

TOPSHAM MOORING OWNERS ASSOCIATION

MANAGEMENT COMMITTEE

Notes to be read in conjunction with completing the Registered Mooring Licence and Boat Details Data Form – A1

- 1 This form and its completion, amendment or alteration should be read in conjunction with the **Terms and Conditions to Register and Maintain a Mooring in the Upper Part of the Exe Estuary Under the Jurisdiction of the Topsham Mooring Owners Association** dated January 1996 – updated January 2002. (Additional copies may be obtained from the Secretary for a £2.00 administration fee.)

NOTE Form A1 is issued by the Secretary at time of invoicing for the coming year, or when changes are made to moorings.

- 2 (a) The Committee's first point of contact concerning any mooring compliance or associated boat issue is with the **mooring owner**. The owner is responsible for returning the completed form, invoice slip and remittance to the Secretary **by the 31st March**. If not paid by that date a revised invoice, including an administration charge of £25, will be issued.
- (b) If you do not rent out the mooring then complete/ check/ amend the details, leaving only the tenant details blank and sign the form.
- (c) If you have a **tenant** then check/amend and sign the form to confirm that the owner, number and mooring details are correct. The tenant is to complete/check/amend the tenant, boat and insurance details and sign for those details. If a boat goes adrift, etc. then tenant details are essential.
- (d) Liability for the adequacy and regular checking of the mooring should be decided between the mooring owner and the tenant. The Committee set suitable mooring specifications but do not check or enforce compliance.
- (e) If the Secretary has not shown any mooring and boat details (i.e. they have not been supplied by the owner or tenant) then the committee reserve the right to restrict the choice of boat that will use the mooring. If you change any registered details or actual boat details, this will need to be the subject of a separate application and probably an administrative charge. The Committee have to consider possible problems with adjacent moored boats.
- (f) If you add or amend any owner or tenant boat details this may need to be the subject of a separate application and revised licence fees and/or administrative charges.
- 3 a) The **type of boat** has been selected from the following:

SC	Sailing Cruiser	YL	Yawl
SD	Sailing Dinghy	MU	Multihull
MC	Motor Cruiser	ML	Motor Launch
SP	Speedboat	RU	Runabout
SB	Salmon Boat	RB	Rib
O	Please specify:		

The **boat length** is the overall length including any bowsprit, bumpkin, rudder, outboard motor etc in the normal position when the vessel is moored. **Bowsprit length**, if applicable, should be stated.

- b) The **type of keel** has been selected from the following:

SF	Shallow Fin	LK	Long Keel
BK	Bilge Keel	FB	Flat/V bottomed
D	Drop or Lifting		

The **boat draft** refers to the draft on the mooring, i.e. keel raised, etc.

c) The **type of mooring** has been selected from the following:

S	Swinging	F/A	Fore and Aft	T	Trot
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4 **Insurance requirements** – All boats using the moorings are required to be covered by insurance with valid third party liability of at least £2 million.

NOTE: Small boat owners may be able to obtain cover under their house policy.
Type has been selected from:

FC	Fully Comprehensive	TP	Third Party	O	Other	M	Marine	N	None
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5 The Association wishes to remind and inform, that all records of the Association relating to you and your mooring(s), as supplied or confirmed by you, and set out on the Data Form A1 – Registered Mooring Licence and Boat Details – are maintained in a computer database programme. This information will be used from time to time in connection with the organisation and management of the Association. Information regarding tenants on moorings is also kept on computer. The Association is registered under the **Data Protection Act 1984**.