



Your ref: By Examination
My ref: Boatmans Licence
Date: 2021

BOATMAN'S LICENCES – BY EXAMINATION

Please find enclosed the appropriate Boatmen's Licence application forms.

The charges are as follows:

Boatman's Licence, (Renewal)	£ 60.00
Boatman's Licence (Restricted – By Examination)	£ 102.50
Boatman's Licence (Full - By Examination)	£ 154.50

The appropriate fee, along with application forms, medical forms and insurance details (where applicable) are to be returned to Truro Harbour Office **before** any examination of either boat or boatman will be carried out.

Also enclosed is an MCA ML5 Medical Report Form, which should be completed and signed by your doctor, or alternatively please provide an equivalent medical examination, for example, C.A.A, PSV or HGV. Please contact us for clarification of acceptable alternatives to the ML5.

If you have any queries regarding the above, please do not hesitate to contact us.

Yours sincerely

Pat Williams
Maritime Assistant (Administration)
Truro Harbour Office
Tel: 01872 272130
Email: harbouroffice@cornwall.gov.uk



INVESTOR IN PEOPLE



Truro Harbour Office, Town Quay, Truro,
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www.portoftruro.co.uk



CORNWALL COUNCIL

Application for Boatman's Licence

Public Health Acts Amendment Act. 1907 – Section 94 and various other Harbour and Port Harbour Orders

The Code of Practice for the Safety of Small Vessels in Commercial Use for Sport or Pleasure Operating from a Nominated Point.

Inland Waters Small Passenger Boat Code.

South West Regional Ports Association Guidelines for Licences of Boats and Boatmen.

I HEREBY APPLY for a licence as a boatman or person assisting in the charge or navigation of a pleasure boat or pleasure vessel to be let for hire or to be used for carrying passengers for hire under the above Act and the MCA Code of Practice for the Safety of Small Vessels in Commercial Use for Sport or Pleasure Operating from a Nominated Departure Point (NDP)

Name:.....

Address:.....

.....

Email :.....

Tel.No:.....**Occupation:**.....

Date of birth:.....(minimum age 18 years)

The name and address of the owner of the boat(s) it is proposed to operate.

.....

Have you held a licence from any other local authority?.....

Have you been a boatman for a period of two years prior to the date of this application?

.....

Fee of enclosed

Signed.....

Date.....

To: Harbour Master
Harbour Office
Town Quay
Truro
TR1 2HJ

CORNWALL COUNCIL

Syllabus for Boatman's Licence Examination



1. Local Knowledge

Local signals and traffic regulations.
Local seamarks, to include buoyage, lights, leading lights and marks.
Local dangers to navigation.
Minimum and maximum depths over banks, or obstructions, currents and abnormal tidal streams.
Local safe-landing places in differing weather conditions.
A general knowledge of the times and heights of spring and abnormal tides.
Safe compass courses in and out of local harbours.
Any other items of local knowledge which the examiner may consider to be necessary.

2. Emergencies

Procedures and instructions to passengers in the following cases:

- (a) Man overboard
- (b) Fire
- (c) Engine breakdown
- (d) Beaching or stranding
- (e) Collision
- (f) Abandoning ship or sinking, i.e. use of L.S.A.
- (g) First Aid

3. International Regulations for Preventing Collision at Sea

Candidates should demonstrate a practical knowledge of the application of the International Regulations for Preventing Collisions at Sea.

4. Distress Signals

A candidate should have knowledge of the operation and use of distress signals carried in the boat or boats for which the candidate is being examined.

5. Compass

The candidate should be required to demonstrate his ability to steer a compass course, and take a rough bearing. He should have an elementary knowledge of the effects of iron, steel or magnetised metal and mobile phones etc. in the vicinity of the compass.

6. Use of the Anchor

7. Weather Reports

When and where available.

8. Buoyage

Candidates should demonstrate a working knowledge of the System.

9. Meanings of common chart symbols.

10. Knots, hitches, bends and splices in general use.

11. Simple First Aid (including artificial respiration).

12. Knowledge of the distress and rescue

13. Boat Handling Instruction

The candidate will be examined in basic manoeuvres including coming alongside, and leaving jetties, picking up man overboard etc. Where instruction is necessary it should be given by properly qualified persons.

14. Engine Knowledge

Basic knowledge of day to day engine and battery checks. The requirement for servicing and routine maintenance of propulsion and auxiliary machinery.

15. Passenger Safety

16. Sea Survival

Examination

The examination will be conducted by the Harbour Master or other properly qualified professional seaman appointed by the licensing authority and will be carried out, whenever possible, in the boat to be used by the boatman. The emphasis of the examination will be placed on local knowledge and boat handling.

The candidate will also be required to provide a medical certificate.

Privacy Statement – Maritime

Who will control my data?

The Data Controller for all the information you provide is Cornwall Council, New County Hall, Treyew Road, Truro TR1 3AY. Data Protection Registration Number: Z1745294

There's something I don't understand

If you need help in understanding or completing this form, please contact the Maritime Team on telephone number 01872 272130 or by emailing harbouroffice@cornwall.gov.uk

How we will use the information about you

The information you provide on this form will be used to contact you regarding Mooring/Maritime Facilities and will be held securely within Cornwall Council's secure network, the Maritime Asset Database and premises and will not be processed outside of the UK. Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.

Who else will we share your information with?

Your information would only be shared after specific agreement with yourself, either by telephone, email or in writing.

How long will you keep this information for?

Your information will be kept for the duration of the mooring/facilities allocation after which time it will be kept archived for 7 years for financial records.

What are my data rights?

Your personal information belongs to **you** and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

How do I exercise these rights?

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Data Protection Officer

Cornwall Council

County Hall

Truro

TR1 3AY Tel: 01872 326424, Email: dpo@cornwall.gov.uk

I don't agree with something

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's

Office Tel No. 0303 123 1113 <https://ico.org.uk/concerns/>

☐

I confirm that I have read the information above and that I agree to my information to be used for the purpose described.

Boatmen and Boat Operators 2021 Season

Reminders for 2021 Season

Boatmen and Boat Operators are reminded that they are responsible for maintaining valid Boat and Boatman Licences. A Boatman in charge of a licenced boat must have a valid Boatman's Licence which must be renewed annually on application and payment of the advertised fee. Spot checks will be implemented by harbour staff during the 2021 season.

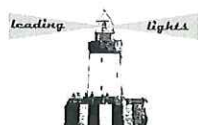
Inflatable Lifejackets: This type of lifejacket is increasingly popular with boat operators and their customers; however they require regular checks and annual maintenance.

For this type of lifejacket to be considered as part of the 100% provision for passengers and crew maintenance, records and evidence of regular checks will be required. A bi annual independent check by a service agent will also be required evidenced by individual lifejacket service certificates or a group service certificate. We may request sight of the maintenance records.

We have provided a list of hull and engine surveyors, but please let us know if there are any other companies you would like us to consider adding to the list.

A number of operators have not yet programmed their DSC VHF radios; we will be checking that a radio licence is held when we renew your licence this year.

Mark Killingback
Harbour Master Truro & Penryn
Truro Harbour Office
Tel: 01872 272130
Email: mkillingback@cornwall.gov.uk



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**CORNWALL COUNCIL
PLEASURE BOATS AND BOATMEN**



**PUBLIC HEALTH ACTS AMENDMENT ACT, 1907 – SECTION 94
AND VARIOUS OTHER HARBOUR ORDERS**

**TERMS AND CONDITIONS Prescribed by Cornwall Council FOR LICENCES
for:-**

- (a) PLEASURE BOATS and PLEASURE VESSELS to be let for hire or to be used for carrying passengers for hire and**
- (b) BOATMEN or PERSONS ASSISTING in the charge or navigation of such boats and vessels**

Licences will run for a specified period in every year, but may be suspended or revoked by the Council whenever it shall deem such suspension or revocation to be necessary or desirable in the interest of the public, and in particular:-

- (a) if a boat suffers and damage or deterioration caused by accident or otherwise and in the case of suspension and until such damage or deterioration is repaired and made good to the satisfaction of the Council's Harbour Master after a special survey for the purpose, and
- (b) for misconduct in the case of a boatman or person assisting in the charge or navigation of a boat or vessel.

APPLICATIONS FOR LICENCES

Application for licences must be made to the Truro Harbour Office, Town Quay, Truro with the appropriate fee. Application forms are supplied free on request.

Applications for boat licences should be made before the 1st April each year.

Applications for boatmen's licences may be made at any time.

INSPECTION

Applicants must liaise with the Truro Harbour Office to arrange the place and time at which the Council will examine boats. Any person who fails to produce their boat for inspection on the day appointed will be required to produce their boat for a special survey at such place and time as the Council shall direct and may be charged a special survey fee.

At the time of any survey all the equipment appropriate to the class of boat and intended use shall be provided for inspection, clearly marked with the boat's name or other identifying mark.

No boat will be licensed which is not sound or seaworthy in the opinion of the Harbour Master or nominated representative or which does not carry the equipment as required by the Council.

BOATS LICENSED BY OTHER AUTHORITIES

A licence is not required from Cornwall Council for any boat which is currently licensed by the Maritime and Coastguard Agency (MCA) or an approved licensing authority.

NUMBER OF PERSONS

No person shall carry or permit to be carried in any pleasure boat or pleasure vessel a greater number of passengers for hire than shall be specified in the licence applying to such boat or vessel, and every owner of any such boat or vessel shall, before permitting the same to be used for carrying passengers for hire, paint or cause to be painted in letters and figures not less than 2.5cm / 1 inch in height and 2cm / ¾ inch in breadth, on a conspicuous part of the said boat or vessel:-

- (a) the name of the licence holder
- (b) the number of persons which it is licensed to carry, in the form:
"Licensed to carry persons";
- (c) the name of the boat

DAMAGE OR DETERIORATION TO BE REPORTED

The holder of a boat licence or a boatman's licence must report to the Maritime Officer within 24 hours of any case of the boat under his control having suffered damage or deterioration caused by collision, accident or by any other means.

BOATMAN'S LICENCE

Any boat carrying persons for hire (i.e. not self-drives, sail boards, personal water craft (PWC) etc.) must be accompanied at all times by a licensed Boatman.

BOATMEN

Applications for a boatman's licence may be made at any time but a licence will not be granted to any person unless the applicant satisfies the Harbour Master of his fitness to hold such licence by passing an examination. The syllabus of such examination will upon request be supplied free of charge by the Maritime Officer.

LIMITS OF OPERATION

No boat shall operate outside the limits endorsed on the licence. A legible notice shall at all times be displayed in a conspicuous part of the boat or vessel clearly stating the seaward extent of the limits beyond which the boat or vessel is not permitted to go.

RECOGNITION OF BOATS

Every licensed boat will be allocated a registration number and letter which must be clearly painted on each bow in letters not less than 10cm / 4 inches high.

RECORD OF HIRERS

Every owner or person operating a licensed boat, which is not accompanied by a licensed boatman and which is permitted or likely to proceed out of sight of the owner or person operating the boat, shall keep, or cause to be kept a record of the name and address of the hirer of the boat, until such person returns in safety.

SUSPENSION AND PENALTIES

Section 94 of the Public Health Acts Amendment Act 1907, and other various Harbour and Port Harbour Orders, makes it an offence to hire out an unlicensed boat, and the regulations will be strictly enforced by the Council.

CLASSIFICATION OF BOATS

REGIONAL STANDING COMMITTEE'S RECOMMENDATIONS

S.W. Category 1

Hire Boats

Small boats, including beach floats, pedaloes, canoes, water-ski craft, power surfboards, sailboards, self-drive hovercraft, self-drive motorboats, jet-skis (PWCs) and parascending craft; let for hire whether in the charge of a licensed boatman or not. Suitable only for operation in daylight, favourable weather and in categorised waters A to D (refer to page 11).

Special Restriction A and B to apply (see below).

S.W. Category 2

Inshore Pleasure Trip Boats

Small boats in the charge of a licensed boatman plying for hire or let for hire .. as for S.W. Category 1 with Special Restriction A to apply.

S.W. Category 3

Craft of the type operated from the beach (such as pedalos, floats and other such craft adapted to go in the water) hired out and not in charge of a licensed boatman.

SPECIAL RESTRICTIONS for use with the above S.W. Categories.

Special Restriction A. Not to be hired for use (or used for the carriage of passengers) except between 1st April (or Good Friday if that date be earlier than 1st April) and 31st October in any year.

Special Restriction B. Not to be hired for use (or used for the carriage of passengers) other than between the times of sunrise and sunset. NOTE: Vessels operating in daylight but outside the hours of sunrise to sunset, are required to carry appropriate navigation lights.

OPERATIONAL AREAS

Categorisation of Waters:-

Operational Limits as classified by extracts from Merchant Shipping Notice No. 1719 (M).

Region: Falmouth & Helford

Category C

Within a line from St. Anthony Head to Pendennis Point

Category D

In winter within line from St. Anthony Head – Rosemullion Point

In summer within a line from St. Anthony Head to Nare Point

Region:- Tamar

Category C

Within a line from Mount Batten Pier to Raveness Point through Drake Island.

Category D

Within a line from Cawsand to Breakwater to Staddon

Other Regions Please contact Harbour Office, Truro

EQUIPMENT

Recommendations for the Minimum Standards of Equipment.

Cat C Waters

1. Painter.
2. Bilge Pump (if practicable) and bailer or bucket.
1. Lifejackets available for 100% of passengers and crew (See note 9).
(Powered or Sailing Craft):-
2. Approved alternative means of propulsion (e.g. paddles).
3. One lifebuoy for boats carrying not more than six persons, otherwise two lifebuoys.
4. Together with the lifebuoys in 5 above, approved buoyant apparatus to support 100% of passengers and crew.
 - (a) This buoyant apparatus may be made up to standard M.C.A. lifebuoys and/or built-in buoyancy,
 - (b) Regard may be had to built-in buoyancy, only if adequate and suitable grab lines, rails or bilge keels are provided and maintained.
5. Notice stating:-
 - (a) Location and effect of local weather signals.
 - (b) Restrictions on area of operation, including a warning that the craft is not to enter areas buoyed for swimmers.
 - (c) Emergency procedures.
6. Anchor and Rope. Anchor should be of sufficient mass for type and size of vessel. Anchor rope should be of suitable length for depth of water in area of operation.

Cat D WatersAs above plus:-

7. (Powered Boats) Two approved fire extinguishers.
8. Buoyant heaving line at least 30 metres in length with M.C.A. approved rescue quoit.
11. Boat hook.
12. Klaxon, foghorn or other approved noise signal.
13. A sufficient First Aid kit.
14. Navigation lights in accordance with current Merchant Shipping Regulations.
15. Approved orange smoke floats (two).
16. Suitable tool kit
17. One water-resistant torch.

General Notes.

1. Where practicable, licensed self-drive motor boats shall be fitted with propeller guards.
2. Whilst vessels are generally restricted to daylight operation, if operating outside of the hours of sunrise to sunset, navigation lights must be fitted.
3. Boats owned by clubs should be required to comply with these recommendations if carrying persons who are not members of the club.
4. i) Inboard Engine - Fire Precautions.
In any boat licensed under S.W. Categories 1, 2 or 3 fitted with an inboard engine, the engine should be separated from the accommodation space by a bulkhead or the engine should be enclosed in a box.
ii) Any engine space should be so arranged that in the event of a fire occurring within the space, the fire extinguishing medium can be retained for sufficient time to extinguish the fire.
5. Calor Gas Installation. Where a Calor gas installation is fitted to any licensed boat, the installation shall, where practicable, comply with the provisions of Merchant Shipping Notice No. 984 relating to Open Flame Gas Installations.
6. Sailing craft licensed under these rules shall be provided with one safety harness to CEN specifications for each person on board.
7. Where a higher standard of equipment than those recommended above is required for any boat by reason of any statutory order or provision or any requirements of the M.C.A., such higher standards shall be applied.
8. The local licensing authority may waive or reduce any requirement of restriction on account of the special circumstances of any boat in relation to its type of construction, standard of equipment and the trade in which it is engaged.
9. For vessels operating inside harbour limits, buoyancy aids/lifejackets of 100N CEN 395 are recommended as minimum. For vessels operating outside categorised waters, lifejackets of 150N CEN 396 are recommended. However, dispensations may be considered to
10. 'trip' boats in S.W. Category 3, in accordance with MSA Class V1 passenger ships, which are allowed to provide lifejackets/buoyancy aids of 100N CEN 395.

GENERAL

Annual Hull Survey:

A licensed boat shall be surveyed annually by the licensing authority's surveyor or by a surveyor approved by the licensing authority and no licence shall be issued in respect of any boat until the surveyor is satisfied that the boat is of sound construction, has adequate stability and is in a fit state and equipped to operate within its designated area.

The surveyor shall examine and report on the structural condition of the hull and shall examine and report on the propulsion machinery, the electrical and pumping installations – but only in so far as these affect the seaworthiness of the boat.

The licensing authority shall maintain a list of approved surveyors, whom it is recommended shall have adequate professional indemnity insurance cover.

Reporting Procedure:

The operator or skipper of every licensed boat shall before proceeding to sea, inform the coastguard, harbourmaster, port authority or other responsible body or nominated agent registered and approved by the licensing authority, stating the name of the boat, its destination, the number of persons on board the boat and the approximate time of its return.

Insurance:

All licensed boats shall carry adequate passenger liability and third party insurance cover to a minimum amount of £3,000,000.

