



香港特別行政區政府海事處  
MARINE DEPARTMENT

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

APPLICATION FOR A LAID-UP BERTH

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To :Marine Department  
(Attn. : MO/LPF(2) or SASM/N)  
Tel: 2667 6931  
Fax: 2667 6952

**Part I DETAILS OF SHIP**

Name of Vessel: \_\_\_\_\_ Flag & Call sign \_\_\_\_\_  
Type: \_\_\_\_\_ NRT: \_\_\_\_\_ GRT: \_\_\_\_\_  
Proposed Laid Draft F: \_\_\_\_\_ (Metres) A. \_\_\_\_\_ (Metres) LOA: \_\_\_\_\_ (Metres)  
Current Location: \_\_\_\_\_ Intended ETA Laid-up berth: \_\_\_\_\_  
Proceeded by: \_\_\_\_\_ (Own power/towage) Intended laid-up period: \_\_\_\_\_

Name of Certificates	Issuing Authority	Expiry Date	Next Survey due on (Annual/Supplementary)
a. Passenger Ship Safety Certificate	_____	_____	_____
b. Load Line Certificate	_____	_____	_____
c. Safety Construction Certificate	_____	_____	_____
d. Safety Equipment Certificate	_____	_____	_____
e. Safety Radio Certificate	_____	_____	_____
f. Ship Sanitation Control Certificate	_____	_____	_____
g. International Air Pollution Prevention Certificate	_____	_____	_____

**Part II DETAILS OF OWNER'S AGENT**

Name of Company: \_\_\_\_\_  
Address in Hong Kong: \_\_\_\_\_  
Name of representative: \_\_\_\_\_  
Telephones : Office Hours \_\_\_\_\_ After Office Hours: \_\_\_\_\_  
Mobile-Phone \_\_\_\_\_ Pager \_\_\_\_\_

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**Part III DETAILS OF MANNING**

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(a) Name of Master \_\_\_\_\_ Passport / HKID No. \_\_\_\_\_  
Certificate of Competency No. \_\_\_\_\_ By the authority of \_\_\_\_\_  
Issued on \_\_\_\_\_ Expired on \_\_\_\_\_

(b) Name of Engineer officer: \_\_\_\_\_ Passport /HKID No. \_\_\_\_\_  
Certificate of Competency No. \_\_\_\_\_ By the authority of \_\_\_\_\_  
Issued on \_\_\_\_\_ Expired on \_\_\_\_\_

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**Part IV DETAILS OF SAVAGE ARRANGEMENT**

**(The "letter of intent to provide salvage services" must be furnished with this application)**

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Name of Towage Company \_\_\_\_\_  
Name of Duty Officer: \_\_\_\_\_ Fax No. \_\_\_\_\_  
Telephones : Office hours \_\_\_\_\_ After Office Hours \_\_\_\_\_  
Mobile-Phone \_\_\_\_\_ Pager \_\_\_\_\_

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**Part V DECLARATION OF OWNER'S AGENT**

A responsible officer should sign (this declaration)

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I have read and understood the "Conditions to be Complied with By Laid-up Vessels in Hong Kong Waters" and I agree to comply with these conditions, and any others that the Director of Marine may impose from time to time.

I undertake to give at least 48 hours notice of intention to vacate the berth.

I agree to pay the required charges that the Director of Marine may levy after having given due notice of his intention.

I undertake to obtain, at weekly interval, a "Laid-up Permit" from the Port Formalities (Convention Vessels) Sub-unit of the Central Marine Office at a current rate.

I submit a "Letter of Intent to Provide Salvage Services" with this application.

I will keep the Marine Department informed if there is any change of information which affects the Parts 1, 2, 3 & 4 of this application.

Signed: \_\_\_\_\_ Name (Block Capitals): \_\_\_\_\_

Company: \_\_\_\_\_

Post in Company: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks \_\_\_\_\_

***PLEASE ALLOW FIVE WORKING DAYS FOR THE PROCESS OF THIS APPLICATION***

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**Personal Data Collection Statement 收集個人資料聲明**

In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), data subjects have a right to request access to and correction of their personal data provided in the application form. For access to or correction of personal data in the application form, please contact the Officer-in-charge, Tai Po Marine Office of the Marine Department.

## LAID-UP VESSELS

### CONDITIONS TO BE COMPLIED WITH BY LAID-UP VESSELS IN HONG KONG WATERS MADE UNDER SECTION 16 OF THE SHIPPING AND PORT CONTROL ORDINANCE CHAPTER 313

#### 1. General Conditions

- (a) Crew : **There shall be at least a properly certificated master, a properly certificated engineer officer and one third of the Minimum Safe Manning Level Ratings among the crew on duty onboard at all times. (N.B. Where number of Ratings so obtained is not a whole number, it shall be rounded up to the next whole number.)** The crew are to be capable of operating a VHF radio set, slackening chain on the anchor, letting go another anchor, operating an emergency fire pump and operating a generator.
- (b) Load Line Certificate, Safety Radio Certificate, Safety Equipment Certificate, Safety Construction Certificate, Ship Sanitation Control Certificate and International Air Pollution Prevention Certificate to be maintained continuously valid. Also a valid certificate of inspection covering periodical checks of anchors and cables by a recognized surveyor to be maintained on board.
- (c) Updated local charts and tide tables to be kept on board.
- (d) A Deck Logbook and an Engine Room Logbook shall be maintained on board which is subject to inspection by Marine Department officials.
- (e) When there is a necessity to conduct repair of your vessel's engine, machinery or structure on board, the compliance with Section 40 of the Shipping and Port Control Ordinance Chapter 313 is required. For details of enquiry, please phone up the General Office of Marine Industrial Safety Section at 2852 4477 during the office hours.
- (f) All lifting appliances, loose gear and equipment, both above and below decks are to be stowed and securely locked.
- (g) Two pilot ladders to be provided, one on each side, ready for use.
- (h) Provision to be made for adequate toilet facilities, sanitary flushing water and lighting for crew.
- (i) Towing lines to be constantly rigged fore and aft ready for use.
- (j) Effective environmental protection measures such as the prevention of excessive smokes, noise nuisance, marine littering and oil spillage from own vessel shall always be established and complied with. No oil spillage shall be allowed. Marine littering from your crew on board shall be prohibited.
- (k) The validity of this permission is 28 days from the date of our receipt of the reply from your company to agree to comply with all the conditions and to agree to give all the undertakings.

#### 2. Berth

- (a) The vessel shall take up a berth as and when directed by the Director of Marine; the period should be in daylight hours preferably at a weekday but not a public holiday.
- (b) Means of confirming that the vessel remains in the berth taken up shall be provided.
- (c) The Vessel Traffic Centre (VTC) (call sign "MARDEP") shall be notified forthwith of any vessel movement (including shifting and departure) from the berth taken up.
- (d) The Director of Marine may give 10 days' notice to your company in order to direct your vessel to shift or depart from the berth.

#### 3. Stability

- (a) Written details shall be provided confirming that all available ballast tanks are ballasted to the satisfaction of the Director of Marine.
- (b) All ballast tanks to be kept full.
- (c) If empty cargo tanks and bilge are not dry and clean, it should immediately be reported to VTC.
- (d) The vessel is to be kept upright; the VTC is to be advised if any undue list occurs.
- (e) Sounding caps are to be kept accessible to enable soundings to be taken when required.
- (f) All spaces are to be sounded each day and the results recorded in the Deck Log Book.

#### 4. Safety

- (a) All lifesaving and fire fighting equipment is to be maintained in good order and to be accessible and ready for use continuously.
- (b) All water tight doors and hatches to remain securely closed.
- (c) It shall be demonstrated to the satisfaction of the Director of Marine that the emergency fire pump is in good order, and it shall be test run at least once a week thereafter.
- (d) The emergency generator to be run as frequently as may be necessary to keep batteries charged.
- (e) Oil for emergency generator and for anchor lights and navigation lanterns to be maintained at a level which would ensure a reserve of one week's supply.
- (f) Safety torches or explosion-proof "NIFE" – type lamps are to be made available to personnel on board.
- (g) An approved 406 MHz EPIRB must be fitted.

#### 5. Tankers

- (a) If the vessel is an oil tanker, then all cargo tanks and pump room bilge must be high pressure washed and any slops disposed of prior to entering Hong Kong waters. (N.B. : oily slops may not be discharged from a ship except in exceptional circumstances authorized by the Director of Marine.) A "Gas free and fit for entry" certificate must be submitted when applying for a laid-up berth.
- (b) A new "Gas free and fit for entry" certificate shall be submitted monthly to the Director of Marine.
- (c) Empty cargo tanks, pump rooms and other spaces where gas may accumulate to be ventilated as necessary. Daily testing of the tanks to be carried out by the Deck Officer and results of the tests to be entered in the deck logbook.

#### 6. Communications

- (a) Means of communication capable of operating on VHF Channels 12, 14 and 16, (156.60, 156.70 and 156.80 MHz, respectively) shall be provided.
- (b) A listening watch shall be maintained on Channel 12 (see Condition 6a above) for information relating to laid-up ships, broadcast daily at 1000 and 1800 hours local time. At these times, test two-way communication is established between each laid-up ship and the VTC.
- (c) A battery-powered Aldis lamp to be maintained ready for use.
- (d) Meteorological forecasts to be obtained regularly.

#### 7. Typhoons

- (a) Upon receipt of information that Tropical Cyclone Warning Signal No. 1 or above has been issued, a continuous listening watch on Channel 12 shall be established until further notice. During such periods the VTC shall be kept advised of the condition of the vessel and that of other laid-up vessels in the vicinity, if requested.
- (b) **As soon as Tropical Cyclone Warning Signal No. 1 is issued, there shall be at least a properly certificated master, a properly certificated engineer officer, a properly certificated deck officer and three quarters of the Minimum Safe Manning Level Ratings among the crew placed aboard immediately. (N.B. Where number of Ratings so obtained is not a whole number, it shall be rounded up to the next whole number.) The Master of the laid-up vessel shall be required to report to VTC immediately when the additional and suitable manning are on board. Adequate and suitable tug assistance shall be provided on scene for the laid-up vessel immediately. The Master of the laid-up vessel shall be required to report to VTC immediately when the tug(s) has/have arrived at the laid-up vessel for standby assistance and for contingency.**
- (c) **As soon as Tropical Cyclone Warning Signal No. 3 is issued, there shall be at least a properly certificated master, a properly certificated chief engineer, two properly certificated deck officers, two properly certificated engineer officers and three quarters of the Minimum Safe Manning Level Ratings among the crew placed aboard immediately. (N.B. Where number of Ratings so obtained is not a whole number, it shall be rounded up to the next whole number.) The pilot shall be on board within two hours after Tropical Cyclone Warning Signal No. 3 is issued. The Master of the laid-up vessel shall be required to report to VTC immediately when the additional and suitable manning are on board, and prepare to leave the laid-up anchorage within two hours with adequate and suitable tug assistance and pilot on board. The Master of the laid-up vessel shall be required to report to VTC for asking permission for departure of the laid-up anchorage when the vessel is ready to proceed to sea for safety.**

- (d) A second bower anchor to be kept ready for letting go. Upon receipt of information that a tropical cyclone is approaching, prepare to slack chain to an extent that will not endanger adjacent ships and to use the second anchor to reduce sheer.
- (e) An approved Contingency and Typhoon Arrangement Plan shall be kept on board the laid-up vessel, including the capability of the laid-up vessel to drop another anchor during emergency situations (such as dragging the anchor and etc), bearing in mind many shore facilities and residential flats are in vicinity. The approval authority of the captioned plan is the Marine Department of the Hong Kong Special Administrative Region.

**8. Stipulations**

- (a) The laid-up permit shall be deemed null and void in the event of a vessel grounding.
- (b) The vessel shall not leave the allocated laid-up berth, except with written permission of the Director of Marine other than in an emergency situation and when VTC shall be informed immediately.
- (c) Fees for laid-up ships are those for anchored ships mentioned in the Thirteenth Schedule to the Shipping & Port Control Regulations Chapter 313A.

**9. Letter of intent to provide salvage services**

Before permission is given to a ship to lay up in Hong Kong waters, the owners shall produce to the Director of Marine a letter of intent or agreement between the ship and recognized local shipyard where :-

- (a) the shipyard will undertake to attend the ship immediately on request by the Director of Marine for any reason deemed by the Director to be necessary for the safety of the ship or the port of Hong Kong;
- (b) the shipyard shall be capable of dealing with major salvage operations and have the means to be contacted outside normal office hours by telephone and/or fax; and
- (c) costs involved will be for settlement between the ship owner and the shipyard.

Licensing and Port Formalities Section,  
Marine Department  
Revised on 1 September 2009