



PLEASE WRITE NAME ON  
 PHOTO AND CLIP ON HERE

## APPLICATION TO RENEW INTERNATIONAL CERTIFICATE FOR OPERATORS OF PLEASURE CRAFT

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 write FAST TRACK at the top of this page.

The RYA ICC 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 4); and
- who presents evidence of 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).

### 1. APPLICANT'S DETAILS

NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

COUNTRY OF BIRTH: \_\_\_\_\_

NATIONALITY: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_

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 countries that have accepted Resolution 40 but have not given the RYA permission to issue a UK ICC to their nationals are: Austria; Belarus; Belgium; Bulgaria; Croatia; Czech Republic; Finland; Germany; Hungary; Ireland; Latvia; Lithuania; Luxembourg; Norway; Romania; Slovakia; Switzerland. This list (correct at 01.11.2014) is subject to change without notice. Please visit [www.rya.org.uk/go/icc-no](http://www.rya.org.uk/go/icc-no) to consult the latest list.

You **must** send evidence with your application which proves that you are not a national of and resident in a country on this list.

**Option 1:** 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 2:** If your address above is in a country which is not on the list you can send proof that you are resident at this address. Send a copy of a utility bill, bank statement, driving licence or recognised national identity card showing your address. Further authenticated evidence may be requested.

### 3. 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; and
- 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.

Signature of applicant: \_\_\_\_\_

Please ensure sections 4 - 6 are completed before submitting your renewal application.

**4. 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 indicated which and provide evidence of your competence for those categories as detailed on the RYA web site at [www.rya.org.uk/go/icc-evidence](http://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 re-validated 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 with "up to 10m LOA" restriction	<input type="checkbox"/>	<input type="checkbox"/>
Power without "up to 10m LOA" restriction	<input type="checkbox"/>	<input type="checkbox"/>
Personal Watercraft	<input type="checkbox"/>	<input type="checkbox"/>

**5. CHARGES:** Please tick the boxes that apply, indicate the total amount payable

**NOT AN RYA MEMBER? Personal Membership costs no more than the certificate issue fee if you pay by direct debit.**

**MEMBERSHIP STATUS**

- RYA member - the ICC is issued free of charge** .....
- Cost of Fast Track (indicate if required) .....

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.

**APPLICABLE CHARGES**

- Membership number \_\_\_\_\_
- Fast Track Fee **£15 for standard members**
- Fast Track Fee **£10 for gold members**

**TOTAL AMOUNT PAYABLE** £ \_\_\_\_\_ .00

OR

- Applying to become a RYA member – your ICC is issued free of charge**.....

Payments for membership can be made by direct debit, cheque payable to "RYA", postal order, credit or debit card. 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.

Cost of Fast Track (indicate if required) .....

Send completed membership form with ICC renewal form.

- Membership Fee £ \_\_\_\_\_ .00
- Paying Membership Fee by Direct Debit
- Paying Membership Fee by cheque payable to "RYA", postal order, credit or debit card.
- Fast Track Fee £15

**TOTAL AMOUNT PAYABLE** £ \_\_\_\_\_ .00

OR

- Non-member – Cost of certificate issue £43** .....
- Cost of Fast Track (indicate if required) .....

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.

- ICC Fee £43
- Fast Track Fee £25

**TOTAL AMOUNT PAYABLE** £ \_\_\_\_\_ .00

**6. PAYMENT:** Enclose a cheque payable to "RYA", enclose a postal order or provide your card details below

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 Number

Card Start Date     Card Expiry Date     Switch Issue No.   Card Security No.

Cardholder’s Name \_\_\_\_\_ Cardholder’s Signature \_\_\_\_\_

**7. CHECK LIST:**

- Renewal form completed in full and declaration signed
- Proof that your nationality or your country of residence make you eligible to be issued with a UK ICC issued by the RYA 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

**Please return this form to:** Certification Department, Royal Yachting Association, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA

# RYA MEMBERSHIP FORM

To join the RYA, please complete the application form and send it to The Membership Department, RYA, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA. You can also join online at [www.rya.org.uk/go/join](http://www.rya.org.uk/go/join) or by phoning 023 8060 4159.

<b>MEMBER 1</b>	Title	Forename	Surname	Gender
				M F
	Date of Birth	Email Address		
<b>MEMBER 2</b>	Title	Forename	Surname	Gender
				M F
	Date of Birth	Email Address		
<b>MEMBER 3</b>	Title	Forename	Surname	Gender
				M F
	Date of Birth	Email Address		
<b>MEMBER 4</b>	Title	Forename	Surname	Gender
				M F
	Date of Birth	Email Address		

**ADDRESS**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

Home Tel \_\_\_\_\_ Day Time Tel \_\_\_\_\_  
 Mobile Tel \_\_\_\_\_

<b>Type of membership required, please tick one box.</b> Prices shown are costs of annual subscription	<input type="checkbox"/> Junior (0-11)	<b>£8 by direct debit</b>	£15 non direct debit	<b>SAVE MONEY</b> by completing the direct debit form below
	<input type="checkbox"/> Youth (12-17)	<b>£13 by direct debit</b>	£20 non direct debit	
	<input type="checkbox"/> Under 25	<b>£23 by direct debit</b>	£30 non direct debit	
	<input type="checkbox"/> Personal	<b>£43 by direct debit</b>	£50 non direct debit	
	<input type="checkbox"/> Family*	<b>£68 by direct debit</b>	£75 non direct debit	

\* Family Membership: Two adults plus any under 18's living at the same address. Prices valid until 30/09/2015. One discount voucher is accepted for individual memberships, and two discount vouchers are accepted for family membership.

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


IMPORTANT In order to provide you with membership benefits the details provided by you on this form and in the course of your membership will be maintained on a database. If you do not wish to receive information on member services and benefits please tick here . By applying for membership of the RYA you agree to be bound by the RYA's standard terms and conditions (copies available on request or at [www.rya.org.uk](http://www.rya.org.uk))

Signature \_\_\_\_\_ Date \_\_\_\_\_

Source Code **3 9 9**

Joining Point Code \_\_\_\_\_

## PAY BY DIRECT DEBIT AND SAVE MONEY

	Instruction to your Bank or Building Society to pay by Direct Debit		
	<b>Name and full postal address of your Bank/Building Society</b> To The Manager _____ Bank/Building Society Address _____ _____ _____ Postcode _____	<b>Originator's Identification Number</b> 9 5 5 2 1 3	
Name(s) of account holder(s) _____ Branch sort code _____ Bank/Building Society account number _____	<b>Instruction to your Bank or Building Society</b> 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 _____

Banks and Building Societies may not accept Direct Debit instructions for some types of account.