**IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 9 to 12.**

# PERSONAL DETAILS – All Applicants

|  |  |
| --- | --- |
| Title Mr/Mrs/Miss/Capt etc |  |
| Surname /Family name |  |
| Forename(s) in full |  |
| Date of Birth: DD/MM/YYYY |  |
| Mobile Number |  |
| Address |  |
| Email |  |

# CURRENT LICENCE HELD – All Applicants

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current licence type** |  | | | |
| **Commercial Endorsed** (Tick as applicable) | **Yes** |  | **No** |  |
| **Licence Expiry date** |  | | | |
| **Licence Number** |  | | | |
| **Thames CPD scheme Member** | **Yes** |  | **No** |  |

# CERTIFICATE APPLIED FOR – All Applicants (*please see Guidance note 3*)

|  |  |  |
| --- | --- | --- |
| **Local knowledge Endorsement** | **Area** | **Please tick one box** |
| **MCA LKE Initial Exam** |  |  |
| **MCA Revalidation** |  |  |
| **PLA LKE Initial Exam** |  |  |
| **PLA LKE Revalidation** |  |  |
| **MCA retake** |  |  |
| **PLA retake** |  |  |
| **Amendment to PLA LKE** |  |  |

# AMENDMENT TO CURRENT PLA LKE – PLA LKE Holder applying to amend LKE

|  |  |
| --- | --- |
| **Amendments requested** | |
| **Personal Details** |  |
| **Vessel Name** |  |
| **Vessel Type and Operation** |  |
| **Length overall** |  |
| **Draft** |  |
| **Air Draft** |  |
| **Tonnage** |  |
| **Area of operation** |  |

# VESSEL DETAILS – PLA LKE Applicants Only

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Vessel Name | Vessel License | LOA | Draft | Breadth | Air Draft | GT |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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# 6. EXAMINATION AVAILABILITY – All Applicants

Please indicate your availability in the box below:

Please arrange my Local Knowledge assessment as soon as possible after… (Date)

I am not available on the following dates……………………………………………….

# 7. DETAILS OF SERVICE – All applicants, Note service for initial assessment must be time served after that required for license

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Vessel Name | Rank/  Capacity | Vessel Type/license | Operating Area or Route | No. of days worked | From (date)  dd/mm/yyyy | To (date)  dd/mm/yyyy | Signature  Company or MRI (For PLA LKE only) |
|  |  |  |  |  |  |  |  |
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|  |
| --- |
| **Note: Qualifying Service Time (QST) years** Please see section 8 for further information on QST requirements **Self-certification of service is not acceptable** |

|  |  |
| --- | --- |
| **8. 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:

<https://server1.pla.co.uk/assets/privacy-notice-approved-061020.pdf>

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

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.

Please sign this form in the centre of the space opposite, in BLACK BALL POINT PEN.

FOR OFFICIAL USE ONLY

### IMPORTANT – KEEP WITHIN THE BORDER

#### FAILURE TO COMPLY WITH THIS INSTRUCTION WILL INVALIDATE THE APPLICATION

Date……………………………………………….

# 9. PAYMENT – All Applicants

Invoices will be issued following the examination. Please advise of the following:

Who to Invoice: ………………………………………………………………………………

Address: ………………………………………………………………………………………

Contact telephone number: …………………………………………………………………

Email address: ………………………………………………………………………….……

Any queries, please email: [lke@pla.co.uk](mailto:lke@pla.co.uk).

Information on Thames Local Knowledge Endorsement fees can be found in annual PLA Charges booklet on our website.

# 10 CHECKLIST – All Applicants

Please make sure you have enclosed the relevant **original** items from the list below.

**Please note that an endorsement cannot be issued until all relevant documents have been received.**

|  |  |
| --- | --- |
| Scanned colour copy of Principle qualification commercially endorsed where applicable |  |
| Work Record |  |
| MCA Training record book LKE section |  |
| Thames CPD Evidence (If signed up to scheme) |  |
| Qualifying Service Time testimonials (MCA LKE Only) |  |
| Original PLA LKE Card (PLA Amendments only) |  |
| Passport photographs (please refer to section 10 of the guidance) PLA LKE Only |  |
| Invoicing details |  |

# 11. PLA HMSO CHECKLIST – Official Use Only

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| **Standards Met** | | | **Yes** | | **No** | **Date** |
| **HMSO Checks** | | |  | |  |  |
| Full name | | |  | |  |  |
| Contact Telephone Number | | |  | |  |  |
| Contact Email address | | |  | |  |  |
| Passport photograph (PLA required Only) | | |  | |  |  |
| **PLA Officer Checks** | | |  | |  |  |
| Qualifications verified | | |  | |  |  |
| Work record (Evidence of QST) 60 days passed issue date of principal qualification. | | |  | |  |  |
| Company Testimonial (MCA required Only) | | |  | |  |  |
| Work record / Vessel details / details compliant with principal qualification (PLA only) | | |  | |  |  |
| Amendment declared if applicable Must be referred to MCA Approved Examiner | | |  | |  |  |
| **Local Knowledge Endorsement/s:** (enter area/s below) | | |  | |  |  |
|  | | |  | |  |  | |
|  | | |  | |  |  |
| **Reasons for Rejection** | | |  | |  |  |
|  | | | | | | |
| Name | | | | | | |
| Signed |  | Date | |  | | |

# 12. HMSO ACTIONS – Official Use Only

**TO BE COMPLETED BY HMSO**

|  |  |  |
| --- | --- | --- |
| **Action Taken** | **Date** | **Signature** |
| Application received |  |  |
| Applicant Local Knowledge Endorsement file created/updated |  |  |
| Validation check completed outcome relayed to applicant |  |  |
| Application pack sent to HM (or nominated PLA officer) |  |  |
| Received outcome from HM (or nominated officer) |  |  |
| PLA LKE Card Issued (PLA LKE Only) |  |  |
| Data input to LKE sheet |  |  |

**GUIDANCE NOTES FOR THE COMPLETION OF THIS APPLICATION FORM**

**THESE NOTES SUMMARISE THE REQUIREMENTS.**

**ENSURE YOU COMPLETE THIS FORM IN FULL - FAILURE TO DO SO MAY MEAN WE WILL HAVE TO RETURN YOUR APPLICATION TO YOU, AND WILL RESULT IN A DELAY TO YOUR APPLICATION BEING PROCESSED.**

# 1. PERSONAL DETAILS

Enter your personal details in the boxes provided. Your name should be given IN FULL, and should be given in the same format as appears on your marine license.

Your date of birth should be given in the format DD/MM/YYYY, e.g. 18 February 1960 should be written 18/02/1960.

You **must** include a contact telephone number and email address should there be any queries with your application.

# 2. CURRENT LICENCE HELD

Port of London Authority (PLA) offers two types of Local Knowledge assessment

Maritime and Coastguard Authority Boatmaster License full requirements can be found in MSN 1853

PLA LKE is issued to endorse commercial licenses other than a Boatmaster.

PLA LKE will be examined on and restricted to the named vessels that you submit as part of your application process.

For those signed to up to the Thames CPD program further details can be found here regarding criteria [Thames Skills Academy - Thames CPD Programme activities delivered by the TSA (thamesacademy.london)](https://www.thamesacademy.london/training/thames-cpd-offered-by-tsa/)

# 3. CERTIFICATE APPLIED FOR

Please tick ( ) LKE applying form Only tick ONE box.

Stipulate area you are applying for:

**Port of London** – *The River Thames from Putney Bridge to Margaretness.*

1. *Margaretness to Putney*
2. *Margaretness to London Bridge*
3. *London Bridge to Putney*

\*Three individual endorsements are now available for the Port of London LKE Area. Applicants should refer to Section 7 of MSN 1853 for further guidance.

# 4. AMENDMENT TO CURRENT PLA LKE – PLA LKE Holder applying to amend LKE

Complete all sections relevant to your operation, a PLA Harbour Master will review all evidence to conclude whether an examination will be necessary to update your license.

* Evidence of current qualification, appropriate to the type of vessel applied for, if the competency requirement for the vessel is different from that previously issued.
* LKE Certificate validity will be the same as the original PLA LKE Certificate unless upgrade assessment is required. **Please complete section 5**

# 5. VESSEL DETAILS – PLA LKE Only

Please complete section with all vessels that you wish to include on your LKE

# 6. EXAMINATION AVAILABILITY – All Applicants

Please indicate dates you would be available to attend your exam, please note Wednesdays are reserved for LKE examinations we will accommodate wherever possible.

# 7. DETAILS OF SERVICE

MCA LKE applicants before you submit your application it is important that your check the Qualifying Service Time requirements in MSN 1853. MSN 1853 is available from [www.gov.uk.](http://www.gov.uk/) Search “MSN 1853”.

Testimonials must support the information contained in Section 11 of the application form. The following are accepted forms of evidence for service:

1. A company letter signed by an appropriate person (e.g. the owner or fleet manager);
2. A letter from a representative of the statutory navigation/port authority responsible for the area in which the applicant operates;
3. A letter from a shipper or customer who can verify the applicant has the relevant experience; or
4. A letter from a trade association who can verify the applicant has the relevant experience.

The template testimonial on page 17 can be used for testimonials for examples 2-4.

PLA LKE applicants before you submit your application it is important that you check the Qualifying Service Time requirements available on [Local Knowledge Endorsement | Port of London Authority (pla.co.uk)](https://www.pla.co.uk/Safety/The-Harbour-Masters/PLA-Local-Knowledge-Endorsement#cost)

Before you can apply for a PLA LKE you will need to:

1. submit a Thames Experience log (the log can be downloaded [here](http://www.pla.co.uk/assets/fm0211.docx) as a Word document, or [here](http://www.pla.co.uk/assets/fm0211.pdf) as a PDF file) when applying for Examination or Revalidation.

To record your experience on the tidal Thames you should download and print out the Thames Experience Log, filling in your name and date of birth. Every day you are on the river within the Thames Local Knowledge area, whether you are working or as a recreational user, please contact and approach the Harbour Service Launch to ask them to sign your form so that they can witness your presence on the river. When presenting your Thames Experience Log please also have available a nationally recognised form of photographic ID. Alternatively, we are accepting GPS recording or exercise app screen shots which include; where you have been, date and time – which are attached to your Thames Experience Log.

# 8. DECLARATION

Please read the declaration. Once you are sure that the information you have given is, to the best of your knowledge, true and complete, and that the documents submitted are genuine, given and signed by the persons whose names appear on them, you should sign the declaration with your usual signature, including the date.

# 9. PAYMENT

Invoices will be raised following examination.

Any queries, please email: [lke@pla.co.uk](mailto:lke@pla.co.uk).

Information on Thames Local Knowledge Endorsement fees can be found in annual PLA Charges booklet on our website.

# 10. CHECKLIST

**ALL** the documents in this section appropriate to the exam you are applying for **MUST** be provided with this application, before an exam can be taken. Please ensure you tick ( ) each box to indicate that you have attached the required documents. The **original** copies must be brought to the exam. Any candidate failing to submit all the required documents may have their application returned without being processed.

**Photographs - PLA LKE Only**

Your photograph must be taken full face without a hat and must be UK approved passport photographs, measuring a maximum of 50mm x 40mm, in colour with a plain white background.

.

We will then email you if we require any further evidence. Once we have processed and approved your application, we will arrange a suitable date for examination.

**NOW EMAIL YOUR COMPLETED APPLICATION TO lke@pla.co.uk**

Please address any queries about your application to lke@pla.co.uk

**YOU SHOULD ALLOW AT LEAST 28 DAYS FOR US TO PROCESS YOUR APPLICATION, AN INCOMPLETE APPLICATION WILL DELAY THE ISSUE OF YOUR LICENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LOCAL KNOWLEDGE TESTIMONIAL (Template)** | | | | |
| **To be submitted on the headed paper of the organisation represented.** | | | | |
| **This is to certify that:** |  |  |  |  |
| Full Name | | | | |
| Date of Birth |  |  | Place | of Birth |
| has been known to me, or my organisation, as a commercial operator of inland waterway vessels, as specified below between \_ \_ / \_ \_ / \_ \_ and \_ \_ /\_ \_ /\_ \_. | | | | |
| During this period of service, Mr/Ms has served in the following capacity(s): | | | | |
| Master for |  | months/years; |  |  |
| Mate with duties as helmsman for | | | | months/years; |
| Other relevant duties (please specify) | | | | |
|  |  | for |  | months/years; |
|  |  | for |  | months/years. |
| Vessel Name | | | | |
| Registered (or Identification Number) | | | | |
| Overall Length (in m) | | | | |
| Breadth (in m) | | | | |
| Tonnage (dwt) | | | | |
| Type of Operation | | | | |
| Area(s) of Operation | | | | |
| Signed |  |  | Name (Print) | |
| Master or Position in Company |  |  |  |  |
| Name of Company |  |  |  |  |
| Company Stamp |  |  |  | Date |