



Licence Application Form

Please fill in this form and return by email to returns@tfl.gov.uk. Please allow up to 15 working days to process.

| | |
|--|--|
| Date of Application | |
| Registered Company Name (partnership/sole trader*) | |
| Name of Applicant | |
| Position of Applicant | |
| Registered Company Number | |
| Registered Company Address | |
| Trading Address | |

| | |
|--|--|
| Has the company previously been licenced by LRSL Licence before? Yes / No If yes, please list start date and end date of licence(s) | |
| Has the company had a previous LRSL Licence suspended? Yes / No If yes, please outline the reason for the previous suspension: | |

Type of Licence Required

Please note, an application form is required for each licence required

| | |
|-------------------|--|
| Scheduled Service | |
| Charter | |

* See guidance notes



Piers

| | |
|---|---|
| LRS Piers | Bankside, Blackfriars, Embankment, Festival, Greenwich, Milbank, Tower, Westminster |
| Please list here all piers you wish to serve (including non - TfL/LRLS Piers) | |
| Commencement Date of Service (Licence Start Date) | |
| When will the service operate (List months/seasons or all year) | |
| Please give a brief description of your service and proposed timetable (Please submit the full timetable along with the application) | |

Vessels – See Appendix A

In Appendix A, please list information relating to each vessel you propose to use for the service(s). For each vessel, the following documents will need to be submitted along with your application:

- Valid Maritime and Coastguard Agency (MCA) certificate
- Insurance certificate
- Alcohol Licence (Licencing Act 2003) – if applicable.
- Port of London Authority (PLA) Certificate (if the vessel is registered with the PLA)

Tickets

Please list the fares you propose to charge (See guidance notes with regards to concessionary fares for Freedom Pass holders and Travelcard holders). Continue on a separate sheet if necessary (See Appendix B)

| | | | | | |
|-------------------|--|--|--|--|--|
| Pier(s) - From/To | | | | | |
| Adult Single | | | | | |
| Adult Return | | | | | |
| Child Single | | | | | |
| Child Return | | | | | |
| Concession Single | | | | | |
| Concession Return | | | | | |



Additional Information

| | |
|---|--|
| <p>Please state features of the vessels designed to assist the following customers:</p> <ul style="list-style-type: none"> • Mobility impaired • Wheelchair users • Deaf and hearing impaired • Blind and visually impaired • People with visual impairments • Blind people • Partially sighted people • Deaf • Users of British Sign Language (BSL) • People with a hearing impairment | |
| <p>Are vessels equipped with accessible toilets? Yes / No</p> | |
| <p>Do vessels have CCTV within the wheelhouse? Yes / No</p> | |
| <p>Are vessel crew trained in disability awareness? Yes / No</p> | |
| <p>Please detail any training given or proposed for vessel crew /staff and submit training plan to confirm completion or proposed dates</p> | |
| <p>Please confirm Disclosure and Barring Service (DBS) checks have been completed for all crew/staff</p> | |
| <p>Please include details of your safety management system plus any other relevant information on the safety of the vessel, crew and passengers:</p> | |

If Mooring or Water is required for any vessels, please complete Appendix C



Additional comments

I confirm that

I am duly authorised to sign for and on behalf of the Operator, [insert operator name]

| | |
|-------------------|--|
| Signature | |
| Print name | |
| Position | |
| Date | |



Appendix A – Vessel Information

Vessel 1

| | | |
|--|------------|--------------|
| Vessel name | | |
| MCA passenger certificate number | | |
| PLA Certificate Number | | |
| Year of manufacture | | |
| Length of Vessel | | |
| Weight of Vessel | | |
| Additional information | Day | Night |
| Passenger numbers | | |
| Maximum number of passengers | | |
| Minimum number of crew/operational staff | | |
| Total | | |

Vessel 2

| | | |
|--|------------|--------------|
| Vessel name | | |
| MCA passenger certificate number | | |
| PLA Certificate Number | | |
| Year of manufacture | | |
| Length of Vessel | | |
| Weight of Vessel | | |
| Additional information | Day | Night |
| Passenger numbers | | |
| Maximum number of passengers | | |
| Minimum number of crew/operational staff | | |
| Total | | |

Vessel 3

| | | |
|--|------------|--------------|
| Vessel name | | |
| MCA passenger certificate number | | |
| PLA Certificate Number | | |
| Year of manufacture | | |
| Length of Vessel | | |
| Weight of Vessel | | |
| Additional information | Day | Night |
| Passenger numbers | | |
| Maximum number of passengers | | |
| Minimum number of crew/operational staff | | |
| Total | | |

Vessel 4

| | | |
|----------------------------------|------------|--------------|
| Vessel name | | |
| MCA passenger certificate number | | |
| PLA Certificate Number | | |
| Year of manufacture | | |
| Length of Vessel | | |
| Weight of Vessel | | |
| Additional information | Day | Night |

London River Services



| | | |
|--|--|--|
| Passenger numbers | | |
| Maximum number of passengers | | |
| Minimum number of crew/operational staff | | |
| Total | | |



Appendix B – Ticket Information

| | | | | | |
|----------------------|--|--|--|--|--|
| Pier(s) - From/To | | | | | |
| Adult Single | | | | | |
| Adult Return | | | | | |
| Child Single | | | | | |
| Child Return | | | | | |
| Concession Single | | | | | |
| Concession Return | | | | | |

| | | | | | |
|----------------------|--|--|--|--|--|
| Pier(s) - From/To | | | | | |
| Adult Single | | | | | |
| Adult Return | | | | | |
| Child Single | | | | | |
| Child Return | | | | | |
| Concession Single | | | | | |
| Concession Return | | | | | |

| | | | | | |
|----------------------|--|--|--|--|--|
| Pier(s) - From/To | | | | | |
| Adult Single | | | | | |
| Adult Return | | | | | |
| Child Single | | | | | |
| Child Return | | | | | |
| Concession Single | | | | | |
| Concession Return | | | | | |

| | | | | | |
|----------------------|--|--|--|--|--|
| Pier(s) - From/To | | | | | |
| Adult Single | | | | | |
| Adult Return | | | | | |
| Child Single | | | | | |
| Child Return | | | | | |
| Concession Single | | | | | |
| Concession Return | | | | | |



Appendix C - Mooring and Water Requirements

Request for New Mooring

| | |
|------------------|--|
| Vessel Name | |
| Length of Vessel | |
| Pier | |
| Berth | |
| Period | |

Request for water access

| | |
|-------------|--|
| Vessel Name | |
|-------------|--|



Guidance Notes For Licence Application Form

These guidance notes are intended to assist applicants in completing the application for a vessel service licence. If these guidance notes do not answer the applicant's queries, please submit an email to the address below, detailing the query. The application form provides the basis of any application to LRS to use its piers and/or to provide a scheduled riverboat service. The form is NOT in itself the application as the applicant will be required to attach several additional documents in support of the application (see checklist included with this application pack).

Supporting documents for applications

Please review the following documents on the Transport for London website:

<https://tfl.gov.uk/corporate/publications-and-reports/london-river-services>

- Scheduled Service Planning Guidelines
- Schedule of Pier Use Charges

Explanation of Licence Types

There are two types of Licence granted by LRSL:

- Scheduled service
- Charter

You may apply for any of the above, but each application should be on a separate application form. A scheduled riverboat service calling at two or more piers (at least one of which is managed by LRS) would be pursuant to Section 156(3) of the Greater London Authority Act 1999 (see Scheduled Service Planning Guidelines for further information). Therefore, a Section 156(3) licence should be requested in this instance. Permission to come alongside any LRSL Pier for the operation of private charter services or vessels with 12 seats or fewer, would require a Charter Licence.

LRSL Piers

LRSL owns and/or controls the following Thames Piers: Millbank, Westminster, Embankment, Festival, Blackfriars, Bankside, Tower and Greenwich.

Fares

TfL must offer meaningful concessions to (at least) all holders of London Borough Freedom Passes and Travelcard holders. Thus, all fares proposals submitted by applicants interested in operating a scheduled service pursuant to Section 156(3) must offer a 50% discount to Freedom Pass Holders and a 1/3 discount to Travelcard holders at all times. Please contact the River inbox (river@tfl.gov.uk) if you require further information.

**Safety**

LRSL takes safety of operation extremely seriously. Your application should demonstrate to LRSL that your proposed service will meet and where practicable exceed all current safety legislation pertinent to the proposed operation. As a minimum, please include a current Health and Safety Policy statement with your application. Applicants are advised that safety is a key feature of the evaluation process.

LRSL Contact

If you need to discuss your application in any way, please feel free to contact us as follows:

Email: returns@tfl.gov.uk
London River Services Ltd
Tower Pier
Lower Thames St
London
EC3N 4DT

**Application Checklist**

Use the checklist below to ensure you have completed all relevant sections of the application form and have included all additional information as necessary. Do not submit the checklist with your application

- Are all relevant sections completed?
- Inclusion of the 50% discount for holders of London Borough Freedom Passes and a 1/3 discount for holders of Travelcards within the proposed fares structure (if applicable)?
- Application form is signed and dated on page 4?

Attachments required (if applicable):

- Full proposed timetable(s)
- MCA Certificate(s)
- PLA Certificate(s)
- Alcohol Licences(s)
- Health and Safety policies and any other relevant information

Additional information required (if applicable):

- Processes to assist customers who require additional support
- Staff training
- Customer care and amenities