

## **Boatman Licence**

### **Application Guidance Notes**

The Council issue Boatmen licences under Section 94 of the Public Health Acts Amendment Act, 1907. These notes have been compiled to assist applicants who wish to apply to the Council for a licence to be in charge of a pleasure boat/vessel licensed by the Council for category A, B, C and D defined waters and a maximum of 12 passengers.

Any person having charge of a boat for the purpose of carrying passengers for hire shall be in possession of a valid Boatman's Licence issued by the local authority. All new applicants must pass an assessment of competency conducted by a person appointed by the local authority. The assessment must be conducted in accordance with the Maritime & Coastal Agency (MCA) and the Association of Inland Navigation Authorities (AINA) 'sound practice, safer waters' Inland Waters Small Passenger Boat Code.

A list of authorised assessors is attached. Competency and medical assessments are the responsibility of the applicant to arrange. Appointments and fees must be paid directly to the assessor and medical practitioner.

### **All applicants must:**

- a) be deemed competent by the Council assessor to carry out all duties of a licensed boatman. The applicant will be assessed by undertaking a theory and practical examination set by the assessor, or if the applicant holds a relevant qualification an exemption may be applicable. Evidence of the following relevant qualifications must also be provided to the assessor at the time of the examination:-

#### **Mandatory**

- Certificate of competence and authority to operate a VHF radio,
- First aid qualification,
- PPR (Professional Practices and Responsibilities)
- Sea Survival
- Skipper qualification

- b) be certified medically fit and produce the Council's medical assessment form, signed by the applicant's own doctor or a suitable ML5 medical certificate; or an ENG 1 Seafarers Medical Certificate.
- c) be aged 18 years or over,
- d) pay the appropriate licence fee according to the current scale of charges, and
- e) provide two passport sized photographs.

Licences are issued for a maximum period of three years. At any time during the period the licence is in force, the Council may suspend or revoke a licence in the interest of public safety.

### **Area of Operation**

New Forest District Council can only issue pleasure boat licences to vessels operating in Category A, B, C & D waters. This applies to the following areas:

- Southampton (A, B & C) – Within a line from Calshot Castle to Hook Beacon;
- Beaulieu (A, B, & C) – Within Beaulieu river not eastward of a north/south line through Needs Ore Point;
- Keyhaven Lake (A, B, & C) – Within a line drawn due north from Hurst Point low light to Keyhaven Marshes;
- The Solent (D) – Inside the IOW within an area bounded by lines drawn between the church spire, West Wittering, to Trinity Church, Bembridge, to the eastward and the Needles and Hurst Point to the westward.

### **The application pack will consist of the following:-**

1. Application form,
2. Guidance notes,
3. Competency Assessment form (for completion by the assessor),
4. Assessors contact details,
5. Copy of the standard licence conditions,
6. Medical assessment form or ML5 or ENG 1 Seafarers Medical Certificate.

### **Method of Application**

1. Read all the information provided in the application pack.
2. Choose an assessor from the list supplied, contact the assessor and make an appointment for the assessment.
3. Attend the assessment taking with you the 1) completed application form, 2) blank Competency Assessment form 3) two passport sized photographs for

- the assessor to verify your identity and 4) original certificates for the assessor to verify your qualifications.
4. At the assessment your competency will be tested and a Competency Assessment form completed with the appropriate Pass, Fail or exemption.
  5. Following the assessment send the following to Licensing Services:-
    - 1) the application form,
    - 2) Competency Assessment form signed by the Assessor,
    - 3) full payment (or provide contact details to enable officers to obtain a card payment),
    - 4) an additional recent passport sized photograph and
    - 5) the medical assessment form, (either the Council form completed by your doctor or your ML5 certificate or your ENG 1 Seafarers Medical Certificate).
  6. The Council will then process the application.
  7. Any certificates/qualifications that expire during the currency of the licence must be renewed.

Applicants granted a licence must comply with all the conditions attached to the licence.

Every person who acts in contravention of Section 94 of the Public Health Acts Amendment Act, 1907, shall, for each offence, be liable on summary conviction to a penalty not exceeding level 3 on the standard scale.

Any person deeming himself aggrieved by the withholding, suspension or revocation of any licence may appeal to a Magistrates' Court held following the expiration of two clear days after such withholding, suspension or revocation; provided that the person so aggrieved shall give twenty-four hours written notice and the ground thereof, to the clerk, and the court shall have power to make such order as they think fit, and to award costs; such costs to be recoverable summarily as a civil debt.