



CONSERVATORS OF THE RIVER CAM

Navigation authority for the River Cam, between Cambridge and Bottisham Lock

Guidance Note

Applications for the Recognition of a Commercial Punt Station

Any application to recognise a new commercial punt station must provide the following information for consideration by the Conservators of the River Cam. This information in its entirety should be presented in the first instance to the River Manager.

The fee for considering an application is £300.00 to be paid when the application is made. Please refer to the 'How to Pay' section of the website for details on how to make a payment.

Recognised Punt Station Information Required:

1. Provide evidence that the applicant is the owner or the occupier of the land.

Please Note:

The Conservators of the River Cam will not consider an application to recognise a Punt Station for commercial operations unless it is made by Owner or Occupier of the land. Therefore, it should be clear that any business to be operated from the proposed Punt Station Business has the consent of the Owner or Occupier. Recognition of a Punt Station will also be conditional on all vessels from it being properly registered with the Conservators.

2. Demonstrate provision of safe mooring for access/ egress of passengers.
3. Demonstrate that there is provision of storage facilities for records, e.g. Health and Safety Records
4. Demonstrate provision of equipment and maintenance facilities as required by the Code of Practices for Commercial Punt Operation (available on the website www.camconservators.org).
5. Provide evidence that either planning consent is not required or that consent has been awarded.
6. Proposals for any pontoons or any other construction to support the punt station with a mapped location and details of any obstruction of the river caused thereby.

Process:

- I. Application Received by the River Manager
- II. Referral to the Licensing & Finance Committees (Once all the required evidence is provided and payment of the Consideration Fee is made)
- III. The Licensing & Finance Committees will make recommendations to the Board based on the Evidence provided. Further information or evidence may be required at this stage.
- IV. The Board of Conservators will examine the recommendations. Further information or Evidence may be required at this stage.
- V. Due to the detail of the Process the time taken for a response (favourable or otherwise) from the Board of Conservators would take between 3 to 6 months.