

Leisure Craft Conservancy Disc Application Information

1. 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 Details' at the top of the page, which can be found at <https://peel-ports.myshopify.com/> and fill in the relevant information.
- Information that would be relevant to the 'Change 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-Tuesday 08:00-17:30 or Wednesday 08:00-12:30 on 01795 596523.

2. What if I sell my vessel?

- Applicants will need to fill in a 'Change Details' form on our website <https://peel-ports.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-Tuesday 08:00-17:30 or Wednesday 08:00-12:30 on 01795 596523.

3. 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 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. 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 then be required to apply and pay the conservancy disc licence fee for the new vessel. Please see our step by step guide on how to do this.**
- 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-Tuesday 08:00-17:30 or Wednesday 08:00-12:30 on 01795 596523

4. 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-Tuesday 08:00-17:30 or Wednesday 08:00-12:30 on 01795 596523.