



INTERNATIONAL CERTIFICATE FOR OPERATORS OF PLEASURE CRAFT
ICC APPLICATION FORM

Sorry, we are currently unable to offer the fast track service

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. **Please ensure you are eligible and competent to be issued with the certificate before completing this form.** A passport sized photograph must be sent with your application form.

APPLICATION TYPE: **NEW** **RENEWAL** (AVAILABLE A MAXIMUM OF 3 MONTHS BEFORE CERTIFICATE EXPIRY DATE) **UPDATING DETAILS** **REPLACEMENT**

Please allow 21 working days for the certificate to be issued from the date your application is received. 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 for an additional fee the **fast track service** guarantees a two working day turnaround from the date we receive your application and your certificate will be sent to you by 1st class post (or airmail if your address is outside UK). Tracked return delivery is available for a further additional fee (note this is not an express delivery service and provides tracking only not a guaranteed delivery date). The fast track service must be requested at the time of application and must be paid for with the application.

~~Request fast track service~~

 Tick box if required

DECLARATION & SIGNATURE OF APPLICANT

I confirm that I have reached the age of 16 and I am physically and mentally fit to operate a pleasure craft, and in particular I have sufficient powers of vision and hearing to do so. I confirm I am the person in the passport size photograph provided with my application and that I have provided genuine documents to support my application. 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;
- 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 and any requests to amend the certificate during its period of validity must be supported by [documentation verifying the new details](#);
- should my eligibility change during the period the ICC is valid for I must notify the RYA and surrender the document and I 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 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

DATE

__ / __ / ____

APPLICANT'S DETAILS

TITLE	Mr / Mrs / Miss / Ms / Mx / Other _____	ADDRESS
FORENAME	_____	_____
SURNAME	_____	_____
DATE OF BIRTH	_____	_____
COUNTRY OF BIRTH	_____	_____
NATIONALITY	_____	UK POSTCODE OR COUNTRY _____
HOME TELEPHONE NUMBER	_____	MOBILE TELEPHONE NUMBER _____
EMAIL ADDRESS	_____	

EVIDENCE OF APPLICANT'S IDENTITY AND NATIONALITY

Before issuing, amending or replacing an ICC the RYA must verify the applicant's identity and their nationality (as the UK ICC issued by the RYA is **not available** to the nationals of countries that have adopted Resolution No. 40 unless they are resident in the UK).

You must enclose a copy of **one or more** official documents which collectively evidence your name, address, date of birth, nationality and that the photograph you have supplied is a true likeness of you. See [part 2 of the ICC application form](#) for details of acceptable documents and a list of the countries that have adopted Resolution No. 40.

Please indicate which documents you are enclosing	to verify your name	INDICATE THE TYPE OF DOCUMENT YOU ARE ENCLOSING AGAINST EACH ELEMENT
	to verify your address	NOTE: YOU DO NOT NEED 5 DIFFERENT
	to verify your date of birth	DOCUMENTS. A DOCUMENT CAN BE USED TO EVIDENCE SEVERAL ELEMENTS.
	to verify your nationality	SEE LIST OF DOCUMENTS & EXAMPLE IN
	to verify your photograph	PART 2 OF THE ICC APPLICATION FORM.

EVIDENCE OF APPLICANT'S COMPETENCE

See [part 3 of the ICC application form](#) for information on how you evidence your competence for each category.

New applications: Please provide evidence of your competence for **each** category you wish to be validated on your ICC.

Renewals & updating current certificates: Categories on your current / expiring certificate will usually be renewed automatically (see [part 3 of the ICC application form](#) for exceptions). Please provide evidence of your competence for any additional categories you wish to validate as part of the renewal process.

Please indicate which categories you wish to validate and the evidence of your competence you are providing for that category.

You must provide evidence of your competence for a category in list A and a category in list B before you can be issued with an ICC		Tick if required	Tick if renewal	Supporting evidence Indicate which certificate / assessment has been completed and enclose copy of the certificate
LIST A	Sail (with auxiliary engine)			
	Power	without "up to 10m LOA" restriction		
		with "up to 10m LOA" restriction		
	Personal Watercraft			
LIST B	Coastal Waters			
	Inland Waters			

PASSING CEVNI TEST COMPULSORY FOR VALIDATION OF THIS CATEGORY

CHARGES - RYA MEMBERS

CHARGES - NON-MEMBERS

The ICC is issued free of charge to RYA members

RYA membership number: _____
 I would like to join the RYA and have my ICC issued free of charge (complete and enclose pages 3 and 4 of this form)

Fast track service fee (indicate required on page 1)
 RYA Life Member No fee
 Gold RYA Member £10.00
 Accredited RYA Member £16.00
 Associate/Pathway/Personal RYA Member £21.00

Tracked return delivery (fast track applications only) £10.00

New application or renewal (valid for 5 years) £47.00
 Replacement of lost certificate (expiry date unchanged) £25.00
 Updating details (expiry date unchanged) £10.00

Fast track service fee (indicate required on page 1) £38.00

Enclose your membership application (pages 3 and 4 of this form) with your ICC application to pay RYA Member Charges

Tracked return delivery (fast track applications only) £10.00

Total payable £_____.00 including membership fee if not paying by direct debit. Enclose a cheque payable to 'RYA' or provide card details

CARD PAYMENT

Your card details are not stored on any RYA systems and are securely destroyed once payment has been processed.
 If you prefer not to send your card details, provide a telephone number and we will contact you for payment details when your application is due for processing.
 Please debit my **Visa / Mastercard / Switch / Maestro** card (delete as applicable)

Card number

Card start date Card expiry date Switch Issue No. Card Security No.

Cardholder's name _____

Cardholder's signature _____

CHECK LIST – NEW APPLICATION

CHECK LIST – RENEWAL

- Application form completed in full and declaration signed
- Passport sized photograph with name on reverse enclosed
- Evidence of identity and eligibility enclosed
- Evidence of competence for all categories enclosed
- Fast track service requested, if required
- Payment enclosed

- Application form completed in full and declaration signed
- Passport sized photograph with name on reverse enclosed
- Expiring certificate or if any of your details are changing corresponding evidence of identity and nationality
- Evidence of competence enclosed for any new categories
- Fast track service requested, if required
- Payment enclosed

POST YOUR APPLICATION TO: RYA CERTIFICATION, RYA HOUSE, ENSIGN WAY, HAMBLE, SOUTHAMPTON, SO31 4YA
 Fast track applications may be sent by post or by email to fast.track@rya.org.uk

RYA MEMBERS DO NOT NEED TO COMPLETE OR RETURN PAGES 3 AND 4 OF THIS FORM

RYA MEMBERSHIP APPLICATION - JOIN THE RYA NOW AND HAVE YOUR ICC ISSUED REPLACED OR UPDATED FREE OF CHARGE

The information provided on this form will be used to process your application for RYA membership, and then to send you relevant information such as your welcome pack and renewal documents. The legal basis for processing this information is contract, or anticipation of contract. Your information will be processed in line with our privacy policy, available at www.rya.org.uk/go/privacy

SIGNATURE

DATE

_ _ / _ _ / _ _ _ _

TYPE OF MEMBERSHIP (TICK ONE BOX) - PRICES (VALID UNTIL 31/03/2021) ARE THE COST OF AN ANNUAL SUBSCRIPTION

Under 18 £17 Under 25 £26 Adult £47 Family - two adults and any under 18's living at the same address £74

Payment can be made annually by direct debit, by cheque payable to 'RYA' or by card. If paying by cheque or card please include the cost of your membership in the total amount payable on page 2.

CATEGORY OF MEMBERSHIP (TICK ONE BOX)

- Accredited For RYA instructors, commercial endorsement holders, race officials, RYA race coach level 2 and 3, British Youth Sailing Programme and World Class Programme Sailors
- Associate For boaters who are a member of an RYA affiliated club or class (give name) _____
- Pathway For those who have just discovered boating
- Personal For recreational boaters

BOATING INTERESTS (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
- Sportsboats & RIBS Windsurfing Motor Boating Canal Cruising River Cruising

PAYING FOR YOUR RYA MEMBERSHIP

By direct debit:

To pay for your membership annually by direct debit, please complete the direct debit instruction on the next page of this form.



Instruction to your Bank or Building Society to pay by Direct Debit
Please fill in the form using a ballpoint pen and send it to: Royal Yachting Association, RYA House, Ensign Way, Hamble, Southampton, Hampshire SO31 4YA



By cheque, credit or debit card:

If you prefer you can enclose a cheque or you can include the cost of your membership in the total amount payable and provide your credit or debit card on page 2 of the form.

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

□ □ □	□ □ □	□ □ □
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Bank/Building Society Account Number

□	□	□	□	□	□	□	□	□	□
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Reference

□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□
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Service User Number

9	5	5	2	1	3
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For Royal Yachting Association official use only. This is not part of the instruction to your Bank or Building Society. Please complete the below details so we can match this instruction to our records.

If the Account Holder name is different to the member name please also provide the below	
Address	
Postcode	
Telephone	
Email	

Instructions 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

Banks and Building societies may not accept Direct Debit Instructions for some types of account.

For RYA reference only: Source code: **110 new | 399 renewal** Joining Point Code: _____

FAMILY MEMBERSHIP – ADDITIONAL APPLICANTS

Family membership includes two adults and any under 18's living at the same address. Please provide the details of any additional applicants you would like to include in your family membership.

The information provided on this form will be used to process your application for RYA membership, and then to send you relevant information such as your welcome pack and renewal documents. The legal basis for processing this information is contract, or anticipation of contract. Your information will be processed in line with our privacy policy, available at www.rya.org.uk/go/privacy

2ND ADULT APPLICANT

Title _____ Forename _____ Surname _____

Date of birth _____ Mobile telephone number _____

Email address _____

BOATING INTERESTS (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
 Sportsboats & RIBS Windsurfing Motor Boating Canal Cruising River Cruising

UNDER 18 APPLICANT

Title _____ Forename _____ Surname _____

Date of birth _____ Mobile telephone number _____

Email address _____

BOATING INTERESTS (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
 Sportsboats & RIBS Windsurfing Motor Boating Canal Cruising River Cruising

UNDER 18 APPLICANT

Title _____ Forename _____ Surname _____

Date of birth _____ Mobile telephone number _____

Email address _____

BOATING INTERESTS (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
 Sportsboats & RIBS Windsurfing Motor Boating Canal Cruising River Cruising

UNDER 18 APPLICANT

Title _____ Forename _____ Surname _____

Date of birth _____ Mobile telephone number _____

Email address _____

BOATING INTERESTS (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
 Sportsboats & RIBS Windsurfing Motor Boating Canal Cruising River Cruising

UNDER 18 APPLICANT

Title _____ Forename _____ Surname _____

Date of birth _____ Mobile telephone number _____

Email address _____

BOATING INTERESTS (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
 Sportsboats & RIBS Windsurfing Motor Boating Canal Cruising River Cruising

ICC ASSESSMENT OF COMPETENCE SYLLABUS AND RECORD SHEET

TO BE COMPLETED BY THE RYA AFFILIATED CLUB OR RYA RECOGNISED TRAINING CENTRE CONDUCTING THE ASSESSMENT

Continuation sheet - only valid with a full completed and signed ICC application form part 2 page 1 which confirms the ICC assessment of competence has been passed.

Name of candidate: _____

Test conducted by: _____

Vessel used for test _____

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 small vessel in narrow channel
- 7. Can recognise manoeuvring signals (1, 2, 3 & 5 blasts)
- 8. Can make and recognise visual distress signals

Safety

- 1. Is able to use and instruct crew on the use of:
 - Lifejackets
 - 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

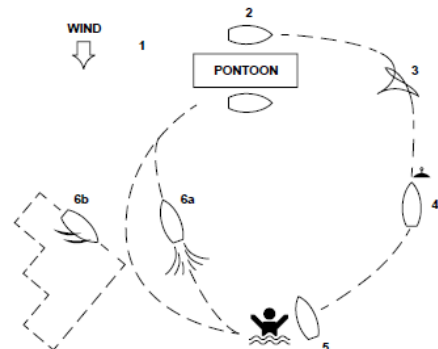
- 1. Knows rules relating to Traffic Separation Schemes
- 2. Knows requirements for navigation lights and shapes to be displayed on vessel
- 3. Can recognise the following from the lights: power driven, sailing vessel, vessel at anchor, tug and tow, dredger
- 4. Knows sound signals to be made by vessels 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. 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**
 - Understand use of springs to depart from lee wall / pontoon
 - Communicate with crew
 - Position fenders correctly
- 3. **360° turn in confined space**
- 4. **Securing to a buoy**
 - Communicate effectively with crew
 - Prepare warp
 - Choose correct angle of approach
 - Control speed of approach
 - Secure boat effectively
 - Depart from 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. **Planning Speed Manoeuvres (if appropriate)**
 - Choose suitable area
 - Show awareness of other water users
 - Warn crew before each manoeuvre
 - Look round 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
 - Prepared warps / fenders
 - Choose correct angle of approach
 - Control speed of approach
 - Stop boat in place required and secure to pontoon
 - Stop engine

ICC CEVNI Test and ICC assessment of competence

You only require this part of the application form if you are taking an ICC assessment or the CEVNI test at an RYA recognised training centre or an RYA affiliated club.

The ICC assessment of competence is only applicable to applicants without acceptable UK Certificates as listed in [part 3 of the ICC application form](#) and it is not applicable to the Personal Watercraft category.

FORM TO BE COMPLETED BY THE RYA AFFILIATED CLUB OR RYA RECOGNISED TRAINING CENTRE (RTC).

Name of candidate _____

Date of birth of candidate

__ / __ / ____

ICC CEVNI TEST PASSED:

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

ID seen to verify candidate name and date of birth Document(s) _____

Club or RTC name _____

Test conducted by:

Name _____

Signature _____

Date __ / __ / ____

Approved by:

Name _____

Signature _____

Date __ / __ / ____

Principal / Chief Instructor / Flag Officer (delete as applicable)

ICC ASSESSMENT OF COMPETENCE PASSED

We hereby confirm that the applicant has successfully demonstrated their skills and knowledge in accordance with the ICC Assessment of Competence syllabus (page 2 of part 4 of this form) and has received a completed copy of page 2 of part 4 of this form (for each vessel they were tested on) to enclose with their ICC application.

ID seen to verify candidate name and date of birth Document(s) _____

Club or RTC name _____

		Type of vessel used for test	
Tested for categories: (please tick relevant boxes)	Power with "up to 10m LOA" restriction	<input type="checkbox"/>	_____
	Power without "up to 10m LOA" restriction	<input type="checkbox"/>	_____
	Sail (with auxiliary engine)	<input type="checkbox"/>	_____
	Coastal waters	<input type="checkbox"/>	_____
	Inland waters	<input type="checkbox"/>	_____

Test conducted by:

Name _____

Applicable RYA qualification(s) held: _____

Signature _____

Date __ / __ / ____

Approved by:

Name _____

Principal / Chief Instructor / Flag Officer (delete as applicable)

Signature _____

Date __ / __ / ____