



# MEMBERSHIP APPLICATION

# PART 1: APPLICATION

## SECTION A: BUSINESS INFORMATION

1 Name of applicant business.....  
Type: PLC/Limited  Sole Trader  Partnership  LLP  Other  (Please tick)

2 Registered office address.....  
.....

3 Company Registered No (if applicable).....

4 Date of Incorporation/Establishment of Company.....

5 Full names of registered directors (or partners, or proprietor).....  
Full names Designation/Role Date of appointment  
.....  
.....  
.....

6 VAT No.....

7 Trading names/styles (if different from 1 above)  
Trading name..... Date of 1st use.....  
Trading name..... Date of 1st use.....  
Trading name..... Date of 1st use.....

8 Principal place of business (This address will appear in BMF publications and on website entry. This will be the correspondence address unless otherwise requested)  
.....  
.....  
Main business telephone..... Fax.....  
Email..... Website.....

9 Name of contact to whom main correspondence should be sent.....  
Direct dial..... Direct email..... Direct fax.....

10 Names of additional staff members who you wish to be held on BMF database  
Name..... Job title..... Email.....  
Name..... Job title..... Email.....  
Name..... Job title..... Email.....

11 Name of applicant business' holding company: (if applicable).....

12 Registered office address of holding company.....  
.....

13 Date holding company incorporated.....

14 Nature of holding company's business activities.....

15 Name of applicant business' subsidiary companies.....  
.....

16 Is the applicant business financially controlled by or connected with another firm or company? Yes  No  (Please tick)  
If so, please give details and address of company.....  
.....  
.....

## SECTION B: NATURE OF BUSINESS

- 1 State the nature of the principal business activities in the marine industry  
a).....  
b).....  
c).....
- 2 Provide details of products manufactured or stocked, or details of products handled (if applicable).....  
.....  
.....
- 3 When did the applicant business commence trading in the marine industry?.....
- 4 Does the applicant business trade in any other market outside the marine industry? Yes  No  (Please tick)  
If so, in which markets?.....  
.....
- 5 Annual turnover of the applicant business in the marine industry (excluding non-marine related turnover, see guidance notes for further detail) .....  
Estimated current year..... Last financial year..... Previous financial year.....
- 6 What percentage of the applicant business' total annual turnover is in the marine industry?.....
- 7 If the applicant business provides advice in regard to and/or arranges insurance, please state your FSA registered no.....
- 8 If you are a boatbuilder  
Please give type and size of boat.....  
Please confirm your registered MIC code.....  
If you use a notified body, please identify.....
- If you are not yet registered for a MIC code please contact the BMF Technical Department on 01784 473377 or email [technical@britishmarine.co.uk](mailto:technical@britishmarine.co.uk) Please also see guidance notes.**

## SECTION C: EMPLOYEES

- 1 Number of employees including directors/partners/proprietor of applicant business  
Total marine employees..... Full time..... Part time.....
- 2 Number of outlets operated by applicant business.....
- 3 State whether any of these outlets are franchised or otherwise owned by or operated separately.....  
.....

## SECTION D: DISCLOSURE

- 1 Do any of the directors/partners/proprietors have any interest in any other company/business that has a commercial relationship with the applicant business  
Yes  No  (Please tick)
- 2 Have any of the applicants' directors/partners/proprietors ever been convicted of theft or fraud, or ever been declared bankrupt, or ever been a director of any company which has been liquidated or to which a Receiver or an Administrator has been appointed, or entered into a Deed of Arrangement  
Yes  No  (Please tick)
- If the answer is Yes to either 1 or 2 above, provide full details separately and where appropriate provide copies of the relevant Declarations and Certificates of Discharge**

## SECTION E: BENEFITS

What BMF Services will most benefit the applicant business? (Please tick)

- |   |  |
|---|--|
| <input type="checkbox"/> Legal & Financial                  | <input type="checkbox"/> Marketing                     |
| <input type="checkbox"/> Technical                          | <input type="checkbox"/> Government Relations          |
| <input type="checkbox"/> International Business Development | <input type="checkbox"/> National Boat Shows Discounts |
| <input type="checkbox"/> Training                           | <input type="checkbox"/> Commercial Benefits           |
| <input type="checkbox"/> Environment & Boating Facilities   | <input type="checkbox"/> Statistics & Market Research  |

## SECTION F: REGIONAL AND GROUP ASSOCIATIONS

Members will be assigned to its most appropriate regional association. The member will also belong to the sector group association most relevant to its trading activities.

Please tick your preference for Group Association

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Association of Pleasure Craft Operators (APCO) | <input type="checkbox"/> Broads Hire Boat Federation (BHBF)                       | <input type="checkbox"/> Marine Engine and Equipment Manufacturers Association (MEEMA) |
| <input type="checkbox"/> BMF Commercial Marine (CM)                     | <input type="checkbox"/> Boat Retailers & Brokers Association (BRBA)              | <input type="checkbox"/> Marine Leisure Association (MLA)                              |
| <input type="checkbox"/> British Hire Cruiser Federation (BHCF)         | <input type="checkbox"/> Canal Boatbuilders Association (CBA)                     | <input type="checkbox"/> Marine Trade Association (MTA)                                |
| <input type="checkbox"/> British Marine Electronics Association (BMEA)  | <input type="checkbox"/> Insurance Financial & Legal Services Association (IFLSA) | <input type="checkbox"/> Superyacht UK (SYUK)  |
| <input type="checkbox"/> British Sailing (BS)                           | <input type="checkbox"/> Leisure Boat Builders Association (LBBA)                 | <input type="checkbox"/> The Yacht Harbour Association (TYHA)                          |
| <input type="checkbox"/> British Small Boatbuilders Association (BSBA)  |   |  |

For further information on these associations, please visit [www.britishmarine.co.uk](http://www.britishmarine.co.uk)

## SECTION G: MARKETING

Where did you get this application form? (Please tick)

- Direct from BMF
- Direct from a group or region association
- Downloaded from BMF website
- At a boat show, if so which show? .....
- At another event (eg conference, meeting) .....

## SECTION H: ENCLOSURES

Have you enclosed: (Please tick)

- Covering letter
- Brochure/Business literature
- Administration fee of £250
- If you are a boatbuilder: Copy of RCD Declaration of Conformity – see Guidance Notes
- Disclosures - see Section D

## PART 2: DECLARATION & COMMITMENT

- 1 We/I on behalf of the applicant business confirm that all of the information we/I have provided both in and with the application is, to the best of our/my knowledge and belief, accurate.
- 2 We/I on behalf of the applicant business undertake and agree:-
  - 2.1 To keep confidential all matters received from the BMF or the Associations which are expressed to be confidential in the communications.
  - 2.2 To immediately notify the BMF in writing of any change to marine activities, ownership, direction, control or operation of the applicant business to those declared on this form.
  - 2.3 To observe and abide by the BMF Rules and Code of Practice and any code which shall be adopted by any of the relevant Regional or Group Associations (available to download from [www.britishmarine.co.uk/rules](http://www.britishmarine.co.uk/rules))
  - 2.4 To abide by the Advertising Standards Authority's Code of Advertising Practice.
  - 2.5 To be bound by the complaints and disputes, and disciplinary and appeal procedures of the BMF.
  - 2.6 To comply with the provisions of the Recreational Craft Directive and all legislation relevant to the applicant business' activities.
- 3 We/I on behalf of the applicant business understand and accept that the BMF is not under any obligation to accept the applicant business' application for membership of the BMF and relevant associations.
- 4 We/I on behalf of the applicant business agree to accept the class of membership which shall be determined by the BMF.
- 5 We/I on behalf of the applicant business, understand that the application will not be considered by the BMF until the BMF are in receipt of all components of a full application.

Preferred suppliers of the British Marine Federation may use your data to contact you about products and services that we offer that help you get the most out of your membership eg. Barclays payment acceptance. If you prefer not to be contacted then please tick this box:

The British Marine Federation may pass your information on to carefully selected third parties. If you would prefer your information not to be used in this way, please tick here:

Signed by ..... For and on behalf of (applicant business) .....

Position held ..... Date .....

**This form must be signed by a director/partner/proprietor/company secretary of the applicant business.**

# GUIDANCE NOTES

## PART 1

### (Section B) Recreational Craft Directive

Since June 1998 most recreational boats placed on the market or put into service for the first time in the EEA have been required to comply with the Recreational Craft Directive (RCD). The RCD covers boats from 2.5m to 24m length of hull, whether the boat is intended for private use or for hire/charter and covers all aspects of a boat's design and construction including stability, strength, fuel and electrical systems: in all there are 32 essential requirements to be addressed. Documentation for compliance includes a Builders Plate, CIN Number, Declaration of Conformity and Technical File. Applications for membership of BMF should confirm compliance with the RCD where relevant.

Further information is available from the **Technical Department on 01784 473377 or [technical@britishmarine.co.uk](mailto:technical@britishmarine.co.uk)**

### (Section B) Definition of Marine Turnover

- a Marine Trading turnover is defined as all invoiced sales and invoiced services connected to the leisure, superyacht (over 24m) and small commercial (up to 24m) marine industry (excluding commercial fishing). This includes the manufacture and supply of craft, equipment, engines/systems and accessories as well as all marine related services to consumers and businesses.
- b Marine Turnover should be reported in pounds sterling and relate to all relevant marine trading turnover of the applicant company, including international trading.

### For the purpose of BMF membership, turnover is calculated in different ways for the following categories of business:

**Boat Brokers:** turnover is total 'commission earned' figures in the accounts, plus the gross sales value of any craft purchased and resold as principals

**Insurance Companies & Underwriters:** turnover is 10% of premium income (net retained) from the UK boating industry

**Insurance Brokers, Agents and Underwriting Agents:** turnover is the net retained commission earned from the UK boating industry

**Finance Houses:** turnover is income arising from the difference between borrowing & lending rates on the UK boating industry

**Finance Brokers:** the income arising from fees received from financial introductions on the amount you lend the UK boating industry

**Solicitors:** turnover is income arising from fees received from the UK boating industry

**Charities:** calculated as 1/3 of total turnover

## GENERAL INFORMATION

### 1 Classes of Membership

**Full Membership:** Businesses that have completed a three year period of continuous trading within the marine industry.

**Associate Membership:** Businesses that have served less than a three year period of continuous trading in the marine industry.

Associate Members will be upgraded to Full Membership after three years trading, a credit check and short telephone interview.

Please note that transfer to Full Membership from Associate Membership is mandatory.

### 2 Regional and Group Associations

Membership of the appropriate region and group association runs concurrently with BMF membership. BMF will decide upon your most appropriate group and regional association although the applicant business may request a preferred group association. The cost of membership of the group and region is included in your basic subscription. During the application process, the associations concerned are consulted and application submitted for comment. Some associations have additional specific criteria which needs to be met.

### 3 Deposit

A fee of £250 to accompany your application is required, £200 of which will be offset against your first year's subscription and £50 is a non-refundable administration fee.

Once all components for the application has been received by the BMF membership team, we aim to process your application within four weeks, however, sometimes this may take longer. Please don't hesitate to contact the membership team at any point to check on the progress of your application.

Telephone: 01784 223663

Email: [membership@britishmarine.co.uk](mailto:membership@britishmarine.co.uk)



**Contact us:**

**British Marine Federation**

Marine House, Thorpe Lea Road,  
Egham, Surrey TW20 8BF

Tel: 01784 223663 Fax: 01784 439678

E-mail: [membership@britishmarine.co.uk](mailto:membership@britishmarine.co.uk)

[www.britishmarine.co.uk](http://www.britishmarine.co.uk)