

Application Form:
Annual Licence and Mooring Agreement 2023/2024

Issued by the BCA on behalf of Surrey County Council and Hampshire County Council as the owning authorities

Canal Centre
Mytchett Place Road
Mytchett
Surrey GU16 6DD

1. Registered Master and Legal Keeper Details

Customer Reference:

Title:	<input type="text"/>	First Name:	<input type="text"/>	Surname:	<input type="text"/>
Property Number:	<input type="text"/>	Property Name:	<input type="text"/>		
Road:	<input type="text"/>	Organisation (if applicable):	<input type="text"/>		
Area:	<input type="text"/>				
Post Town:	<input type="text"/>				
County:	<input type="text"/>	Landline Phone:	<input type="text"/>		
Post Code:	<input type="text"/>	Mobile Phone:	<input type="text"/>		
Email:	<input type="text"/>				

Tick here to opt out of email navigation update

2. Boat Details

Boat Name:	<input type="text"/>	Year Built:	<input type="text"/>
Type of Craft:	<input type="text"/> (Narrowboat, Open, Cabin Cruiser, Other)	Length:	<input type="text"/> (m) (max.22m/ 72ft)
Powered By:	<input type="text"/> (Diesel,Petrol,Steam, Low/zero emission: Hybrid,Hydrogen,Battery Electric)	Beam:	<input type="text"/> (m) (max.3.96m/ 13ft)
Engine Size (hp):	<input type="text"/>	Draught:	<input type="text"/> (m) (max.0.81m/ 2ft 8"
Engine Type:	<input type="text"/> (Inboard, Outboard)	Height Above Water:	<input type="text"/> (m) (max1.7m/ 5ft 10")

3. Certificate Details Please provide copies of certificates

Insurance Details:

Boat Safety Certificate Details:

Insurance Company:	<input type="text"/>	BSC Number:	<input type="text"/>
Policy Number:	<input type="text"/>	BSC Expiry Date:	<input type="text"/>
Insurance Expiry Date:	<input type="text"/>	BS Examiners Name:	<input type="text"/>

If a BSC is not required, please tick here and complete an exemption declaration form (this is an annual requirement):

4. Mooring Details

Land Ownership Evidence: (please tick where appropriate)

Is the boat moored at the address above?
If no, please enter full mooring address below

If you moor adjacent to your own address:

- If you own to the water's edge, please provide proof of land ownership i.e. title deed plan (not required for renewals).
- If you don't own to water's edge please provide a letter of permission from the property owner, OR a valid County Council garden licence.

Property Name:	<input type="text"/>
Property Number:	<input type="text"/>
Road:	<input type="text"/>
Area:	<input type="text"/>
Post Town:	<input type="text"/>
County:	<input type="text"/>
Post Code:	<input type="text"/>

If you moor adjacent to a different property that you don't own:

- Enclose a letter of permission from the property owners, covering access over their land to water.
- If the property owner owns to water's edge, please provide proof of their land ownership i.e. title deed plan (not required for renewals).
- If the property owner does not own to water's edge, provide a letter of authorisation from all landowners affected, OR where owned by HCC or SCC, a valid County Council garden licence is required, please enclose a copy (for renewals we only need proof licence is up to date).

5. Navigation Fees Tick the appropriate fee. Current Fees

Select where your boat is moored above or below Lock 15. If your craft qualifies for low emissions please select discounted rate instead.

Tick One

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Above Lock 15:	£193.00
Above Lock 15 with low emission discount 20%:	£154.50
Below Lock 15:	£96.00
Below Lock 15 with low emission discount 20%:	£77.00

6. Lock Usage Fees Tick your preference of lock usage.

Option 'A' Annual Charge:
This is an annual charge covering the use of all locks.

Annual: £122.00

Option 'B' Pay as you Go:
Payable each time you use a flight of locks including your return journey (all flights total £48.00).

Woodham: £12.00
St Johns: £12.00
Deepcut and Brookwood: £24.00

7. Mooring Fees Tick the mooring type and calculate the charge by multiplying the annual fee by your boat length (m).

<input type="checkbox"/> Private For mooring against private land or Council land where a garden licence is held by the adjacent property.	£92.00	x Boat Length	= Total Charge
<input type="checkbox"/> Standard For mooring against Council land with no facilities	£159.50		
<input type="checkbox"/> Premium For mooring against Council land with facilities	£183.50		

(m) £

8. Payment Terms Select one method of payment.

Option "A" Monthly payment by Direct Debit (April to January) plus admin fee of £4.00

Option "B" Single Direct Debit (due 1st April) plus an admin fee of £0.40p

Option "C" Single payment (due 1st April) by cash; cheque; debit/credit card or invoice; if invoice tick here:

9. Total Charges Insert the fees selected from above and calculate the total due.

Section 5 Navigation Fee:	£	
Section 6 Lock Usage Fee:	£	(only applicable if choosing option "A")
Section 7 Mooring Fee:	£	(annual fee x length of boat in meters)
Section 8 Direct Debit Admin Fee:	£	(if applicable)
Total Fee Due:	£	

10. Declaration

I confirm that I am the registered master or legal keeper of the above boat and the information provided is correct to the best of my knowledge. I have received a copy of BCAs Boating Information Pack v.9; Boating Terms and Conditions v.8; Boating Debt Recovery Procedure v.7 and Mooring Agreement and agree to abide by them.

Signed: **Dated:**

Disclaimer: Refunds will not be issued if navigation is closed due to lack of water or structural repairs or other reasons beyond our control. Your email address will be used for navigational updates unless opted out.

Privacy statement: The personal data you provide on this form will be treated in accordance with Data Protection Legislation. The information you provide will only be used to process your application and for operational purposes of the Basingstoke Canal. This will include passing your name, telephone number, address and insurance details to the person making the claim if you cause or are accused of causing damage or nuisance to a claimant's property whilst using the Canal. It will not be passed to other organisations, except other Navigation Authorities, Boat Safety Scheme, Insurance Companies or Marine Accident Investigation Branch, for the purposes of verifying boat ownership, public safety, validity of licences, insurance or location of boats. Your information will be kept securely for a maximum of 7 years as required for administrative and audit purposes. The full privacy statement is shown on the application form. The legal basis for our use of this information is Performance of a Public Interest task. You have some legal rights in respect of the personal information we collect from you. Please see our website Data Protection page for further details: www.hants.gov.uk/dataprotection. You can contact Hampshire County Council's Data Protection Officer at data.protection@hants.gov.uk. If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

OFFICE USE

Date Form Received	<input type="text"/>	TDP Received	<input type="text"/>
BI Cert Received	<input type="text"/>	GL Received (if apl)	<input type="text"/>
BS Cert Received (if apl)	<input type="text"/>	LFO Received (if apl)	<input type="text"/>
Mooring Approved	<input type="text"/>	Payment Received Type of Payment	<input type="text"/>
Amount Paid	<input type="text"/>	Receipt Number	<input type="text"/>
	<input type="text"/>	M/L Number	<input type="text"/>