



PLEASE WRITE NAME ON  
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## APPLICATION FOR 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 7) and write FAST TRACK at the top of this page.

**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 sections 4 - 6); 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: Mr/Mrs/Miss          | Forename          | Surname      |
| DATE OF BIRTH:             | COUNTRY OF BIRTH: | NATIONALITY: |
| ADDRESS:                   |                   |              |
| Post code                  | Country           |              |
| TELEPHONE NUMBERS: Evening | Mobile            | Daytime      |
| 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 & 7 are completed before submitting your application*

#### 4. EVIDENCE OF APPLICANT'S COMPETENCE

*To be completed by the applicant*

Evidence of your competence must be provided for each category you require validated on your ICC. Please indicate the ICC categories you are applying for and the evidence of competence you are enclosing:

| Category   | Tick box if required     | Evidence  | Notes   |
|--|--------------------------|---|---|
| Coastal waters   | <input type="checkbox"/> | This category will be validated unless courses / assessments have been conducted on inland waters or the certificate you are presenting does not demonstrate competence to skipper a boat in coastal waters e.g. RYA Helmsman's Course Completion Certificate or MCA Boatmaster Certificate   |   |
| Inland waters  | <input type="checkbox"/> | Provide a copy of one of the following and tick the relevant box:<br><input type="checkbox"/> Enclose print out to show CEVNI test passed online or;<br><input type="checkbox"/> Affiliated Club or Recognised Training Centre to sign off CEVNI test in section 5  |   |
| Sail (including auxiliary engine)                            | <input type="checkbox"/> | Provide a copy of one of the following and tick the relevant box:<br><input type="checkbox"/> RYA Day Skipper Sail (Practical) or Coastal Skipper Sail (Practical) Course Completion Certificate; or<br><input type="checkbox"/> RYA/MCA Coastal Skipper or Yachtmaster® Sail (coastal, offshore or ocean) Certificate of Competence; or<br><input type="checkbox"/> RYA ICC assessment aboard a sailing yacht with auxiliary engine signed off in section 5  | The power category will also be validated with the "up to 10m length overall" restriction to allow you to drive a tender with an outboard etc.  |
| Power<br><br>validity may be restricted to 10m LOA see notes | <input type="checkbox"/> | Provide a copy of one of the following and tick the relevant box:<br><input type="checkbox"/> RYA Powerboat Level 2 or higher Course Completion Certificate <i>(the ICC will only be valid for vessels up to 10m LOA; certificates from inland courses do not validate the coastal waters category);</i> or<br><input type="checkbox"/> RYA Day Skipper Motor (Practical) or Coastal Skipper Motor (Practical) Course Completion Certificate; or<br><input type="checkbox"/> RYA/MCA Coastal Skipper or Yachtmaster® Power (coastal, offshore or ocean) Certificate of Competence; or<br><input type="checkbox"/> Advanced Powerboat RYA/MCA Certificate of Competence; or<br><input type="checkbox"/> RYA Inland Waterways Helmsman Course Completion Certificate <i>(does not validate the coastal waters category);</i> or<br><input type="checkbox"/> RYA Helmsman's Course Completion Certificate <i>(does not validate the coastal waters category);</i> or<br><input type="checkbox"/> MCA Deck Officer Certificate of Competence (any grade); or<br><input type="checkbox"/> RN, Army or RAF Bridge Watchkeeping Certificate; or<br><input type="checkbox"/> MCA or Local Authority Boatman's Licence; or<br><input type="checkbox"/> MCA Boatmaster Certificate <i>(does not validate the coastal waters category);</i> or<br><input type="checkbox"/> RYA ICC assessment aboard a power boat or motor cruiser (to be signed off in section 5) <i>(the ICC will only be valid for vessels up to 10m LOA if the RYA ICC assessment has been taken at a powerboat recognised training centre or on a power boat or a motor cruiser of under 10m LOA)</i> | The ICC's validity for power driven vessels will be restricted to vessels "up to 10m LOA" if the evidence provided is an RYA Powerboat Course Completion Certificate or if the RYA ICC assessment has been taken at a powerboat recognised training centre or on a power boat or a motor cruiser of under 10m LOA.<br><br><div style="border: 1px solid black; padding: 5px; width: fit-content;"> <i>For RYA HQ internal use only:</i><br/>                     Certificate to be issued with power category restricted to vessels up to 10m LOA <input type="checkbox"/> </div> |
| Personal Watercraft  | <input type="checkbox"/> | Provide a copy of one of the following and tick the relevant box:<br><input type="checkbox"/> RYA Personal Watercraft Proficiency Certificate; or<br><input type="checkbox"/> RYA Powerboat Level 2 or higher Course Completion Certificate; or<br><input type="checkbox"/> Advanced Powerboat RYA/MCA Certificate of Competence  | There is no ICC assessment for Personal Watercraft  |

#### 5. ICC ASSESSMENT OF COMPETENCE AND ICC CEVNI TEST

*To be completed by the Affiliated Club or Recognised Training Centre (RTC)*

The ICC Assessment is only applicable to candidates without acceptable UK Certificates (see section 4) and is not applicable to the Personal Watercraft category.

ICC ASSESSMENT OF COMPETENCE PASSED at **Club** or **RTC Name:** .....

We hereby confirm that the applicant has successfully demonstrated their skills and knowledge in accordance with the ICC Assessment of Competence Syllabus as follows: **(Please ensure tick boxes in Section 6 are completed in full)**

Type of vessel(s) used for test: ..... Length (LOA m) .....

**Tested for categories:** Up to 10m LOA  10m LOA and over  **Test conducted on:**  
 (please tick relevant boxes) Sail (including auxiliary engine)  *also validates power category with the "up to 10m LOA" restriction* Coastal Waters  Inland Waters

**Test conducted by:** ..... **Approved by (Flag Officer or Principal):** .....

Name: ..... Name: .....

Applicable RYA qualification(s) held: ..... Signature: .....

Signature: ..... Date: ..... Date: .....

ICC CEVNI TEST PASSED at **Club** or **RTC Name:** .....

We hereby confirm that the applicant has successfully demonstrated understanding of CEVNI (European Code for Inland Waterways) by passing the CEVNI test.

**Test conducted by:** ..... **Approved by (Flag Officer or Principal):** .....

Name: ..... Name: .....

Signature: ..... Date: ..... Signature: ..... Date: .....

## 6. SYLLABUS FOR ICC ASSESSMENT OF COMPETENCE

To be completed by the Affiliated Club or Recognised Training Centre (RTC)

### ORAL / WRITTEN ELEMENTS

#### ALL CANDIDATES

##### Regulations

- 1. Knows responsibility for keeping a proper lookout
- 2. Can determine a 'safe speed'
- 3. Can recognise a potential collision situation
- 4. Can identify 'give way' vessel in a collision situation
- 5. Knows what action to take as 'give way' and 'stand on' vessel
- 6. Knows responsibilities of a small vessel in a narrow channel
- 7. Can recognise manoeuvring signals (1.2.3 & 5 short blasts)
- 8. Can make and recognise visual distress signals

##### Safety

- 1. Is able to use and instruct crew on the use of:
  - Life jackets
  - Distress alerting (e.g. DSC VHF, EPIRB, Flares, etc.)
  - Fire extinguishers
  - Kill cord (if fitted)
- 2. Can prepare a boat for use and take sensible precautions before setting out, including:
  - Engine checks
  - Check fuel for range / duration of trip
  - Obtain weather forecast
  - Avoid overloading boat

#### CANDIDATES FOR COASTAL WATERS ONLY

##### Regulations

- 1. Knows rules relating to Traffic Separation Schemes
- 2. Knows requirements for navigation lights and shapes to be displayed by own vessel
- 3. Can recognise the following from the lights: Power driven, sailing vessel, vessel at anchor, tug and tow, fishing vessel, dredger
- 4. Knows sound signal to be made by vessels as in Q3

##### Navigation

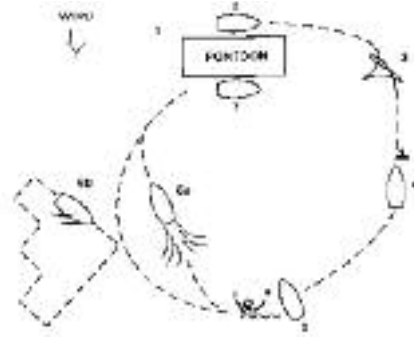
(Chart & Plotting Instruments required)

- 1. Can interpret a navigational chart, understand significance of charted depths and drying heights and can identify charted hazards
- 2. Can plot position by cross bearings and by latitude / longitude
- 3. Can determine magnetic course to steer, making allowances for leeway and tidal stream
- 4. Can use a tide table to find times and heights of high and low water at a standard port
- 5. Can determine direction and rate of tidal stream from a tidal stream atlas or tidal diamonds on a chart
- 6. Understands basic use of GPS

##### Pilotage

- 1. Can recognise, by day and night, and understand significance of buoys of the IALA system
- 2. Knows sources of information on: local regulations, port entry and departure signals, VTS and Port Operations Radio
- 3. Can plan a harbour entry/departure, taking account of possible presence of large vessels and avoiding navigational hazards

### PRACTICAL ELEMENTS (ALL CANDIDATES)



#### 1. Start

- Give safety briefing including use of safety equipment
- Has listened to weather forecasts
- Pre start engine checks
- Use kill cord (if fitted)
- Start engine
- Check cooling
- Knows fuel range

#### 2. Depart from Pontoon

- Understands use of springs to depart from lee wall/pontoon
- Communicate with crew
- Position fenders correctly

#### 3. 360° Turn in Confined Space

#### 4. Securing to Buoy

- Communicate effectively with crew
- Prepare warp
- Choose correct angle of approach
- Control speed of approach
- Secure boat effectively
- Depart from the mooring safely

#### 5. Man Overboard

- Observe MOB or instruct crew to do so
- Demonstrate correct direction and speed of approach
- Make suitable contact with MOB

#### 6a. Planing Speed Manoeuvres [if appropriate]

- Choose suitable area
- Show awareness of other water users
- Warn crew before each manoeuvre
- Look around before S and U turns
- Control speed on U turns

#### 6b. Handling Under Sail [if appropriate]

- Sail triangular course with one leg to windward
- Choose suitable area for hoisting/lowering sails
- Use sails suitable for prevailing conditions
- Show awareness of wind direction
- Trim sails correctly on each point of sailing
- Warn crew before manoeuvres
- Look round before tacking and gybing
- Control sails during tacking and gybing

#### 7. Coming Alongside Windward Pontoon

- Communicate effectively with crew
- Show awareness of other water users
- Prepare warps/fenders
- Choose correct angle of approach
- Control speed of approach
- Stop boat in place required and secure to pontoon
- Stop engine

**NOT AN RYA MEMBER? YOUR CERTIFICATE IS ISSUED FREE OF CHARGE IF YOU JOIN THE RYA USING THIS FORM.  
PERSONAL MEMBERSHIP COSTS NO MORE THAN THE CERTIFICATE ISSUE FEE IF YOU PAY BY DIRECT DEBIT**

**7. CHARGES: (please tick the appropriate box)**

- RYA member - the ICC is issued free of charge - Membership number \_\_\_\_\_  
Cost of Fast Track (if required) £15 for standard members or £10 for gold 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.
- Non-member - Cost of certificate issue £43  
Cost of Fast Track (if required) £25  
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.
- Applying to become a RYA member - as a new member you receive the ICC free of charge  
Cost of Fast Track (if required) £15  
Membership payments 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. Please complete the membership application form below.

**RYA MEMBERSHIP APPLICATION**

| Title              | Forename     | Surname | Gender     | Date of Birth   |
|--------------------|--------------|---------|------------|-----------------|
| Applicant 1.       |              |         | M F        | D D / M M / Y Y |
| Applicant 2.       |              |         | M F        | D D / M M / Y Y |
| Applicant 3.       |              |         | M F        | D D / M M / Y Y |
| Applicant 4.       |              |         | M F        | D D / M M / Y Y |
| Email Applicant 1. | Address      |         |            |                 |
| Email Applicant 2. |              |         |            |                 |
| Email Applicant 3. |              |         |            |                 |
| Email Applicant 4. |              |         |            |                 |
| Home Tel           | Day time Tel |         | Mobile Tel |                 |

**Type of membership required, please tick one box.**  
Prices shown are costs of annual subscription

- Junior (0-11)** £8 by Direct Debit £15 non Direct Debit
- Youth (12-17)** £13 by Direct Debit £20 non Direct Debit
- Under 25** £23 by Direct Debit £30 non Direct Debit
- Personal** £43 by Direct Debit £50 non Direct Debit
- Family\*** £68 by Direct Debit £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.

**SAVE MONEY**  
by completing the direct debit form below

- Please number up to three boating interests in order, with number one being your principle interest
- Yacht Racing  Yacht Cruising  Dinghy Racing  Dinghy Cruising  Personal Watercraft  Sportboats & 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 on request or at [www.rya.org.uk](http://www.rya.org.uk))

Signature \_\_\_\_\_ Date / / ---

Source Code

Joining Point Code

**SAVE MONEY ON YOUR MEMBERSHIP BY COMPLETING THE DIRECT DEBIT BELOW.**

**Instructions to your Bank or Building Society to pay by Direct Debit**



To the Manager: \_\_\_\_\_ Bank/Building Society

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Originators Identification Number

5. RYA Membership Number (For office use only)

**6. Instruction to pay 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 / / --- 110

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

**8. PAYMENT: (Please tick the boxes that apply and indicate the total amount payable):**

- ICC Fee £43  Fast Track Fee £25  Fast Track Fee £15  Fast Track Fee £10
- Membership Fee £20  Membership Fee £30  Membership Fee £50  Membership Fee £75

**TOTAL AMOUNT**  
£.....

**9. CARD DETAILS (if applicable)**

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 .....

**10. CHECK LIST:**

- Application form completed in full and declaration signed
- Evidence of eligibility enclosed
- Evidence of competence enclosed and / or sections 4 and / or 5 completed
- Passport sized photograph with name on reverse attached
- Fast track service requested if required
- Payment enclosed

**Send to: Certification, Royal Yachting Association, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA**