

**Application for Permission for a Laid-up Vessel**  
**Form No.: M.O. 911 (Rev: 23.6.2011)**  
**Guidance Notes**

**Attention**

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 regular check record (see attached form) shall be kept on board the vessel and produced for inspection on demand by officers of the Marine Department.
6. The vessel shall be provided with sufficient lifejackets for the people staying on board.
7. If the vessel is an oil carrier, all its cargo tanks shall be thoroughly cleaned and gas-freed, and the original copy of its valid Gas-Free Certificate has to be produced. The Gas-Free Certificate shall be issued by a person approved by the Director of Marine.
8. If the owner re-applies for permission for a 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.
9. If the vessel is a fishing vessel with its licence expired before 1 January 2007, the owner has to provide a supporting document issued by an authorized surveyor or the Local Vessels Safety Section of the Marine Department (subject to payment of the prescribed fees) to prove that the requirements of the "Technical Guidelines" have been complied with and the vessel's particulars including the principal dimensions and main engine(s) have been verified. The vessel may be subject to an on-site inspection by officers of the Marine Department.
10. 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).
11. The owner or his/her agent, who is appointed in accordance with the requirements of section 7 of the Merchant Shipping (Local Vessels) (Certification and Licensing) Regulation, 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 have the company seal/stamp affixed.
12. If the owner authorizes another person to act on his/her behalf, the owner shall complete Part IV for authorization. The authorized person is required to present the original copy of his/her identity card and the certified true copy of the owner's identity card.

**Required Documents and Fee**

1. Completed application form [Form No.: M.O.911 (Rev: 23.6.2011)];
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. correspondence (dated within the recent 6 months) showing the owner's name and address;
5. the original copy of the valid Gas-Free Certificate (if applicable);

6. the supporting documents mentioned in item(s) 8 and/or 9 above (if applicable); and
7. 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**

The 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 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 the Food and Environmental Hygiene Department in accordance with the provisions of the Food safety Ordinance (Cap. 612), and 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 office hours.