YDSA Certifying Authority

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The Safety of Small Commercial Vessels Codes of Practice

SCV1 /SWB1

APPLICATION FOR 5 YEAR EXAMINATION

Use this form for applications for 5-year examinations and to notify of any change of Owner and/or Managing Agent details for when in an existing 5-year cycle (The extent of examination required on the change of owner/managing agent will be at the discretion of the Certifying Authority). Please refer to the notes on page 2 while completing this form.

VESSEL DETAILS			
Vessel Name:			
Motor, RIB or Sail:			
If already coded, what are the details with the other Certifying Authority (for transfers and renewals)		Certifying Authority:	
		Unique Number:	
What type of certificate are you applying for?		Sport or Pleasure ☐	
		Workboat ☐	
What is your intended Area Category (please refer to the notes on page 2):			
What is the intended number of persons on board (including crew):			
Is the vessel used for carrying more than 1000kg cargo, or towing, or lifting:			
Port of Registry (or 'Intended Port of Registry' if applying):			
If Registered with a Country or Administration not listed, please state (refer to notes on page 3):			
Official No. if already Registered (refer to notes on page 2):			
Base Port / NDP:			
Builder:		Year of Build:	
Model or Design Class:			
Overall Length (in metres):		If over 24m, what is the Load Line Length (in metres):	
Beam:		Material of Vessel:	
Intended Use of Vessel (please mark one box)		Domestic voyages only from UK ports ☐	
		International Voyages with paid crew OR Operating outside the UK ☐	
		International Voyages Bareboat for sport & pleasure ☐	
Are you applying for a 'Single Handed Endorsement?' (See MCA OAN 703 for further details)		Yes ☐ No ☐	
Are you applying for a Light Duty Workboat Certificate? (If yes, LDWB application form required)		Yes ☐ No ☐	
Does the vessel utilize battery-electric or hybrid propulsion? If yes, please contact YDSA		Yes ☐ No ☐	

Name of your chosen YDSA Nominated Surveyor:	

If you do not yet have a Nominated Surveyor, go to https://ydsa.co.uk/find/coding-surveyors/ and see our list of MCA Coding Surveyors.

OWNERSHIP DETAILS			
Title (e.g. Mr, Mrs):			
First Name(s):		Last Name:	
Company Name:			
Address:			
City/Town:		County/State:	
Postal Code:		Country (e.g. UK):	
Telephone:		Mobile Phone:	
E-mail:			
VAT Number:			

If a Managing Agent exists, please complete their details below

MANAGING AGENT (if applicable)			
Title (e.g. Mr, Mrs):			
First Name(s):		Last Name:	
Company Name:			
Address:			
City/Town:		County/State:	
Postal Code:		Country (e.g. UK):	
Telephone:		Mobile Phone:	
E-mail:			
VAT Number:			

If a Managing Agent exists, it is assumed that all correspondence (including the issue of **certificates** and **invoices**) will be sent to the Managing Agent.

DECLARATIONS BY OWNER/MANAGING AGENT

I, the Owner/Managing Agent of the vessel described above apply to have the vessel examined and accepted under the Code of Practice for Small Commercial vessels and agree to pay all charges in respect of the Certification of the vessel to the YDSA Certifying Authority and for the survey of the vessel.

Signature of Owner/Managing Agent:

Date:

Day Month Year

INTENDED AREA CATEGORY

A vessel may be considered for the issue of a Small Commercial Vessel certificate allowing it to operate in one of the following areas:

- Area Category 6 - to sea, within 3 miles from a stated Nominated Departure Point(s) or Base Port named on the certificate and never more than 3 miles from land, in favourable weather and daylight
- Area Category 5 - to sea, within 20 miles from a stated Nominated Departure Point(s) or Base Port named on the certificate in favourable weather and daylight
- Area Category 5 (Workboat Code Edition 2 2018) - within 3 miles of land and not more than 3 miles radius from either the point of departure to sea or the seaward boundary of protected waters (see definition of “protected waters”) in favourable weather;
- Area Category 4 - Up to 20 miles from a safe haven, in favourable weather and in daylight
- Area Category 3 - Up to 20 miles from a safe haven
- Area Category 2 - Up to 60 miles from a safe haven
- Area Category 1 - Up to 150 miles from a safe haven
- Area Category 0 - Unrestricted service

Depending on the nature of the vessel and its use, a vessel may be restricted to less than the above specified limits. Such a restriction should be recorded on the Small Commercial Vessel Certificate for the vessel.

PORT OF REGISTRY and OFFICIAL NO.

The Port of Registry should be one of the officially named ports provided by the relevant registry. If you are filling this form in electronically, there is a drop-down selection for you to choose from.

If you are Registered with an administration not listed on our website at https://ydsa.co.uk/registration/, please state which **Country** you are registered with.

If you are currently on a Ships Register, please supply your Official Number, otherwise leave this blank.

If you are operating outside the UK, you are advised to register for commercial use. In some countries this is a mandatory requirement of operating your vessel commercially and you should check local requirements.

Please provide us with a copy of your registration certificate.

If you are not currently on a Ships Register and would like to be, or would like more information, please look at the relevant page on our website at https://ydsa.co.uk/registration/ or ask your surveyor.

YDSA Certifying Authority scale of administration fees

SCV Application fee for the issue of a compliance certificate (1st year) Fees in this table are VAT Exempt		**Fee Included**
Sport or Pleasure Code 2025 Onwards - Vessels under 15m in length	**£350.00**	
Sport or Pleasure Code 2025 Onwards - Vessels 15m and over	**£450.00**	
Workboat Code Edition 3 - Vessels under 15m in length	**£350.00**	
Workboat Code Edition 3 - Vessels 15m and over	**£450.00**	
Legacy Codes - Vessels under 15m in length	**£200.00**	
Legacy Codes - Vessels 15m and over	**£310.00**	
Light Duty Workboat Certificates	**£90.00**	

Annual Renewal fee for the issue of a compliance certificate (years 2 to 5) - Fees in this table are VAT Exempt	
Annual renewal fee for vessels under 15 metres not requiring annual examination by the Certifying Authority	**£115.00**
Annual renewal fee for vessels between 15m and 19m in length not requiring annual examination by the Certifying Authority Vessels under 19m in length requiring an annual examination by the Certifying Authority	**£200.00**
All vessels 19m in length and over	**£220.00**

MLC Compliance Fees- Fees in this table are VAT Exempt		**Fee Included**
MLC (Maritime Labour Convention 2006) Compliance	**£120.00**	

Vessel Stability Fees VAT <u>should be added</u> to fees in this table unless otherwise stated If stability documentation is not presented in an approved format, further fees may be charged for additional work		**Fee Included**
Issue of Stability Category (vessels not requiring stability books) (this fee is VAT Exempt)	**£100.00**	
Intact Stability (checking of stability books) (reserve the right to charge additional fee where required) – Additional Fee for Damage	**£600.00**	
Sailing Multihulls (checking of stability books) (reserve the right to charge additional fee where required)	**£600.00**	

Compliance Examination - Surveyor's Fees
The fees for the Compliance Examination are negotiated with and paid directly to the Surveyor. The quoted fee will be on the basis that the vessel is presented for examination complying fully with the Code requirements. An additional charge may be made for a return visit or providing assistance with stability information.

Administration Fees - VAT <u>should be added</u> to fees in this table		**Fee Included**
YDSA Administration fee (e.g. issue of duplicate certificates, 3-month extension)	**£100.00**	
Penalty Fee (re-instatement after non-payment / non-return of renewal)	**£50.00**	
CCD/CVD AND MSF Applications	**£150.00**	
International Bank Transfer Fee	**£25.00**	

Payment Details	**Net Total**	**VAT**	**Gross Total**
If you have completed this part of the form as a PDF file, the total on the right will be populated for you based on your ticks above. If not, please indicate the total fee paid.			

Card Payments	This is through a secure online payment system. We cannot take payments over the telephone. Please go to our website https://ydsa.co.uk/coding/ and see the **Payments** section.			
Bank Transfer	Please use the name of the vessel as your reference so we can apply your payment to the correct vessel straight away. Failure to do so may delay your application. (See also Int Bank Transfer Fee)			
	Account name:	YBD&SA Holdings Ltd	IBAN no:	GB26LOYD30939400458802
	Account no:	00458802	SWIFT no:	LOYDGB21218
	Sort Code:	30-93-94		
	Bank address:	Lloyds Bank, 12 High Street, Haslemere, Surrey, GU27 2JG		

Yacht Designers and Surveyors Association Certifying Authority

YDSA Certifying Authority ("YDSA CA") Terms and Conditions

For the purposes of these Terms and Conditions the "owner" or "managing agent" is deemed to be the person or company to whom YDSA CA is providing certification services and named on pages 1 and 2 of the SCV1 APPLICATION FOR 5 YEAR EXAMINATION form.

Application for Vessel Certification

1. The certification process cannot start without receipt of a completed and signed SCV1 Application form in the YDSA CA office.
2. Your application for certification will only be processed in the YDSA CA office when application fees and any additional administration fees have been paid in full.
3. If a vessel does not complete the certification process the certification fee may be refunded less any fees for work already carried out connected with the application. This will be at a level determined by the YDSA CA.
4. The YDSA CA is not required to accept a vessel for certification even if the vessel is deemed to be fully compliant in all respects.

Vessels Transfers between Certifying Authorities

5. Vessels that transfer to the YDSA CA from another Certifying Authority are required to be examined by an approved YDSA Coding Surveyor before certification.
6. If an owner wishes to transfer a vessel from the YDSA CA to another Certifying Authority a written application is required from the owner/managing agent on the SCV1 Application form currently held on file unless it is part of a change of owner process.

Approval of Stability Books

7. Stability books must be assessed and approved by a YDSA CA approved stability checker. The standard fee for stability book checking assumes that the stability book is in the required format and content. This fee covers an assessment by the stability checker and any subsequent amendment checks may incur additional fees, assessed on a case-by-case basis. The final approved stability book will not be released until all invoices are settled, unless otherwise directed by the YDSA CA.

Change of Owner/Managing Agent or Certification Details

8. It is the current owner/managing agent's responsibility to advise the YDSA CA when a vessel is sold.
9. A change of owner/managing agent will automatically invalidate the vessel's certificate. The certificate may be revalidated with the same expiry date after an inspection by an authorised YDSA Coding Surveyor. A fee is charged for this service.
10. A vessel's certificate will also be invalidated if there is a change in use of the vessel, the area of operation or number of persons. The certificate can be revalidated after approval of new documentation or inspection by an YDSA Coding Surveyor at the discretion of the YDSA CA.

Damage to Code Vessels

11. It is the Owner/Managing Agent's responsibility to advise the YDSA CA if the vessel suffers damage as set out in the Codes. Where the YDSA CA requires a vessel to be inspected due to damage, a YDSA Coding Surveyor will be appointed by the YDSA CA office to attend and the costs of the inspection will be passed to the Owner/Managing Agent.

Invoicing and Payment

12. All certification fees relate to costs invoiced by the YDSA CA office. The fees for the Compliance Examination and any other surveyor work are negotiated with, and paid directly to, the Nominated Coding Surveyor.
13. The quoted Coding Surveyor’s fee will be on the basis that the vessel is presented for examination already compliant with the Code requirements. An additional charge may be made for a return visit or providing assistance with stability information. The YDSA CA cannot mediate or interfere in disputes concerning Coding Surveyor fees.
14. Non-payment of application or administration fees will delay the issue of the certificate and compliance disc. Where continued non-payment exists without satisfactory explanation, the vessel's certificate may be suspended or cancelled. It is illegal for a vessel to operate commercially without a valid certificate.

Cancellation of Certification Services

15. The YDSA CA reserves the right to terminate certification at any point.