

**Application for Permission to Navigate in Waters of
Hong Kong (For Visiting Pleasure Vessel Only)**
Form No.: MD 526
Guidance Notes

Permission to Navigate in the Waters of Hong Kong

According to Section 8 of the Merchant Shipping (Local Vessels)(General) Regulation, Cap. 548F, except with the permission of the Director of Marine, a pleasure vessel from a place outside Hong Kong shall not navigate in the waters of Hong Kong. The master/owner of a visiting pleasure vessel may submit an application to the Marine Offices for a permission to navigate in the waters of Hong Kong if the pleasure vessel (a) needs to participate in a racing event in the waters of Hong Kong, conduct repairs (including moving and sea trials) or change its berthing location, or (b) will cruise in the waters of Hong Kong for leisure purpose.

Matters Requiring Attention

1. In the case of a visiting pleasure vessel stays in the waters of Hong Kong for more than 182 days out of 365 consecutive days, it shall be licensed in accordance with the Merchant Shipping (Local Vessels) (Certification and Licensing) Regulation, Cap. 548D.
2. When submitting the application, the applicant shall submit the Composite Permit with Arrival Clearance approved by the Marine Department.
3. The applicant shall produce a valid Certificate of Registry, licence or document of a similar nature showing the particulars of the vessel as well as the engine details.
4. If the pleasure vessel exceeds 300 Gross Tonnage (GT), it is required to participate in the Vessel Traffic Service of the Marine Department;
5. If the pleasure vessel carries more than 100 passengers, VHF radiotelephone and Automatic Identification System shall be installed on board and maintained in good operation condition and be switched on at all times.
6. The applicant shall produce a valid third party risks insurance policy or certificate of insurance with the amount of liability cover not less than HK\$5,000,000 issued to the vessel for operating within the waters of Hong Kong.
7. The operators on board shall hold navigational qualifications issued or recognized by an administration. A copy of such qualifications is to be submitted when applying for a permission to navigate. The following certificates are the navigational qualifications which are considered acceptable. The list below is not exhaustive and operators holding equivalent qualifications may also be considered:
 - (i) Certificate of competency as master, chief mate or officer in charge of a navigational watch issued by an administration under the STCW Convention recognized by the Marine Department for ocean going or coastal voyage, subject to a test on the local knowledge, the recognition list is available in the Marine Department website (http://www.mardep.gov.hk/en/msnotice/stcw_hke.html);
 - (ii) Operator's certificate issued by an administration or a port authority, subject to a test on the local knowledge and/or nautical knowledge if considered necessary by the Director of Marine; and
 - (iii) RYA/MCA Yacht master Coastal/Offshore/Ocean Certificate of Competency, subject to a test on the local knowledge.
 - (iv) Applicants can refer to the "Guidelines for the Issue of Hong Kong Licences to holders of non-Hong Kong Certificates under the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as Amended" at http://www.mardep.gov.hk/en/pub_services/pdf/coc_gl4.pdf.

8. If a visiting pleasure vessel is permitted to carry more than 14 persons (including the crew), an additional fee of \$14 for each person in excess of 14 will be charged per month or part of it in pursuant to the Merchant Shipping (Local Vessels) (Fees) Regulation.
9. A visiting pleasure vessel, while within the waters of Hong Kong, shall have sufficient crew that is adequate in terms of size and qualifications on board to carry out necessary duties to ensure the safety of the vessel and other port users.
10. The visiting pleasure vessel is required to comply with the specific traffic control measures as expressly stated in the permit such as refrain from entering certain waters of Hong Kong.
11. During its stay in the waters of Hong Kong, a visiting pleasure vessel is not allowed to engage in chartering or hire business, except for charter or hire agreements made before its arrival in Hong Kong.
12. If the reason for applying to navigate in the waters of Hong Kong is “(b) will cruise in the waters of Hong Kong for leisure purpose”, it is required to meet the following requirements:
 - (i) a local agent must be appointed who shall assume legal responsibility for the operations and activities of the visiting pleasure vessel during its stay in Hong Kong;
 - (ii) supporting documents must be submitted to confirm that the pleasure vessel visiting Hong Kong has obtained a berth at the yacht berth or yacht club, and indicate the intended berthing location of the pleasure vessel;
 - (iii) recent photos showing both the port and starboard sides of the visiting pleasure vessel must be submitted, which should clearly show the name and/or identification mark on the pleasure vessel's hull;
 - (iv) a valid safety certificate or equivalent must be submitted if the visiting pleasure vessel is of 24 meters or above in length and over 150 GT, or carrying more than 60 passengers; and
 - (v) valid Pollution Prevention Certificates (Oil Pollution Prevention Certificate and Air Pollution Prevention Certificate) must be submitted if the visiting pleasure vessel is of 400 GT or above.

Documents and Fees Required

1. A completed application form [Form No.: MD 526];
2. The original and copy of the Certificate of Registry, licence or document of a similar nature issued by a relevant authority;
3. The certificate of incorporation and valid business registration certificate of the Hong Kong shipowner (if applicable) or the certified true copy signed by the authorized officer of the company and affixed with the company seal/stamp;
4. The original identity card (if applicable) or its certified true copy signed by the applicant if the applicant is not applying in person;
5. The original identity document of the authorized person (if applicable);
6. The identity document of the coxswain (if applicable)
7. A valid Composite Permit;
8. A copy of the recognized navigational qualification certificate of the operator on board;
9. A copy of a valid third party risks insurance policy or certificate of insurance issued to the vessel;
10. Appointment letter of a local agent (if applicable);
11. Documents proving that the yacht has obtained a berth at the yacht berth or yacht club (if applicable);

12. Two 3R to 8R sized color photos clearly show both the entire port and starboard sides of the vessel (if applicable);
13. A valid Certificate of Safety or Inspection or equivalent (if applicable);
14. Valid Oil Pollution Prevention Certificate and Air Pollution Prevention Certificate (if applicable); and
15. The fees specified in Section 25 and Schedule 4 of the Merchant Shipping (Local Vessels) (Fees) Regulation. Payment by cheque should be crossed and made payable to “The Government of the Hong Kong Special Administrative Region”. For details, please refer to the following Marine Department website: http://www.mardep.gov.hk/en/pub_services/pdf/fees_annex3.pdf.

Submission of Application

The completed application form together with the documents and fees required shall be submitted to any of the following Marine Offices during their office hours:

<u>Marine Office</u>	<u>Address</u>	<u>Tel.</u>
Central Marine Office	East Wing, 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong	2852 4917
Shau Kei Wan Marine Office	10 Tam Kung Temple Road, Shau Kei Wan, Hong Kong	2560 1665
Aberdeen Marine Office	100A Shek Pai Wan Road, Aberdeen, Hong Kong	2873 8362
Cheung Chau Marine Office	86 Tung Wan Road, Cheung Chau	2981 0225
Yau Ma Tei Marine Office	38 Hoi Fai Road, Yau Ma Tei, Kowloon	2385 5661
Tuen Mun Marine Office	15 Sam Shing Street, Tuen Mun, N.T.	2451 9456
Sai Kung Marine Office	4/F, Sai Kung Government Offices Building, Sai Kung, N.T.	2792 1212
Tai Po Marine Office	3 Yu On Street, Sam Mun Tsai, Tai Po, N.T.	2667 6939

Purpose of Collection of Personal Data

1. The personal data provided in the application form will be used for the licensing and control of the vessel concerned by the Marine Department and may be disclosed to other departments/agencies for investigation/prosecution purposes.
2. The supply of information is obligatory. Please ensure that all parts in the application form are completed and the information provided is accurate and correct. Failure to do so may cause delay in the processing of your application or even result in your disqualification from application.

Access to Personal Data

For amendment or access to personal data after submission of this application form, please contact the officer-in-charge of the relevant Marine Office at any time during its office hours.