

# Application for Registration and Payment of Tolls



Yare House, 62-64  
Thorpe Road, Norwich NR1 1RY  
tel 01603 756080  
tolls@broads-authority.gov.uk  
www.broads-authority.gov.uk

If you use or keep your vessel in the Broads Authority Navigation Area or Adjacent Waters for more than 28 days you must register your vessel with the Broads Authority and pay a Toll.

For less than 28 days vessels need not be registered but must have a short visit toll.

The Broads Authority Annual Tolls year is a fixed period and runs from 1st April to 31st March.

There is no pro-rata reduction in price for vessels registered after 1st April.

## Section 1 - to be completed by owner of ALL craft

First name

Surname

Address

Postcode

Date of birth

Tel

Email

Name of previous owner (if known)

Address

Postcode

(if you have a vessel registered with the Broads Authority you will have a reference number which is shown on the top right corner of your Registration certificate or top left corner of your Toll Account)

**Your BA Reference Number (if known): BA**

## Section 2 - to be completed by owner of ALL craft

Broads Registration Number (if previously registered)

Overall length (see Note 1)

Extreme beam (see Note 3)

**Vessel type (circle as appropriate)** Motor Cruiser / Dayboat (see Note 4) / Outboard Dinghy / Motorised Sailing / Sailing / Rowing / Canoe / SUP / Houseboat

Sail number

Year of build (if known)

Summer berth address

Is the vessel fitted with any heating / lighting / cooking / refrigeration appliances / Electronic ignition? YES / NO

Hull construction type (circle as appropriate) grp / steel / aluminium / wood / plastic / inflatable / composite

Superstructure construction type (circle as appropriate) grp / steel / aluminium / wood

Previous name of vessel

Name of vessel

Hull length (see Note 2)

Licence required: (circle as appropriate)

Private / Hire / Licensed passenger / Workboat / Time share

Make or class

Craft Identification No. (if known)

Winter berth address

Does the vessel have a transmitter? YES / NO

Main hull colour

Main superstructure colour

## Notes

Note 1: 'Overall length' means the full length of a vessel and includes any fixed fendering, bowsprit and such davits as are not retractable attached to the vessel.

Note 2: 'Hull length' means the hull length of a vessel including any fixed fendering but excluding any bowsprit or davits attached to the vessel.

Note 3: 'Extreme beam' means the full width of a vessel at its widest part and includes fixed fendering.

Note 4: A 'dayboat' is defined as a boat without any berths (sleeping accommodation) or toilet or cooker.

\*Form continued overleaf

**Section 3 – to be completed by owners of motorised sailing craft****Motorised sailing craft**

A motorised sailing craft is a vessel of 6 square metres or over on which:

- 1 The sail area must exceed the block area (length multiplied by beam) of the vessel.
- 2 The sail(s) must be carried on the vessel, ready for use, at all times.
- 3 The vessel's engine must not be capable of producing more than 10bhp.

I declare that pleasure boat named \_\_\_\_\_

Broads Registration Number \_\_\_\_\_

is a motorised sailing craft as defined opposite and I will inform the Broads Authority if it ceases to comply

**Section 4 – engine details**

Number of propulsion engines. Single/twin \_\_\_\_\_ Engine power rating \_\_\_\_\_ cc/hp/Kw/Lbs

Engine type e.g. inboard / outboard (pull start) / outboard (electronic ignition) \_\_\_\_\_

Engine fuel details e.g. petrol / petrol oil mixture / diesel / electric \_\_\_\_\_

**Section 5 – to be completed by owners of craft currently holding a Boat Safety Scheme Certificate (BSS) or****Recreational Craft Regulations Declaration of Conformity (RCR) (Please enclose a copy of certificate)**

Certificate / Examination report No. \_\_\_\_\_ Surveyor / examiner's name \_\_\_\_\_

Expiry date \_\_\_\_\_ Examiner's PIN \_\_\_\_\_

The BSS applies to all boats with engines and/or cooking, heating, lighting, refrigerating and other domestic appliances, which will need to pass an examination before they can be permitted to navigate the Broads. The scheme does not apply to open boats propelled solely by outboard motors (unless fitted with an electronic ignition system) and not fitted with any of the above appliances. Compulsory compliance with the scheme will be required for all craft that fall within the scope of the scheme. **For further guidance please contact The Boat Safety Scheme Office on 0333 202 1000 [www.boatsafetyscheme.org](http://www.boatsafetyscheme.org) or the Broads Authority on 01603 756080**

**Section 6 – to be completed by owner of ALL craft**

I hereby apply for the registration of my vessel by the Broads Authority, and undertake to pay the tolls on demand.

I understand that it is an offence knowingly to make a false declaration or provide false information to the Broads Authority.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Section 7 – Annual Toll**

I wish to pay by

**Payment queries?**

**Please call: 01603 756080**

Cheque/postal order for £ \_\_\_\_\_ (payable to 'The Broads Authority')

Call me to collect payment on: tel \_\_\_\_\_

**Send completed form with annual toll payment (and BSS or RCR certificate if required) to the Broads Authority**

**Alterations to vessels / Changes to particulars** – The owner of a registered vessel is required to notify the Broads Authority in writing of any alteration to the vessel or change in particulars which renders incorrect any application for registration which he/she has made. The registration certificate should be submitted for cancellation/alteration.

**Change of ownership** – The Seller/Transferor must within 28 days of date of sale/transfer notify the Broads Authority of the sale/transfer by completing a Transfer of Ownership form. Until this is done the vessel may remain registered in the same ownership and the former owner may remain responsible for payment of tolls and compliance with the byelaws. The Seller/Transferor should pass the registration certificate to the Purchaser/Transferee.

The Purchaser/Transferee should within 28 days apply to the Broads Authority for a new registration certificate and should submit the old registration certificate for cancellation.

## Broads Authority - Insurance Declaration

### To be completed by owners of:

- a) powered vessels
- b) unpowered vessels with a block area\* of 6 or more square metres

Full name of owner

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Address

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Postcode

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Your BA

Reference Number (if known): BA

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I declare that there is in force a policy of insurance which:

a) covers the owner of:

Vessel name

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Vessel Registration Number

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and such other persons as are authorised by the owner to have control of the vessel(s) in respect of any liability which may be incurred by the owner, or any such other person, resulting from the presence of the vessel(s) in the navigation area or adjacent waters, in respect of death of, or bodily injury to, any person or any damage to property; and

b) is for a minimum sum of £2,000,000 (two million pounds); and

c) is issued by an insurer authorised under the Financial Services and Markets Act 2000 to carry on in Great Britain or in Northern Ireland insurance business of a relevant class or who has corresponding permission under the law of another member state of the European Community.

**Signature**

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**Date**

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The insurance policy need not cover:

- employers liability
- damage to the vessel itself or goods carried on it
- any liability to a person in respect of damage to property in their custody or control any contractual liability

\*Block area is calculated by multiplying the length of the vessel by the breadth of its full beam at its widest part, in each case to include the length or breadth of any fixed fendering.

## Privacy notice for toll payers

This privacy notice tells you what we do with personal information we collect from you.

We will collect the data set out on our standard forms for the processing of your vessel toll, which will include your name, address date of birth and vessel details.

The legal basis of processing is authority vested in us under the Norfolk and Suffolk Broads Act 1988 (as amended) and the Vessel Registration Byelaws 1997 and your information will be used for performing these statutory functions and purposes. These include the processing of your toll payment and for facilitating the good management of the navigation area.

We will store this data in secure databases for the purposes which it was requested. It will not be shared, sold or provided to third parties for commercial purposes or transferred outside the EU. It will only be shared with other agencies in order to meet legal obligations, such as law enforcement.

We may use anonymised data for the purposes of research and analysis and for the setting of tolls, which may include the postcode, size of vessel, length of ownership and other data from which you would not be identifiable. We do not carry out automated decision-making using your data.

We may contact you using your details to enable us to obtain your views about the way in which we perform our statutory functions and to assist us in the good management of the navigation area.

We will process your data in accordance with Data Protection Principles, which will include not asking for more information than is necessary and not retaining your details for longer than is necessary for the purposes for which it was collected.

We will delete this information at the end of the financial year 7 years following your last tolls payment.

You have rights to access your data by making a Subject Access request to us. You may also ask us to rectify any inaccurate data held.

You have the right to lodge a complaint relating to the processing of your data with the Information Commissioner's Office at Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

The Broads Authority is the data controller for the purposes of this notice and can be contacted via its Data Protection Officer on 01603 610734 or [dpo@broads-authority.gov.uk](mailto:dpo@broads-authority.gov.uk) or at Yare House, 62-64 Thorpe Road, Norwich NR1 1RY.