

**GUIDE TO APPLICATION / RENEWAL OF  
POWERED PLEASURE CRAFT DRIVING LICENCE**

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## **SECTION 1 - GENERAL**

1.1 The Powered Pleasure Craft Driving Licence (PPCDL) is required for driving engine- powered/jet-propelled pleasure craft (with SZ or SZH licence prefixes) within the port limits. The licence is a measure to ensure that drivers are equipped with the necessary skills and knowledge to drive and navigate their craft safely within the port waters. The PPCDL also allows the relevant enforcement agencies to easily identify the driver while he is handling a pleasure craft in our port waters.

### **PPCDL with Lifetime Validity**

1.2 From 1 Oct 2005<sup>1</sup>, PPCDL are issued with a lifetime validity and are printed on plastic. Besides being more durable, they have improved security features to prevent tampering and forgery. Replacement of these PPCDL is not required unless they are damaged or lost.

1.3 The fee payable is \$30.00 (cash or cheque payment) transacted over the counter. If payment is sent by post, the fee payable is \$20.00. Licensee who requires a PPCDL with a shorter duration can opt for a 5-year validity at a fee of \$10.00.

1.4 The PPCDL must be renewed before its expiry. If the licence is renewed within one year from the expiry, the holder is required to retake the PPCDL course conducted by any of the recognised PPCDL centres listed in Appendix 1. The licence will only be renewed with the Certificate of Attendance issued by the PPCDL centre. After 1 year from the expiry, the holder is required to take and pass the PPCDL examination.

### **Reporting Change of Address**

1.5 PPCDL holders are advised to notify OSDC of any change to their residential addresses. All Singapore citizens and permanent residents who have reported a change to their residential address to the Immigration & Checkpoint Authority or any Neighbourhood Police Posts / Police Stations after 1 Mar 2003 are not required to notify MPA again.

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<sup>1</sup> Prior to 1 Oct 2005, the licence fee for 5 years is \$10.00 and if you are 60 years and above, the licence fee for 1 year is \$2.00

## **SECTION 2 – APPLICATION OF A NEW LICENCE**

2.1 In order to qualify for the issuance of a PPCDL by MPA, the applicant must:

- a) be at least 16 years of age;
- b) have successfully completed an approved course in the handling of a powered pleasure craft, conducted at any of the PPCDL Centres<sup>2</sup> approved by MPA;
- c) produce a valid certificate issued by a medical practitioner certifying that he/she has passed a sight test<sup>3</sup> and is not physically handicapped;
- d) successfully completed the PPCDL Examinations conducted by the Singapore Maritime Academy.

2.2 For application of a new PPCDL, please submit the following by post (normal mail) to MPA's One-Stop Document Centre (OSDC)<sup>4</sup>:

- a) copy of result slip of the PPCDL Examination from the Singapore Maritime Academy;
- b) Identity Card (for Singapore citizens and permanent residents) and Passport (for foreigners). Please send a photocopy when renewing by post;
- c) 2 recent passport-sized photographs;
- d) payment of the respective licence fees. (Please issue a crossed cheque payable to MPA). Do not send cash when applying by post.

2.3 Application for a new PPCDL must be made within **1 year of passing the examination**. Thereafter, applicant has to retake the examination.

2.4 Upon receiving the above, OSDC will process the PPCDL. The process is expected to take about 2 weeks. The new PPCDL will be mailed to the applicant's local residential address registered with the MPA.

2.5 The MPA does not allow foreign pleasure craft driving licences to be converted to our local PPCDL.

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<sup>2</sup> Please refer to Appendix 1 - List of Recognised PPCDL Centres

<sup>3</sup> Please refer to Appendix 2 - Guidance on Sight Standards

<sup>4</sup> Please refer to Appendix 3 - Location and Operating Hours of OSDC

### **SECTION 3 - RENEWAL OF LICENCE**

3.1 The MPA will inform all current licence holders by post (except those with lifetime validity) on the renewal procedure one month before the expiry. Please take note that it is the responsibility of the PPCDL holder to refer to the expiry date printed on their PPCDL and come forward to MPA's OSDC to effect renewal.

3.2 The PPCDL must be renewed before its expiry. If the licence is renewed within one year from the expiry, the holder is required to retake the PPCDL course conducted by any of the recognised PPCDL centres listed in Appendix 1. The licence will only be renewed with the Certificate of Attendance issued by the PPCDL centre. After 1 year from the expiry, the holder is required to retake the PPCDL examination.

3.3 To renew the licence, PPCDL holders will have to submit the following by post (normal mail) to MPA's OSDC:

- a) Identity Card (for Singapore citizens and permanent residents) and Passport (for foreigners). Please send a photocopy when renewing by post;
- b) 2 recent passport-sized photographs;
- c) payment of the respective licence fees. (Please issue a crossed cheque payable to MPA). Do not send cash when renewing by post;
- d) a medical examination report, if applicable.

3.4 Upon receiving the above, OSDC will process the PPCDL. The process is expected to take about 2 weeks. The new PPCDL will be mailed to the applicant's local residential address registered with the MPA.

### **PPCDL Holders Who Are Overseas**

3.5 A PPCDL holder may authorise a proxy in Singapore to renew the licence on his behalf during his absence. For the renewal of PPCDL, para 1.4 is applicable.

3.6 It is an offence to drive a powered pleasure craft in port with an expired licence.

#### **SECTION 4 - REPLACEMENT OF LICENCE**

4.1 For replacement of licence, please submit the following by post (normal mail) to MPA's OSDC:

- a) a Police Report or a Statutory Declaration, if the PPCDL is lost;
- b) Identity Card (for Singapore citizens and permanent residents) and Passport (for foreigners). Please send a photocopy when applying by post;
- c) 2 recent passport-sized photographs;
- d) payment of a \$10.00 replacement fee. (Please issue a crossed cheque payable to MPA). Do not send cash when applying by post.

4.2 Upon receiving the above, OSDC will process the PPCDL. The process is expected to take about 2 weeks. The new PPCDL will be mailed to the applicant's local residential address registered with the MPA.

## **SECTION 5 - SUBMISSION OF MEDICAL REPORT**

5.1 To maintain the validity of their licences, all PPCDL holders are required to pass a medical examination, commencing from age 65, and once every three years thereafter, that is 65, 68, 71, 74, 77, 80 and so on.

5.2 The MPA will inform all current licence holders on the procedure two months before reaching these ages on the submission of an original medical report of fitness, including a sight test to MPA's OSDC.

5.3 The medical examination must be conducted by a medical practitioner registered in Singapore and the report issued must not be more than three months before the licence holder's next birthday.

5.4 When the medical report is accepted, the PPCDL will continue to remain valid for the next three years until the next prescribed age for a medical examination.

5.5 Failure to submit a medical report or an acceptable medical report will result in the PPCDL being no longer valid and the PPCDL must be surrendered to the MPA immediately. It is an offence to drive a powered pleasure craft in port without a valid licence.

5.6 The MPA will inform all licence holders on whether the PPCDL will remain valid or they have to be surrendered to MPA, whichever the case may be.

**APPENDIX 1 - LIST OF RECOGNISED PPCDL CENTRES**

<b>Name of Centre</b>	<b>Telephone No</b>	<b>Facsimile No</b>
Changi Sailing Club	65452876	65424235
Marina Country Club	65644866/63856166	63856509
One°15 Marina Club	61003888	63760888
Raffles Marina	68618000	68611020
Republic of Singapore Yacht Club	67689239	67689280
SAF Yacht Club	67583359	67579046
Singapore Police Force Aquatic Club	63767126/63762746	63767118/63767001
Singapore Polytechnic	67721770	67721958
Singapore Powerboat Association	65644866	65644568
Water-Venture (Changi)	65451140	65458897

## **APPENDIX 2 - GUIDANCE ON SIGHT STANDARDS**

The MPA (Pleasure Craft) Regulations require every candidate and all elderly drivers age 65 and above, to produce, among other things, a certificate issued by a medical practitioner<sup>5</sup> certifying that the person has passed a sight test and he is not physically handicapped. Accordingly, the Guidance below has been developed to provide an agreed standard for conducting the sight test.

Distant vision or colour vision tests, or both, may be taken with or without visual aids (spectacles or contact lenses). Applicants who need to use visual aids must meet the necessary standard for both unaided and aided vision given below. Unaided vision should be tested first. Each eye must be tested separately.

### **Visual**

If any irremediable morbid condition of either eye, or the lids of either eye, is present and liable to the risk of aggravation or recurrence, a person should be considered to be unfit. Binocular vision is also necessary. In all cases where visual aids (spectacles or contact lenses) are required for the efficient performance of duties, a spare pair should be available when onboard. Where different visual aids are used for distant and near vision, a spare pair of each should be available.

### **Colour Vision**

Colour vision may be regarded as normal, when using the Ishihara method, if plates 1, 11, 15, 22 and 23 are read correctly.

	Distant Vision		Near Vision	Colour Vision
	Better eye	Other eye	Both eyes together - aided or unaided vision	
With or without visual aids	6/6	6/9	A visual acuity is sufficient to carry out duties efficiently	Normal
Unaided vision	6/60	6/60		

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<sup>5</sup> "medical practitioner" means a medical practitioner registered under the Medical Registration Act of Singapore

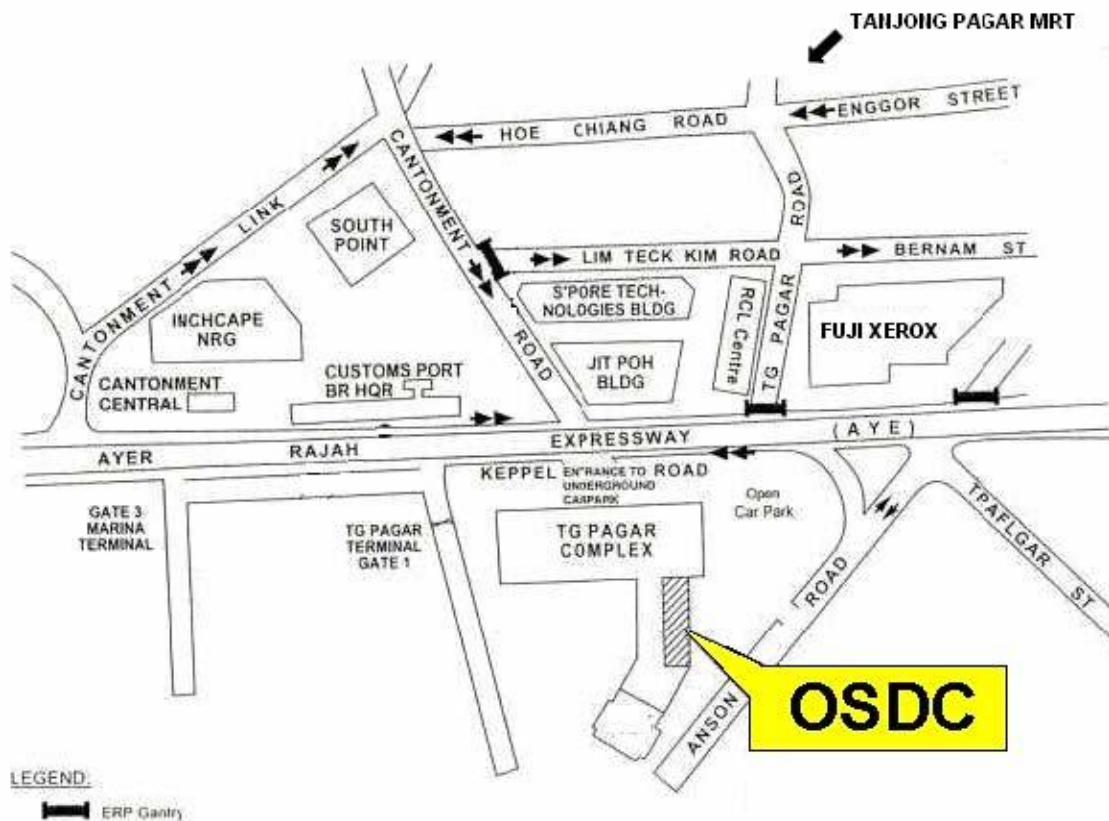
### **APPENDIX 3 - LOCATION AND OPERATING HOURS OF OSDC**

Maritime and Port Authority of Singapore  
One-Stop Document Centre (OSDC)  
7A Keppel Road #01-26  
Tanjong Pagar Complex  
Singapore 089054

Tel: (65) 6325 2373  
Tel: (65) 6325 2375

Fax: (65) 6325 2376

Email: [osdc@mpa.gov.sg](mailto:osdc@mpa.gov.sg)



#### **OPERATING HOURS OF OSDC**

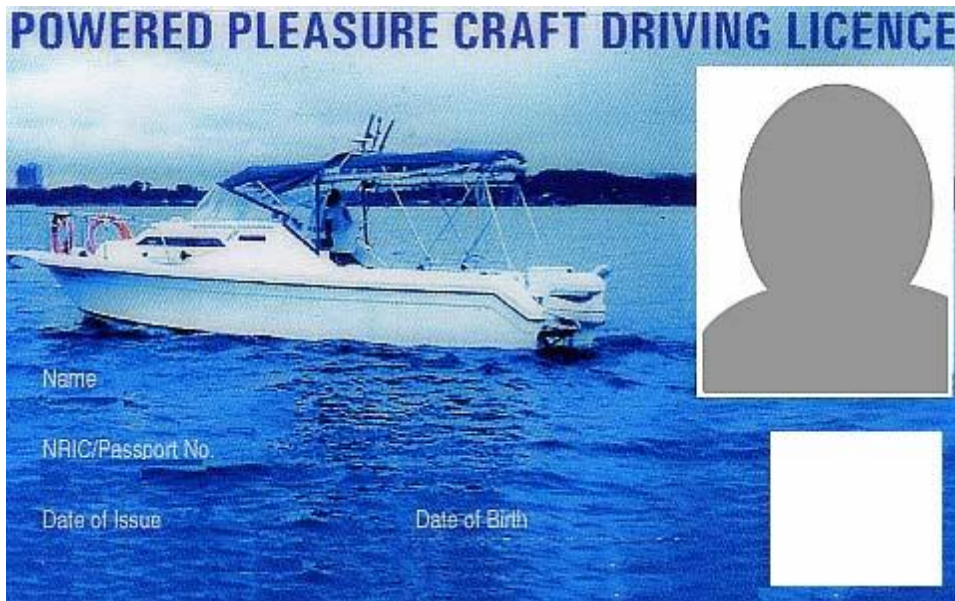
Monday to Thursday - 8.00am to 5.30pm  
Friday - 8.00am to 5.00pm  
Closed for Lunch - 1.00pm to 2.00pm  
Closed on Saturday, Sunday and Public Holidays

For information related to bus services, please visit the following websites:

<http://www.sbstransit.com.sg/sbstravelguide/index.htm>  
<http://www.smrtbuses.com.sg/busguide/default.htm>

Last update: 15 Nov 2010

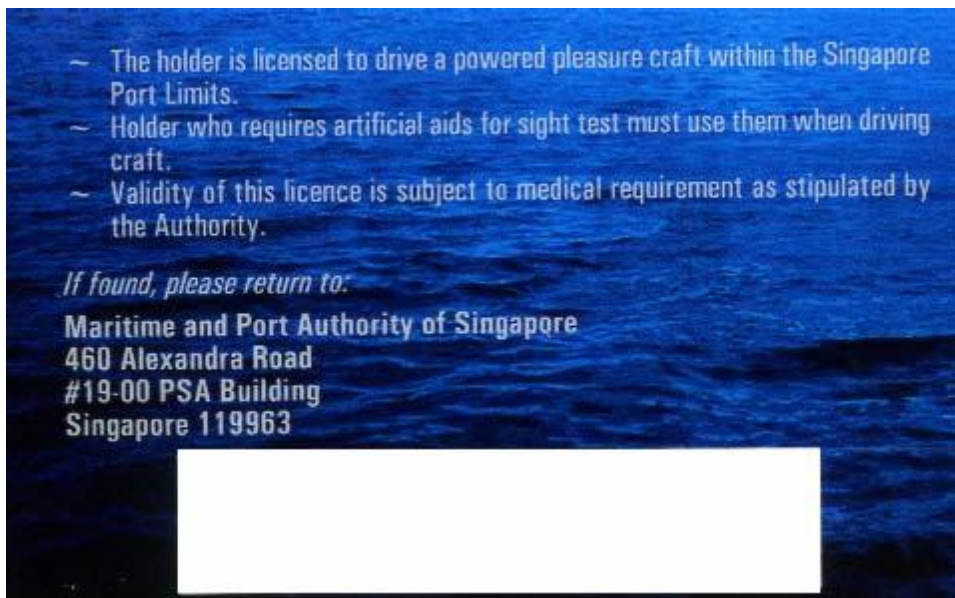
### **APPENDIX 4 - DESIGN OF NEW PPCDL**



← Photograph

← Security Feature

### FRONT



← Security Feature

### BACK