle of stability assessment is not simply number of persons, rather total loading. Determination of maximum load should form part of an Operator's risk assessment.

- The maximum loading weight will normally be taken from the manufacturer's recommendation for the vessel or boat concerned (providing no modifications have been carried out to the vessel subsequently), **or**
- Where a boat stability test has been undertaken for the category of vessel or boat concerned then that will be taken as the maximum weight (providing no modifications have been carried out to the vessel subsequently), **or**
- If no manufacturer's recommendation exists and no generic test has been undertaken then the operator will be expected to undertake a self assessment on the particular boat to establish the maximum load weight.

If the Authority feels the need to question the maximum weight set by the Owner/Operator it may request a survey or test at the Owner/Operators expense to prove the vessels' loading capabilities. Any further appeals would be through the local Magistrates Court.

The licence plate issued by the Council will specify the maximum load weight and the maximum number of persons. The number of persons specified on the licence plate will be the maximum weight allowed divided by the average weight of a person (rounded down to the nearest whole number). For calculation purposes a factor of 85kg per person will be used as the standardised average mass of a person. Example - maximum load weight = 400kg, maximum no of persons = $400/85 = 4$ persons.

The licence plate will state both these factors to enable operators to hire appropriate sized boats for individual customer needs and for all parties to appreciate that just because a boat appears big enough to carry many people it may not be safe to do so.

The Operator will undertake a risk assessment at the time of each hire to ensure the most appropriate boat is used for a given party to hire. The risk assessment will address the following issues:

- The size and weights of the persons hiring the boat, and the effects of uneven weight distribution given the size of the boat to be hired,
- The weight and size of luggage to be carried by the party,
- Any pets to be taken on board,
- The weight of specific safety equipment, additional fuel etc), including those specifically required by the licence conditions.
- An adequate safety margin taking into account the individual circumstances at the time of hire, including the potential inexperience of the hirer.

The number of persons actually allowed on the boat by the operator at the time of hire is therefore likely to be less than the number specified on the plate. In exceptional circumstances there may be cases where the number of persons allowed at the time of hire may be greater than specified on the plate.

The handover procedure documentation should be completed accordingly to reflect these additional factors and any deviation from the number of persons specified on the licence plate. **In no circumstances should the maximum load weight be exceeded.**

Safety Equipment

The conditions specify the minimum safety equipment which must be aboard a vessel or taken onto a vessel by each member of the hiring party at the time of hire. They are the minimum requirements needed but boat operators are encouraged to provide better standards of facilities where appropriate and especially when identified in their risk assessments.

In particular operators are encouraged to provide a checklist of equipment that hire parties take with them over and above the basic equipment on the vessel. This might vary according to the length of hire, type of boat and experience of persons in the hire party. It would form part of a handover procedure.

Suggested items could include:

Provided by hire party	Provided by operator
A mobile phone	Anchor
A suitable whistle	Set of oars or paddle
	River maps

Application Forms and Fees

The fee for licensing is found on miscellaneous fees

Application for Boat Licence – Form A

Section One – Applicant

The person applying for the licence on behalf of the Operator should complete details of their name and address and their position within the Company.

Section Two – Registered Company

You should specify the Company registered name and the operator name the company is trading under, if different.

Section Three – Vessels

You should specify the normal location of the vessel being used for day boat hire purposes.

It is important that you read and sign the declaration of conformity at the end of this page and understand that you are agreeing on behalf of the Company to comply with all guidelines and conditions.

Particulars of Vessel – Form B

You will need to complete Form B for each vessel you wish to hire out as a day boat.

Name of Vessel – This is the name of the day boat you are licensing. If the vessel has no name, this item should be left blank.

Registration Number – This is the number allocated by the Broads Authority when the appropriate annual toll has been paid for the vessel. This registration number can be found on the oval tolls plaque.

Loading Capacity – Please refer to the item Boat Loading and Stability above

Type/Class of Vessel – This indicates the type of vessel that you wish to licence. e.g. Seamaster 17 Day Boat, Orkney Sailing boat, Canoe, Pedalo, Rowing Boat.

Vessel Details –

Length – This should be the overall length of the vessel in metres.

Beam – This should be the greatest width of vessel in metres.

Draft – This should be the depth of water the vessel draws.

Construction – This should be the material that the vessel is constructed from e.g. GRP

Boat Safety Certificate – You will need to note the number from your certificate, the date the certificate was granted and the expiry date of your certificate. You will also need to declare the examiners name and PIN (Personal Identification Number) in order for us to verify the certificate. This will be a mandatory requirement from 1 April 2008.

Insurance Certificate – You should complete this with the details from your Public Liability Insurance Certificate. You will need insurance certificate number or policy number, the date the insurance is valid from and the expiry/renewal date of the policy and the name of the Company who provides this insurance.

APCO Certificate of Compliance for Handover Procedures – If you hold a certificate of compliance for your handover procedures you will need to note your certificate number, the date the certificate is valid from and the expiry date of the certificate.

The Association of Pleasure Craft Operators part of the British Marine Federation have produced a Guide to Hire Boat Handover procedures to aid Operators to develop a procedure which helps demonstrate they have carried out their responsibilities under health and safety law. If the operators handover procedures conform to the standards set out in the guide they will provide a certificate of compliance.

Application forms can be accessed or downloaded. If you are unable to access them or require a hard copy please contact licensing@north-norfolk.gov.uk.

You can apply on-line by registering with www.businesslink.gov.uk.

Alternatively, you can send your application to the address below:

Licensing Team
North Norfolk District Council
Council Offices
Holt Road
Cromer
Norfolk
NR27 9EN

Telephone: 01263 516189

Fax: 01263 514627

Email: licensing@north-norfolk.gov.uk

CHECKLIST

The completed application should consist of:

Please tick ✓ Yes

Application form for Operator Licence	
Application form for Boat Licence for each vessel to be licensed	
Payment of application fees with a cheque made payable to 'North Norfolk District Council'.	
All appropriate details regarding insurance and certification requirements	