

**Application for Permission for Laid-up Vessel**  
**Form No.: M.O. 911**  
**Guidance Notes**

1. Permission period (on monthly basis): minimum 1 month, maximum 12 months.
2. During the permitted period, the vessel shall not be operated for any purpose.
3. The owner or the coxswain shall, at his/her own cost, remove the vessel to the location as directed by the Director of Marine and the vessel shall be moored at the permitted laid-up location for the whole permitted laid-up period.
4. The vessel shall be maintained in good condition as per the attached "Technical Guidelines".
5. A record of regular check (see attached form) shall be maintained and produced for inspection on demand by Marine Department Officers.
6. The vessel shall be provided with sufficient life jackets for the persons staying on board.
7. If the vessel is an oil carrier, all the cargo tanks shall be thoroughly cleaned and gas free, and the original copy of its Gas-Free Certificate has to be produced. The Gas-Free Certificate shall be issued by a person approved by the Director of Marine.
8. In case of any change in the particulars of the certificate of ownership, the owner shall notify the Director of Marine in writing with necessary document and information for enabling the verification of the change, and pay the prescribed fee (if applicable).
9. The owner or his agent shall sign the application form and present the original copy of his/her identity card. If the vessel is owned by a company, the form shall be signed by the authorized officer of the company and stamped with the company chop.
10. If the owner authorizes another person to act on his/her behalf, the authorized person is required to present the original copy of his/her identity card and the certified true copy of the owner.

**Required Documents and Fee**

1. Completed application form [Form No.: M.O.911];
2. The original identity card/certificate of incorporation and business registration certificate of the owner or its certified true copy if the owner is not applying in person;
3. The original identity card of the authorized person (if applicable);
4. Original copy of valid Gas-Free Certificate (if applicable);
5. If the owner re-applies for permission for laid-up vessel for a vessel that has already been laid up for 12 months, a supporting document issued by an authorized surveyor or marine surveying firm or shipyard shall be provided to prove that the requirements of the "Technical Guidelines" have been complied with; and
6. The appropriate fee as prescribed under 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".

## **Submission of Application**

Completed application form together with the required documents and fee 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	3/F, Harbour Building, 38 Pier Road, Central, Hong Kong	2852 3082
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 Information**

1. The information provided in the application form will be used for the licensing and control of the vessel concerned in Marine Department and may be disclosed to other departments/agencies for investigation/prosecution purpose.
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 for the 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 office hours.

## 閒置船隻技術指引

### Technical Guidelines for Laid-Up Vessels

1. 監察並確保閒置船隻的一般狀況（包括風雨密性、穩性、船體完整性、錨固／繫固裝置等）良好，及在颱風季節時配置額外的錨固／繫固裝置；  
To monitor and ensure that the general conditions (including weather-tightness, stability, hull integrity, anchoring/mooring arrangement, etc.) of the laid-up vessel are in good order, and place additional anchoring/mooring arrangements during typhoon season;
2. 收緊海水潤滑推進軸的尾軸管壓蓋（俗稱“迫件”），以免入水；  
To tighten up stern tube glands of water lubricated propeller shafts to prevent ingress of water;
3. 遵從《1972 國際海上避碰規則》公約的相關規定（例如有關號燈及號型的規定）；  
To comply with the relevant requirements of the Convention on the International Regulations for Preventing Collisions at Sea 1972 (such as lights and shapes);
4. 妥善保養燃油系統以防漏油；  
To maintain the fuel system free from leakage;
5. 在切實可行的範圍內盡量確保燃油系統和潤滑油系統內沒有燃油或潤滑油；以及  
To empty fuel system and lubrication system, as far as practicable; and
6. 安排人員查看閒置船隻並定期上船檢查。  
To arrange personnel to attend and carry out regular checks onboard the laid-up vessel.

完

END

**閒置船隻定期檢查記錄**  
**LAID-UP VESSEL Regular Check Record**

日期 \_\_\_\_\_ 時間 \_\_\_\_\_ 地點 \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

船隻資料 Particulars of Vessel

船隻名稱 \_\_\_\_\_ 擁有權證明書號碼 \_\_\_\_\_  
Name of Vessel: \_\_\_\_\_ Certificate of Ownership No.: \_\_\_\_\_

檢查詳情 Particulars of Inspection

檢查項目 Inspection Item	目前狀況 Present Condition	備註 Remark
1. 風雨密性 Weather-tightness		
2. 穩性 Stability		
3. 船體完整性 Hull Integrity		
4. 錨固/繫固裝置 Anchoring/Mooring Arrangement		
5. 錨固信號〔例如號燈及號型〕 Anchoring Signals (such as lights & shapes)		
6. 尾軸管壓蓋〔俗稱“迫件”〕 Stern Tube Glands		
7. 燃油系統 Fuel System		
8. 潤滑油系統 Lubrication System		
9. 密閉艙測深 Sounding of Enclosed Compartments	貨艙 Cargo Hold	
	雙重底 Double Bottom	
	底艙污水 Bilge	
	燃油櫃 Fuel Tank	
10. 吃水 Draught	船艏 Forward	
	船艉 Aft	
11. 救生裝置 Life-saving Appliances		
12. 滅火器具 Fire-fighting Appliances		
13. 除氣〔如適用〕 Gas Free (if applicable)		
14. 其他〔請列明〕 Others (please specify)		

姓名 Name \_\_\_\_\_ 職位 Designation \_\_\_\_\_ 簽署 Signature \_\_\_\_\_

註： 此定期檢查記錄須保存在船上，並須在海事處人員要求下出示以供查核。  
Remarks: This regular check record must be kept on board the vessel, and produced for inspection on demand by Marine Department Officers.