**GUIDANCE NOTES FOR THE COMPLETION OF LKE APPLICATION FORMS**

This guidance relates to applications for a Local Knowledge Endorsement (LKE) for either a BML Holder (Form HM-24) or RYA / STCW qualification (Form HM-134).

# 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.

# CURRENT LICENCE HELD

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

1. Maritime and Coastguard Authority Boatmaster License, full requirements are detailed in [MSN 1853 (M) Amendment 1: Boatmasters’ Qualifications, Crew and Hours of Work](https://www.gov.uk/government/publications/msn-1853-m-boatmasters-qualifications-crew-and-hours-of-work) **Use Form HM-24 if you have this type of license.**
2. A PLA LKE is issued to endorse commercial licenses other than a Boatmaster License. PLA LKE’s are examined on and restricted to named vessels that you submit as part of your application process. **Use Form HM-134** **if you have this type of license.**

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

# APPLICATION TYPE

For BML License holders tick either Initial or Existing LKE examination, as appropriate.

For other license types tick one of either Initial, Existing or Amendment to LKE, as appropriate.

# APPLICATION AREA

For all application types, tick one of below options:

1. Margaretness to Putney (Full Area)
2. Margaretness to London Bridge (Lower Area)
3. London Bridge to Putney (Upper Area)

\*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.

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

A PLA Harbour Master will review the application and documentation to conclude whether an examination will be necessary to update your endorsement.

* 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 an upgrade assessment is required.

# VESSEL DETAILS – PLA LKE Only

Complete section with all vessels that you wish to include on your LKE. Use tick box to indicate current vessels and/or any additional vessels (amendment).

# DETAILS OF SERVICE

MCA LKE applicants, before submitting an application it is important that you check the Qualifying Service Time requirements in [MSN 1853](https://www.gov.uk/government/publications/msn-1853-m-boatmasters-qualifications-crew-and-hours-of-work).

PLA LKE applicants, Qualifying Service Time requirements are aligned to the requirements in MSN 1853.

To summarise the requirements, 6 months experience within the area applied for, including at least 60 days service undertaken in varying conditions, including trips in different directions and trips during the hours of darkness.

Applicants are required to fill out the service details in Annex 1 to Form HM-24 or HM-134.

# TESTIMONIALS

Testimonials must support the information contained in 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.

A template testimonial in Annex 1 of this guidance note can be used for examples 2-4.

# CHECKLIST

**ALL** documents in this section appropriate to the exam you are applying for **MUST** be provided with this application before an exam can take place. Ensure you tick each box to indicate that you have attached the required documents. **Original qualification certificates** must be brought to the exam. We will contact the applicant if we require any further evidence.

**Note:** any candidate failing to submit the required documents may have their application returned without being processed.

# DECLARATION

Read the declaration at the end of the application and once you are satisfied the information you have given is, to the best of your knowledge, true and complete, and that all documents submitted are genuine, given and signed by the persons whose names appear on them, sign and date the declaration.

PHOTOGRAPH **- PLA LKE ONLY**

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

# PAYMENT

Invoices will be raised following examination.

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

Once we have processed and approved your application, we will arrange a suitable date for examination.

**EMAIL YOUR COMPLETED APPLICATION TO** [**lke@pla.co.uk**](mailto:lke@pla.co.uk)and allow 28 days for processing of applications.

**ANNEX 1**

**LOCAL KNOWLEDGE TESTIMONIAL TEMPLATE**

Below to be submitted on company headed notepaper of the organisation represented.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **This is to certify that:** | | | | | | | |
| Full Name: | | | |  | | | |
| Date of Birth (dd/mm/yyyy) | |  | | Place of Birth | |  | |
| **has been known to me, or my organisation, as a commercial operator of inland waterway vessels, as specified below between:** | | | | | | | |
| Start Date (dd/mm/yyyy) | | | | End Date (dd/mm/yyyy) | | | |
|  | | | |  | | | |
|  | | | |  | | | |
| **During this period of service, the aforementioned has served in the following capacity(s):** | | | | | | | |
| Master | | | Mate with duties as helmsman | | Other relevant duties (specify) | | |
|  | | |
| Years | Months | | Years | Months | Years | | Months |
|  |  | |  |  |  | |  |
|  | | | | | | | |
| Vessel Name(s) | | | |  | | | |
| Registered (or ID number) | | | |  | | | |
|  | | | | | | | |
| Length Overall(m) |  | | Breadth (m) |  | Tonnage (dwt) | |  |
|  | | | | | | | |
| Type of Operation | | | |  | | | |
| Area(s) of Operation | | | |  | | | |
|  | | | | | | | |
| Signed | | | | Dated | | | |
|  | | | |  | | | |
|  | | | | | | | |
| Name (Print) | | | |  | | | |
|  | | | |  | | | |
| Position in Company | | | |  | | | |
|  | | | |  | | | |
| Name of Company | | | |  | | | |
|  | | | |  | | | |
| Company Stamp (if applicable) | | | |  | | | |