

**Application for Permission to Lay Private Mooring**  
**Guidance Notes**  
**MD 528**

**Attention**

1. The applicant must be the owner of the vessel mentioned in Part C of the application form (MD 528).
2. The applicant shall sign the application form and present his/her identity card. If the applicant is a company, the form shall be signed by the authorized person of the company and have the company seal/stamp affixed.
3. If the applicant authorizes another person to act on his/her behalf, the applicant shall complete Part D for authorization. The authorized person is required to present the original copy of his/her identity card and a certified true copy of the applicant's identity card.
4. The applicant shall pay the fee prescribed in the Thirteenth Schedule to the Shipping and Port Control Regulations (Cap. 313 sub. leg. A) in advance at quarterly intervals, no later than 14 January, 14 April, 14 July and 14 October.
5. The applicant shall, within 14 working days, notify the Director of Marine in writing of any change in the particulars provided in the submitted application form.
6. The applicant shall comply with the conditions attached to the application form.
7. Subject to the prevailing circumstances and conditions, local consultation may be carried out before granting the permission.

**Required Documents**

1. Completed application form (MD 528);
2. The original identity card/certificate of incorporation and business registration certificate of the applicant or its certified true copy if the applicant is not applying in person; and
3. The original identity card of the authorized person (if applicable).

**Submission of Application**

The completed application form together with the required documents shall be submitted to the Private Mooring Sub-unit, Marine Department at East Wing, 3/F., Harbour Building, 38 Pier Road, Central, Hong Kong in person or by post.

### **Purpose of Collection of Personal Data**

1. The personal data provided in the application form will be used for the control of the private mooring and 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 the application form, please contact the officer-in-charge of the Private Mooring Sub-unit (Tel. No. 2545 0264).