



# The Company of Watermen & Lightermen

## OF THE RIVER THAMES

This pack contains all that you need to apply to become a Freeman of the Company of Watermen & Lightermen of the River Thames and comprises:

- a. An introductory welcome and list of contacts
- b. The aims and objectives of the Company
- c. A brief history of the Company
- d. Notes on completing the Application Forms
- e. An Application Form for the Freedom of the Company and the Sponsors' Declarations
- f. A schedule of fines and fees and a Direct Debit Instruction for the Annual Subscription to the Company
- g. The Company's policy on protecting your personal information, including data protection.
- h. An application form and explanatory notes for the Freedom of the City of London (if it is known that the applicant is already a Freeman of the City these documents will be omitted)
- .1. Gift aid form/standing order form for charitable donation
- .j. A request for your feed back
- .k. A check list for use on completion of the application

# The Company of Watermen & Lightermen

OF THE RIVER THAMES

## WELCOME

There are many reasons why people choose to apply to join the Watermen's Company as Freeman. The majority will already know a Freeman who has told them about the life of the Company, its involvement with the River Thames, its charitable works and its social events. Many Freeman want to offer something back to ensure the future success of the River Thames because they have worked on the River Thames or come from the world of rowing, the Company's sport. Many Freeman want to maintain their family connection with the Company and the River Thames, but all Freeman enjoy the opportunity of social interaction with like-minded spirits.

Whatever your reason you are assured a warm welcome as the Watermen's Company is renowned for its hospitality.

The Company has a few requirements for new Freeman. First, you must have some connection with either the River Thames or the Company itself.

Second, you must be prepared to contribute. This might be with your time, or financially. Either way it is expected you will make a contribution of at least £50 each year to the Company's charity Royal Educational and Benevolent Fund for Watermen and Lightermen,

Finally, you must be, or prepared to become, a Freeman of the City of London. This is not a complicated process and is explained in detail in the accompanying notes.

Further information can be obtained from:

Colin Middlemiss  
The Clerk  
[clerk@watermenshall.org](mailto:clerk@watermenshall.org)

Carol Ratcliffe  
The Assistant Clerk  
[carol@watermenshall.org](mailto:carol@watermenshall.org)

Watermen's Hall  
16-18 St Mary at Hill  
London, EC3R 8EF



# The Company of Watermen & Lightermen

OF THE RIVER THAMES

## AIMS AND OBJECTIVES

### 1. Aims

- 1.1 To uphold the long traditions of the Company of Watermen and Lightermen of the River Thames, to maintain its place at the forefront of the working life of the River Thames and to bring to bear its skill, knowledge and experience towards assuring the safe and healthy future of the River Thames.
- 1.2 To develop its activities and use its assets to ensure that best use is made by the Company of the opportunities presented by the changing needs of the River Thames, its infrastructure and its users.
- 1.3 To undertake its duties as required by its statutes and other legislation and to ensure that the Company has the Constitution and powers needed to fulfil its aims.
- 1.4 To encourage active participation in and recognition of the work of the Company.

## 2. Key Objectives

### 2.1 Training and waterborne activities

- 2.1.1 To sponsor the apprenticeship of and provide or take part in providing training schemes for people interested in working on the River Thames or on inland waterways elsewhere in the United Kingdom and to provide and encourage further training for qualified Watermen and Lightermen.
- 2.1.2 To seek to ensure that all persons working on the River Thames have the essential local knowledge and skill before they are licensed, and to provide for the training, examination and certification of such persons.
- 2.1.3 To encourage and promote rowing, barge driving and other waterborne activities and skills, and to maintain a flow of qualified competitors for the Doggett's Coat and Badge Wager.

### 2.2 The River Thames

- 2.2.1 To provide expertise and facilities through which the Company can promote the interests and concerns of the Company, the Freemen, the River Thames and the users of the River Thames.
- 2.2.2 To participate in and provide support to commercial and other activities that promotes the interests of the Company and the use of the River Thames.
- 2.2.3 To seek to become a leading voice for the commercial use of the River Thames.

### 2.3 Business and Finance

- 2.3.1 To ensure the financial health of the Company by developing its assets and making sufficient provision for the future.
- 2.3.2 To develop the use of Watermen's Hall and its assets in a responsible manner.

### 2.4 Membership Participation

- 2.4.1 To maintain a sufficient number of Freemen of the Company.
- 2.4.2 To promote fellowship amongst the Freemen.
- 2.4.3 To provide a forum for contacts between individuals and bodies interested in or associated with the Company.

### 2.5 Charitable Responsibilities

- 2.5.1 To act as Trustee for, and to administer responsibly and efficiently, all the charities of which it is Trustee including the Poores' Fund and Royal Benevolent and Educational Fund for Watermen and Lightermen of the River Thames.
- 2.5.2 To undertake fund raising in furtherance of the objects of these charities.

## 2.6 The City

2.6.1 To participate in and otherwise support the traditions and activities of the City Corporation and of the City Livery Companies and Guilds.

## 2.7 The Historical Perspective

2.7.1 To encourage research and understanding of the Company and the work of Watermen and Lightermen on the River Thames.

2.7.3 To promote interest in Watermen's Hall and the Company's valuable possessions.

READ THESE NOTES BEFORE COMPLETING YOUR APPLICATION FORM

NOTES TO ACCOMPANY AN APPLICATION TO BECOME A FREEMAN  
OF THE COMPANY OF WATERMEN & LIGHTERMEN  
OF THE RIVER THAMES

1. First complete your personal details on **page 7**.
2. Second, it is a requirement that you have obtained the Freedom of the City of London before you can become a Freeman of the Company of Watermen and Lightermen.

If you are already a Freeman of the City then delete as appropriate on **page 8**.

If you are not yet a Freeman of the City, you will need to complete the separate (grey) application form that is included in this pack of documents. You will see that you require two sponsors who must be Liverymen. If you know two Liverymen please arrange for them to sign your form. If you do not know anybody then return the partly completed (yellow) form to the Assistant Clerk of the Watermen's Company who will assist in finding you qualified sponsors.

You will see that you need to present your completed form (+fee) and your birth certificate at the Chamberlain's Office at Guildhall. You should do this in person or in exceptional circumstances you could complete the "Proxy Application for the Freedom of the City of London" form (which forms part of this package) and return it and your birth certificate and fee to the Assistant Clerk at Watermen's Hall, who will send it to the Chamberlain's Office on your behalf. Please note if you live in London or the Homes Counties your application **MUST** be presented in person.

An appointment is required for the presentation of your documents and for the oath taking which will take place at a later date. You should be aware that you may have to wait some weeks for a vacant slot for this ceremony. You will be contacted by the Chamberlain's Office direct regarding this matter.

When you have gained your City Freedom you should inform the Watermen's Company immediately and supply a photocopy of your Freedom Certificate.

3. Now turn to the application itself on **page 7**. Technically, you will be applying to become a "**Craft Owning Freeman**" and there are four ways in which you can qualify. Select one category from the following and complete the appropriate section:
  - c1. I own a commercial craft registered with the Port of London
  - c2. My father was a Freeman of the Company of Watermen & Lightermen when I was born
  - c3. I am a Journeyman Freeman of the Company of Watermen & Lightermen
  - c4. I have a connection with the River Thames or the Company of Watermen & Lightermen, through my business or profession or through an interest in rowing or other waterborne activities.

4. You will require two sponsors who must be "Craft Owning" Freemen of the Company of Watermen & Lightermen. One of these sponsors must also be a Member of the Court of the Watermen's Company.

Almost certainly you will have been invited to join the Company by an existing "Craft Owning" Freeman, who will obviously be one of your sponsors. That person (if not a Member of the Court himself) will undoubtedly know someone who is and who will sponsor you. It is to be hoped that your sponsors have known you for some time and it is very desirable that they will have introduced you to Watermen's Hall (and/or other Company functions) before you apply for the Freedom.

Send the First Sponsor (Court Member) Form to your Court Sponsor and ask him to complete his declaration on **page 9**.

Send the Second Sponsor (Craft Owning Freeman) Form to your Second Sponsor and ask him/her to complete the declaration on **page 10**.

You can either ask both Sponsors to return the forms to you or ask that they forward the documents direct to the Hall. Whichever method is adopted ensure that the completed forms are returned to the Assistant Clerk at Watermen's Hall.

5. When your completed forms are received you will be sent an acknowledgement. You will also be invited to attend an interview before the Membership Committee at Watermen's Hall.

6. The Membership Committee will wish to assure itself that you are a fit and proper person to become a Freeman of the Company and you can expect to be asked questions on your connection with the River Thames and your knowledge of the Company itself. You will be advised that there is an expectation that you should enter fully into the life of the Company and support the Company's charities if you are accepted as a Freeman.

7. On the assumption that you are deemed eligible by the Membership Committee your name will then be circulated to Members of the Court for their approval and subject to that being forthcoming and you having obtained the Freedom of the City of London, you will then be advised of the date of the next Quarterly Court to which you will be invited to swear your oath and take up your position as a Craft Owning Freeman of the Company of Watermen & Lightermen of the River Thames.

8. Please bear in mind that from the moment you return your application to the Company there is likely to be a minimum wait of three or four months before you can take your Oath and that this timescale can be considerably extended if you have also to obtain the Freedom of the City of London. Accordingly you are asked to fulfil all your various obligations both accurately and without delay.



**The Company of Watermen & Lightermen**  
OF THE RIVER THAMES

**APPLICATION FOR THE CRAFT OWNING FREEDOM  
BY REDEMPTION**

To be completed by the Applicant (2014)

Applicant's Full Name (CAPITALS)

.....

MALE/FEMALE (delete accordingly)

Partner's Name (if applicable) .....

Date of Birth.....

Nationality.....

Children (if applicable state names, ages and sex)

.....  
.....  
.....

Address (Private)

Address (Business)

.....  
.....  
.....

Telephone.....

Telephone.....

e-mail.....

e-mail.....

Profession or Occupation (please be specific - "Company Director" is not sufficient)  
or state former profession/occupation if now retired

.....



a) Have you obtained the Freedom of the City of London?

YES/NO (delete accordingly)

If "yes" please submit a photocopy with this application.

If "no" please refer to the notes attached and advise the Company when you have obtained that Freedom.

b) I confirm that I have never been adjudged bankrupt and have never been convicted of a criminal offence (other than minor motoring offences).

c) Complete ONE of the following

1. I own a commercial craft registered with the Port of London Authority with PLA registered number

[Empty rectangular box for PLA registered number]

2. My father is/was a Freeman of the Company of Watermen & Lightermen

Your father's name .....

The date of his Company Freedom.....

3. I am a Journeyman Freeman applying for the Craft Owning Freedom

The date of my Freedom was.....

My licence number(s) (if applicable) .....

4. I have a connection with the River Thames or the Company, through my business or through an interest in rowing or other waterborne activities, more specifically as follows:

[Large empty rectangular box for details of connection with River Thames or Company]

Continue on separate leaf if necessary

I undertake to support the charitable objectives of the Company' and suggested that this might be adopted.

Signed by the applicant.....

Date.....

The Company of Watermen & Lightermen  
OF THE RIVER THAMES

APPLICATION FOR THE CRAFT OWNING FREEDOM  
BY REDEMPTION

To be completed by the Applicant's First Sponsor (Court Member)

Applicant's Full Name (CAPITALS)

.....

Name of First Sponsor (Court Member) (CAPITALS)

.....

How long have you personally and continuously known the Applicant?

Years..... Months (if less than a year).....

In what capacity? (Business/social). Please describe fully

.....

.....

Please state briefly the reason(s) you consider the Applicant would be a suitable person to be admitted as a Freeman

**IMPORTANT**

Please note that it is the responsibly of the Sponsors to ensure that the Applicant is introduced at a luncheon or a similar event to the Master and Senior Warden before the application is submitted

Court Member's signature.....

Date.....

The Company of Watermen & Lightermen  
OF THE RIVER THAMES

APPLICATION FOR THE CRAFT OWNING FREEDOM  
BY REDEMPTION

To be completed by the Applicant's Second Sponsor (Craft Owing  
Freeman)

Applicant's Full Name (CAPITALS)

.....

Name of Second Sponsor (Craft Owing Freeman) (CAPITALS)

.....

How long have you personally and continuously known the Applicant?

Years..... Months (if less than a year).....

In what capacity? (business/social). Please describe fully

.....

.....

Please state briefly the reason(s) you consider the Applicant would be a  
suitable person to be admitted as a Freeman

**IMPORTANT**

Please note that it is the responsibly of the Sponsors to ensure that the  
Applicant is introduced at a luncheon or a similar event to the Master and  
Senior Warden before the application is submitted

Craft Owing Freeman's signature.....

Date.....



# The Company of Watermen & Lightermen

OF THE RIVER THAMES

## Fines and Fees As from 1<sup>st</sup> January 2015

Fee upon Admission	£5
Fine after Admission	£355
Annual Subscription	£399.00

Please note the fee and fine must be paid prior to coming to take your oath by cheque to The Company of Watermen and Lightermen.

The annual subscription for Freemen under the age of 40 is £200.00

The annual subscription for Freemen over the age of 75 years will be at the reduced rate of £200.00

The rate of annual subscription is reviewed annual by the Court

Annual subscriptions should be made by Direct Debit and an Instruction form is attached that should be returned with your application.

Those unable to make payment by Direct Debit incur an additional fee of £30 + Vat which will be added to your subscription annually. If paying by credit card a levy of 3.5% will be added.

### Life Membership

A limited number of life memberships are available on application to the Assistant Clerk. Current rates (subject to review) are as follows:

The following age reductions operate for those who wish to pay by this method

Aged 40 years	£8,500
Aged 45 years	£8,000
Aged 50 years	£7,500
Aged 55 years	£7,000
Aged 60 years	£6,500
Aged 65 years	£5,000

# The Company of Watermen & Lightermen

OF THE RIVER THAMES

Protecting your Personal Information

## **Introduction**

This leaflet details how the Company of Watermen and Lightermen deal with the protection of your personal data. However if you still have any queries after reading this leaflet, please contact us here at Watermen's Hall asking for the Assistant Clerk, Carol Ratcliffe.

## **The Company of Watermen and Lightermen**

Where "the Company" is used, this means the Company of Watermen and Lightermen, its whole owned subsidiary trading company, Minorities Holdings Limited, and all the charities administered by the Company.

## **The Data Protection Act 1998**

The Data Protection Act 1998 provides you with certain rights when you supply personal information to organisations like the Company. It demands good information-handling practice from us as "data controllers" - all those who record and use that information.

The Company must be open about our use of personal information and follow proper practices in obtaining, holding, using and disclosing that information.

## **How does the Company use your information**

All personal information (including personal information that you have given us about your parents, Master if an apprentice, or others) provided by you in connection with an application to become an apprentice or Freeman, or an application for a training course or to be examined or to obtain a Licence as a Waterman and Lighterman, or to continue as an apprentice or Freeman or renew a Licence will be held by us on our computer systems and in manual records.

All or any part of that information will be available to the Company, its subsidiary Minorities Holdings, and its Charities only in so far as it is necessary to process your application, renewal or request. We may use your information to keep you upto date with the Company's activities, products, and services available to apprentices and Freemen. If you do not want to receive such information, please write and tell us.

Once we have received your information we will use it to process your application, renewal, or request. If you are applying for an apprenticeship, or a Licence, we may also at this stage contact your doctor about your medical report, or your employer about your work record, and occasional any other person mentioned in your application. This will help us assess and process your application. We may also use the information for statistical, research and system testing purposes.

Where necessary in connection with your application, the Company will process “sensitive data” as defined under the Data Protection Act (this includes information as to your physical or mental health or condition). The Company has a confidentiality policy – a protocol for processing such information – that ensures it is securely kept and access is strictly limited to those who need to see it. For example we may need to share confidential personal information, including medical information with a view to obtaining an opinion from the Maritime Coastguard Agency, or the Government’s Department for Shipping.

We are legally obliged to disclose certain details to outside bodies; these include The Port of London Authority, the police and court’s service. We may also disclose details to our professional advisers. This disclosure may be by electronic means or other restricted access Internet service.

### **What if your information changes?**

To ensure that the personal information you provide is accurate and current you may request that any of the information we collect about you is changed or deleted at any time by contacting us at Watermen’s Hall, 16 St Mary-at-Hill, London EC3R 8EF. Any call you make to the Company maybe recorded for security purposes, to help us improve our service and resolve complaints.

*What rights do you have under the Act?*

The Data Protection Act requires us to notify the Data Protection Commissioner of the sources of our information and the parties to whom we may disclose that information. That notification is available for inspection by the public at the Data Protection Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. You may also request a copy of a specific notification by writing to the same address.

You also have the right under the Data Protection Act to obtain copies of all the information that we hold about you, with only a few exceptions. Under the Act we have the right to charge a fee for providing this information.

The Clerk  
Company of Watermen and Lightermen  
Watermen’s Hall  
16 St Mary-at-Hill  
LONDON EC3R 8EF

**PROXY APPLICATION**

**FOR THE FREEDOM OF THE CITY OF LONDON  
BY REDEMPTION**

To be made on behalf of the applicant

Please attach one photocopy of applicant's FULL birth certificate or adoption certificate

*Women who use a married surname should attach copy of marriage or divorce certificate.*

*Applicants using name(s) other than on birth, adoption or marriage certificates should supply copy of change of name deed, current passport, driving licence or similar evidence of change of name.*

*The fee is £30 cash or cheque made payable to 'The Chamberlain of London'.*

Title, name and decorations of applicant

Home address (including postcode)

Daytime telephone no.:-

Nationality:-

**Occupation:** - *(Company Directors, Managers etc. should state the nature of the business. The retired should give pre-retirement occupation followed by 'retired')*

**Applicant's father** *(if father's name is not on birth certificate give details of mother)*

**Father's title, name and decorations:-**

**Deceased?** Y/N

**Occupation** *(if retired, state former occupation):-*

Home address or, if deceased, last home address:-

If father or mother was a freeman of the City of London please give date of freedom and state livery company, if any:-





## Check List

Tick where appropriate

- |     |   |                          |
|-----|---|--------------------------|
| 1a. | I have obtained the Freedom of the City of London and enclose a copy of my Freedom certificate  | <input type="checkbox"/> |
|     | <b>OR</b>   |                          |
| 1b. | I enclose my application for the Freedom of the City of London (by proxy), my birth certificate and the necessary fee and ask the Assistant Clerk to submit these documents on my behalf and I will send a copy of my Freedom Certificate to Watermen's Hall when I have obtained the Freedom of the City | <input type="checkbox"/> |
|     | <b>OR</b>   |                          |
| 1c. | I am making my application for the Freedom of the City of London direct and I will send a copy of my Freedom Certificate to Watermen's Hall when I have obtained the Freedom of the City  | <input type="checkbox"/> |
| 2   | I enclose my application to become a Craft Owning Freeman of the Company of Watermen & Lightermen duly completed signed and dated   | <input type="checkbox"/> |
| 3   | My application has been countersigned by a Member of the Court of the Company as my first sponsor   | <input type="checkbox"/> |
| 4   | My application has been countersigned by a Craft Owning Freeman of the Company as my second sponsor   | <input type="checkbox"/> |
| 5   | I enclose a completed Direct Debit Instruction for my annual subscription payable subject to my admission as a Freeman  | <input type="checkbox"/> |
| 7   | I enclose a completed feed back request   | <input type="checkbox"/> |
| 6   | I have attended a function at Watermen's Hall   | <input type="checkbox"/> |

**7 I have enclosed a standing order for my charitable donation  
And gift aid form**

**STANDING ORDER**

To:  
The Manager .....

Address .....

.....

ACCOUNT TO BE DEBITED

Account Name: .....

Account Number: .....

Sort Code: .....

Please pay to: -

ACCOUNT TO BE CREDITED

Bank code: 40-02-31

Bank Name & branch HSBC  
20 EASTCHEAP. LONDON, EC3

Account name Royal Benevolent and Educational Fund for  
Watermen and Lightermen

Account number 61345966

On the ----- of-----and----- thereafter until further notice, the sum of  
£-----.

Name:.....

Address:.....

.....

Authorised signature: (s) .....

Date: .....

After completion, and signature, please return this form to the Assistant Clerk at  
Watermen's Hall.

