INTERNATIONAL CERTIFICATE FOR OPERATORS OF PLEASURE CRAFT

ICC APPLICATION FORM

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 see https://www.rya.org.uk/our-services/icc/apply/ to check how long it will take for your certificate to be issued. Regrettably we are unable to respond to requests to check the progress of your ICC application during the published period. If you require your ICC sooner you may wish to consider using the **fast track service** (see https://www.rya.org.uk/membership-benefits/rya-fast-track-certification/ for details). 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 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;
- 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 https://www.rya.org.uk/compliance/privacy-security-and-data-protection/; and
- my ICC application is subject to the standard RYA terms and conditions.

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 I am providing with my application and I am providing genuine documents to support my application.

SIGNATURE _____ **DATE** ___/___/___

APPLICANT'S DETAILS

TITLE Mr / Mrs / Miss / Ms / Mx / Other _____

FORENAME _____

SURNAME _____

DATE OF BIRTH _____

COUNTRY OF BIRTH _____

NATIONALITY _____

HOME TELEPHONE NUMBER _____

EMAIL ADDRESS _____

RESIDENTIAL ADDRESS The certificate will not be sent to any address other than this one, which is printed on the certificate.

_____

_____

_____

_____

UK POSTCODE OR COUNTRY _____

MOBILE TELEPHONE NUMBER _____

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 accepted 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 ICC-2 Notes: Evidencing identity and eligibility for details of acceptable documents and a list of the countries that have accepted Resolution No. 40.

Please indicate which documents you are enclosing a copy of

DO NOT SEND ORIGNIAL DOCUMENTS

- to verify your name
- to verify your address
- to verify your date of birth
- to verify your nationality
- to verify your photograph

INDICATE THE TYPE OF DOCUMENT YOU ARE ENCLOSING AGAINST EACH ELEMENT NOTE: YOU DO NOT NEED 5 DIFFERENT DOCUMENTS. A DOCUMENT CAN BE USED TO EVIDENCE SEVERAL ELEMENTS. SEE LIST OF DOCUMENTS & EXAMPLE IN PART 2 OF THE ICC APPLICATION FORM.

EVIDENCE OF APPLICANT'S COMPETENCE

See ICC-3 Notes: Evidencing boating competence 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 ICC-3 Notes: Evidencing boating competence 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 (do not send the original)
LIST A	Sail (including 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

RYA membership number:_____

The ICC is issued free of charge to eligible RYA members

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	£50.00	☐
Accredited RYA Member	£50.00	☐
Personal RYA Member	£60.00	☐

Include membership fee if joining and not paying membership by direct debit.

Total payable £_____.00

CHARGES - NON-MEMBERS

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

New application or renewal (valid for 5 years)	£75.00	☐
Replacement of lost certificate (expiry date unchanged)	£40.00	☐
Updating details (expiry date unchanged)	£10.00	☐

Cost including £125.00 fast track service
(indicate fast track service is required on page 1)

New application or renewal (valid for 5 years)	£200.00	☐
Replacement of lost certificate (expiry date unchanged)	£165.00	☐
Updating details (expiry date unchanged)	£135.00	☐

Enclose a cheque payable to 'RYA' or provide card details

Total payable £_____.00

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

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

CHECK LIST – RENEWAL

- ☐ 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 copies of 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 https://www.rya.org.uk/compliance/privacy-security-and-data-protection/

SIGNATURE **DATE** __ __ / __ __ / __ __ __ __

TYPE OF MEMBERSHIP (TICK ONE BOX) - PRICES (VALID UNTIL 31/03/2027) ARE THE COST OF AN ANNUAL SUBSCRIPTION

Under 18 - £19 ☐	Under 25 - £31 ☐	Adult - £62 ☐	Family - two adults and any under 18's living at the same address - £94 ☐

If you are joining the RYA for the first time and paying by Direct Debit you may be eligible for a 15% on the price for your first year of membership. Tick this box if you think you are joining the RYA for the first time. ☐

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
☐	Personal	For all other 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.

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.

NOTE: Direct Debit is for new membership applications only and only the membership element of a payment can be made by direct debit.

If you require the fast track service the fast track service fee must be paid by card or cheque.

RYA

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

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

Reference

Service User Number

9	5	5	2	1	3

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:
https://www.rya.org.uk/compliance/privacy-security-and-data-protection/

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 certificate - sail (including auxiliary engine) category

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

The ICC assessment of competence is not applicable to the Personal Watercraft category and is only applicable to applicants without acceptable UK Certificates as listed in ICC-3 Notes: Evidencing boating competence.

This certificate can only be used to validate the sail (with auxiliary engine) category on a UK ICC issued by the RYA. In order for an ICC to be issued you must also provide an ICC assessment certificate for either inland or coastal waters (or for coastal waters a certificate listed in ICC-3 Notes: Evidencing boating competence which validates the coastal category).

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

Candidate name: _____ Candidate date of birth: __ __ / __ __ / __ __ __ __

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

ICC ASSESSMENT OF COMPETENCE SYLLABUS – SAIL (WITH AUXILIARY ENGINE) CATEGORY

SKILLS

☐ 1. **Preparation**
- Give safety briefing including use of safety equipment
- Obtained and assessed appropriate weather forecast
- 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 or pontoon
- Communicate effectively with crew
- Position fenders correctly

☐ 3. **360˚ turn in confined space**

☐ 4. **Mooring to a buoy and anchoring**
- Communicate effectively with crew
- Anchoring (deploy and set anchor, check holding, recover and stow anchor)
- Mooring buoy (prepare warp, choose correct angle and control speed on approach, secure boat effectively to mooring buoy, 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

☐ 6. **Handling under sail**
- Sail a triangular course with one leg being to windward
- Choose suitable area for hoisting / lowering sails
- Use sails suitable for prevailing condition
- 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

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 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

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 above for sail (including auxiliary engine)

Type and length of vessel the assessment was conducted aboard: _____

RTC or Club name: _____

Assessor Name: _____ RYA Reference No.:_____

Signature: _____ Date: __ __ / __ __ / __ __ __ __

Principal / Chief Instructor / Flag Officer (DELETE AS APPLICABLE) Name: _____

Signature: _____ Date: __ __ / __ __ / __ __ __ __

ICC assessment certificate – coastal waters category

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

The ICC assessment of competence is not applicable to the Personal Watercraft category and is only applicable to applicants without acceptable UK Certificates as listed in ICC-3 Notes: Evidencing boating competence.

This certificate can only be used to validate the coastal waters category on a UK ICC issued by the RYA. In order for an ICC to be issued you must also provide an ICC assessment certificate for either the power (which may be limited up to 10m LOA) or sail (including auxiliary engine) category or a certificate listed in ICC-3 Notes: Evidencing boating competence which validates either of the afore mentioned categories.

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

Candidate name: _____ Candidate date of birth __ __ / __ __ / __ __ __ __

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

ICC ASSESSMENT OF COMPETENCE SYLLABUS – COASTAL WATERS KNOWLEDGE

PLANNING

- ☐ 1. Sources of weather information, interpreting a forecast and its impact on a passage
- ☐ 2. Can prepare a simple passage plan (tidal and non-tidal)

COLLISION REGLUATIONS (IRPCS)

- ☐ 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: power driven vessel, sailing vessel, vessel at anchor, tug and tow, dredger
- ☐ 5. Knowledge of all other rules (excluding annexes)

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
- ☐ 4. Can fix a position and understands the importance of verification of position from at least two sources
- ☐ 5. Can source weather information, interpret a forecast and its impact on a passage and the sea state
- ☐ 6. Understands various methods of sending a distress signal with reference to annex IV of the International Regulations for Preventing Collisions at Sea (IRPCS)

ICC COASTAL WATERS KNOWLEDGE ASSESSMENT PASSED

We hereby confirm that the applicant has successfully demonstrated their skills and knowledge in accordance with the ICC Assessment of Competence syllabus above for Coastal Waters Knowledge.

RTC or Club name: _____

Assessor Name: _____ RYA Reference No.:_____

Signature _____ Date __ __ / __ __ / __ __ __ __

Principal / Chief Instructor / Flag Officer (DELETE AS APPLICABLE) Name: _____

Signature _____ Date __ __ / __ __ / __ __ __ __