

# GUIDE TO APPLICATION FOR A PERMIT TO CONDUCT ACTIVITY AT SEA INVOLVING PLEASURE CRAFT AND SEA SPORTS

## Applicable Law

1 Regulation 46(1) of the MPA (Pleasure Craft) Regulation, 1997 stipulates that no person shall:

- (a) organize, promote or conduct a race, display or regatta for pleasure craft of any description or an exhibition of water skiing, aquaplaning or any similar activity within any part of the port; or
- (b) organize, promote or conduct any other operation or activity involving the use of any pleasure craft with a part of the port and effecting the availability of such part of the port for normal use by public; unless he is the holder of a permit from the Port Master authorising him to do so and he complies with the conditions of the permit.

## Activities Regulated

2 Persons or organizations shall submit applications for a permit to organise, promote or conduct a race, display or regatta involving pleasure craft or exhibition for the following activities:

- (a) waterskiing;
- (b) wakeboarding;
- (c) kiteboarding;
- (d) jet skiing;
- (e) windsurfing;
- (f) sailing / optimists;
- (g) kayaking;
- (h) canoeing;
- (i) dragon boating;
- (j) rafting; and
- (k) any activity within any part of the port.

## Application procedures

3 An applicant shall:

- (a) complete the attached application form;
- (b) if necessary, prepare a copy of a chartlet that is marked out with the route to be taken for the regatta or race or display; and
- (c) fax or email to the Marine Safety (MS) Section, Port Marine Safety Department of MPA at fax: 63252807, 63252484 or email to [pms@mpa.gov.sg](mailto:pms@mpa.gov.sg).

4 Depending on the comprehensiveness of the information submitted, a permit could be issued within at least 5 working days of the receipt of the application at MS Section. Applicants are therefore requested to submit their applications as early as possible so that permit could be issued at least 5 working days before the commencement of the activity. The latter 5 working days are for the MPA to inform respective parties of the activity. That will

mean applications should reach MS Section at least 2 weeks before the commencement of the activity.

5 Once approved, the application form attaching the permit (with conditions) will be returned to the applicant via fax or email.

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## APPLICATION FOR A PERMIT TO CONDUCT ACTIVITY AT SEA INVOLVING PLEASURE CRAFT OR SEA SPORTS

This form may take you 15 minutes to fill in. You will need the following information:

- Applicant's particulars
- Activity and craft details

Date & Time of Activity: \_\_\_\_\_

No. of participant: \_\_\_\_\_

No/ Type of craft: \_\_\_\_\_

License no. of safety boat: \_\_\_\_\_

Please submit the completed forms (3 pages) to:

Port Marine Safety Department

7B Keppel Road

#19-07/09 Tanjong Pagar Complex

S'pore 089055

Fax: 6325 2807

Email: pms\_mpa@mpa.gov.sg

### Applicant's Particulars

|                                                                |         |       |  |
|----------------------------------------------------------------|---------|-------|--|
| Name of applicant                                              |         |       |  |
| Address                                                        |         |       |  |
| Name of person-in-charge<br><i>(if applicant is a company)</i> | Contact | Tel : |  |
|                                                                |         | Fax : |  |
|                                                                |         | H/P   |  |

### Organiser's Particulars

|                                                                 |         |        |  |
|-----------------------------------------------------------------|---------|--------|--|
| Name of organizer<br><i>(if organizer is not the applicant)</i> |         |        |  |
| Address                                                         |         |        |  |
| Name of person-in-charge<br><i>(if organizer is a company)</i>  | Contact | Office |  |
|                                                                 |         | H/P    |  |

### Activity Particulars

|                               |  |                          |  |
|-------------------------------|--|--------------------------|--|
| Type of activity              |  |                          |  |
| Activity commence date / time |  | Activity end date / time |  |
| Activity commence date / time |  | Activity end date / time |  |
| Activity commence date / time |  | Activity end date / time |  |
| Activity commence date / time |  | Activity end date / time |  |

*(please provide activity commencement and end dates and times in separate pages if above space is inadequate)*

|                                                                                                            |    |    |     |                                |  |
|------------------------------------------------------------------------------------------------------------|----|----|-----|--------------------------------|--|
| Licence No. (if any) of craft involved<br><i>(Please attach separate list if exceeding the slots here)</i> | 1. | 6. | 11. | No. of persons involved at sea |  |
|                                                                                                            | 2. | 7. | 12. |                                |  |
|                                                                                                            | 3. | 8. | 13. |                                |  |

|                                                 |    |    |         |    |
|-------------------------------------------------|----|----|---------|----|
| Licence No. of safety boat                      | 1. | 2. | 3.      | 4. |
| Name of person-in-charge at sea (if applicable) |    |    | H/P No. |    |

|                                                                                                                                                                                                                                                                        |               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>DECLARATION</b>                                                                                                                                                                                                                                                     |               |
| <p>I, _____ (applicant's name) *, NRIC / Passport No. _____, hereby certify that the afore-given particulars are correct and true to the best of my knowledge and belief. I agree to abide by all the conditions (please see overleaf) imposed by the Port Master.</p> |               |
| _____<br>Signature of Person-in-charge                                                                                                                                                                                                                                 | _____<br>Date |
| <i>* delete whichever is not applicable</i>                                                                                                                                                                                                                            |               |
| <b>FOR OFFICIAL USE</b>                                                                                                                                                                                                                                                |               |
| Port Marine Notice to issue                                                                                                                                                                                                                                            | * Yes / No    |
| <p>This application is *approved subject to the attached conditions / *not approved.</p>                                                                                                                                                                               |               |
| <p>_____<br/>Signature of Approving Officer<br/>for PORT MASTER<br/>MARITIME AND PORT AUHTORITY OF SINGAPORE</p>                                                                                                                                                       |               |
| _____<br>Name of Approving Officer                                                                                                                                                                                                                                     | _____<br>Date |
| <p>• <i>delete whichever is not applicable</i></p>                                                                                                                                                                                                                     |               |

**CONDITIONS SUBJECT TO WHICH THE PERMISSION WAS GIVEN**

*(Applicable conditions were checked off at the right column by the Approving Officer)*

- |                                                                                                                                                                                                                                                                                                               |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. Activity must be carried out <u>during daylight hours only</u> .                                                                                                                                                                                                                                           |  |
| 2. Drivers of powered pleasure craft must hold MPA Powered Pleasure Craft Driving Licenses. All participating craft must be registered with MPA and possess valid Pleasure Craft Licences.                                                                                                                    |  |
| 3. Participants must don lifejackets and observe all safety precautions.                                                                                                                                                                                                                                      |  |
| 4. A safety contingency plan must be in place in the event of any emergency.                                                                                                                                                                                                                                  |  |
| 5. In the event of inclement weather, the activity should be suspended or cancelled if necessary and MPA informed immediately via VHF channel 07; DID: 6325 2488/2489.                                                                                                                                        |  |
| 6. Participating craft are not to hamper the safe passage of vessels in the port and shall not cross the fairways unless it is safe to do so or in an emergency situation.                                                                                                                                    |  |
| 7. Proper communications channels must be established between the organizers, support personnels, participants and relevant parties that are affected by your event at all times.                                                                                                                             |  |
| 8. Participating craft / safety boat / organizer must report to the <b>designated reporting control (as per the SOP submitted)</b> at least 15 minutes before the start of the expedition on each day or when crossing navigation channels, and comply with any instructions given.                           |  |
| 9. Any accident during the activity must be reported to the Port Master immediately.                                                                                                                                                                                                                          |  |
| 10. Marker buoys, if laid to mark the route or circuit, must be removed immediately after the event.                                                                                                                                                                                                          |  |
| 11. Organizer and participants are fully aware of and must keep clear of any reclamation, dredging works and construction project areas in the region of the activity promulgated vide Port Marine Notices which are made available on MPA's web site ( <a href="http://www.mpa.gov.sg">www.mpa.gov.sg</a> ). |  |
| 12. Activity must be carried out in full compliance with other applicable rules and regulations, in particular, the MPA (Pleasure Craft) and MPA (Port) Regulations.                                                                                                                                          |  |
| 13. MPA reserves the right to include other requirements and conditions at any time during the activity and the applicant must comply with such additional requirements and conditions.                                                                                                                       |  |
| 14. Particulars provided by the applicant above must remain unchanged throughout the approved activity period.                                                                                                                                                                                                |  |
| 15. Sufficient numbers of safety craft must be used in attendance throughout the activity. Safety craft deployed must be used solely as safety craft and not allowed to be used for other activities.                                                                                                         |  |
| 16. Particulars provided by the applicant above must remain unchanged throughout the approved activity period.                                                                                                                                                                                                |  |

*\* delete whichever is not applicable*