

**Application for Towing an Open Deck Vessel Not Exceeding 8 Metres in Length Overall  
with No Person on Board  
(For Class I Launches)**

**Guidance Notes**

**Attention**

1. Class I launches may be permitted to tow an open deck vessel subject to the following conditions:
  - (i) The open deck vessel does not exceed 8 metres in length overall, will not carry any person on board while being towed and has a valid operating licence.
  - (ii) Proper lights for towing should be exhibited according to the requirements of the Merchant Shipping (Safety) (Signals of Distress and Prevention of Collisions) Regulations, Cap. 369N.
  - (iii) Mooring bitts installed should be rigid and properly maintained.
  - (iv) Ropes for towing should be of suitable strength and length in accordance with acceptable standards of the trade and good seamanship practice.
  - (v) Towing should be conducted under good visibility and favorable weather conditions. Towing activity should not proceed when strong monsoon signal or tropical cyclone warning signal No. 3 or higher is issued by the Hong Kong Observatory. If the weather deteriorates to the above situation during towage, the coxswain should exercise his/her seamanship to determine the most suitable arrangement for the voyage to ensure the safety of the passengers, launch and the tow.
2. The owner/agent should submit a declaration of compliance (a copy is at Annex of MDN 155/2010) with the above conditions together with the application for a Class I launch to tow an open deck vessel.
3. If the application is approved, the permission to tow will be endorsed in the Operating Licence of the Class I launch.
4. The owner/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 affixed with the company seal/stamp.
5. 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's identity card.

**Required Documents and Fee**

1. Completed application form [Application for Towing an Open Deck Vessel Not Exceeding 8 Metres in Length Overall with No Person on Board];
2. A declaration of compliance (a copy is at Annex of MDN 155/2010)
3. 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;

4. The original identity card of the authorized person (if applicable);
5. Original copy of the operating licence;
6. Copy of a valid third party risks insurance policy or certificate of insurance issued by an authorized insurer in accordance with the Merchant Shipping (Local Vessels) (Compulsory Third Party Risks Insurance) Regulation showing compliance with the minimum amount of insurance cover for the vessel concerned.;
7. No fee shall be payable in respect of change of licence conditions and endorsements in operating licence.

### **Submission of Application**

The completed application form together with the required documents 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 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 its office hours.