

Sutton Parish Council

Moorings Policy

1. All persons using the Moorings offered by Sutton Parish Council for whatever purpose do so at their own risk.
2. Sutton Parish Council will not be held responsible for loss or damage through fire, theft, storm, explosion, consequences of war or civil unrest, force majeure or Act of God, however arising and however caused.
3. Any person to whom a Mooring Permit is issued is responsible for the safe mooring of such craft as may have been named in the Mooring Permit. It shall be moored in a manner such that the possibility of the craft breaking away from that mooring is minimal and there is no risk to the safety of other craft or other river users.
4. Any person to whom a Mooring Permit is issued has provide evidence to show a valid permit to the Broads Authority (details to be attached to signed permit) and must insure the craft to which the Permit refers. The named craft has to be covered at all times by a valid Insurance Policy that provides cover for third party risks to a minimum amount of £2,000,000. Owners are liable for damage against all and third-party risks caused by them, their craft, their crew or their passengers.
5. All craft must clearly display a current Broads Authority permit number and permit issued by Sutton Parish Council. These are to be positioned as to be clearly visible to a Council Officer or representative of the Council, without it being necessary for the Council Officer or Council Representative to board the craft.
6. The craft to which the Mooring Permit refers shall be located at the numbered position allocated by the Council or any subsequent location as directed by the Council. The Council reserves the right to amend the numbered positions or relocate craft as necessary.
7. All craft must be kept clean, well maintained, and afloat. All waste materials must be removed from the site by the permit holder and disposed of responsibly and off site.
8. No craft that is damaged, partially or totally wrecked, waterlogged or not maintained up to a standard acceptable to the Council shall be allowed to

remain on the Council mooring. The Council will serve notice on the Permit Holder at the last known address as recorded in the Council records, that any defect to the craft must be rectified within 28 days. Failure by the Permit Holder to comply with the Council instructions will result in the Council taking action to remove the craft. The Council reserves the right to sell the vessel to defray its costs and to invoice the Permit Holder for any additional costs incurred. Please see Abandoned Boat Policy.

9. Boats fitted with electrical, gas or fixed fuel installation must be in possession of a valid boat safety certificate.
10. The Mooring Permit and the craft to which it relates must at all times be in the name of the Permit holder. The Permit is non-assignable and offered on an annual basis.
11. Bow of boat must be restrained by a mud weight. If secured to the quay heading any damage to the quay heading is the boat owner's responsibility and must be resolved by the end date of this permit.
12. Permit Holders shall comply with any instructions from the Council officers or its representatives that are required so as to ensure the safety of the mooring, the craft and other owners' craft, Council property and members of the public.
13. Boat owners cannot use or agree the use of their boat and mooring for residential purposes. Overnight use will be allowed (notified in advance clerk@sutton-norfolkparish.gov.uk) for reasons of maintenance but no more than two nights in a fourteen-day period.
14. Permit Holders are required to inform the Council within 14 days of any change of craft, change of address or any change in circumstances that might affect the administration or use of the mooring.
15. The right to use a mooring or a storage space shall terminate on 31 March each year and Permit Holders will be invited to reapply prior to this date.
16. The Mooring fees are set by the Council and are invoiced annually. Berths will be re-offered via e-mail during March, and invoices will be submitted in April. A final reminder for payment will be sent within 14 days of the invoice where a late payment fee may be charged at the discretion of the council. **If not taken up by submission of paperwork and payment by the 28 days, this mooring will be cancelled and the berth will enter the abandoned boats policy.**

17. The Council reserves the right to terminate a Mooring Permit by giving 14 days notice in writing or via email (whichever is the preferred method of communication) to the last known address of the Permit Holder.
18. The Council reserves the right to dispose of any craft for which the mooring fee has not been paid. The Permit Holder will be advised that such action is being taken by letter sent by Registered Post to the last known address as recorded in the Council records and by email to the preferred email address on record. Please see Abandoned Boat Policy.
19. Please note that your name, address and the name of your craft may be passed to the Broads Authority. The Broads Authority may contact you in the event of your craft being insecure or adrift in the river.
20. A photograph of your boat/and or trailer must be sent or emailed to the Council when applying for or renewing a mooring.
21. Where a berth holder has infringed on the policy they have signed up to they will be notified as soon as possible. If the issue is not corrected within the year, the berthing will not be re-offered.
22. Moorings will be routinely inspected. Where a boat is not on a mooring for at least 2 months of the year during inspection then the mooring will be considered underused and not re-offered. Please contact the Clerk of the council in advance of exceptional circumstances for absence, such as long-distance sailing, or refurbishment.
23. Boats without a registered mooring without payment enter the abandoned boats policy.

Date Approved May 2026

Date to be reviewed May 2027