



If you are moored on Sandwich Quay and plan on staying for any length of time, kindly complete and return this form to enable us to set up a standing order or invoice regarding the payment of mooring fees.

PARTICULARS OF APPLICANT	2 nd APPLICANT (e.g. where boat is owned by two parties)
Surname:	Surname.....
First Names:	First Names.....
Permanent Address:	Permanent Address.....
.....
.....
..... Post Code: Post Code:
Telephone Number:	Telephone Number:
Mobile Number:	Mobile Number:
<p>Could you please provide a copy of a current utility bill to verify your home address; if you are a Dover District resident, we will require a photocopy of your Council Tax bill to warrant the residents mooring fee</p>	

BOAT PARTICULARS		
Name of Vessel:	Colour:	
Type of Boat:		
(e.g. wooden clinker fishing boat)		
Length overall:	Beam:	Weight:

CHARGES		
Please tick the applicable charge.		
A Resident Minimum stay 3 mths	<input type="radio"/>	£2.40 per metre per week (if you live within the Dover District area) includes 9 pence per metre per week + VAT Port & Haven Commissioner fee
B Non Resident Minimum stay 3 mths	<input type="radio"/>	£3.25 per metre per week (if you live outside of the Dover District area) includes 9 pence per metre per week + VAT Port & Haven Commissioner fee

C Short Stay	<input type="radio"/>	£12.50 per day	Date from.....	Date to
.....			(e.g. 29/03/2011	to 04/04/2011)
Maximum stay 28 days			Fee includes Port & Haven Commissioner fee and VAT up to 5 days. Additional 2 days free.	

- Charges indicated A are available to residents of the Dover District area only.
- Charges indicated A and B are inclusive of the additional 9 pence per metre per week to meet Sandwich Port & Haven Commissioners fees.
- Charges indicated C includes the fee of £3.00 per vessel per day and VAT to meet Sandwich Port & Haven Commissioners fees.

Short stay visitors can either pay their fee to the Dover District Council representative on Sandwich Quay or go to the Area Office located at the Guildhall to pay mooring fees; this office is open Tuesday and Thursday 9.30am – 12.30pm & 1.30pm – 4.30pm. Please see Map below.

Signed please print Date.....

The particulars of applicant provided within this form will be used to raise either an invoice or a standing order dependent on the category of fees indicated.

This information will also be stored on a database for the purpose of monitoring numbers of visitors to the quay and for future correspondence and updates.

If you have any queries regarding mooring at Sandwich Quay please contact Gill Gray, Property Services Division, Dover District Council, White Cliffs Business Park, Whitfield, Dover, Kent, CT16 3PJ. Tel: 01304 872239. Mon – Fri 9.00 – 17.00 or 01304 821199. If you are reporting an emergency please contact 999.

