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| --- |
| **Personal Details** |
| Title: (Mr / Mrs / Miss / Capt / Other) |  | Full Name:(Forename(s) / Surname) |  |
| Date of Birth (dd/mm/yyyy) |  | Mobile Number: |  |
| Home Address: |  |
| e-mail address: |  |
| **BML License Details** |
| License Number: |  | Expiry Date: |  |
| Thames CPD Scheme Member? (Tick as appropriate) | YES[ ]  NO[ ]  |
| **Application type (MCA Endorsement)** |
| Initial LKE Examination (Tick as appropriate) | YES[ ]  NO[ ]  |
| Existing LKE Revalidation (Tick as appropriate) | YES[ ]  NO[ ]  |
| Area (Tick as appropriate) | Margaretness to Putney YES[ ]  NO[ ]  |
| Margaretness to London Bridge YES[ ]  NO[ ]  |
| London Bridge to Putney YES[ ]  NO[ ]  |
| **Documentation Checklist** |
| Scanned copy of BML | [ ]   |
| Details of Service (Annex 1) | [ ]   |
| Company Testimonial | [ ]   |
| Thames CPD Evidence | [ ]   |
| **Original BML is required on examination day.** **Please note that an endorsement cannot be issued until all documents have been received.** |
| **Payment** |
| Invoices will be issued following the examination. Information on Thames Local Knowledge Endorsement fees can be found in the annual [PLA Charges booklet](http://www.pla.co.uk/About-Us/PLA-Charges) on PLA’s website.  |
| New Customer Form is available [here](https://www.pla.co.uk/Safety/The-Harbour-Masters/PLA-Local-Knowledge-Endorsement).  |
| Please advise company or person to be invoiced: |  |

**DETAILS OF SERVICE – ANNEX 1**

Note service for initial assessment must be time served after that required for license

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| **Vessel Name** | **Vessel Type** | **Operating Area or Route** | **From (date)****dd/mm/yyyy** | **To (date)****dd/mm/yyyy** | **No. of days worked** | **Rank/****Capacity** | **Authorised Signature****(Company)**  |
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**Note: Qualifying Service Time (QST) years** Please see application guidance notes for further information on QST requirements **Self-certification of service is not acceptable.**

**PRIVACY DECLARATION**

**Use of your data**

Data contained in this application may be shared with other statutory bodies or organisations to enable them to meet their statutory obligations and to inform statistics for research or statutory purposes. The data shared is limited to the applicant’s name, address, licence number, licence expiry date and any local or specialist operations endorsements held.

I declare that the data contained in this application is, to the best of my knowledge, true and complete. I also declare that the documents are genuine, given and signed by the persons whose names appear on them. I consent to any processing of the data contained in this application by the PLA (including any processing necessary to establish the authenticity and validity of the issued certificate) and to the sharing of data in accordance with the previous paragraph. For more information on how we use your information, and your rights to access information we hold on you, please see section 4 of our full Privacy Notice available on our website:

[Privacy policy | Port of London Authority (pla.co.uk)](https://pla.co.uk/privacy-policy)

The information you provide is primarily used for issuing your Local Knowledge Endorsement, but may also be used for other related purposes, and shared with other statutory bodies / organisations to enable them to fulfil their statutory obligations.

Declaration & Form of Authority

Personal information which you supply to us will be used to process your application to meet the applicable Local Knowledge Endorsement requirements. We may use your information to investigate complaints, legal claims or important incidents. We may use your information for crime prevention and prosecution of offenders.

I confirm that I give the Port of London Authority permission to disclose information concerning the validity of my Local Knowledge Endorsement qualification.

 **Signed:**

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###  Print Name: Date:

Scan & e-mail applications to lke@pla.co.uk

OR

Post to Port of London Authority, London River House, Royal Pier Road, Gravesend, Kent, DA12 2BG, For Attention Of: CHM Department (LKE)