

Upper Medway Navigation application for registration of unpowered pleasure boats – annual, short-term and clubs/organisations: 1 April to 31 March



Please read the explanatory notes before completing sections 1 to 9 in capital letters.

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.

Unpowered boat – any boat which is not mechanically propelled or covered by our houseboat definition as shown on the Upper Medway Navigation houseboat application form.

This form is not to be used for Houseboats.

Please return this application and payment to Environment Agency, Boat Registration, PO Box 544, Rotherham, S60 1BY. Cheques are made payable to 'Environment Agency'.

Registration enquiries: 03708 506 506

Email: boatreg@environment-agency.gov.uk

For Environment Agency use only

RMN/149

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1 Registered owner

Please read about our boat registration privacy notice on page 2.

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Organisation, if relevant

Address

Postcode _____

Contact numbers, including the area code

Phone (day) _____

Mobile _____

Email _____

2 Registration charges

Annual registration charge (per boat) **£44.20** – Valid to 31 March 2021

Boats entering the Upper Medway Navigation from other waterways – please enter start dates below:

£19.90 31 consecutive days from _____ (DD/MM/YYYY)

£10.50 weekly from _____ (DD/MM/YYYY)

3 Description – Full rate/short-term

Dinghy, punt, canoe etc	Number of boats	Charges (£)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total (£)		_____

Description – discounted clubs/organisations

£10.50 per boat

Boat description	Number of boats	Charges (£)
Over 18's (maximum of 7)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Under 18's (maximum of 25)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total (£)		_____

Please refer to our website for our refund policy.

4 Payment method

Please read the explanatory notes before completing this section.

By post:

Cheque ☐

New Direct Debit (complete separate mandate)* ☐

Existing Direct Debit* ☐

To pay by debit/credit card, please call us on 03708 506 506

*When paying by Direct Debit, you remain responsible for the full registration charge unless you qualify for a refund (see explanatory notes below).

5 Boat location where usually kept or used

Unpowered registrations are valid for use on all Environment Agency waterways.

6 Hire

Will boats be let or ply for hire?

Yes ☐

No ☐

7 Engine

Will the boat/s occasionally be used with an outboard engine while on the Upper Medway Navigation?

Yes ☐ Please use powered boat registration form

No ☐

8 Boat registration privacy notice

Privacy notice: how we use your personal data

We are the Environment Agency and we manage the boat registration service. We are the data controller for this service. A data controller determines how and why personal data (also called 'personal information') is processed.

Our personal information charter explains your rights and how we deal with your information. You can access the charter at <https://www.gov.uk/government/organisations/environment-agency/about/personal-information-charter> or go to GOV.UK and search 'Environment Agency personal information charter'.

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 registrations 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 registration application.

8 Boat registration privacy notice, continued

What we do with your personal data

We use your personal data to take payment, issue a suitable boat registration, make sure conditions of the registration are met and take enforcement action if you do not keep to the conditions of the registration.

We will also contact you with important information relating to your registration, boat safety, navigation and environmental matters. We may use the personal information you give us to:

- consult with you on registration, boat safety, navigation and environmental issues
- ask for your feedback on our service

We will share your personal data with our design, mailing and email service providers to allow delivery of your registration 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.

We may share your personal data with Shared Services Connect Limited (SSCL) who process your data on our behalf. SSCL use the personal data to set up Direct Debits, send invoices, payment reminders and refunds where applicable. SSCL is a data processor.

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; for example if there is an incident on the waterway or where mooring fees are unpaid.

We do not use your data to make an automated decision or for automated profiling.

How long we keep your data

We will keep your personal data for 7 years after the registration period has expired, in line with our information retention policy. SSCL will keep your personal data for a minimum of 7 years after producing your last Direct Debit, invoice or credit note for audit purposes.

Where your personal data is processed and stored

We store and process your personal data on our servers in the UK. SSCL also store and process your personal data on their servers in the UK, and store hard copies of your personal data with a third party document storage supplier in the UK.

We will not transfer the personal data that you provide outside the European Economic Area.

Contact details

Our Data Protection Officer (DPO) is responsible for independent advice and monitoring of the Environment Agency's use of personal information.

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 DPO using the following details:

Data Protection Officer, Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH.

Email: dataprotection@environment-agency.gov.uk

8 Boat registration privacy notice, continued

You can find out about your personal data rights from the Information Commissioner's Office (ICO) at 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 on 17 September 2019.

9 Signature

Owner's signature

Today's date (DD/MM/YYYY)

Explanatory notes

Registration charges and payment

All boats are registered in accordance with The Environment Agency (Inland Waterways) Order 2010.

The full registration charge is payable for a boat kept or used on the Upper Medway Navigation at any time during the registration year (1 April to 31 March).

When registering the boat, you are responsible to pay the full registration charge.

There are no options to register unpowered boats for less than the full registration charge except for those visiting our waterways.

If you sell the boat or it leaves our waterway, you may qualify for a refund. Refunds are only made in certain limited cases (see www.gov.uk/register-a-boat or call for our refund guidance).

If you sell the boat or it leaves our waterway and are paying by Direct Debit, there may still be an outstanding balance. If you cancel your Direct Debit before the final instalment is paid, we may invoice you for the outstanding balance.

Youth organisation/clubs

Youth organisation/club registration charges may only be granted for unpowered pleasure boats (excluding houseboats) owned by the applicant organisation or loaned to it by a local authority.

We grant these in our absolute discretion for such period and on such conditions as may be decided. We reserve the right to withdraw these at any time in its entirety or in its application to any particular club or organisation.

Use of an engine

All pleasure boats fitted with engines – inboard or outboard, even if only occasionally – are classified as powered boats and must be registered as such before being used or kept on the Upper Medway Navigation.

Explanatory notes, continued

Other registration options

Members of British Canoeing or Canoe Wales can use our waterways as part of their yearly membership fee. They are required to carry their membership card with them as it acts as a registration too. Affiliated clubs through British Canoeing and Canoe Wales may purchase registrations for club owned boats through British Canoeing and Canoe Wales or can purchase registrations directly from us. Members of the Scottish Canoe Association and the Canoe Association of Northern Ireland must apply for registrations through us.

Members of a British Rowing affiliated club should register their boats with British Rowing at a reduced rate. This should be done through their club.

Third-party insurance

We recommend all unpowered vessel owners have insurance which covers third-party liabilities of at least one million pounds. We do not need to see a copy of the insurance certificate.

Registration plate

Valid only for the boat in respect of which it has been issued; it is not transferable. It is a legal requirement for it to be displayed upon the boat to which it refers in a clearly visible position.

Tenders

We define a tender as a small boat or dinghy, towed or carried by another boat.

A tender on the Upper Medway Navigation does not currently need to register or pay a registration charge if it:

- belongs to a powered boat that has a current registration
- is clearly marked and has been notified to us as a tender
- is normally attached to that boat and is being used on the navigation for a purpose directly connected with the navigation of the parent boat

Contacts

Environment Agency
Boat Registration
PO Box 544
Rotherham
S60 1BY

03708 506 506

boatreg@environment-agency.gov.uk

www.gov.uk/register-a-boat