The purpose of this checklist is to assist the Environmental Health Service in responding to your application for a Boat Hire Licence in respect of small boats only. Small boats are defined as (ROWING BOATS, DINGHIES, SKIFFS, CANOES, SAILBOARDS ETC.)

Our Service requires you to verify that effective management arrangements will be implemented.

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| **You are requested to complete the checklist overleaf and submit it as part of your Boat Hire Licence application.** |

**Guidance on completing checklist**

* Even if your business has been run successfully for a number of years it is important that you review your safety arrangements to ensure they remain effective.
* The attached checklist should not be regarded as an exhaustive list. The checklist is simply intended to provide confirmation to our Service that you are aware of and are complying with the relevant licence conditions and have taken appropriate steps to ensure the safety of boat users.
* Where any answer in the checklist is NO, please contact our Environmental Health to discuss the reasons for your answer.

Email: [**envhealth@highland.gov.uk**](mailto:envhealth@highland.gov.uk)or phone 01349 886603

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| **Name of Applicant** | | |  | | | **Application Ref. No** |  | |  | | | | |
| **Address of Premises to be licensed** | | |  | | | | | | | | | | |
|  |  | | | | | | | | | | | |
| **Please tick ( ) as appropriate** | | | | | | | | **N/A** | | **Yes** | **No** |
| 1. Is each rowing boat kept supplied and equipped with suitable and sufficient oars and rowlocks or rowing pins, bailing dish, and (except skiffs) rudder with tiller with yoke and lines. | | | | | | | |  | |  |  |
| 1. Unless the design or construction of the boat precludes this, is each sailing boat kept supplied and equipped with all suitable and sufficient sails, spars, rudders, tackle, fittings and appliances as well as with at least two serviceable life buoys and bailing dish. | | | | | | | |  | |  |  |
| 1. Unless the design or construction of the boat precludes this, is each sailing boat equipped with two paddles. | | | | | | | |  | |  |  |
| 1. Are sufficient and suitable lifejackets available to ensure that all persons on board a small craft wear one at all times. | | | | | | | |  | |  |  |
| 1. Are lifejackets suitably stored and maintained in a working condition. | | | | | | | |  | |  |  |
| 1. Is a suitable wet suit or dry suit made available for each sailboard hirer | | | | | | | |  | |  |  |
| 1. Is the mast and rig of each sailboard attached to the board by secure leash or line. | | | | | | | |  | |  |  |
| 1. Is each canoe/kayak etc. supplied with sufficient paddles of stable design. | | | | | | | |  | |  |  |
| 1. Is each vessel fitted with adequate buoyancy to keep the vessel afloat after capsize or when waterlogged. | | | | | | | |  | |  |  |
| **THE FOLLOWING QUESTIONS ARE APPLICABLE FOR**  **VESSELS CARRYING AN OUTBOARD ENGINE ONLY** | | | | | | | | | | | |
| 1. Is each engine, steering gear and any other mechanical equipment maintained in efficient working order and in a sound and seaworthy condition. | | | | | | | |  | |  |  |
| 1. Is sufficient fuel provided carried for any journey undertaken. | | | | | | | |  | |  |  |
| 1. Does each vessel carry an adequate tool kit and instructions to carry out emergency repairs to the engine if required. | | | | | | | |  | |  |  |
| 1. Does each vessel carry a fire blanket. | | | | | | | |  | |  |  |
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| **Declaration (To be completed by the applicant or their appointed representative)** | | | | | | | | | | | | |
| I declare that the above checklist has been completed accurately | | | | | | | | | | | | |
| Print Name: (applicant) | |  | | Date: |  | | | | | | | |
| Signed | |  | |  | | | | | | | | |