



LONG-TERM MOORING VACANCIES

PAYMENT OPTIONS AND OTHER IMPORTANT INFORMATION FOR COMPLETING THE MOORING APPLICATION FORM FOR A LONG-TERM MOORING

Note: The Mooring Application Form is referred to below as 'The Form'.

1. Payment Options

The payment options available for the three year Mooring Agreement are as follows;

- A. First payment by cheque or credit or debit card follows by 32 equal monthly payments by Direct Debit
- B. Three annual payments by cheque or credit or debit card
- C. One single payment to cover the 3 year period by cheque or credit or debit card

For all options the first or only payment is due within fourteen (14) days of the vacancy closing date and it must be enclosed with The Form.

Option A: The first payment must be made by cheque or credit or debit card, followed by thirty-two (32) equal monthly payments by Direct Debit. The first payment is four percent (4%) of the total payments for the three year Mooring Agreement and it must be made by cheque or credit or debit card (not Direct Debit). The amount for the first payment is shown on The Form. You must also complete the Direct Debit instruction for thirty-two (32) subsequent equal monthly payments and choose from the payment date options. We will send you a schedule showing the amounts to be collected and on which dates.

Option B: Three (3) annual payments, each at the fee that you bid. Second and third payments are due on each anniversary of the Mooring Agreement Start Date. Payment must be made by cheque or credit or debit card.

Option C: One (1) single payment to cover the three (3) year period of the Mooring Agreement. Payment must be made by cheque or credit or debit card.

* **Please note:** payments made by credit card will incur a £7.50 charge *

2. Payments by Direct Debit (Payment option A only)

You must complete the Direct Debit instruction supplied on The Form. We can collect Direct Debit payments on the 1st, 8th, 16th or 24th day of the month, and you can select your preferred date when completing The Form.

If we are unable to collect a payment because of insufficient funds in your account, a further attempt will be made to collect it after 10 working days. If it is not possible to collect the money on this second attempt or you cancel your Direct Debit instruction, we will contact you and ask for payment by other means.

If we do not receive the amount due we may terminate the Mooring Agreement and you must remove your boat from the mooring immediately. We may also take legal action to recover any money owing.

Owing to the cost of dealing with Direct Debit defaults, we reserve the right to charge a handling fee of £30. You may also incur legal costs if we do have to instruct solicitors to recover any money owing. In addition, if you default on your Direct Debit payments, we may refuse to grant you a Direct Debit facility in the future.

3. Returning the Mooring Application Form for a Long-Term Mooring

You must correctly complete and return The Form along with your first or only payment, and Direct Debit instruction if you choose option A, to arrive within fourteen (14) days of the vacancy closing date. If you fail to do so, or you fail to satisfy any of our requirements as set out in the Terms and Conditions for Bidding / Making an offer, or you meet the requirements but your first payment defaults, we will charge you five percent (5%) of the vacancy guide / Buy It Now price by invoice. With auction vacancies we will then offer the mooring to the second highest bidder.

4. Period of the Mooring Agreement

This is a three-year Agreement. You may choose to terminate this Agreement after six (6) months, but you must give us two (2) months' notice in writing. Once we receive your notice, and mooring permits, we will calculate the amount of any credit we may owe you in respect of money already paid to us. If you are paying by Direct Debit you should not simply cancel it without telling us.

5. Credit worthiness

By signing The Form you are agreeing to pay for the mooring by the option selected by you. We reserve the right to carry out an independent credit check that you must pass before we complete the Mooring Agreement.

6. Failure to Pay

If you fail to pay us any outstanding amounts, through any of the payment options, you will have to remove your boat from the mooring immediately.

7. If you don't yet own a boat

If you don't yet have a boat, we will allocate you a temporary boat index number and mooring permit. As soon as you are ready to licence the boat you must return the temporary mooring permit to us and we will issue the long-term mooring permit along with the boats licence. Licence application forms are available at www.waterscape.com/boating/useful_downloads or from Customer Services on 0845 671 5530.

8. Completing the Mooring Agreement

The Mooring Agreement start date is the 15th day after the vacancy closing date. This allows you fourteen (14) days in which to return the completed Form along with your first or only payment. However, it is in your interest to return The Form to us as soon as possible thereby giving us time to process The Form and payment in time for the start date. Only when we have received The Form and everything is satisfactory will we contact you to confirm that you can take your boat to the mooring. The Mooring Manager for the mooring site will also get in touch to welcome you and discuss any local arrangements.

Checklist for completing and returning the Mooring Application Form	Tick
1. Read the Mooring Agreement Terms and Conditions (this is the agreement for your mooring for the next three years)	
2. Read the Terms and Conditions for Bidding / Making an Offer (these include the terms for completing the process and the conditions which you must satisfy)	
3. Complete the form and select one of the three payment options	
4. Sign and date the form	
5. Enclose a cheque for your first or only payment if you are not paying by card	
6. Enclose your completed Direct Debit instruction (Option A only)	
7. Enclose a photo of the boat (if this has been specified in the mooring vacancy details)	

Send The Form and any relevant enclosures to the address below as soon as possible but in any event so that they arrive within the deadline specified on the Mooring Application Form (usually within fourteen (14) days of the vacancy closing date).

Lorraine Kirk, Boat Licensing Administrator
Canal & River Trust, Fearn's Wharf, Neptune Street, Leeds, West Yorkshire, LS9 8PB