YDSA Certifying Authority

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The Safety of Small Commercial Vessels Codes of Practice

SCV3M

APPLICATION FOR 3 MONTH EXTENSION

Use this form to apply for an extension of up to 3 months to your current annual certificate.

When can you apply for up to 3 months extension:

- When the vessel is on an 'annual inspection' regime (seen by an approved surveyor each year), all years except the last year are valid for applications to be extended.
- When the vessel is on a 'self-certification' regime (signed-off by yourself without the presence of an approved surveyor), years 1, 2 and 4 can be extended. The certificate for year 3 cannot be extended due to the need to have a mid-term inspection (required no later than 3 years after the original examination date).
- The last year of your certificate can also be extended through this form but please contact the office to discuss further as certain criteria must be met.

The application process:

- The responsible person for the vessel should fill out this form and return to us at the YDSA Certifying Authority. We will accept this form through the post or email.
- There is an administration fee of **£120.00 (£100 +VAT**) to pay for each application. This means that if you wish to extend multiple years or multiple vessels, this administration fee will be charged per year per vessel. Once we have received your payment we will process your application.

If your application for an up to 3 months extension is approved:

- We will send you a replacement certificate with an updated 'valid until' date.
- The permitted extension period will depend on the code your vessel is operating under and how long since your last examination amongst other things.

VESSEL DETAILS	
Vessel Name:	
Unique Number:	(e.g. Y00AB1234567)

RESPONSIBLE PERSON DETAILS			
Title (e.g. Mr, Mrs):			
First Name(s):		Last Name:	
Company Name:			
Telephone:		E-mail:	

DECLARATIONS BY OWNER/MANAGING AGENT

I, the Responsible Person of the vessel named above, apply for the vessel to have a 3-month extension to the current year's certification. The vessel will remain compliant during the extension period, including all safety equipment and that no significant changes have been made to her structure that could affect her operation or stability. I also agree to pay all charges in respect of the Certification of the vessel to the YDSA Certifying Authority.

Signature of Responsible Person: _____ Date: _____ (Day / Month / Year)

	Card Payment	Bank Transfer	Date of Payment
Please tick how you are paying the administration fee and date of payment to allow swift processing:			Day Month Year

Card Payments	This is through a secure online payment system. Please go to our website http://ydsa.co.uk/coding and see the **Payments** section. **Note: We cannot take payments over the telephone.**			
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.			
	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		