



INTERNATIONAL CERTIFICATE FOR OPERATORS OF PLEASURE CRAFT

ICC APPLICATION FORM

The UK ICC issued by the RYA is issued in conformity with Resolution No. 40 of the United Nations Economic Commission for Europe (UNECE) Working Party on Inland Water Transport. **Please ensure you are [eligible](#) and [competent](#) to be issued with the certificate before completing this form.** A passport sized photograph must be sent with your application form.

APPLICATION TYPE: NEW RENEWAL (AVAILABLE A MAXIMUM OF 3 MONTHS BEFORE CERTIFICATE EXPIRY DATE) UPDATING DETAILS REPLACEMENT

Please see <https://www.rya.org.uk/knowledge/abroad/icc/icc-apply> to check how long it will take for your certificate to be issued. Regrettably we are unable to respond to requests to check the progress of your ICC application during the published period. If you require your ICC sooner you may wish to consider using the **fast track service** (see <https://www.rya.org.uk/membership/membership-benefits/rya-fast-track-certification> for details). The fast track service must be requested at the time of application and must be paid for with the application.

Request fast track service

Tick box if required

DECLARATION & SIGNATURE OF APPLICANT

I confirm that I have reached the age of 16 and I am physically and mentally fit to operate a pleasure craft, and in particular I have sufficient powers of vision and hearing to do so. I confirm I am the person in the passport size photograph provided with my application and that I have provided genuine documents to support my application. I understand that:

- the UK ICC issued by the RYA is issued under the authorisation and on behalf of the UK Maritime and Coastguard Agency;
- possession of this certificate does not entitle me to a certificate issued on behalf of any other organisation or any other national Government;
- the certificate is valid for 5 years from the date of issue and any requests to amend the certificate during its period of validity must be supported by [documentation verifying the new details](#);
- should my eligibility change during the period the ICC is valid for I must notify the RYA and surrender the document and I will not be entitled to any refund;
- if I cannot satisfactorily demonstrate my continued eligibility when the certificate expires it will not be renewed by the RYA;
- the acceptance of the ICC is determined in accordance with both the vessel's flag state legislation and that of the country in which the vessel is to be used and it is my responsibility to ensure that the ICC is acceptable for its intended use; and
- the RYA will process the personal data I have given for the purpose of fulfilling this contract with me. My personal data will be processed in line with the RYA privacy policy www.rya.org.uk/go/privacy

SIGNATURE

DATE

APPLICANT'S DETAILS

TITLE	Mr / Mrs / Miss / Ms / Mx / Other _____	RESIDENTIAL ADDRESS	The certificate will not be sent to any address other than this one, which is printed on the certificate.
FORENAME	_____		
SURNAME	_____		
DATE OF BIRTH	_____		
COUNTRY OF BIRTH	_____		
NATIONALITY	_____	UK POSTCODE OR COUNTRY	_____
HOME TELEPHONE NUMBER	_____	MOBILE TELEPHONE NUMBER	_____
EMAIL ADDRESS	_____		

EVIDENCE OF APPLICANT'S IDENTITY AND NATIONALITY

Before issuing, amending or replacing an ICC the RYA must verify the applicant's identity and their nationality (as the UK ICC issued by the RYA is **not available** to the nationals of countries that have adopted Resolution No. 40 unless they are resident in the UK).

You must enclose a copy of **one or more** official documents which collectively evidence your name, address, date of birth, nationality and that the photograph you have supplied is a true likeness of you. See [ICC-2 Notes: Evidencing identity and eligibility](#) for details of acceptable documents and a list of the countries that have adopted Resolution No. 40.

Please indicate which documents you are enclosing	to verify your name	INDICATE THE TYPE OF DOCUMENT YOU ARE ENCLOSING AGAINST EACH ELEMENT
	to verify your address	NOTE: YOU DO NOT NEED 5 DIFFERENT DOCUMENTS. A DOCUMENT CAN BE USED TO EVIDENCE SEVERAL ELEMENTS.
	to verify your date of birth	
	to verify your nationality	SEE LIST OF DOCUMENTS & EXAMPLE IN PART 2 OF THE ICC APPLICATION FORM.
	to verify your photograph	

EVIDENCE OF APPLICANT'S COMPETENCE

See [ICC-3 Notes: Evidencing boating competence](#) for information on how you evidence your competence for each category.

New applications: Please provide evidence of your competence for **each** category you wish to be validated on your ICC.

Renewals & updating current certificates: Categories on your current / expiring certificate will usually be renewed automatically (see [ICC-3 Notes: Evidencing boating competence](#) for exceptions). Please provide evidence of your competence for any additional categories you wish to validate as part of the renewal process.

Please indicate which categories you wish to validate and the evidence of your competence you are providing for that category.

You must provide evidence of your competence for a category in list A and a category in list B before you can be issued with an ICC		Tick if required	Tick if renewal	Supporting evidence Indicate which certificate / assessment has been completed and enclose copy of the certificate
LIST A	Sail (including auxiliary engine)			
	Power	without "up to 10m LOA" restriction		
		with "up to 10m LOA" restriction		
	Personal Watercraft			
LIST B	Coastal Waters			
	Inland Waters			

PASSING CEVNI TEST COMPULSORY FOR VALIDATION OF THIS CATEGORY

CHARGES - RYA MEMBERS

RYA membership number: _____

The ICC is issued free of charge to RYA members

I would like to join the RYA and have my ICC issued free of charge (complete and enclose pages 3 and 4 of this form)

Fast track service fee (indicate required on page 1)

- RYA Life Member No fee
- Gold RYA Member £40.00
- Accredited RYA Member £40.00
- Personal RYA Member £50.00

Include membership fee if joining and not paying membership by direct debit. **Total payable** £_____.00

CHARGES - NON-MEMBERS

Enclose your membership application (pages 3 and 4 of this form) with your ICC application to pay RYA Member Charges

- New application or renewal (valid for 5 years) £47.00
- Replacement of lost certificate (expiry date unchanged) £25.00
- Updating details (expiry date unchanged) £10.00
- Fast track service fee** (indicate required on page 1)
- Non-member £99.00

Enclose a cheque payable to 'RYA' or provide card details **Total payable** £_____.00

CARD PAYMENT

Your card details are not stored on any RYA systems and are securely destroyed once payment has been processed.
If you prefer not to send your card details, provide a telephone number and we will contact you for payment details when your application is due for processing.

Please debit my **Visa / Mastercard / Switch / Maestro** card (delete as applicable)

Card number

Card start date Card expiry date Switch Issue No. Card Security No.

Cardholder's name _____

Cardholder's signature _____

CHECK LIST – NEW APPLICATION

- Application form completed in full and declaration signed
- Passport sized photograph with name on reverse enclosed
- Evidence of identity and eligibility enclosed
- Evidence of competence for all categories enclosed
- Fast track service requested, if required
- Payment enclosed

CHECK LIST – RENEWAL

- Application form completed in full and declaration signed
- Passport sized photograph with name on reverse enclosed
- Expiring certificate or if any of your details are changing corresponding evidence of identity and nationality
- Evidence of competence enclosed for any new categories
- Fast track service requested, if required
- Payment enclosed

POST YOUR APPLICATION TO: RYA CERTIFICATION, RYA HOUSE, ENSIGN WAY, HAMBLE, SOUTHAMPTON, SO31 4YA
Fast track applications may be sent by post or by email to fast.track@rya.org.uk

RYA MEMBERS DO NOT NEED TO COMPLETE OR RETURN PAGES 3 AND 4 OF THIS FORM

ICC assessment certificate - sail (including auxiliary engine) category

You only require this part of the application form if you are taking an ICC assessment of competence at an RYA recognised training centre or an RYA affiliated club.

The ICC assessment of competence is not applicable to the Personal Watercraft category and is only applicable to applicants without acceptable UK Certificates as listed in [ICC-3 Notes: Evidencing boating competence](#).

This certificate can only be used to validate the sail (with auxiliary engine) category on a UK ICC issued by the RYA. In order for an ICC to be issued you must also provide an ICC assessment certificate for either inland or coastal waters (or for coastal waters a certificate listed in [ICC-3 Notes: Evidencing boating competence](#) which validates the coastal category).

FORM TO BE COMPLETED BY THE RYA AFFILIATED CLUB OR RYA RECOGNISED TRAINING CENTRE (RTC).

Candidate name: _____	Candidate date of birth: ____ / ____ / _____
ID seen to verify candidate name and date of birth: _____	Document(s): _____

ICC ASSESSMENT OF COMPETENCE SYLLABUS – SAIL (WITH AUXILIARY ENGINE) CATEGORY

SKILLS

1. **Preparation**
- Give safety briefing including use of safety equipment
 - Obtained and assessed appropriate weather forecast
 - Pre-start engine checks
 - Use kill cord (if fitted)
 - Start engine
 - Check cooling
 - Knows fuel range
2. **Depart from pontoon**
- Understand use of springs to depart from lee wall or pontoon
 - Communicate effectively with crew
 - Position fenders correctly
3. **360° turn in confined space**
4. **Mooring to a buoy and anchoring**
- Communicate effectively with crew
 - Anchoring (deploy and set anchor, check holding, recover and stow anchor)
 - Mooring buoy (prepare warp, choose correct angle and control speed on approach, secure boat effectively to mooring buoy, depart from mooring safely)
5. **Man overboard**
- Observe MOB or instruct crew to do so
 - Demonstrate correct direction and speed of approach
 - Make suitable contact with MOB
6. **Handling under sail**
- Sail a triangular course with one leg being to windward
 - Choose suitable area for hoisting / lowering sails
 - Use sails suitable for prevailing condition
 - Show awareness of wind direction
 - Trim sails correctly on each point of sailing
 - Warn crew before manoeuvres
 - Look round before tacking and gybing
 - Control sails during tacking and gybing

7. **Coming alongside windward pontoon**
- Communicate effectively with crew
 - Show awareness of other water users
 - Prepared warps / fenders
 - Choose correct angle of approach
 - Control speed of approach
 - Stop boat in place required and secure to pontoon
 - Stop engine

REGULATIONS

1. Knows responsibility for keeping a proper lookout
2. Can determine a 'safe speed'
3. Can recognise a potential collision situation
4. Can identify 'give way' vessel in a collision situation
5. Knows action to take as 'give way' and 'stand on' vessel
6. Knows responsibilities of small vessel in narrow channel
7. Can recognise manoeuvring signals (1, 2, 3 & 5 blasts)
8. Can make and recognise visual distress signals

SAFETY

1. Is able to use and instruct crew on the use of:
- Lifejackets
 - Distress alerting (e.g. DSC VHF, EPIRB, Flares, etc.)
 - Fire extinguishers
 - Kill cord (if fitted)
2. Can prepare a boat for use and take sensible precautions before setting out, including:
- Engine checks
 - Check fuel for range / duration of trip
 - Obtain weather forecast
 - Avoid overloading boat

ICC ASSESSMENT OF COMPETENCE PASSED

We hereby confirm that the applicant has successfully demonstrated their skills and knowledge in accordance with the ICC Assessment of Competence syllabus above for sail (including auxiliary engine)

Type and length of vessel the assessment was conducted aboard: _____

RTC or Club name: _____

Assessor Name: _____ RYA Reference No.: _____

Signature: _____ Date: ____ / ____ / _____

Principal / Chief Instructor / Flag Officer (DELETE AS APPLICABLE) Name: _____

Signature: _____ Date: ____ / ____ / _____

ICC assessment certificate - power category

You only require this part of the application form if you are taking an ICC assessment of competence at an RYA recognised training centre or an RYA affiliated club.

The ICC assessment of competence is not applicable to the Personal Watercraft category and is only applicable to applicants without acceptable UK Certificates as listed in [ICC-3 Notes: Evidencing boating competence](#).

This certificate can only be used to validate the power category (which may be limited to vessels up to 10m LOA) on a UK ICC issued by the RYA. In order for an ICC to be issued you must also provide an ICC assessment certificate for either inland or coastal waters (or for coastal waters a certificate listed in [ICC-3 Notes: Evidencing boating competence](#) which validates the coastal category).

FORM TO BE COMPLETED BY THE RYA AFFILIATED CLUB OR RYA RECOGNISED TRAINING CENTRE (RTC).

Candidate name: _____	Candidate date of birth: ____ / ____ / _____
ID seen to verify candidate name and date of birth. Document(s): _____	

ICC ASSESSMENT OF COMPETENCE SYLLABUS – POWER CATEGORY

SKILLS

1. **Preparation**
- Give safety briefing including use of safety equipment
 - Obtained and assessed appropriate weather forecast
 - Pre-start engine checks
 - Use kill cord (if fitted)
 - Start engine
 - Check cooling
 - Knows fuel range
2. **Depart from pontoon**
- Understand use of springs to depart from lee wall or pontoon
 - Communicate effectively with crew
 - Position fenders correctly
3. **360° turn in confined space**
4. **Mooring to a buoy and anchoring**
- Communicate effectively with crew
 - Anchoring (deploy and set anchor, check holding, recover and stow anchor)
 - Mooring buoy (prepare warp, choose correct angle and control speed on approach, secure boat effectively to mooring buoy, depart from mooring safely)
5. **Man overboard**
- Observe MOB or instruct crew to do so
 - Demonstrate correct direction and speed of approach
 - Make suitable contact with MOB
6. **Planing Speed Manoeuvres (if appropriate)**
- Choose suitable area
 - Show awareness of other water users
 - Warn crew before each manoeuvre
 - Look round before S and U turns
 - Control speed on U turns

7. **Coming alongside windward pontoon**
- Communicate effectively with crew
 - Show awareness of other water users
 - Prepared warps / fenders
 - Choose correct angle of approach
 - Control speed of approach
 - Stop boat in place required and secure to pontoon
 - Stop engine

REGULATIONS

1. Knows responsibility for keeping a proper lookout
2. Can determine a 'safe speed'
3. Can recognise a potential collision situation
4. Can identify 'give way' vessel in a collision situation
5. Knows action to take as 'give way' and 'stand on' vessel
6. Knows responsibilities of small vessel in narrow channel
7. Can recognise manoeuvring signals (1, 2, 3 & 5 blasts)
8. Can make and recognise visual distress signals

SAFETY

1. Is able to use and instruct crew on the use of:
- Lifejackets
 - Distress alerting (e.g. DSC VHF, EPIRB, Flares, etc.)
 - Fire extinguishers
 - Kill cord (if fitted)
2. Can prepare a boat for use and take sensible precautions before setting out, including:
- Engine checks
 - Check fuel for range / duration of trip
 - Obtain weather forecast
 - Avoid overloading boat

ICC ASSESSMENT OF COMPETENCE PASSED

We hereby confirm that the applicant has successfully demonstrated their skills and knowledge in accordance with the ICC Assessment of Competence syllabus above for Power Power up to 10m LOA **TICK ONE BOX ONLY**

Type and length of vessel the assessment was conducted aboard: _____

RTC or Club name: _____

Assessor Name: _____ RYA Reference No.: _____

Signature: _____ Date: ____ / ____ / _____

Principal / Chief Instructor / Flag Officer (DELETE AS APPLICABLE) Name: _____

Signature: _____ Date: ____ / ____ / _____

ICC assessment certificate – coastal waters category

You only require this part of the application form if you are taking an ICC assessment of competence at an RYA recognised training centre or an RYA affiliated club.

The ICC assessment of competence is not applicable to the Personal Watercraft category and is only applicable to applicants without acceptable UK Certificates as listed in [ICC-3 Notes: Evidencing boating competence](#).

This certificate can only be used to validate the coastal waters category on a UK ICC issued by the RYA. In order for an ICC to be issued you must also provide an ICC assessment certificate for either the power (which may be limited up to 10m LOA) or sail (including auxiliary engine) category or a certificate listed in [ICC-3 Notes: Evidencing boating competence](#) which validates either of the afore mentioned categories.

FORM TO BE COMPLETED BY THE RYA AFFILIATED CLUB OR RYA RECOGNISED TRAINING CENTRE (RTC).

Candidate name: _____	Candidate date of birth: ____ / ____ / _____
ID seen to verify candidate name and date of birth: _____	Document(s): _____

ICC ASSESSMENT OF COMPETENCE SYLLABUS – COASTAL WATERS KNOWLEDGE

PLANNING

1. Sources of weather information, interpreting a forecast and its impact on a passage
2. Can prepare a simple passage plan (tidal and non-tidal)

COLLISION REGULATIONS (IRPCS)

1. Knows rules relating to Traffic Separation Schemes
2. Knows requirements for navigation lights and shapes to be displayed on vessel
3. Can recognise the following from the lights: power driven, sailing vessel, vessel at anchor, tug and tow, dredger
4. Knows sound signals to be made by: power driven vessel, sailing vessel, vessel at anchor, tug and tow, dredger
5. Knowledge of all other rules (excluding annexes)

NAVIGATION (CHART & PLOTTING INSTRUMENTS REQUIRED)

1. Can interpret a navigational chart, understand significance of charted depths and drying heights and can identify charted hazards
2. Knows sources of information on: local regulations, port entry and departure signals, VTS and Port Operations Radio
3. Can plan a harbour entry / departure, taking account of possible presence of large vessels and avoiding navigational hazards
4. Can fix a position and understands the importance of verification of position from at least two sources
5. Can source weather information, interpret a forecast and its impact on a passage and the sea state
6. Understands various methods of sending a distress signal with reference to annex IV of the International Regulations for Preventing Collisions at Sea (IRPCS)

ICC COASTAL WATERS KNOWLEDGE ASSESSMENT PASSED

We hereby confirm that the applicant has successfully demonstrated their skills and knowledge in accordance with the ICC Assessment of Competence syllabus above for Coastal Waters Knowledge.

RTC or Club name: _____

Assessor Name: _____ RYA Reference No.: _____

Signature _____ Date ____ / ____ / _____

Principal / Chief Instructor / Flag Officer (DELETE AS APPLICABLE) Name: _____

Signature _____ Date ____ / ____ / _____