GUIDANCE NOTE

PERMIT APPLICATION FORM

GENERAL GUIDANCE

To apply for a permit complete a Permit Application Form – [link to application form] and post or return with the necessary payment and documentation to

Assistant Inspector of Navigation
Waterways Ireland
Harbour Street
Tullamore
Co Offaly

Opening Hours: Monday – Thursday 8.30 am – 5.00 pm
Friday 8.30 am – 4 pm
Closed for Lunch: 1.00 pm – 2.00 pm

Telephone: +353 (0) 57 935 2300

Applications will NOT be processed without payment of all relevant charges or without the required enclosures.

Incomplete applications will NOT be accepted.

SECTION 1 – OWNERSHIP DETAILS

A maximum of two individual names will be accepted as the registered owners for any single boat and both named owners will be fully responsible for compliance with permit terms and conditions. Only one address may be registered, which is the address we will send all correspondence to.

If your boat is owned by a Consortium please provide two names for contact purposes at Section 1 and enclose a supplementary sheet detailing the names, addresses and contact telephone numbers for ALL owners. The two persons whose names are provided at Section 1 shall be deemed to sign the application form on behalf of all the consortium members.

Please ensure email addresses are provided where available, as Waterways Ireland will use these to forward Marine Notices and navigation information.

If you intend to use your boat for commercial purposes you will need to apply for a Commercial Operating Licence.
SECTION 2 – DETAILS OF BOAT

Please complete the requested details of your boat.

Boat Insurance

Boat owners are responsible for any damage or injury they or their boat causes.

Waterways Ireland requires all applicants to hold 3rd party liability insurance for their boat. It is your responsibility to ensure the insurance is appropriate for the intended use of the boat.

When completing Section 2 of the application form you must provide the name of the insurance provider, the policy number, the expiry date and provide a copy of the Certificate of Insurance.

The name(s) on the Certificate of Insurance must be the same as that of at least one owner at Section 1 on the application form.

Unpowered Boats

Waterways Ireland strongly recommends you have insurance in place for unpowered boats ie a boat without any form of power propulsion; however we will not refuse a permit for an unpowered boat.

Environmental

Disposal of Rubbish

Boat owners on the canals will be required to dispose of domestic rubbish at their own expense. On the application form you need to indicate how you intend to manage this. For example, evidence of a paid collection service or by confirming that you will take your rubbish home and dispose of it through your domestic collection service.

In a limited number of locations Waterways Ireland may offer this service for a charge. Details of this will be notified when the area opens for extended mooring permit applications.

Waste Holding Tanks

You are asked to tell us if your boat has an operational waste holding tank. This is not a mandatory requirement, but information is being collected for management purposes.
SECTION 3 – CHOOSING THE PERMIT(S) YOU REQUIRE

Combined Mooring & Passage Permit (CMP)

Any boat owner wishing to use the canals needs to purchase an annual Combined Mooring & Passage Permit (CMP). This allows you to use your boat on the canals and moor for up to 5 days in any one location and costs €126 per year.

If you make short or infrequent visits to the canals and do not stay for more than 5 days in a single location or remove your boat from the navigation after each use an annual CMP permit is all you will require.

If you continuously cruise ie move your boat every 5 days you will not require an Extended Mooring Permit and should complete the continuously cruising declaration at Section 3 on the application form.

Canoes, kayaks and small unpowered craft which are removed from the navigation after each use are not required to hold a CMP.

Extended Mooring Permit (EMP)

If you wish to moor your boat for a period of longer than 5 days in one location you need to apply for an Extended Mooring Permit (EMP).

An EMP provides a Waterways Ireland designated mooring location where the boat may be left for up to 12 months when it is not being used for cruising.

Please take time to familiarise yourself with the requirements of an extended mooring permit before you make an application.

Applications for EMP can only be made by boat owners who hold a Combined Mooring and Passage Permit so if you do not have a current CMP you will need to make application and pay for this at the same time.

An EMP costs €152 plus a refundable security deposit of €250 which must accompany your application. The security deposit will be returned within 9 weeks of the end of the permit period on vacating the mooring without any damage to canal property or any outstanding fees due to Waterways Ireland.

You should indicate the preferred area you wish to have an Extended Mooring Permit for and also indicate if you have any special mobility requirements. A member of Waterways Ireland staff may visit you to discuss any special requirements you indicate.

Extended Mooring Permit Locations

Waterways Ireland has developed areas for use as extended mooring locations. Not all of these locations may be used in the first year, this will depend on demand.
SECTION 4 - DECLARATIONS

If your boat is owned by a Consortium the two named owners at Section 1 shall be deemed to sign the application form on behalf of all the consortium members.

PAYMENT

Waterways Ireland accepts payment by cash directly to the Tullamore Office or by cheque, bankers draft or postal order payable to Waterways Ireland.

PERMIT DOCUMENTS

All Permits will be issued in the form of an adhesive plastic disc which must be displayed clearly on your vessel in accordance with Bye-law 40.

For Extended Mooring Permits, you will be issued with a license and map showing your designated mooring location which MUST be signed and returned within 14 days to the Tullamore Office before the boat can be moored at the designated mooring location.

BOAT CONSTRUCTION AND EQUIPMENT

The canals are managed under the Canal Act 1986 (Bye-laws) 1988 and boats must comply with Bye-laws 7-13 (inclusive) regarding construction and equipment on boats. The boat owner is fully responsible for ensuring the boat is in compliance with the bye-laws.

From 2015 Waterways Ireland will be introducing the requirement for boats needing permits and wishing to use the canals to have a current hull survey to provide evidence that the boat is in good condition.

Not all boats will require this.

Your attention is being drawn to this requirement now to allow you time to prepare for 2015.