



APPLICATION TO RENEW INTERNATIONAL CERTIFICATE FOR OPERATORS OF PLEASURE CRAFT

Royal Yachting Association RYA House Ensign Way Hamble Southampton SO31 4YA
Tel: 023 8060 4100 Fax: 023 8060 4299 Web: www.rya.org.uk



PLEASE WRITE APPLICANT'S NAME ON BACK OF PHOTO AND CLIP ON HERE

The ICC is issued free of charge to RYA members

NOT AN RYA MEMBER?

JOIN USING THIS FORM AND WE'LL ISSUE YOUR CERTIFICATE FREE OF CHARGE

Personal membership costs no more than the certificate issue fee if you pay by Direct Debit. Please complete and return the membership form on page two to receive your certificate for free.

The UK ICC issued by the RYA is issued in conformity with Resolution No. 40 of the United Nations Economic Commission for Europe (UNECE) Working Party on Inland Water Transport. The certificate is available to a person who fulfils the following eligibility criteria:

- has reached the age of 16;
- is physically and mentally fit to operate a pleasure craft, and in particular, has sufficient powers of vision and hearing;
- presents one of the specified UK certificates or has successfully passed an examination to prove the necessary competence for pleasure craft operation (see section 3); and
- who demonstrates their nationality or residency to show that their nationality does not preclude them from being issued with a UK ICC by the RYA (see section 2).

Please allow 21 days for the certificate to be issued. Regrettably we are unable to respond to requests to check the progress of your ICC application within the first 14 days of this period. If you require your ICC sooner a Fast Track Service, which guarantees a 2 working day turnaround from the date we receive your application, is available. Please enclose the additional fee (see section 5) and tick the Fast Track box below:

Tick for FAST TRACK service.

1. APPLICANT'S DETAILS

Forename: _____
Surname: _____
Date of birth: _____
Country of birth: _____
Nationality: _____
Address: _____

Post code: _____ Country: _____
Telephone numbers: Evening: _____
Daytime: _____ Mobile: _____
Email: _____

2. EVIDENCE OF APPLICANT'S NATIONALITY OR RESIDENCY:

The RYA is authorised by the Maritime and Coastguard Agency (MCA) to issue a UK ICC to the nationals of any country EXCEPT individuals who are a national of another UNECE member state which has accepted Resolution 40 and who are also resident in another UNECE member state which has accepted Resolution 40, unless the RYA has been given written permission to do so by the Government of the relevant country.

The other countries that have accepted Resolution 40 are: Austria; Belarus; Belgium; Bulgaria; Croatia; Czech Republic; Finland; France; Germany; Hungary; Ireland; Latvia; Lithuania; Luxembourg; Netherlands; Norway; Poland; Romania; Serbia; Slovakia; Switzerland; Ukraine. This list (correct at 01.10.2017) is subject to change without notice. Please visit www.rya.org.uk/go/icc-no to consult the latest list and for information about any special arrangements in place between the RYA and the Governments of any of these countries.

You must demonstrate that you are not a national of and resident in a country on the list. Please tick one option:

- OPTION 1:** If you are an existing RYA member, British resident at the address above and **already paying your membership subscription by Direct Debit from your British bank account**, you do not need to send any additional evidence of your nationality or address; **OR**
 OPTION 2: If you are a national of a country which is not on the list you can **send a copy of the photo page of your passport or a recognised national identity card showing your nationality**; **OR**
 OPTION 3: If your address above is in a country which is not on the list you can send evidence that you are resident at this address. **Send a copy of a recent utility bill or bank statement, a driving licence, a recognised national identity card or other official document, showing your name and address.** Further authenticated evidence may be requested.

3. EVIDENCE OF APPLICANT'S COMPETENCE:

Unless you wish to have additional categories added to your ICC, the renewal process is simply a paper exercise. Your ICC will normally be renewed with the same categories validated as your expiring certificate. There is normally no requirement to produce evidence of competence for these categories. Please tick the relevant boxes in the table below to indicate the categories your existing certificate is valid for.

If you require any additional categories, please indicate which and provide evidence of your competence for those categories as detailed on the RYA website at www.rya.org.uk/go/icc-evidence. This also applies if your existing ICC is valid for power driven vessels up to 10m LOA. Your new certificate will be issued with this length limit unless you provide acceptable evidence to demonstrate your competence for larger vessels. If you are renewing a certificate with the inland waters category that was issued prior to 1st April 1999, the category will only be revalidated if the RYA has evidence you have passed the CEVNI test.

Categories required	Renewal	New
Coastal Waters	<input type="checkbox"/>	<input type="checkbox"/>
Inland Waters	<input type="checkbox"/>	<input type="checkbox"/>
Sail (including auxiliary engine)	<input type="checkbox"/>	<input type="checkbox"/>
Power	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
Personal Watercraft	<input type="checkbox"/>	<input type="checkbox"/>

4. DECLARATION & SIGNATURE OF APPLICANT

I confirm that I satisfy the eligibility criteria above and I understand that:

- the UK ICC issued by the RYA is issued under the authorisation and on behalf of the UK Maritime and Coastguard Agency (MCA);
- possession of this certificate does not entitle me to a certificate issued on behalf of any other organisation or any other national Government;
- the certificate is valid for 5 years from the date of issue; should my eligibility change during the period the ICC is valid for I must notify the RYA and surrender the document and will not be entitled to any refund;
- if I cannot satisfactorily demonstrate my continued eligibility when the certificate expires it will not be renewed by the RYA;
- the acceptance of the ICC is determined in accordance with both the vessel's flag state legislation and that of the country in which the vessel is to be used and that it is my responsibility to ensure that the ICC is acceptable for its intended use; and
- the RYA will process the personal data I have given for the purpose of fulfilling this contract with me. My personal data will be processed in line with the RYA privacy policy www.rya.org.uk/go/privacy

SIGNATURE OF APPLICANT:

5. CHARGES

(Please tick the appropriate box below)

EXISTING RYA MEMBER. As a member you receive the ICC free of charge.

Membership No. _____

Cost of Fast Track for existing members (if required) £21 for standard members, £16 for accredited members, £10 for gold members and free of charge to life members. Payment for the fast track fee is required with your application and can be made by cheque payable to 'RYA', postal order, credit or debit card only. Direct debit is for new membership applications only.

BECOME A RYA MEMBER. Please complete the form and as a new member you receive the ICC free of charge.

NON-MEMBER. As a non-member, the cost of the issue for the ICC is £45.

Cost of Fast Track for non-members (if required) £31. Payment for the fast track fee and the certificate issue are required with your application and can be made by cheque payable to 'RYA', postal order, credit or debit card only. Direct debit is for new membership applications only.

All Fast Track applications are returned by Royal Mail First Class post (UK) and Royal Mail Air Mail (Overseas). If you require a tracked service an additional fee of £10.00 is required.

6. PAYMENT (Please tick the boxes that apply and indicate the total amount payable)

- ICC Fee – non-members £45
- Fast Track Fee – non-members £31
- Fast Track Fee – standard members £21
- Fast Track Fee – accredited members £16
- Fast Track Fee – gold members £10
- Fast Track Fee – life members free of charge
- Tracked Service – £10 (Fast Tracks only)

Membership Subscription (non direct debit)

- Under 18 £15/£17
- Under 25 £25/£27
- Personal £45/£47
- Family £70/£72

TOTAL AMOUNT: £ _____

7. CARD DETAILS (if required)

Your card details are not stored on any RYA systems and are securely destroyed once payment has been processed.

Please debit my Visa / Mastercard / Switch / Maestro (delete as applicable) card.

Card Number

Card Start Date Card Expiry Date

____/____/____ ____/____/____

Switch Issue No. Card Security No.

____ ____

Cardholder's Name

Cardholder's Signature

8. CHECK LIST

- Renewal form completed in full and declaration signed
- Evidence of your nationality or residency enclosed
- Old certificate enclosed (if possible)
- Passport sized photograph with name on reverse attached
- Evidence of competence enclosed for any new categories
- Payment enclosed (the ICC is issued free of charge to RYA Members)
- Fast track service requested if required and payment enclosed

Send to: RYA Certification, RYA House, Ensighn Way, Hamble, Southampton, SO31 4YA

RYA MEMBERSHIP FORM

Cost of Fast Track (if required) £21. New members paying by direct debit and requiring the fast track service must make a separate payment for the fast track fee by cheque payable to 'RYA', postal order, credit or debit card.

MEMBER 1

Title Forename Surname Gender
 _____ M F

Date of Birth Email Address

MEMBER 2

Title Forename Surname Gender
 _____ M F

Date of Birth Email Address

MEMBER 3

Title Forename Surname Gender
 _____ M F

Date of Birth Email Address

MEMBER 4

Title Forename Surname Gender
 _____ M F

Date of Birth Email Address

ADDRESS _____

Postcode _____

Home Tel _____ Mobile Tel _____

Category of membership, tick one box.

- Pathway** For those who have just discovered boating
- Personal** For recreational boaters
- Associate** For boaters who are members of an RYA affiliated club or class
- Accredited** For RYA instructors, race officials and more*

Club or class name: _____

*Accredited membership also includes appointed RYA race coach level 2 and 3, commercial endorsement holders, British Youth Sailing Programme and World Class Programme Sailors.

Type of membership required, please tick one box.

<input type="checkbox"/> Under 18	£15 by direct debit or card, £17 cash or cheque
<input type="checkbox"/> Under 25	£25 by direct debit or card, £27 cash or cheque
<input type="checkbox"/> Adult	£45 by direct debit or card, £47 cash or cheque
<input type="checkbox"/> Family*	£70 by direct debit or card, £72 cash or cheque

Prices shown are costs of annual subscription

*Family Membership: Two adults plus under 18's living at the same address. Prices valid until 31/03/2019. Please number up to three boating interests in order, with number one being your principal interest.

- Yacht Racing Yacht Cruising Dinghy Racing Dinghy Cruising Personal Watercraft Sportsboats & RIBS
- Windsurfing Motor Boating Powerboat Racing Canal Cruising River Cruising

This form records your personal data for RYA membership. The data recorded on this form will be verified by the RYA and transferred onto the central database. Your data will be used to verify your membership and communicate relevant information about your membership such as your welcome pack and renewal documents.

The RYA will process the personal data you have given for the purpose of fulfilling this contact with you. Your personal data will be processed in line with our privacy policy www.rya.org.uk/go/privacy.

Signature _____ Source Code **3 9 9**

Date _____ Joining Point Code

Membership payments can be made by direct debit, cheque payable to 'RYA', postal order, credit or debit card.

PAY MEMBERSHIP BY DIRECT DEBIT AND SAVE MONEY



Instruction to your Bank or Building Society to pay by Direct Debit



Name and full postal address of your Bank/Building Society

To The Manager Bank/Building Society

Address _____

Postcode _____

Name(s) of account holder(s) _____

Branch sort code _____

Bank/Building Society account number _____

Originator's Identification Number

9 5 5 2 1 3

RYA Membership Number (For office use only)

Instruction to your Bank or Building Society

Please pay Royal Yachting Association Direct Debits from the account detailed in this instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with the Royal Yachting Association and, if so details will be passed electronically to my Bank/Building Society.

Signature(s) _____

Date _____