



Your ref:

My ref: Boatman Renewal

Date: 2022

BOATMAN'S LICENCES - RENEWAL

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

The charges are as follows:

Boatman's Licence (Renewal) - £ 61.80

The application forms, medical forms and insurance details (where applicable) are to be returned to Truro Harbour Office, and payment made **before** any examination of either boat or boatman will be carried out. If you call the Harbour Office a payment can be made by card payment over the telephone.

If your medical is due for renewal you will also need a 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

Boatmen and Boat Operators 2022 Season

Reminders for 2022 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 2022 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 biannual 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.

Following a review of Boat and Boatman Licensing scheme, the industry best practice for the requirement to carry a liferaft in Cat. D waters has been included.

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



CORNWALL COUNCIL

Application for Boatman's Licence

Public Health Acts Amendment Act. 1907 - Section 94 and byelaws for the Licensing of Boats, Boatmen & Others within Truro and Penryn Harbours made under the Truro Harbours Order 1883 to 1928 and Penryn Harbour Orders 1870 to 1920 together with amendment 1994.

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:

Name & Address			
Email address:			
Landline number:			
Mobile number:			
Occupation:		Date of Birth (minimum age 20 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?	YES/NO	Have you been a boatman for a period of two years prior to the date of this application?	YES/NO

Signed:	
Date:	

The completed application form must be returned to Truro Harbour Office by emailing harbouroffice@cornwall.gov.uk and payment taken before the licence can be issued.



Privacy Statement – Maritime Boat & Boatman Licencing

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 for you to apply for a Boat & Boatman Licence and will be held securely within Cornwall Council's secure network 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 from first application and for up to a maximum period of 6 years.

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/>

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