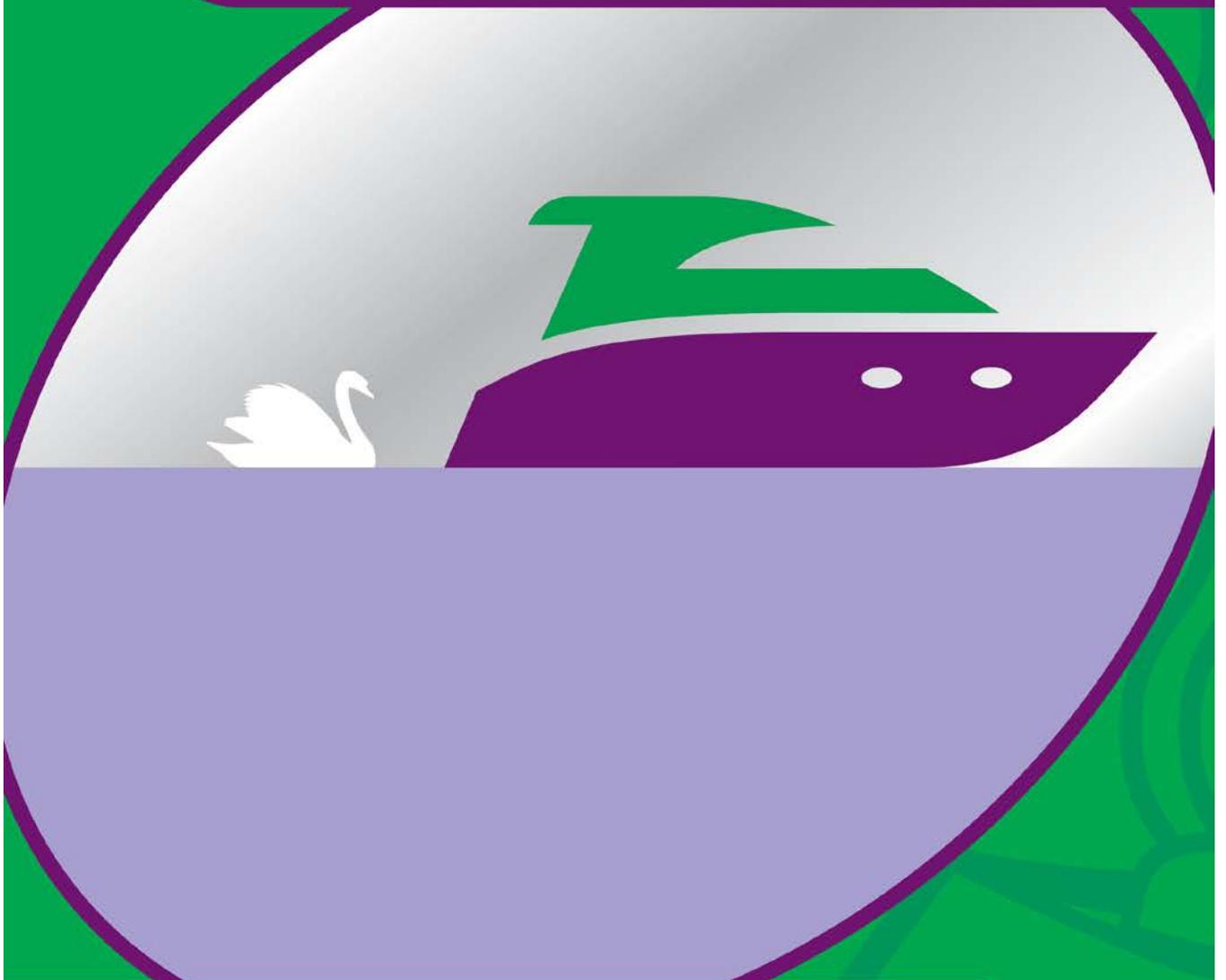




East  
Northamptonshire  
Council

## Boats for Hire Licensing Scheme



Ensuring the safety of the public

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## Document Version Control

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## Change History

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| Draft 0.1 | June 14 | Internal comments –<br>Policy and Resources for approval<br>Businesses that run boat for hire operations<br>Comments from legal<br>Environment Agency |

*NB: Draft versions 0.1 - final published versions 1.0*

## Consultees

| Internal                               | External                                      |
|--|---|
| e.g. Individual(s) / Group / Section   | e.g. Stakeholders / Partners /Organisation(s) |
| Commercial Health (comments)           | Taxi Trade (No comments)                      |
| Licensing Committee Members (comments) |   |
|  |   |

## Distribution List

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## Executive summary

Boats for Hire are licensed by East Northamptonshire Council. They are an important provision in terms of tourism, economic development and leisure. It is important that prior to issuing a licence East Northamptonshire Council is satisfied that the public are safe when using boats for hire. This scheme helps us ensure that the businesses hiring out boats are doing so taking into account the safety of those using their business, it also sets a minimum standard of safety expected from all of those that operate boat for hire businesses in East Northamptonshire.

## 1.0 Introduction

- 1.1 East Northamptonshire Council licence businesses that hire boats to the public on all waterways in the District of East Northamptonshire, to ensure the safety of public that use the boats and to create a level playing field for business operators.

## 2.0 Statement of intent

- 2.1 The Licensing Authority's key objective is ensuring public safety. This scheme reflects this overriding concern.
- 2.2 Business will require a licence with East Northamptonshire Council for boats for hire when they meet the following pre requisites:-
  - 2.2.1 They operate in East Northamptonshire (this does not cover boats simply passing through our district)
  - 2.2.2 They hire boats to the public on any waterways in our district
  - 2.2.3 The boat capacities are less than 12. (If they are greater than 12 they are licensed by the Maritime and Coastal Agency)
- 2.3 Before the Licensing Authority makes any decision to refuse a licence it will allow an opportunity for an applicant to make comment about the application.

## 3.0 Consideration of Licence Applications

- 3.1 When submitting an application for the grant or renewal of a Boat Licence the business must :-
  - fill in an application form
  - pay for the application process
  - provide evidence of valid insurance
  - detail their boats, capacities and identification mark
  - provide evidence of boat registration
  - provide copies of their terms and conditions
  - provide copies of their hand over procedure
  - detail the safety briefing process to those hiring vessels
- 3.2 Once an application is received an officer will visit the business and the boats concerned to determine the businesses suitability to hold a licence, safety of the operation and their ability to comply with the licence conditions.
- 3.3 The officer will then recommend one of the following options:
  - Grant licence
  - Grant licence with additional conditions
  - Refusal of Licence

3.3.1 If the Officer recommends refusal of the licence they will write to the applicant outlining their recommendation, reason for their recommendation and ask for comments.

3.3.2 This matter will then be placed in front of the Head of Environmental Services for a decision.

3.3.3 The applicant will then be formally notified of the decision and will be given the right of appeal to a licensing panel. This appeal must be submitted in writing no more than 21 days of the decision being notified.

3.4 The Licensing Authority has the power to refuse, suspend, revoke, or attach conditions to a licence

## **4 Licence**

4.1 A yearly licence will be issued to each business subject to a satisfactory application assessment.

4.2 The licence will be issued with the conditions at appendix one.

4.3 The business will be issued with a paper licence at each renewal and a plaque at the first application (appendix two).

4.4 The business may be inspected to confirm compliance during the course of the licence.

4.5 A reminder of renewal will be sent to the business two months prior to the licence expiring.

## **5.0 Policy outcomes**

### **5.1 Outcomes and links to the corporate outcomes**

The policy contributes to the following corporate outcomes:

- Good reputation with customers and regulators
- Good quality of life in East Northamptonshire – cleaner, safer, prosperous, healthier and sustainable

## 6.0 Appendix One

### Boats for Hire – Conditions

1. This licence must be displayed on the premises from where the business is operated.
2. The number of passengers in each boat must not exceed the capacity specified on the licence.
3. The name or number referred to on this licence must be marked on the boat and easily identifiable.
4. The boat shall be maintained in a sound and water worthy condition and all equipment shall be kept in good repair and ready for use.
5. The business must have adequate insurance for letting for hire of boats. This will include third party liabilities of at least two million pounds.
6. The business must have a documented hand over procedure for the hirer of the boat.
7. Appropriate buoyancy aids or life jackets must be provided with the boat.
8. The number of buoyancy aids or life jackets must be equal to the number of people on the boat.
9. The Buoyancy aids provided must fit the hirers of the boat.
10. There must be an assessment of the hirers competency to navigate the boat.
11. There must be a risk assessment conducted to determine the appropriate number of responsible adults required in each boat when children under 14 are part of the hiring group.
12. There must be a fire risk assessment undertaken for each boat and any controls must be implemented.
13. A first aid kit must be accessible on each boat.
14. A weather assessment must be undertaken each day hiring will take place to determine if it is safe to hire out the boat.
15. The hirer must understand and sign the hire agreement terms and conditions.
16. Prior to the booking the business must give the hirer key information on safety matters, routes and any equipment requirements.
17. There must be a safety briefing prior to the boats being used by the hirer.
18. The safety briefing must include a section on lock safety.
19. The details of all passengers on the boat and contact details must be readily available at all time.

## Appendix Two



### Public Health Act Amended Act 1907

Registration No: 14/01269/BFH

### Licence to Let Boats for Hire

THIS IS TO CERTIFY that: **INSERT BUSINESS NAME**

Of **INSERT BUSINESS ADDRESS**

Are licenced to let boats for hire on waterways in the District of East Northamptonshire.

**INSERT BUSINESS NAME**

And has been licensed by East Northamptonshire Council for the purposes of carrying on the business of letting boats for hire, on the premises situated at

**INSERT ADDRESS**

The boats Licensed for hire with the respective capacity are:-

**Boat One – Capacity 5**

**Boat Two – Capacity 9**

Issue Date: **17 March 2014**

Expiry date: **17 March 2015**

and is duly licensed in respect of such activities by:

East Northamptonshire Council,  
Cedar Drive, Thrapston, Northamptonshire, NN14 4LZ  
Tel 01832 742102 Fax 01933 734 839  
[www.east-northamptonshire.gov.uk](http://www.east-northamptonshire.gov.uk)

in accordance with the provisions of the above Act and the attached conditions. East Northamptonshire Council has the power to suspend or revoke a licence where it is desirable or necessary in the interests of the public

Signed:

Date: **17 March 2014**

Name: Julia Smith

Position: Health Protection Manager

For and on behalf of the Licensing Authority

This is to certify that

*Company Name*

is licensed for hiring out boats by

**East Northamptonshire Council**



[www.east-northamptonshire.gov.uk](http://www.east-northamptonshire.gov.uk)