



PLEASE WRITE NAME ON PHOTO AND CLIP ON HERE

## APPLICATION FOR INTERNATIONAL CERTIFICATE FOR OPERATOR OF PLEASURE CRAFT

Valid for 5 years from the date of issue

### 1. ELIGIBILITY: This certificate is available to a person over the age of 16 who is a

Please tick the relevant box

- British resident** Enclose evidence of residency (copy of a utility bill, bank statement, driving licence or recognised national identity card showing your address). Further authenticated evidence of residency may be required.
- British national** Enclose a copy of the photo page of your passport or a recognised national identity card
- National of the USA or Canada** Enclose a copy of the photo page of your passport or a recognised national identity card
- National of a country which is not a member of UNECE** (see list on page 3) Enclose a copy of the photo page of your passport or a recognised national identity card

NAME: Mr/Mrs/Miss Forename Surname

DATE OF BIRTH: COUNTRY OF BIRTH: NATIONALITY:

ADDRESS:

Post code Country

TELEPHONE NUMBERS: Evening Mobile Daytime

EMAIL:

- ICC CATEGORIES FOR WHICH YOU ARE APPLYING:
- Power up to 10m length overall  Sail  Coastal waters
- Power 10m length overall and over  Personal watercraft  Inland waters

### 2. EVIDENCE OF COMPETENCE: Evidence may be provided in the following ways

EVIDENCE OF COMPETENCE (Please send photocopies, not original certificates)	CATEGORIES ICC MAY BE VALIDATED FOR					
	POWER		PWC	SAIL	COASTAL WATERS	INLAND WATERS (CEVNI test required)*
	Up to 10m LOA	10m LOA and over				
RYA National Powerboat Certificate (Inland) Level 2 or higher	✓		✓			✓*
RYA National Powerboat Certificate (Coastal) Level 2 or higher	✓		✓		✓	✓*
Advanced Powerboat RYA/MCA Certificate of Competence	✓	✓	✓		✓	✓*
RYA Inland Waterways Helmsman Certificate	✓	✓				✓*
RYA Helmsman's Course Completion Certificate	✓	✓				✓*
RYA Day Skipper / Coastal Skipper Practical Course Completion Certificate (Power)	✓	✓			✓	✓*
RYA Day Skipper / Coastal Skipper Practical Course Completion Certificate (Sail)	✓			✓	✓	✓*
Coastal Skipper / Yachtmaster® Coastal or higher RYA/MCA Certificate of Competence (Power)	✓	✓			✓	✓*
Coastal Skipper / Yachtmaster® Coastal or higher RYA/MCA Certificate of Competence (Sail)	✓			✓	✓	✓*
MCA Deck Officer Certificate of Competence (Any Grade)	✓	✓			✓	✓*
RN, Army or RAF Bridge Watchkeeping Certificate	✓	✓			✓	✓*
MCA or Local Authority Boatman's Licence	✓	✓			✓	✓*
MCA Boatmaster Certificate	✓	✓				✓*
RYA Dinghy Instructor and National Powerboat Certificate Level 2 or higher	✓			✓	✓	✓*
RYA Personal Watercraft Proficiency Certificate			✓		✓	

Provide a copy of a certificate showing satisfactory completion of a practical course and / or a certificate of competence as detailed above. The list is not comprehensive and other certificates of a similar standard may also be accepted at the discretion of the RYA Training Manager.

**LIST CERTIFICATE COPIES ENCLOSED:** \_\_\_\_\_

OR

Pass an assessment of your competence including a practical element on a vessel(s) appropriate to the categories required at a RYA recognised training centre or RYA affiliated club authorised to carry out ICC tests.  
*Section 4 details the syllabus and must be completed and signed by the tester.*

AND

Applicants for the inland waters category must additionally have passed the CEVNI test on the European inland waterways regulations through a RYA recognised training centre or RYA affiliated club authorised to carry out CEVNI tests.  
*Section 5 must be completed and signed by the tester or attach your online test completion certificate.*

### 3. DECLARATION & SIGNATURE OF APPLICANT:

I declare that I am over 16 and am physically and mentally fit to operate a pleasure craft \_\_\_\_\_

TURN TO BACK PAGE FOR PAYMENT INFORMATION

Please tick the relevant box(es)

#### 4. ASSESSMENT OF COMPETENCE (NOT APPLICABLE TO PERSONAL WATER CRAFT)

##### 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
  - Fire extinguishers
  - Distress flares
  - 'Kill cord' (if fitted)
- 2. Can prepare a boat for use and take sensible precautions before setting out, including:
  - Engine checks
  - Obtain weather forecast
  - Check fuel for range/duration of trip
  - Avoid overloading boat

##### ORAL / WRITTEN ELEMENTS FOR 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 Lat/long
- 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
- 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. High Speed Manoeuvres [if appropriate]

- Use kill-cord 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

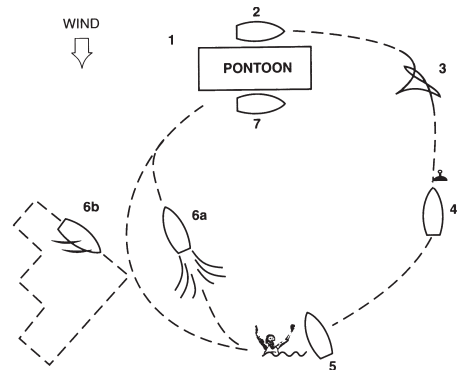
###### 6b. Handling Under Sail [if appropriate]

- 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



COMPETENCE TEST CARRIED OUT AT: Club or Training Centre

APPROVED BY FLAG OFFICER OR PRINCIPAL

Club or TC Name: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Type of vessel used for test: \_\_\_\_\_

Length (m) \_\_\_\_\_

Signature: \_\_\_\_\_

Name of tester: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### 5. CEVNI TEST CANDIDATES FOR INLAND WATERS ONLY

- 1. Understands CEVNI (European Inland Waterways Regulations)

APPROVED BY FLAG OFFICER OR PRINCIPAL

CEVNI TEST CARRIED OUT AT: Club or Training Centre

Name: \_\_\_\_\_

Club or TC Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of tester: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# HOW DO I GET AN ICC?

The ICC is only available to people aged 16 and over.

Are you age 16 or over?

Yes

No

Are you a British resident?

Yes

No

Are you a British national?

Yes

No

Are you a national of another UNECE country?

Yes

No

Are you a national of Canada or the USA?

Yes

No

Do you intend to boat on inland waters?

Yes

No

Do you have acceptable evidence of competence for the categories you require?

Yes

No

Pass a relevant assessment for the categories you require

COMPLETE APPLICATION FORM

The RYA is not permitted to issue you with an ICC. Speak to your national maritime authority.

You are a British national if you are one of the following:  
 A British citizen  
 A British overseas territories citizen  
 A British overseas citizen  
 A British national (overseas)  
 A British subject  
 A British protected person

The other UNECE countries are:  
 Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia, and Herzegovina, Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Kazakhstan, Kyrgyzstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russian Federation, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Tajikistan, Turkey, Turkmenistan, Ukraine, United States of America, Uzbekistan.

Anyone requiring an ICC valid for inland waters must pass the CEVNI Test. The test can be arranged through a RYA recognised training centre or an affiliated club authorised to carry out the test. The RYA ICC CEVNI test is a multiple choice paper which you can choose to take at the training centre or electronically remotely from home or anywhere in the world

You will need to provide evidence that you have passed the CEVNI test with your application

EVIDENCE OF COMPETENCE (Please send photocopies, not original certificates)	CATEGORIES ICC MAY BE VALIDATED FOR			
	POWER Up to 10m LOA and over	PWC	SAIL	COASTAL WATERS INLAND WATERS (CEVNI test required)*
RYA National Powerboat Certificate (Inland) Level 2 or higher	✓	✓		✓
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Coastal Skipper / Yachtmaster® Coastal or higher RYA/MCA Certificate of Competence (Power)	✓	✓	✓	✓
Coastal Skipper / Yachtmaster® Coastal or higher RYA/MCA Certificate of Competence (Sail)	✓		✓	✓
MCA Deck Officer Certificate of Competence (Any Grade)	✓	✓	✓	✓
RN, Army or RAF Bridge Watchkeeping Certificate	✓	✓	✓	✓
MCA or Local Authority Boatman's Licence	✓	✓	✓	✓
MCA Boatmaster Certificate	✓	✓		✓
RYA Dinghy Instructor and National Powerboat Certificate Level 2 or higher	✓		✓	✓
RYA Personal Watercraft Proficiency Certificate		✓	✓	✓

Boaters who have not successfully completed an acceptable RYA practical course, but already have the required level of competence, can take the ICC assessment. This can be arranged through a RYA recognised training centre or an affiliated club authorised to carry out the test. If you require an ICC which is valid for both 'Sail' and 'Power 10m and over' you will need to take an assessment for each type of boat as the skills required can be very different. The training centre or club will confirm your successful completion of the test by signing the relevant section of this form - there is no separate certificate.

**6. CHARGES:**

The ICC which is valid for 5 years from the date of issue is issued free to RYA Members, a fee is payable by non-members.

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 for an additional charge. Please enclose the additional fee and write **FAST TRACK** at the top of the front page of this application form.

Fees Payable	Non-member	Standard RYA member or applying for membership with ICC application	RYA Gold Member
Cost of certificate issue	£40	Free of charge	Free of Charge
Cost of fast track issue if required	£20	£15	£10

**7. PAYMENT: Please tick the relevant box**

I do not wish to be a member of the RYA

- I enclose £40 for the issue of the certificate  
 I enclose £60 for the issue of the certificate using the Fast Track service

Payment can be made by cheque, postal order or credit/debit card. If you would like to pay by credit or debit card please enter your card details at section 8.

**Please note - payment cannot be made by Direct Debit - this is for new member applications only.**

I am a current RYA Member (certificate is free of charge)

- My membership number is \_\_\_\_\_  
 I require the Fast Track service and my membership number is: \_\_\_\_\_

Payment for the Fast Track service can be made by cheque, postal order or credit/debit card. Please enter your card details at section 8.

**Please note - payment cannot be made by Direct Debit - this is for new member applications only.**

I would like to apply for RYA membership

- I have completed the membership form below  
 I have completed the membership form below and also require the Fast Track service

Payment can be made by cheque, postal order, direct debit or credit/debit card. If you would like to pay by credit or debit card then please enter your card details at section 8. If you are paying by Direct Debit your Bank Account must be from within the United Kingdom.

**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 (Tick Box)**

- Youth (12-17)** Annual rate £15 or £10 if paying by Direct Debit  
 **Under 25** Annual rate £25 or £20 if paying by Direct Debit  
 **Personal** Annual rate £45 or £40 if paying by Direct Debit  
 **Family\*** Annual rate £65 or £60 if paying by Direct Debit

**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       Sportboats & RIBSs       Windsurfing       Motor Boating  
 Powerboat Racing       Canal Cruising       River Cruising

\* Family Membership; 2 adults plus any under 18s all living at the same address. Prices valid until 30/9/2011. One discount voucher is accepted for individual memberships, and two discount vouchers are accepted for family membership.

**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)

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**

9  5  5  2  1  3

**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  /  /

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

**8. CREDIT CARD DETAILS:** Your credit card details are not stored on any RYA systems and your details are securely destroyed once payment has been processed.

Please debit my **Visa/Mastercard/SwitchCard/Maestro** (delete as applicable)

- Please tick the boxes that apply and enter the total amount to be taken
- ICC Fee £40     Fast Track Fee of £20     Fast Track Fee of £15     Fast Track Fee of £10  
 Membership Fee of £15     Membership Fee of £25     Membership Fee of £45     Membership Fee of £65

**TOTAL AMOUNT**  
 £.....

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

Cardholder's Name..... Cardholder's Signature .....

**9. CHECK LIST:**

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

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