

Leisure Craft Conservancy Disc Application Information 2021

1. What are the main changes?

- The biggest change in the application process is that we have moved the whole process online. Prior to the new process, applicants were required to print the application form from the Peel website, fill it out with all relevant details and send this back to Peel Ports via email or post. Now, we have made this process a lot simpler. Applicants simply have to log onto our website, fill out their details in the same manner as before and submit it.
- All communication will be via email – applicants will receive an email in receipt of submission of details. They will then receive an email once we have processed these details asking them to create a password. Once an account is set up, applicants will receive another email asking them to log on and purchase a conservancy disc. Finally, once payment has been processed, applicants will receive a confirmation of payment email, with their conservancy disc attached.
- Conservancy discs have now gone paperless – applicants can choose to download their disc to their smart phone or print it out and display on their vessel.
- It is now mandatory for applicants to upload a picture of their vessel when submitting their application.

2. What if I need to change my details?

- Applicants can now fill this information out via the website, in the same way that you apply for the licence. Applicants should select 'Change in Details' at the top of the page, which can be found at <https://peel-port.myshopify.com/>, and fill in the relevant information.
- Information that would be relevant to the 'Change in Details' form include change of address or personal information i.e. telephone number, email address etc; if you sell your vessel, as well as new owner details; if your vessel is laid ashore; if you have acquired a new vessel; or for any other changes.
- If you are having difficulties or need further clarification, you can also email our Marine Co-ordinator, Beth Cuddington on beth.cuddington@peelports.com or via telephone Monday-Friday 08:30-16:30 on 01795 596525.

3. What if I sell my vessel?

- Applicants will need to fill in a 'Change of Details' form on our website <https://peel-port.myshopify.com/>, as above, to notify Peel Ports of the sale and of the new owner's details.
- If you are having difficulties or need further clarification, you can also email our Marine Co-ordinator, Beth Cuddington on beth.cuddington@peelports.com or via telephone Monday-Friday 08:30-16:30 on 01795 596525.

4. What if I have recently sold a vessel and purchased a new one?

- Applicants will need to notify Peel Ports of the sale of the vessel, as above, via our 'Change of Details' form. Applicants will also need to fill in all relevant information of the new vessel under the 'If you have acquired a new vessel, please state details below' box, so that it can be processed. Relevant information includes: vessel name, usual berth/mooring, length of vessel, and description of vessel. You may be contacted to provide more information if needed.

- **You will be required to pay the conservancy disc licence fee for the new vessel.**
- If you are having difficulties or need further clarification, you can also email our Marine Co-ordinator, Beth Cuddington on beth.cuddington@peelports.com or via telephone Monday-Friday 08:30-16:30 on 01795 596525.

5. What are the impacts of the new process?

- There are no real impacts of the change of application process – this has been solely introduced to make the process easier and simpler.

6. Will there still be help available if needed?

- Yes – we have put together a step-by-step guide, which talks applicants through every step of the process. If applicants are having difficulties, they can still contact our Marine Co-ordinator, Beth Cuddington, on beth.cuddington@peelports.com or by telephone Monday-Friday 08:30-16:30 on 01795 596525.