



# Gold Anchor Award Scheme Application Form



Please complete in full & return the following 4 pages which include applicant details, marina profile and the self assessment form, along with payment according to the pricing matrix below. For more information on the scheme please see the applicant pack available on [www.goldanchor.org](http://www.goldanchor.org)

Marina: \_\_\_\_\_

Address: \_\_\_\_\_

Manager: \_\_\_\_\_ Telephone: \_\_\_\_\_

Manager email: \_\_\_\_\_

Accounts email: \_\_\_\_\_

Web address: \_\_\_\_\_

## Marina Basin Coordinates

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

## Pricing Matrix

Number of Berths		THYA Members	Tick	Non-Members	Tick
1 Gold Anchor only		£300		£480	
2-5 Gold Anchors	Up to 100 Berths	£800		£1,280	
	100 - 300 Berths	£900		£1,440	
	301 - 600 Berths	£1,100		£1,760	
	601 - 1200 Berths	£1,300		£2,080	
1200 + Berths		£1,500		£2,400	

Price is + UK VAT where applicable. Any reasonable expenses incurred over £150 will be recharged to the applicant.

## To be completed by TYHA

Application fee paid: £

Questionnaire: Mark:  /5

Mystery shop: Mark:  /10

Audit: Mark:  /85

Total:  /100

Gold Anchor Rating	Points Required	Award Achieved
1	0-48	<input type="checkbox"/>
2	50-60	<input type="checkbox"/>
3	62-72	<input type="checkbox"/>
4	74-84	<input type="checkbox"/>
5	86-100	<input type="checkbox"/>



The questions on this page are essential criteria for the 1 Gold Anchor Award. Please answer these questions fully.

## Regulations and Directives

Does the marina fulfil all statutory obligations relating to:

Compliance with all statutory regulations particularly health and safety	<input type="checkbox"/>	Up to date electrical certificates for buildings, equipment and pontoons	<input type="checkbox"/>
A Berthing contract (see TYHA template)	<input type="checkbox"/>	Adequate insurance	<input type="checkbox"/>
Fire equipment & servicing record	<input type="checkbox"/>	Lifting equipment inspection (if applicable)	<input type="checkbox"/>
Records of COSHH compliance or equivalent	<input type="checkbox"/>	Suitable illumination to cover the site	<input type="checkbox"/>
First aid policy and an accident book	<input type="checkbox"/>	The provision of navigation aids to show the line of approach, hazards and fixed structures (coastal)	<input type="checkbox"/>
Maintenance policy	<input type="checkbox"/>	Fire risk assessment for shore and waterside facilities	<input type="checkbox"/>

## Good Practice

Does the marina:

Keep the site clean and tidy and properly manage trip hazards and waste?	<input type="checkbox"/>	Have adequate toilet and shower facilities?	<input type="checkbox"/>
Have an easily identifiable office?	<input type="checkbox"/>	Ensure regulations and directives are made known to berth holders?	<input type="checkbox"/>
Prohibition of sewage discharge (including boats and ad hoc toilet facilities)?	<input type="checkbox"/>		

## Technical Compliance

Does the marina offer:

Walk ashore access to berths?	<input type="checkbox"/>	Electricity to berth holders where required?	<input type="checkbox"/>
Safe berthing protected from waves and swell (coastal only)?	<input type="checkbox"/>	drinking water outlet available for berth holders?	<input type="checkbox"/>
An oil spill kit?	<input type="checkbox"/>	Adequate mooring cleats or eyes?	<input type="checkbox"/>
Proper storage for fuels and oils?	<input type="checkbox"/>	Clean and tidy site at all times with no trips, hazards or heaps of rubbish?	<input type="checkbox"/>
Piers and Walkways which are robust and maintained in sound condition?	<input type="checkbox"/>	Inclusion into local Port Waste Management Plan (coastal only) or waste management plan (inland)?	<input type="checkbox"/>
Fairways have sufficient width for safe navigation?	<input type="checkbox"/>	Safety ladders? (number)	<input type="text"/>
Well secured floating structures?	<input type="checkbox"/>	Lifebuoys and / or floating heaving lines? (number)	<input type="text"/>
		Fire extinguishers at berths (number)	<input type="text"/>

Details of any Green Awards or audits undertaken:

Directors and managers have a duty of care towards all users, staff and visitors to a marina or club and are legally bound to prepare procedures in line with current regulations and directives. TYHA provide a comprehensive set of templates and guidelines for the directives on this page. \*Definitions of these items are provided in the applicants pack. Best practice guidelines are also available in the TYHA code of practice (6th Edition : 2007)

# Marina Profile

The details on this page are for promotional and information purposes and are not essential criteria for the 1 Gold Anchor Award

Location	(Name of water body)	Marina Basin		Berths	(number)
Estuary/River	_____	Tidal	<input type="checkbox"/>	Floating pontoon	<input type="text"/>
Canal	_____	Access 24/7	<input type="checkbox"/>	Fixed pontoon	<input type="text"/>
Lake	_____	Depth on approach	<input type="text"/>	Swinging / pile	<input type="text"/>
Coastal	_____	Lock gate	<input type="checkbox"/>	Mud berths	<input type="text"/>
		Cill	<input type="checkbox"/>	Other _____	<input type="text"/>
		Hours +/- high water	<input type="text"/>	Total	<input type="text"/>

Marina Description:

(please use an additional sheet if required)

## Boat Mix

Lettable metres	<input type="text"/>	metres	Drystack	<input type="text"/>	boats	Dry sailing	<input type="text"/>	boats
Floating berths	<input type="text"/>	boats	Park & Launch	<input type="text"/>	boats	Undercover	<input type="text"/>	boats

## Facilities

Please answer with Y (yes) N (no) T (tenant) N/A (not applicable) or number where appropriate

Toilets (number)	F <input type="text"/>	M <input type="text"/>	Boat sales / broker	<input type="checkbox"/>	Marine engineer	<input type="checkbox"/>
Showers (number)	F <input type="text"/>	M <input type="text"/>	Yacht club / Restaurant	<input type="checkbox"/>	Boat repairs	<input type="checkbox"/>
Chandlery		<input type="checkbox"/>	Boat care / Valeting	<input type="checkbox"/>	Boat storage	<input type="checkbox"/>
Launderette		<input type="checkbox"/>	Fuel dock	<input type="checkbox"/>	Boat yard (repairs)	<input type="checkbox"/>
Convenience store		<input type="checkbox"/>	Rigging loft	<input type="checkbox"/>	Dry dock	<input type="checkbox"/>
Leisure facilities		<input type="checkbox"/>	Sail maker	<input type="checkbox"/>		
Wifi		<input type="checkbox"/>	Boat hoist (weight capacity)	<input type="text"/>		
Car parking spaces (number)		<input type="text"/>	Pump out	<input type="checkbox"/>		
			Chemical closet disposal	<input type="checkbox"/>		

Consent obtained for the discharge of any boat wash down liquid?

Have you used the Green Blue Environmental Toolkit to help reduce your waste and increase your business efficiency?



# Summary Terms and Conditions

- By submitting this Application Form you, being the Applicant apply on behalf of your Marina to be assessed by the Gold Anchor Award Scheme in order to gain an Award, subject to the Scheme Terms and Conditions (available at [www.tyha.co.uk](http://www.tyha.co.uk)) and the terms of the Acceptance of Application Letter issued by The Yacht Harbour Association Limited (TYHA).
- Application is by submission of this Application Form, which includes: Applicant details, Marina profile and the self assessment questionnaire, along with payment of Fees in accordance with the Rating Structure which should be sent to TYHA at their registered office.
- The Gold Anchor Award Scheme is a quality assessment programme, operated by TYHA with the intention of raising standards within the industry and rewarding Marinas which adhere to best practice by endorsing Marinas with an Award based upon the TYHA Code of Practice, best practice, customer service and management. (Please note: the Gold Anchor Award Scheme is a voluntary code designed to act as a marketing and promotions tool only).
- The Awards range from 1 Gold Anchor to 5 Gold Anchors as a maximum.
- The Award for 1 Gold Anchor is reached by self- assessment, however, TYHA reserve the right to visit the Marina and check criteria have been met at any time.
- Applicants seeking an Award of between 2 and 5 Gold Anchors will receive an assessment, be asked to complete a berth holder questionnaire as well as being subject to mystery shopping.
- The Assessor undertaking the on site Assessment will be an experienced industry professional, and will carry out a comprehensive inspection of the site. The assessor will require documentary evidence of compliance with the self- assessment questionnaire; including but not limited to good practice in Health and Safety, Environmental and Staff management procedures line, TYHA Code of Practice and an undertaking that they are confirming that they are compliant with all statutory and regulatory requirements.
- The Award given shall be valid for a maximum period of 3 consecutive years from the date of the Assessment Report, after which time the Applicant shall have one calendar month to apply for Re-Assessment.
- TYHA may for the duration of the Award make anonymous inspections, such as Mystery Shopping and make Requests to Amend Fault, which must be complied with within one month where a Marina is found to have deviated from the Assessment Criteria which permitted the Award rating given. Non- compliance will result in Termination or Award Reduction.
- Dispensations may be available and termination is at TYHA's discretion in accordance with the Scheme Terms and Conditions.

I confirm that I have read and agree to the terms and conditions of assessment as above:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_ On behalf of: \_\_\_\_\_

Please complete this form and return with payment:

An assessor will then contact you to arrange a suitable date for assessment. It is important that the berth holders' questionnaire has been circulated and returned to TYHA in time for your assessment'