

3	Address of Premises from which activity is to be operated.	
4.	Description of intended extent of area within which the vessels hired are to operate.	
5	<p>Vessel(s) to be subject to Licence:-</p> <p>Information to include type, year or manufacture and maximum number of persons to be on board.</p>	
6	Details of Third Party Indemnity Policy (including identity of Insurance Company, amount and extent of liability)	
7	<p>(a) Has any party named in 1 or 2 above previously held or currently holds a Boat Hire Licence?</p> <p>If YES which authority granted the licence?</p> <p>What was its reference number?</p> <p>When was it granted?</p> <p>When did/does it expire?</p> <p>(b) Has any party named in 1 or 2 above ever applied for and been refused a Boat Hire Licence?</p> <p>If YES, which authority refused the licence?</p> <p>When was it refused?</p>	YES/NO
8.	Have you been convicted of any offences or have you been issued with any Fixed Penalty Notices?	<p>YES/NO</p> <p>If YES, give details below.</p> <p>NB Details of ALL CONVICTIONS AND FIXED PENALTIES (CRIMINAL AND ROAD TRAFFIC) including spent convictions must be given.</p>

Details of Convictions and Fixed Penalty Notices

ALL CONVICTIONS AND FIXED PENALTIES (CRIMINAL AND ROAD TRAFFIC) INCLUDING SPENT CONVICTIONS MUST BE LISTED EVEN IF THEY HAVE BEEN PREVIOUSLY DISCLOSED ON A PRIOR APPLICATION FORM

<u>Date</u>	<u>Court</u>	<u>Crime/Offence</u>	<u>Penalty</u>

I understand that I am required to submit a Certificate of Fitness in respect of the vessels which are the subject of this application.

I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.

N.B. Any person who or in connection with the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable, on summary conviction to a fine not exceeding £500.

DATA PROTECTION ACT 1998 - YOUR PERSONAL DATA

Dundee City Council respects your personal information and undertakes to comply with the Data Protection Act 1998. The personal data you have provided will be used to process the application in terms of the Act stipulated on this form. Your data may be disclosed to Tayside Police and other Council departments involved in the processing of the application and elected members when considering the application. The data (with the exception of details of any convictions) will also be kept in a register which is open to public inspection. Dundee City Council is the registered Data controller. Any queries regarding the processing of your personal data by Dundee City Council should be directed to the Principal General Services Officer, on (01382) 434000. A copy of the Council's Data Protection Policy can be obtained by writing to the Principal General Services Officer, 21 City Square, Dundee DD1 3BY.

Date

Signature
Applicant/Agent

Address of Agent (if any)

.....
See Notes Overleaf - →

Lodging of Application

This application can be lodged at the Licensing Officer, 18 City Square or Dundee House, North Lindsay Street, Dundee.

The Licensing Office cannot accept cash payments or payment by card. Cheques are accepted.

Anyone lodging a form here and wishing to pay by cash or card will be issued with an invoice which will have to be paid at Dundee House.

All forms of payment can be accepted at Dundee House.

The fee is £110 which is non-refundable.

Notes

1. DVLA Licence details are required by Tayside Police to complete background checks on the applicant.

2. National Insurance Number

You can find this on payslips or letters from the Department for Works & Pensions or HM Revenue & Customs.

We may need to see proof of your identity and National Insurance Number.

3. Unique Tax Reference Number

Persons who operate their own business must register as self employed with HMRC within 3 months of setting up the business or they may be subject to a fine. Applicants will be issued with a 10 Digit Unique Tax Reference (UTR) Number that will remain with them for life. You will require to lodge original correspondence from HMRC which quotes your 10 digit UTR when lodging the application. If you do not have this your application will be processed but will not be considered competent until such time as correspondence from HMRC is produced. It takes HMRC no more than six weeks to issue the UTR. If after your background checks are back you have still to produce your UTR you will be given a temporary licence only. This will run for a maximum period of six weeks and will then expire. This will afford you a final chance to register with HMRC. Thereafter if you have not produced the UTR your application will go before the next available Licensing Committee at which members will be asked to decide if your application is incompetent. If they decide that the application is not competent it will not be considered and will fall. If you still wished to proceed with your application you would need to apply again and pay the fee. There is no appeal to the Sheriff in these circumstances. You can register as self employed in person at the Tax Office at the Greenmarket, Dundee or by telephoning 0845 302 1484.

Anyone who works for another individual or company and who are not self employed i.e. they receive a wage and are liable to pay tax through the PAYE system need not register with the Inland Revenue but will have to submit evidence to this effect i.e. a payslip or P60.

CONDITIONS WHICH WILL BE ATTACHED TO LICENCE APPROVED

Schedule 1

1. The licence holder shall ensure that the maximum number of persons to be carried in the boat or vessel at any one time (including any person in charge of the boat or vessel or any other crew) must not exceed that stipulated in Schedule 2.

2. The licence holder shall only use or permit to be used the vessel within

.....
.....

The licence holder is reminded that the vessel should also comply with any other statutory requirements of the Department of Transport under the Merchant Shipping Acts.

3. The licence holder shall take out and maintain in force with a reputable company a policy of insurance with an indemnity limit not less than £5,000,000 which insures such person, persons or class of persons as may be specified in the policy in respect of any liability which may be incurred by him/her in respect of the death of or bodily injury to any person caused by, or arising out of, the use of the vessel, such policy to be in force at all times before undertaking the activities to which this licence relates. Any change in policy must be notified to and approved by Dundee City Council and the licence holder must comply with any requirements by Dundee City Council to produce his/her policy document.

4. The licence holder shall ensure that the registered number allotted to the vessel by Dundee City Council is clearly marked or painted on the outside of each bow of the vessel in a conspicuous position in plain figures of not less than 50mm in height and of a corresponding breadth. (If the vessel is more than 3 tones, figures shall be not less than 75mm in height and of a corresponding breadth).

5. The licence holder shall make sure that the name of the licence holder and the words "To carry persons including crew" (the number being the maximum number of persons the boat is licensed to carry) is marked or painted in a conspicuous position where it can be clearly seen by the passengers, in letters and figures of not less than one inch in height and of a corresponding breadth.

6. The licence holder shall ensure that all numbers or names required by Dundee City Council are kept at all times distinctly legible and must not be in any manner or by any means altered, effaced, obliterated, covered or concealed.

7. The licence holder shall ensure that the hull, and any oars, spars, rigging, engines and mechanical equipment of the vessel be rendered at all times complete and in sound and seaworthy condition to the satisfaction of Dundee City Council.

8. The licence holder shall at all times to the satisfaction of Dundee City Council keep the slipways, jetties, piers and other landing places at his/her boat station, so far as under his/her control, in good and sufficient order and repair for the safe embarking and disembarking of passengers.

9. The licence holder shall ensure that the vessel (other than types of small craft Dundee City Council considers should be exempt) carries a sufficient number of life jackets to DTP or International Standard standard currently in force for all persons on board including the person in charge and any other crew.

10. The licence holder shall, to the best of his/her ability, ensure that the person in charge of the vessel must at all times comply with any weather warning or other instructions issued to him/her by the Coastguard, or Harbour Master, or other official as specified in this licensing condition.
11. The licence holder shall not let any vessel to any person whom the licence holder considers is not fit to handle the vessel properly and would thereby be a danger to themselves or others (whether on the vessel or not).
12. The licence holder shall ensure that each vessel shall at all times be kept supplied and equipped with suitable and sufficient oars and rowlocks or rowing pins, baling dish, and (except skiffs) rudder with tiller or yoke and lines.
13. The licence holder shall ensure that each sailing boat at all times be kept supplied and equipped with all suitable and sufficient sails, spars, rudder, tackle, fittings and appliances as well as with (at least 2) serviceable life buoys and a baling dish.
14. The licence holder shall ensure that each sailing boat carries 2 paddles.
15. The licence holder shall ensure that each vessel at all times when let or plying for hire be in the charge of an experienced boatman who holds a current licence or certificate issued by the Department of Trade and has a thorough knowledge of the weather and tidal conditions of the area in which the vessel is licensed to operate.
16. The licence holder shall make sure that each vessel carries two 700mm diameter DTP approved life buoys, one of which shall have a smoke and light signal, an 18metres buoyant line attached and shall be kept within easy reach of the helmsman.
17. The licence holder shall ensure that each vessel carries on deck and within easy access at least one inflatable life raft of a type approved by the Department of Transport capable of carrying everyone on board, including the person in charge and any other crew. An inflatable life raft should be provided with a Department of Transport approved Hydrostatic Release Unit to ensure the life raft is released automatically in the event of the boat sinking.
18. The licence holder shall ensure that each vessel carries distress flares comprising at least 4 x 2 star red signals, 4 red hand flares, and 2 orange smoke signals.
19. The licence holder shall ensure that each vessel be equipped with a siren or horn in working order and capable of giving clearly audible signals over a radius of at least 0.5 nautical miles.
20. The licence holder must ensure that each vessel is equipped with an efficient radar reflector.
21. The licence holder must ensure that a water resistant torch is carried on each vessel.
22. The licence holder must ensure that each vessel carries an efficient compass.
23. The licence holder must ensure that each vessel carries the appropriate maps and charts of the area in which the vessel is licensed to operate.
24. The licence holder must ensure that each vessel has fitted to it a radio capable of receiving weather forecasts.
25. The licence holder must ensure that each vessel carries a first aid kit.
26. The licence holder must ensure that each vessel carries an anchor and chain and such rope or cable attached to the chain as can also be used for towing purposes.
27. The licence holder shall ensure that each vessel be fitted with an efficient bilge pump system.

28. The licence holder shall ensure that the engine, any auxiliary engines, steering gear and any other mechanical equipment be maintained at all times in efficient working order and in a sound and seaworthy condition.
29. The licence holder shall ensure that the vessel carries a tool kit with sufficient tools to carry out emergency repairs to the engine.
30. The licence holder shall ensure that each vessel carries 2 DTI approved portable fire extinguishers, 2 gallon foam or equivalent dry powder suitable for extinguishing oil fires and a bag of sand in order to contain and extinguish a fire including burning spilt fuel.
31. The licence holder shall ensure that each vessel has provision for, and carries, such emergency fuel for its engines (e.g. petrol or diesel) as required by Dundee City Council. Portable fuel containers should be clearly marked, secured and kept on open deck.

Schedule II

Vessel Name

Maximum Number of Persons to be carried