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| SHDC Licencing FAQ |
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| Written By | JH | Approved by |  | Reviewer |  |

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# FAQs

## 5 Year out of the water survey.

* The surveyor needs to provide you with a comprehensive surveyor’s report on Hull/shell fittings/steering/propulsion as a minimum. They will be insured and it will be their profession.
* **The 5-year survey is compulsory, a boat will not be licenced without one.** If your vessel is wooden, it is *suggested* this is completed more frequently than the 5-year compulsory regime.
* A section of text from the “Blue book”

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. It is recommended that the surveyor is guided by the relevant provisions of the SCV Code (Small Commercial Vessels Code – MGN280 (M)) and of the IWSPBC (Inland Waters Small Passenger Boat Code).

The licensing authority shall provide its own competent person and/ or maintain a list of approved surveyors, whom it is recommended shall have adequate professional indemnity insurance cover.

## Inspection from SHDC or DHNA

Each year, a SHDC or DHNA representative will come round and inspect your vessel/s (this includes human powered craft such as paddleboard and kayaks for hire) and its safety equipment, this is ideally completed out of the water.

## Dates for licences

Licences are issued on the basis that operations only run from 1st April to 31st October, however if you wish to operate all year-round including night and day you need to:

* + Provide us with suitable risk assessments, method statements and operating procedures.
	+ Insurance that covers your operations all year round, as well as night and day.
	+ An enhanced boatmans test and safety equipment will be required.

## Gaining a boatmans licence without a vessel or operation.

A boatmans exam is usually aligned to match your operations (passenger carrying vessels, hire boats etc).

Without you having a vessel, or planned operations, you will be required to hold a RYA Powerboat level 2 or equivalent before we will examine you.

*You may need a further examination before using your boatmans licence depending on operations.*

Please be aware, the exam isn’t a training exercise. We expect you to have knowledge of;

* Navigational knowledge of Harbour limits, where to find information such as local notices, weather reports and tidal predictions.
* Rules of the road
* Rope skills
* Boat handling
* Basic mechanical knowledge,
* Passenger safety and emergency procedures

## Activities that require SHDC licencing.

This list is not exhaustive, please get in touch if you require any more information.

Passenger carrying vessels that carry no more than 12 passengers.

* Skipper to hold a boatmans licence
* Boat to pass the 12-seater inspection (Section 2.1)
* Documentary proof of Risk assessments and safety/operating procedures
* Third party and public liability insurance to a minimum of £3,000,000

Self-drive hire boats.

* Operator to hold a operator’s licence
* Each vessel to pass inspection (section 2.2)
* Propellor guard to be considered (SWRPA guidelines)
* Self-drive hire boat businesses to require a suitable waterfront premises.
* Documentary proof of Risk assessments and safety/operating procedures
* Third party and public liability insurance to a minimum of £3,000,000

Hire of human propelled craft such as kayaks and paddleboards

* Operator to hold an operator’s licence
* Each craft to pass inspection (buoyancy chambers, suitable leash or painter, good condition all round).
* Safety boat to be provided and operator to hold a boatmans when craft are hired out of sheltered waters.
* Documentary proof of Risk assessments and safety/operating procedures
* Third party and public liability insurance to a minimum of £3,000,000

Guided trips and tours using human propelled craft such as kayaks and paddleboards

* Operator/guide to hold an operator’s licence
* Each craft to pass inspection (buoyancy chambers, suitable leash or painter, good condition all round).
* Documentary proof of Risk assessments and safety/operating procedures
* Third party and public liability insurance to a minimum of £3,000,000

# Checklists

## Passenger boats not exceeding 12 persons with crew

**INLAND WATER SMALL PASSENGER BOAT LICENSE REQUIREMENTS FOR** **PASSENGER BOATS NOT EXCEEDING 12 PERSONS WITH CREW**

Boat: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ License No: \_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

1. Management:
	1. Documentary proof of risk assessments/safety procedures

(Emergency response plan detailing procedures for calling Ambulance/Fire Brigade/Coast Guard)

* 1. Insurance Passenger liability min £3,000,000
	2. Demonstrate recent history of safe working
1. Hull Inspection:

a. Steering including rudder, tiller, bearings, propeller, hydraulics/cables emergency provision (oars/spare tiller)

b. Anodes

c. Hull fittings internal & external

d. Hull condition internal & external –stringers, engine mounts, plates

1. Machinery:

a. Engines boxed, fire port, sealed and insulated.

b. Exhausts lagged, spray shields, no glass fuel bowls

c. Fuel cut off outside engine bay

d. Fuel filler at or above tank ht with flame gauze

e. Fuel tank sight glasses v/v’s each end if used

1. Electrical:

a. Earthing straps on Tanks/ Engines to hull

b. Batteries x 2 change over switch fully chargeable

c. Batteries well secured and in well ventilated space

d. Safety equipment (VHF/Bilge pumps/ lighting) should run when engine off

e. Deck lighting if available alternative waterproof torch

1. Steering:
2. Effective means of steering
3. Clear view from steering position for navigation
4. Emergency steering arrangements (Oar/ tiller on rudder head)
5. Bilge Pumping/Draining:

a. Powered or hand operated suitable for size of boat

b. Every compartment drainable

c. Auto start recommended checked regularly (not in oily bilge areas)

d. Bilge alarms recommended – audible & visual preferred near controls

e. If situated in oily areas use absorbent pads under pollutant source

1. Lifesaving Appliances:

a. Minimum 2 suitable lifebuoys one with 18m min buoyant line attached

b. If night operations one with a light

c. Enough life jackets for all passengers in an emergency

(life jackets solid or inflatable type and approved (MCA/DfT/Wheel marked))

Life jackets relying totally on oral inflation not appropriate unless inflated at all times.

d. If vessel operates at night life jackets must have lights attached

e. Instruction manual for onboard maintenance can be kept ashore to include

the following: Check list; maintenance & repair instructions; log of records and inspections; schedule of periodic maintenance

1. Fire Safety:

a. Machinery boundaries adequate to retain F/F medium

b. Portable fire extinguisher for engine fire min rating 5A/34B

c. At least 1 multipurpose fire extinguisher min rating 13A/113B or more

smaller ones giving same fire rating to fight non engine fires

d. One or more fire buckets with lanyards

1. Communication Equipment:
2. Waterproof VHF (advisable)
3. Mobile phone in waterproof jacket (acceptable)
4. Card giving clear summary of the distress/safety procedures displayed in view of comms equipment
5. Navigation Lights:

a. Nav lights only required if operating between sunset/sunrise Yes/No

b. Waterproof Torch – mandatory

11. Other Safety Equipment:

a. Boat Hook

b. Suitable Tool Kit

c. First Aid Kit

d. Suitable Anchor and cable

12. License Details:

A notice stating the following information; the recommended height of the letters/figures is 2.5cm but, providing they are clear, they may be smaller:

* SHDC Licence Number and name of vessel
* Maximum number of persons to be carried
* Area of operation
* Name of owner/operator

Lockers containing the first aid kit, lifejackets and all emergency apparatus should be clearly marked

1. Manning Skipper:

Minimum qualifications:

* General Competent boat handler & able to deal confidently with pass
* Comms VHF 1 day or able to use any available equipment

(Phone loud hailer)

* Medically Fit (ML5)
* BSSC recommended
* LSA Demonstrate position & usage of LSA onboard
* 1st Aid Course Valid 1st aid certificate (valid for 5 yrs)
1. Stability Heel Test:

7m Boat or Under:

* Minimum upright freeboard when fully loaded (12 passengers + 1 crew) 240mm
* Maximum heeling angle with all 12 passengers on one side (must do both sides) 7 deg
* If over 7 deg but under 10 deg then as long as the minimum freeboard is above 240mm then this is classed as a pass

18m Boat or Over:

* As above but minimum upright freeboard when fully loaded equal to 480mm and hence if heel is over 7 deg but 10 deg or less then the heeled freeboard must be greater than 480mm

7 18m Boats:

Interpretation between 240mm for 7m boat & 480mm for 18m plus boat. Therefore:

Length Loaded Upright Freeboard

8m 260mm

9m 285mm

10m 305mm

11m 330mm

12m 350mm

13m 370mm

14m 395mm

15m 415mm

16m 440mm

17m 460mm

Hence a 10m boat, when fully loaded should have a freeboard of 305mm or more and when all the passengers are on one side could heel over to 10deg as long as the heeled freeboard was more than or equal to 305mm. If the heeled angle was less than or equal to 7deg then the freeboard does not matter.

 Required Actual

1. Length of boat in metres
2. Minimum loaded upright freeboard in mm
3. Loaded heeled angle Port side in degrees
4. Loaded heeled angle Starboard side in degrees
5. If over 7deg but 10 deg or less; freeboard Port in mm
6. If over 7deg but 10 deg or less; freeboard Stb in mm
7. If under required freeboard then reduction in passenger numbers to achieve 10degs and minimum heeled loaded freeboard.

Pass or Fail Stability/Heel test

Recommendations:

## Self-drive hire boat checklist.

**Enclosure 3**

**SELF-DRIVE HIRE BOATS CHECK LIST - Category 1 Boats**

**BOAT NAME: OWNER:**

**Max NUMBER OF PASSENGERS: LICENCE NO:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ITEM | CHECKED | RE-CHECKED |
| 1. | Painter |  |  |
| 2. | Bilge pump (if practicable) and or bailer or bucket with line attached |  |  |
| 3. | Paddles |  |  |
| 4. | Lifejackets – available for 100% of passengers |  |  |
| 5. | Lifebuoys/buoyancy apparatus x 1 up to 6 passengers; 2 over 6 passengers ( with vessels name printed ) |  |  |
| 6. | Notice- sticker stating Boat Name And Number, Max Passengers, Cat 1, Area of operation |  |  |
| 7. | Anchor and rope (20 metres minimum suitable for use as tow). |  |  |
| 8. | Kill switch operational |  |  |

*Special endorsements:*

*Method of communication advice: i.e. Telephone/VHF with Number of Boat Hire Company and Harbour Office in case of difficulty.*

Signature of Examining Officer………………………………………. Date……………….