

Please tick if you require the Fast Track service



# APPLICATION FOR INTERNATIONAL CERTIFICATE FOR OPERATORS OF PLEASURE CRAFT

Royal Yachting Association RYA House Ensign Way Hamble Southampton SO31 4YA  
Tel: 023 8060 4100 Fax: 023 8060 4299 Web: [www.rya.org.uk](http://www.rya.org.uk)



## NOT AN RYA MEMBER?

**JOIN USING THIS FORM AND WE'LL ISSUE YOUR CERTIFICATE FREE OF CHARGE**

Personal membership costs no more than the certificate issue fee if you pay by Direct Debit. Please complete and return the membership form on page four to receive your certificate for free.

ICC

PLEASE WRITE  
APPLICANT'S NAME  
ON PHOTO AND CLIP  
ON HERE

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 demonstrates their 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).

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 tick the Fast Track box at the top of this page.

### 1. APPLICANT'S DETAILS

Name: Mr/Mrs/Miss      Forename \_\_\_\_\_ Surname \_\_\_\_\_  
Date of birth: \_\_\_\_\_ Country of birth: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Post code: \_\_\_\_\_ Country: \_\_\_\_\_  
Telephone numbers: Evening \_\_\_\_\_ Daytime: \_\_\_\_\_  
Mobile: \_\_\_\_\_ 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 are: Austria; Belarus; Belgium; Bulgaria; Croatia; Czech Republic; Finland; Germany; Hungary; Ireland; Latvia; Lithuania; Luxembourg; Netherlands; Norway; Romania; Slovakia; Switzerland. This list (correct at 01.10.2015) 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 and for information about any special arrangements in place between the RYA and the Governments of any of these countries.

You must demonstrate that you are not a national of and resident in a country on this list. **Please tick one option:**

- Option 1: If you are an existing RYA member, British resident at the address above and paying your membership subscription by Direct Debit from your British bank account, you do not need to send any additional evidence of your nationality or address; OR
- Option 2: 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 3: If your address above is in a country which is not on the list you can send evidence that you are resident at this address. **Send a copy of a recent utility bill or bank statement, a driving licence, a recognised national identity card or other official document, showing your name and 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:

**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. You must tick at least one box in each of lists 1 and 2 below:

CATEGORY	TICK BOX IF REQUIRED	EVIDENCE	NOTES
LIST 1	<input type="checkbox"/>	<b>Coastal waters</b> 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	
	<input type="checkbox"/>	<b>Inland waters</b> <b>Provide a copy of one of the following and tick the relevant box:</b> <input type="checkbox"/> Enclose print out to show CEVNI test passed online; <b>or</b> <input type="checkbox"/> Affiliated Club or Recognised Training Centre to sign off CEVNI test in section 5	<i>Must be supported by RYA Practical certificate or ICC Assessment.</i>
LIST 2	<input type="checkbox"/>	<b>Sail</b> (including auxiliary engine) <b>Provide a copy of one of the following and tick the relevant box:</b> <input type="checkbox"/> RYA Day Skipper Sail (Practical) or Coastal Skipper Sail (Practical) Course Completion Certificate; <b>or</b> <input type="checkbox"/> RYA/MCA Coastal Skipper or Yachtmaster® Sail (coastal, offshore or ocean) Certificate of Competence; <b>or</b> <input type="checkbox"/> RYA ICC assessment aboard a sailing yacht with auxiliary engine signed off in section 5	<i>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.</i>
	<input type="checkbox"/>	<b>Power</b> (validity may be restricted to 10m LOA see notes) <b>Provide a copy of one of the following and tick the relevant box:</b> <input type="checkbox"/> RYA Powerboat Level 2 or higher Course Completion Certificate (the ICC will only be valid for vessels up to 10m LOA; certificates from inland courses do not validate the coastal waters category); <b>or</b> <input type="checkbox"/> RYA Day Skipper Motor (Practical) or Coastal Skipper Motor (Practical) Course Completion Certificate; <b>or</b> <input type="checkbox"/> RYA/MCA Coastal Skipper or Yachtmaster® Power (coastal, offshore or ocean) Certificate of Competence; <b>or</b> <input type="checkbox"/> Advanced Powerboat RYA/MCA Certificate of Competence; <b>or</b> <input type="checkbox"/> RYA Inland Waterways Helmsman Course Completion Certificate (does not validate the coastal waters category); <b>or</b> <input type="checkbox"/> RYA Helmsman's Course Completion Certificate (does not validate the coastal waters category); <b>or</b> <input type="checkbox"/> MCA Deck Officer Certificate of Competence (any grade); <b>or</b> <input type="checkbox"/> RN, Army or RAF Bridge Watchkeeping Certificate; <b>or</b> <input type="checkbox"/> MCA or Local Authority Boatman's Licence; <b>or</b> <input type="checkbox"/> MCA Boatmaster Certificate (does not validate the coastal waters category); <b>or</b> <input type="checkbox"/> RYA ICC assessment aboard a power boat or motor cruiser (to be signed off in section 5) (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.</i>
	<input type="checkbox"/>	<b>Personal watercraft</b> <b>Provide a copy of one of the following and tick the relevant box:</b> <input type="checkbox"/> RYA Personal Watercraft Proficiency Certificate; <b>or</b> <input type="checkbox"/> RYA Powerboat Level 2 or higher Course Completion Certificate; <b>or</b> <input type="checkbox"/> Advanced Powerboat RYA/MCA Certificate of Competence	<i>There is no ICC assessment for Personal Watercraft</i>

**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.

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)**

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

**Type of vessel(s) used for test:** \_\_\_\_\_ **Length (LOA m):** \_\_\_\_\_

**Tested for categories:** (please tick relevant boxes)  Power up to 10m LOA  Power 10m LOA and over  Sail (including auxiliary engine) Also validates power category with the "up to 10m LOA" restriction.  
**Test conducted on:** (please tick relevant boxes)  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) passing the CEVNI test.

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

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

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

## 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 &amp; Plotting Instruments required)

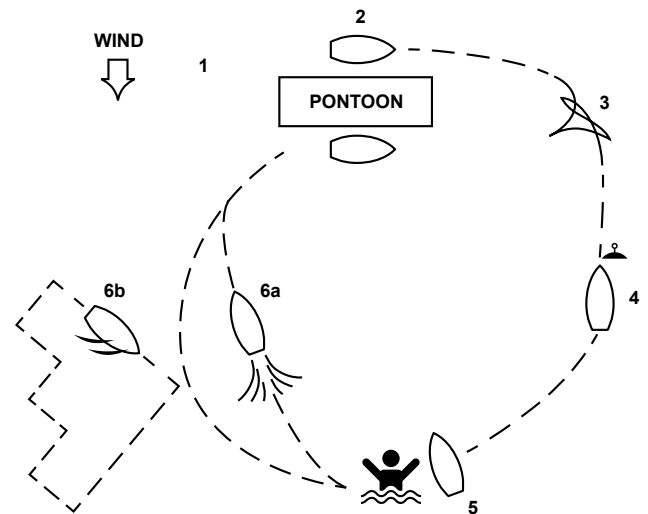
- 1. Can interpret a navigational chart, understand significance of charted depths and drying heights and can identify charted hazards
- 2. Can plot position by cross bearings and by latitude / longitude
- 3. Can determine magnetic course to steer, making allowances for leeway and tidal stream
- 4. Can 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

## 7. CHARGES

(Please tick the appropriate box below)

**EXISTING RYA MEMBER.** As a member you receive the ICC free of charge.

### Membership No. \_\_\_\_\_

**Cost of Fast Track for existing members (if required) \$40 for standard members or \$20 for gold members. Free of charge to life 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.

**BECOME A RYA MEMBER.** Please complete the form and as a new member you receive the ICC free of charge

**NON-MEMBER.** As a non-member, the cost of issue for the ICC is \$90. **Cost of Fast Track for non-members (if required) \$50.** 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.

## 8. PAYMENT

(Please tick the boxes that apply and indicate the total amount payable)

- ICC Fee – non-members NZ\$95  
 Fast Track Fee – non-members \$50  
 Fast Track Fee – standard members \$40  
 Fast Track Fee – gold members \$20  
 Fast Track Fee – life members free of charge
- Membership Subscription  
 Youth £22       Under 25 £32  
 Personal £52       Family £77

TOTAL AMOUNT: £ \_\_\_\_\_

## 9. CARD DETAILS (if required)

Your card details are not stored on any RYA systems and are securely destroyed once payment has been processed. Please debit my Visa / Mastercard

Card Number \_\_\_\_\_

Card Expiry Date \_\_\_\_ / \_\_\_\_

Card Security No. \_\_\_\_

Cardholder's Name \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

## 10. CHECKLIST

- Application form completed in full and declaration signed  
 Evidence of your nationality or residency 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:  
**Assessment Administrator, Coastguard Boating Education, PO Box 91322 Victoria Street West, Auckland 1142**

## RYA MEMBERSHIP FORM

**Cost of Fast Track (if required) £20.** 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.

MEMBER 1	Title	Forename	Surname	Gender
	Date of Birth		Email Address	
MEMBER 2	Title	Forename	Surname	Gender
	Date of Birth		Email Address	
MEMBER 3	Title	Forename	Surname	Gender
	Date of Birth		Email Address	
MEMBER 4	Title	Forename	Surname	Gender
	Date of Birth		Email Address	

**ADDRESS** \_\_\_\_\_

Postcode \_\_\_\_\_

Home Tel \_\_\_\_\_ Day Time Tel \_\_\_\_\_

Mobile Tel \_\_\_\_\_

Type of membership required, please tick one box. Prices shown are costs of annual subscription	<input type="checkbox"/> Junior (0-11)	£10 by direct debit	£17 non direct debit	<b>SAVE MONEY</b> by completing the direct debit form below
	<input type="checkbox"/> Youth (12-17)	£15 by direct debit	£22 non direct debit	
	<input type="checkbox"/> Under 25	£25 by direct debit	£32 non direct debit	
	<input type="checkbox"/> Personal	£45 by direct debit	£52 non direct debit	
	<input type="checkbox"/> Family*	£70 by direct debit	£77 non direct debit	

\* Family Membership: Two adults plus any under 18's living at the same address. Prices valid until 31/03/2017. One discount voucher is accepted for individual memberships, and two discount vouchers are accepted for family membership.

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     Sportsboats & 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 available on request or at www.rya.org.uk)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Source Code **110**

Joining Point Code \_\_\_\_\_

Membership payments can be made by direct debit, cheque payable to 'RYA', postal order, credit or debit card.

## PAY MEMBERSHIP BY DIRECT DEBIT AND SAVE MONEY



Instruction to your Bank or Building Society to pay by Direct Debit



Name and full postal address of your Bank/Building Society

To The Manager \_\_\_\_\_ Bank/Building Society

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Originator's Identification Number

9 5 5 2 1 3

RYA Membership Number (For office use only)

\_\_\_\_\_

Instruction 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.

Name(s) of account holder(s)

\_\_\_\_\_

Branch sort code

\_\_\_\_\_

Bank/Building Society account number

\_\_\_\_\_

Signature(s)

\_\_\_\_\_

Date

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