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Lancaster City Council

# Promenade Permits

## APPLICATION PACK (A)

Launching Permit

### PACK INCLUDES:

How to apply for your permit  
Code of Conduct  
Application Form  
Data Protection Notes

Please return the Application Form **ONLY**.  
All other information is for your own records.

# How to apply for your permit

When accessing Morecambe's waterfront for a specific reason (i.e. launching a fishing vessel) a permit is required. This is obtainable from Lancaster City Council. You can apply for a permit in the following way:



## BY POST

Please return applications with the required documentation to:

**Promenade Permits, White Lund Depot, White Lund Road, Morecambe, LA3 3DT.**



## BY EMAIL\*

You can email your completed application to: **PublicRealm@lancaster.gov.uk**

**\*Please note applications sent via email will need to contain a signature or it will not be accepted**



## IN PERSON

Completed applications can be dropped off at:

**Morecambe or Lancaster Town Hall, Monday – Friday, 09:00 – 17:00**

# Ways to pay...

Where there is a charge for the required permit, we can accept payment in the following ways:

## BY CHEQUE

Please make cheques payable to Lancaster City Council and enclose them with your application.

## BY CREDIT or DEBIT CARD

Permits can also be paid for by credit or debit card by phoning **01524 582493**, or if you would prefer to pay in person, you can do by calling in at Morecambe or Lancaster Town Hall with your completed documents.

# Annual Charges

NB: Charges may change without prior notice.

<b>Launching Permit</b>	Powered or non-powered craft	<b>£24.00</b>
<b>Disabled Angler Permit</b>	For use on Stone Jetty	<b>£24.00</b>
	For use on Grosvenor Breakwater	<b>£12.00</b>
<b>Mooring Application</b>	All vessels	<b>NO CHARGE</b>
<b>Stone Jetty Commercial Access</b>	All commercial vessels	<b>NO CHARGE</b>
<b>Quad Bike Slipway Permit</b>	Commercial fishing <b>ONLY</b>	<b>£79.00</b>
<b>Quad Bike Bond</b>		<b>£281.00</b>

# Code of Conduct

Permit holders must agree and abide by the following when accessing Morecambe Promenade and its waterfront.

## Coastal users should:

- Be in possession of a valid permit, obtained from Lancaster City Council, allowing access to Morecambe's promenade to launch a vessel/craft. The permit must be displayed in the **front** windscreen of the towing vehicle.
- Have valid insurance documentation and a datatag (powered craft only) for the vessel planning to be launched. If not, access to the slipway will be refused.
- Register all **powered** craft with a datatag. In some cases, jet skis may already be registered. If this is the case, Lancaster City Council requires proof and access to the vessel identification number.
- Keep slipways clear of obstruction at all times. Please be aware that **no** parking is permitted on the foreshore.
- Indemnify Lancaster City Council, its employees and agents against any and all actions, costs, losses, damages, injury, charges, claims, expenses and damage whatsoever arising directly or indirectly from the use of the foreshore, except damage and injury arising from the negligence from the council and that of all its employees and agents.
- Observe all statutory provisions, regulations and orders as well as notices or documents received pursuant to any such requirement provision, regulation or order.
- Under no circumstances deposit litter or any other waste (including fish, shellfish or bait) on the foreshore or any adjoining land.
- Be aware that there are limited parking spaces available around the slipways, therefore, if occupied, vacant spaces elsewhere will have to be sourced.
- Be over 12 years of age to operate any **powered** vessel/craft. Be under direct supervision of an adult at all times while using any **powered** vessel/craft, if aged between the ages of 12 and 16 years. Hold a valid RYA PWC certificate of competence if riding a Jet Ski/PWC.
- Display a valid datatag licence on the vessel/craft, below the handlebars. This is required for **powered** crafts only.
- Understand that datatags have a unique vessel identification number, which is assigned to the **vessel** and not its owner. Therefore it remains with the boat. If you wish for another craft to be registered, a new datatag must be obtained.
- Always check weather reports, allow someone to know what time you expect to be back and check all safety equipment before leaving the waterfront.
- Only access the promenade during the hours of daylight.

**NB: Permits can be revoked following non-adherence to any of the above conditions.  
There is a speed limit of 10 mph and hazard lights must be in use while in motion on the promenade.**

**In the event of an emergency, dial ☎999 and ask for the coastguard**

## Instructions:

When planning to launch a powered or non-powered craft/vessel a launching permit is required. This is obtainable from the council on completing and returning this application form to:

Promenade Permits, White Lund Depot, White Lund Road, Morecambe, LA3 3DT.

**NB:** Each permit is valid from 1<sup>st</sup> April – 31<sup>st</sup> March.

## Items to be attached on submitting this form:

To enable us to process your application, it is essential we have the following items:

- **2x Passport sized photographs of applicant** (45mm-35mm)
- **Datatag registration** (powered craft only)
- **Photocopy of the vessels liability insurance** (accurate and valid)
- **Full payment**

## Payment

The fee charged for a launching permit, granting permission to launch a **powered** or **non-powered craft** is **£24.00**.

## Important Notes

- If the vessel you plan to launch does not have **valid** insurance and datatag (powered only), access will be refused.
- When received, the permit should be displayed **clearly** in the **front** windscreen of your vehicle when attending the permitted vessel.
- All powered crafts must have a registered datatag, a unique vessel identification microchip code assigned to your craft and not the owner. In some cases jet skis and boats are already registered, if so the council needs proof of this and full access to the identification number.

This form can be used to **apply** for, or **renew** your launching permit, granting permission to launch a powered or non-powered craft. The permit is strictly **non-transferrable**.

Please use **BLOCK CAPITALS** when completing this form.

Use **BLACK INK** only

**DATE OF APPLICATION:**

D	D	M	M	Y	Y	Y	Y
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Please (✓) the most appropriate: This is a new application

This is a renewal

### 1. Applicant's details

(a) Surname

(b) Forename

(c) Phone number

(d) Postal address

(e) Postcode

(c) Email Address

### 2. Vessel/Craft details



(a) Category

My vessel is **powered**

My vessel is **non-powered**

My vessel is a **PWC/Jet ski**

My vessel is **other** (please specify)

(b) Vehicle registration number

(c) Datatag registration (**powered only**)

(d) Vessel name **or** Identification marks

(e) Colour of vessel/craft

### 3. Details of towing vehicle

(a) Vehicle registration number

(b) Colour

(c) Manufacturer

(d) Model

### 4. Permit use

Recreational

Fishing

## 5. Declaration

(a) By completing this application, you agree with the following statements:	I am applying for a launching permit.													
	I have read and agree to abide with the conditions associated with this permit.													
	I certify that to the best of my knowledge, the above particulars are true.													
	The permit is for the use of the stated vessel and will not be transferred.													
(b) Signed					(c) Date		D	D	M	M	Y	Y	Y	Y
(d) Print name														

## 6. Declaration of Insurance(s)

(a) By signing (i), you agree with the conditions regarding the launch of your vessel and certify you hold valid insurance.	i)	I hereby apply for permission to launch a vessel/craft in accordance with the attached conditions and agree to fully observe these at all time and to be fully bound thereby. I understand that I have been advised to ensure that my craft is insured for public liability to a minimum of £2,000,000 and that I am liable for any damage or injury caused by the moored vessel. I have also read and understood the code of conduct.
(b) By signing (ii), you agree with the conditions regarding the towing of your vessel and certify you hold valid car insurance.	ii)	I hereby apply for permission to drive on the Promenade in accordance with the attached conditions and agree to fully observe these at all times and to be fully bound thereby.  My vehicle is insured for use on the Promenade as land owned by Lancaster City Council.

(c) Signed					(d) Date		D	D	M	M	Y	Y	Y	Y
(e) Print name														

Please send your completed application and all required documentation to:

**Promenade Permits, White Lund Depot, White Lund Road, Morecambe, LA3 3DT.**

Any queries in relation to promenade permits should be sent to: **PublicRealm@lancaster.gov.uk**

# Data Protection

## **Fraud:**

It is an offence for any person knowingly to give false information for the purpose of obtaining a Promenade Permit. Lancaster City Council will prosecute anyone who commits permit fraud. Conviction will result in heavy penalties.

## **Data Protection:**

The purpose of collecting all personal details listed in the previous form is for the City Council to process your application for a Promenade Permit. The City Council will store the details securely, confidentially within its 'Community Engagement – Wellbeing' team. Access to the information will be on a strictly need to know basis. This authority is under a duty to protect the public funds of its administrators, and to this end may also use the information you have provided on this form for the prevention and detection of fraud.

## **Data Protection Act 1998:**

The Data Protection Act 1998 is based on eight data protection principles that apply to the processing of all personal data including storing, retrieving, using and the disclosure of information.

To view Lancaster City Council's Data Protection policy, please go to:  
[www.lancaster.gov.uk](http://www.lancaster.gov.uk)

# Equal Opportunities

## **Equal Opportunities:**

It is the policy of the City Council to provide equal opportunities in the fields of issuing promenade permits irrespective of the race, colour, nationality or ethnic national origins, religion, sex, sexuality, marital status, age, social background or the disability of applicants.

More information on Equal Opportunities can be found at [www.lancaster.gov.uk](http://www.lancaster.gov.uk)