

**Application for Permission to Navigate in Waters of Hong Kong  
(For Visiting Pleasure Vessel Only)  
Guidance Notes**

**Use of Visiting Pleasure Vessels in Hong Kong**

(i) 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 apply for a permission to navigate in the waters of Hong Kong if the vessel (a) is required to participate a racing event, repair in a shipyard or change of berthing location, or (b) will cruise in the waters of Hong Kong for leisure purpose. When submitting an application, the applicant shall produce a valid third party risks insurance policy of not less than HK\$5,000,000 coverage for operation of his/her vessel within the waters of Hong Kong.

**For applying to cruise in the waters of Hong Kong for leisure purpose, it is required to meet the requirements as follows:**

- (a) submitting a Pre-Arrival Notification for the visiting PV, before entering Hong Kong waters, to notify the Marine Department of such arrival and specify the location the PV intends to berth at (documentary proof is required to confirm that a berthing space has been secured with a marina or yacht club);
- (b) appointing a local agent with legal responsibility for the operation and activities of the visiting PV during its stay in Hong Kong;
- (c) submitting recent photographs of the visiting PV covering the entire port and starboard sides, and showing clearly the name and/or identification mark on the hull of the PV;
- (d) installing VHF radio and Automatic Identification System on board the visiting PV and ensuring they are in good operation condition;
- (e) possessing a valid safety certificate or equivalent if the visiting PV is of over 150 Gross Tonnage (GT) or carrying more than 60 passengers;
- (f) possessing valid Pollution Prevention Certificates if the visiting PV is of 400 GT or above;
- (g) participating in Vessel Traffic Service of the Marine Department if the visiting PV is of over 300 GT;
- (h) complying with specific traffic control measures as expressly stated in the permission such as restriction from entering into certain busy waters of Hong Kong; and
- (i) not engaging in chartering or hire business during its stay in the waters of Hong Kong, except for charter or hire agreements made for the visiting PV before its arrival in Hong Kong.

(ii) Applications for a permission to navigate or [licensing of pleasure vessels](#) can be made at one of the [District Marine Offices](#). Applicants are advised to submit applications in advance if practicable.

**Attention**

1. Duration of permission to navigate will be granted on monthly basis or shorter as the case may be, but in any case the aggregated period should not be more than 182 days.
2. In the case a visiting pleasure vessel stays in Hong Kong waters 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](#).
3. A visiting pleasure vessel, while within the waters of Hong Kong, shall have sufficient qualified crew on board to carry out necessary duties to ensure the safety of the vessel and other port users.
4. A visiting pleasure vessel permitted to navigate in the waters of Hong Kong shall have on board minimum safe manning which is appropriate to the vessel's size and equipment and in all cases not less than two qualified operators.
5. 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:
  - a) 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](http://www.mardep.gov.hk/en/msnotice/stcw_hke.html));
  - b) Operator's certificate issued by an administration or port authority, subject to a test on the local knowledge and/or nautical knowledge if considered necessary by the Director of Marine; and
  - c) RYA/MCA Yachtmaster Coastal/Offshore/Ocean Certificate of Competency, subject to a test on the local knowledge.

Applicants can refer to "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](http://www.mardep.gov.hk/en/pub_services/pdf/coc_gl4.pdf).

6. The certificate of competency held by the pleasure vessel operator shall be valid in terms of ship's length or power for the vessel to which the permission is issued.
7. The applicant shall produce a valid third party risks insurance policy or certificate of insurance of not less than HK\$5,000,000 coverage issued to the vessel for operating within the waters of Hong Kong.
8. The applicant shall produce a valid original certificate of registry showing the particulars of the vessel as well as the engine details (e.g. the maker, type, serial number and power of engine(s)).
9. If the carrying capacity (including crew) of a visiting pleasure vessel is more than 14 persons, an additional fee of \$14 for each person in excess of 14 is charged per month or part of it in pursuant to the Merchant Shipping (Local Vessels) (Fees) Regulation.
10. The owner/master shall sign the application form and present the original copy of his/her identity document. If the vessel is owned by a company, the form shall be signed by the authorized officer of the company and affixed with the company seal/stamp.
11. If the owner authorizes another person to act on his/her behalf, the owner shall complete Part VI for authorization. The authorized person is required to present the original copy of his/her identity document and a certified true copy of the owner's identity document.
12. Applicants are advised to submit applications in advance if practicable.

#### **Required Documents and Fee**

1. A completed application form "Application for Permission to Navigate in Waters of Hong Kong" with relevant supporting documents;
2. The original identity document /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 document of the authorized person (if applicable);
4. The original copy of the composite permit issued by the Marine Department, HKSAR;
5. The original copy of the Certificate of Registry, licence or document of a similar nature issued by a relevant authority;
6. The original and copy of recognized navigational qualifications carried by operators on board;
7. A copy of the vessel's valid third party risks insurance policy or certificate of insurance; and
8. The appropriate fee as prescribed under Section 25 and Schedule 4 of the Merchant Shipping (Local Vessels) (Fees) Regulation. For details, please refer to the following Marine Department website: [http://www.mardep.gov.hk/en/pub\\_services/pdf/fees\\_annex3.pdf](http://www.mardep.gov.hk/en/pub_services/pdf/fees_annex3.pdf). 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 District Marine Offices during their office hours:

<u>District 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 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 District Marine Office at any time during its office hours.