

## **Pleasure Boat Operator Licence Application without the BC Delivery Partnership Scheme**

- Before applying for a Pleasure Boat Operator Licence without the British Canoeing (BC) Delivery Partnership Scheme, please familiarise yourself with the following licence conditions:
  1. **No Pleasure Boat Operator business can be used for carrying fare paying passengers until the proprietor has the following:-**
    - a) **Passed an inspection carried out by a suitably qualified inspector and paid the inspection fee in full. The inspection report must be provided to the Local Authority.**
    - b) **Valid full cover insurance including Public Liability Policy with Minimum cover of £5,000,000.**
  2. **Copies of a) and b) must be supplied to the Local Authority when requested.**
- You may submit your application in the following ways:

**Email:** [licensing@herefordshire.gov.uk](mailto:licensing@herefordshire.gov.uk)

**Post:** Herefordshire Council  
Licensing Team  
Plough Lane  
Hereford  
HR4 0LE
- Applications must be accompanied by the appropriate application fee, per operator. Please call 01432 261761 (between the hours of 9:00am – 4:15pm, Monday to Friday) to make a card payment over the phone. Alternatively, cheques can be sent to the above address and made payable to Herefordshire Council.
- Before a Pleasure Boat Operators Licence can be issued a fully completed and signed application must be submitted to this Authority, together with the necessary fee, a copy of the valid Public Liability Insurance Certificate, and the inspection report from the suitably qualified inspector.

**If any part of the application is incomplete, the required documentation detailed in section 7 of the application is not submitted, or the application fee is not paid, the application will not be processed until such a time as all the information, documentation and/or fee is provided.**

**Public Health Acts Amendment Act 1907**

## Application for a Pleasure Boat Operator Licence to Operate Non-Powered Crafts for Hire and Reward, Without the BC Delivery Partnership Scheme

Please complete all the questions on the form.

If you have nothing to record, please state "Not Applicable", "N/A" or "None"

1 Type of Application							
1.1	New Grant		Renewal		Variation		If applying for a new grant, go to 2
1.2	Existing licence number						
1.3	Existing licence expiry date						

2 Company/Business Details	
2.1	Company Name
2.2	Address
2.3	Email
2.4	Main telephone number
2.5	Other telephone number

3a Individual Applicant Details 1	
3.1	Company Director / Partner Name
3.2	Address
3.3	Email
3.4	Main telephone number
3.5	Other telephone number

3b Individual Applicant Details 2 (If applicable)	
3.6	Company Director / Partner Name
3.7	Address
3.8	Email
3.9	Main telephone number
3.10	Other telephone number

4 Premises to be Licensed (operation base where craft and equipment can be inspected)	
4.1	Name of premises/trading name
4.2	Address of premises
4.3	Email
4.4	Telephone number of premises

5 Non-Powered Crafts for Hire			
5.1	Canoes	Maximum Number	
5.2	Kayaks	Maximum Number	
5.3	Punts	Maximum Number	

5 Non-Powered Crafts for Hire			
5.4	Rafts	Maximum Number	
5.5	Rowing Boats	Maximum Number	
5.6	Coracles	Maximum Number	
5.7	Inflatables	Maximum Number	
5.8	Sail Boards	Maximum Number	
5.9	Paddleboards	Maximum Number	
5.10	Other (please specify)	Maximum Number	

6 Public Liability Insurance			
6.1	Please provide details of the policy		
6.2	Insurance company		
6.3	Policy number		
6.4	Period of cover		
6.5	Amount of cover (£)		

## Declarations

7 Application Supporting Documents			
<b>Please attach the following information to your application and tick to confirm it has been enclosed:</b>			
7.1	Inspection report from the suitably qualified inspector		
7.2	Full cover Insurance Certificate, including Public Liability Policy with Minimum cover of £5,000,000		

8 Declaration			
8.1	I/We have read the licence conditions for a Pleasure Boat Operator Licence and agree to comply with the conditions set out therein.		
8.2	I/We enclose the receipt for payment of the appropriate fee, per operator.		
8.3	I/We declare that the details contained in the application form and any attached documentation are correct to the best of my/our knowledge and belief/s.		

**If any person knowingly or recklessly makes a false statement or omits any material particulars in giving information, they shall be guilty of an offence.**

9a Signature – Applicant 1			
9.1	<b>Signature</b> <b>Signing this box indicates you have read and understood the above declaration and privacy notice below</b>		
9.2	Full Name (Please PRINT)		
9.3	Date		

9b Signature – Applicant 2 (If applicable)			
9.4	<b>Signature</b> <b>Signing this box indicates you have read and understood the above declaration and privacy notice below</b>		

<b>9b</b>	<b>Signature – Applicant 2 (If applicable)</b>	
9.5	Full Name (Please PRINT)	
9.6	Date	

**General Data Protection Regulations and Data Protection Act 2018**

This notice covers the treatment of personal data that Herefordshire Council may collect when you e-mail us, complete an application form, or when you complete and submit an online form on our web site.

When completing forms you may be asked for personal information such as name, address, postcode etc. from which you can be personally identified. Herefordshire Council is registered with the Information Commissioner's Office for the purpose of processing personal data in the performance of its legitimate business and is the Data Controller for the information that you supply. The legal basis for processing this data is our legal obligations under licensing legislation. We will keep your data for 6 years after the expiry of the licence.

We are obliged by legislation to make some of your information available as part of a public register. If you have valid reasons for your data not to be made public, please let us know. The data that is included in the public register is the Licence Holder, Licence Number, Licensable Animal Activity, Premises of Licensable Animal Activity, Species of Animals, Number of Animals, Star Rating and Licence Dates.

Where necessary we may have to share this personal data with partner organisations for the protection of public funds administered which may include the prevention or detection of fraud and auditing purposes.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Further information about the processing of your personal data by the council is available on the council web site at [https://www.herefordshire.gov.uk/info/200148/your\\_council/15/access\\_to\\_information/4](https://www.herefordshire.gov.uk/info/200148/your_council/15/access_to_information/4) or you can contact the council's Data Protection Officer at Information Compliance & Equality, Herefordshire Council, Plough Lane, Hereford, HR4 0LE or email [informationgovernance@herefordshire.gov.uk](mailto:informationgovernance@herefordshire.gov.uk)