



Derby City Council

Application for Grant or Renewal of a Boatperson's Licence

Required supporting documents

Please include the following required supporting documents with your application. Any application received without the required supporting documentation will **not** be processed.

1. A basic criminal record check from the [Disclosure and Barring Service \(DBS\)](#) for new and renewal applications (within one month of issue).
2. Evidence of a relevant boat or vessel handling certificate
3. Medical Certificate (valid for 1 month from date of issue)
4. Signed Declaration of Compliance with Inland Waters Small Passenger Boat Code
5. Passport sized photograph

Submitting the form

Email the following to licensing@derby.gov.uk.

- completed application form
- supporting documentation
- payment receipt

You must include your payment receipt and supporting documentation with the application. Any application received without a payment receipt or supporting documentation will not be processed.

Payment can be made by the website at the [Derby City Council eStore](#). Fees are non-refundable.

Further information

Please review the licence conditions attached to this application form. Conditions will also be attached to any granted licence.



Type of licence

What type of licence are you applying for? (Please enter 'New' or 'Renewal')

Applicant details

Full name of applicant (If there is more than one applicant, please complete a separate application form)

Full address of applicant including postcode

Date of birth (Please use format: DD/MM/YYYY)

Email address(es)

Daytime contact telephone numbers

Landline

Mobile

Registered company address

Declaration

IN PURSUANCE of Public Health Acts Amendment Act 1907 I hereby apply for the grant of a Licence to Operate Pleasure Boats, the details of which are given in the Schedule of Pleasure Boats above. I understand that the licence, if granted, may be suspended or revoked, or endorsed by the Council whenever they shall deem such suspension, revocation or endorsement to be necessary or desirable in the interest of public safety or in the event of any breach of the conditions to the said licence.

Signature of applicant

Date

The Information Supplied On This Application Form May Be Divulged To The Police And Other Agencies Involved In The Prevention Of Fraud.

Licence Conditions for Boatperson's

A Boatperson's licence is required by those in the charge of the navigation of pleasure boats and pleasure vessels to be used for carrying passengers for hire on water in the Derby City Council's area.

A Licence is valid for a period of one year from the date of issue.

The Licence-holder must:

1. Be 18 years of age or over.
2. Have a basic criminal record check from the Disclosure and Barring Service (DBS) on application and subsequent renewals.
3. Have passed and have certification for a relevant boat/ vessel handling certificate.
4. Have a medical certificate on application and on renewal of the licence.
5. Have a full knowledge of all statutory rules, regulations and byelaws applicable to navigation on the water or waters for which the licence is required.
6. The Licence Holder shall, within 7 days of the date of being arrested, charged or summonsed for any alleged criminal offence disclose to the council in writing, particulars of each alleged offence and which court the proceedings are pending.
7. The Council may suspend or revoke a licence at any time it deems such suspension or revocation to be necessary or desirable in the public interest.
8. If any of the details on this licence change, these must be notified to the Council within 7 days by email to licensing@derby.gov.uk or in writing to The Licensing Team, Derby City Council, Council House, Corporation Street, Derby, DE1 2FS. Notification may not be delayed until the next application for renewal of the Licence.



Privacy Notice

How is your information used?

We may use your information to: process applications, investigate and prosecute relevant illegal activities, investigate and prosecute Corporate Fraud; send you communications that you have requested or that may be of interest; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law.

Who has access to your information?

We may share your information with:

- Other Council Departments – to ensure we meet our statutory duties; or to collect debt, and prevent fraud and the misuse of public funds.
- External organisations, for example, HM Revenues & Customs, the Department of Work and Pensions, the Police, the Audit Commission and other enforcement agencies and third parties, for other purposes allowed by law, including, to prevent fraud and the misuse of public funds.

For further information about how your personal information will be used, please view the [Licensing Team privacy notice](#).

Alternatively you can request a hard copy by emailing licensing@derby.gov.uk.