

Overview:

The aim of this procedure is to produce a new or renew an existing Harbour craft licence for a bunker, luboil or slops barge and the issue of a petroleum licence (if applicable). A harbour craft is a vessel that operates on a commercial basis with thin "British Gibraltar Territorial Waters" (BGTW).

Before any new HCL are issued applicants must ensure that they have been granted a berth, mooring or anchorage location by the Gibraltar Port Authority.

Applicants should therefore write to the CoP detailing their intention to register a new vessel before making an application to ensure that there is a suitable and available berth mooring or anchorage location.

Related Documents:

- **FOR 000121 Application for a harbour Licence (Appendix 1);**
- **FOR 000125 Petroleum harbour craft licence checklist (Appendix 2);**
- **FOR 000126 Petroleum Licence (Appendix 3);**
- **FOR 000127 HC Luboil Licence (Appendix 4);**
- **FOR 000128 HC Waste oil Licence (Appendix 5).**

1. Harbour Craft Licence application process:

- 1.1. A harbour craft licence application form, FOR -000121 (Appendix 1), must be filled in and submitted to the Dock Controller with all pertinent documentation regarding the applicant and vessel.
- 1.2. Using FOR- 000125, Petroleum harbour craft licence checklist (Appendix 2), the dock controller is to ensure that all relevant certificates are presented by the applicant.
- 1.3. An approved Safety Survey Certificate (SSC) for the vessel, detailing crew and safety systems are fit for purpose;
- 1.4. An initial operational inspection from GPA bunkering superintendent and conditional upon satisfactory further periodic inspections.
- 1.5. Dependant on the type of operation a relevant, petroleum licence, licence for the storage of lubricant products in a storage tanker or a licence for the storage of a waste oil tankers must be obtained.
- 1.6. **Fee for Petroleum, luboil or waste licence (Appendix 3,4 and 5)**
 - **Bunker barges - £1000 (Blue paper) to be renewed annually.**
 - **Waste and luboil barges - £200 (Blue paper) to be renewed annually.**

1.7. Petroleum harbour craft licence fees:

1.7.1. Bunker barges

- 0-3000 GRT - £5000;
- 3001 – 5000 GRT - £10000;
- 5001 – 7500 GRT - £12000;
- 7501 GRT onwards - £15000;

1.7.2. Slop and luboil barges

- Per tonne dead weight (subject to £100 minimum) – 50p

1.8. Once all documentation has been completed and fees received the Dock Controller is to submit licence application to the CoP for revision and sign off.

1.9. If the CoP of the Gibraltar Port Authority believes that any of the above conditions are not met to his satisfaction, he may suspend or withdraw a licence at any time;

1.10. The owner of a harbour craft must abide by the Port rules and the authority of the Captain of the Port;

1.11. The CoP of the Gibraltar Port Authority reserves the right to amend the conditions for issue of a harbour craft licence any time.

2. Petroleum Harbour Craft Licence Renewal

2.1. Dock controllers must ensure applicants wishing to renew their Harbour Craft Licence complete the submission of documents and payment of fees details in appendix 2.

3. Petroleum Harbour craft licence records

3.1. Harbour crafts will be issued with a H-number corresponding to their licence number.

3.2. All harbour craft have a hard copy folder assigned to them where all application documentation and copies of licences are held. This is maintained in the Dock controllers office.

3.3. Digital records of licences are to be saved on **'B' drive > Dock Controller >HCL > Petroleum certificate**

3.4. Digital records of provisional harbour craft licences are to be saved on **"B" drive > Dock controller >HCL > Provisional harbour craft licence.**

4. Format and licence fees

- Print original certificate with red seal endorsed plus 1 copy for file
- Issuing of a Red book
- Complete manual receipt in Dock Controller receipt book
- Return file to Dock Controller

Appendix 1

Full Name of Applicant: _____

Home Address: _____

Telephone Number: _____

Name of Craft: _____

Class: _____

Colour: _____

Length: _____

Draught _____

Tonnage: _____

Engine Number: _____

Engine Type BHP: _____

Berth: _____

Previous Licence Number (If Any) _____

Date of Application: _____

I hereby declare that I/we are/am the owner/s of the said vessel and that the information given in this application is true and correct to the best of my knowledge and belief.

Applicant _____

FOR OFFICIAL USE ONLY

Recommendation _____


New License Number _____

Appendix 2

Requirements for Petroleum harbour craft licence application documentation checklist.

Documentation	Yes	No	Check by Initial	Date
Application for FOR -000121 received				
Application signed by owner/s of the vessel applying for licence				
Appropriate harbour craft licence application fee received				
Specific details to this application:				
a) Evidence of approval by the Captain of the Port to register vessel and berthing facilities if required (Signed Format).				
b) Following documentation of the vessel received:				
• Vessel particulars;				
• Certificate of registry;				
• Load line certificate;				
• Copies of insurance of vessel;				
• Copies of any charter party if the vessel is not owned by the applicant.				
• IOPP Certificate;				
• Wreck removal certificate (Nairobi convention);				
• 95% and 98% maximum cargo figures required				
c) Shipping agents or company details;				
d) Approved Safety Survey Certificate by the Gibraltar Maritime Administration;				
e) An initial operational inspection report and approval from GPA Bunkering Superintendent.				
f) Fee for issue of a Passenger Certificate (If applicable)				
g) Fee for issue of a Petroleum Licence (If applicable)				

Appendix 3

	PETROLEUM LICENCE	
	ID: FOR-000126	VERSION: 3.00
	CAT: DOCK CONTROLLING	DATE: 02/05/2018

LICENCE FOR THE STORAGE OF BUNKERS IN A TANKER

H 216

Licence is hereby granted to to use the Barge “.....” for the storage of bunkers in bulk, subject to the following conditions:-

(Bunkers are defined as – Fuel Oil , MGO Marine Gasoil, MDO Marine Diesel Oil.

1. Not more than of bunkers shall be carried or stored on the said vessel, in tanks allocated. Being not more than 95% of the class approved tank capacity.
2. The bunkers shall be stored in bulk in the vessel’s cargo tanks.
3. Sufficient chemical fire extinguishers of a pattern approved by the licensing Authority and ready for immediate use shall be kept on the said vessel in such position as may be indicated by the Government Surveyor.
4. Every artificial light used in or upon the said vessel shall be so constructed as not to be liable to ignite any inflammable vapour arising from the bunkers stored in the vessel.
5. The licensee will at all times grant free access to the vessel to both the Captain of the Port and the Chief Fire Officer, or persons deputised by them.
6. The Licensee will comply with Provisions of the Port Rules for the time or other rules coming into force relating to the storage of bunkers or Safety within the Port.
7. The following other conditions shall apply:
 - (a) This licence applies to the products that can be carried as identified in the Ships Classification Certificate
 - (b) The bunkers shall be stored in Barge’s tanks only. Vents shall be fitted with flame arresters.
 - (c) Pipelines and pumping equipment shall be fully gas tight.
 - (d) During pumping operations, all scuppers must be adequately blocked so as to contain any products spilled onto the decks of the vessel. “.....” to be in place at flanges Manifolds and Joints.
 - (e) During pumping operations, there shall be at least one experienced man standing by on the deck of the Barge at all times.
 - (f) The vessel shall carry on board sufficient quantity of oil dispersant, absorbent materials, buckets, drum shovels and other anti-pollution materials to satisfy the Government Surveyor that the vessels' crew are in a position to be able to tackle any spillage.
 - (g) All flexible hoses to be pressure tested on an annual basis with certificates onboard and records ashore.
 - (h) No stores to be carried on deck.
 - (i) Any spillage, no matter how small, must be reported immediately to the Port Office.
8. The Licensing Authority may cancel this licence upon the licensee committing any breach of the conditions herein set forth or of the rules for the time being in force.
9. This licence shall, unless previously cancelled, remain in force until **(Insert date)**.
10. A Senior Manager, qualified in bunker operations shall be in charge of these operations.

Dated this day of (Insert date).

Chief Executive/Captain of the Port

Appendix 4

LICENCE FOR THE STORAGE OF LUBRICANT PRODUCTS IN A STORAGE TANKER

H 178

Licence is hereby granted to use the “.....” for the storage, transportation and supply of Lubricant in bulk, subject to the following conditions:-

1. Not more than M.T of Lubricant shall be carried or stored on the said vessel, in tanks allocated.
2. The Lubricant shall be stored in bulk in the vessel's tanks.
3. Sufficient chemical fire extinguishers of a pattern approved by the licensing Authority and ready for immediate use shall be kept on the said lighted in such position as may be indicated by the Government Surveyor.
4. Every artificial light used in or upon the said lighter shall be so constructed as not to be liable to ignite any inflammable vapour arising from the petroleum stored in the lighter.
5. The licensee will at all times grant free access to the lighter to both the Captain of the Port and the Chief Fire Officer, or persons deputised by them.
6. The Licensee will comply with Provisions of the Port Rules for the time or other rules coming into force relating to the storage of Lubricant Products or Safety within the Port.
7. The following other conditions shall apply:
 - (a) This licence applies to non-volatile lubricant products only, with flash points above 230oC degrees centigrade
 - (b) The products shall be stored in Barge's tanks only. Vents shall be fitted with flame arresters.
 - (c) Pipelines and pumping equipment shall be fully gas tight.
 - (d) During pumping operations, all scuppers must be adequately blocked so as to contain any products spilled onto the decks of the vessel. “.....” to be in place of flanges Manifolds and Joints.
 - (e) During pumping operations, there shall be at least one experienced man standing by on the deck of the Barge at all times.
 - (f) The vessel shall carry on board sufficient quantity of oil dispersant, absorbent materials, buckets, drum shovels and other anti-pollution.
 - (g) Materials to satisfy the Government Surveyor that the vessels' crew are in a position to be able to tackle any spillage.
 - (h) All flexible hoses to be pressure tested on an annual basis with certificates on board and records ashore.
 - (i) No stores to be carried on deck.
 - (j) Any spillage, no matter how small, must be reported immediately to the Port Office.
8. The Licensing Authority may cancel this licence upon the licensee committing any breach of the conditions herein set forth or of the rules for the time being in force.
9. This licence shall, unless previously cancelled, remain in force until (Insert Date).
10. A Senior Manager, qualified in bunker operations shall be in charge of these operations.

Dated this day of (Insert Date).

Chief Executive/Captain of the Port

Fee: £200

Appendix 5

LICENCE FOR THE STORAGE OF WASTE OIL IN A TANKER**H 238**

Licence is hereby granted to use the for the storage, reception and transportation of waste from ships in bulk, subject to condition of Environmental Agency Licence **WL080** and subject to the following conditions:-

11. Waste oil shall be carried or stored on the said vessel, in tanks allocated as per ship's statutory certificate.
12. The waste oil shall be stored in bulk in the vessel's tanks.
13. Vessel to be managed by a company approved by the Gibraltar Maritime Administration.
14. All statutory certificates to remain valid and vessel to fully comply with ISM & ISPS codes.
15. The licensee will at all times grant free access to the vessel to both the Captain of the Port and the Chief Fire Officer, or persons deputised by them.
16. The Licensee will comply with Provisions of the Port Rules for the time or other rules coming into force relating to the storage of bunkers or Safety within the Port.
17. The following other conditions shall apply:
 - (j) This licence applies to the products that can be carried as identified in the Ships Statutory Certificate
 - (k) The waste products shall be stored in Barge's tanks only. Vents shall be fitted with flame arresters.
 - (l) Pipelines and pumping equipment shall be fully gas tight.
 - (m) During pumping operations, all scuppers must be adequately blocked so as to contain any products spilled onto the decks of the vessel. "Savealls" to be in place at flanges Manifolds and Joints.
 - (n) During pumping operations, there shall be at least one experienced man standing by on the deck of the Barge at all times.
 - (o) The vessel shall carry on board sufficient quantity of oil dispersant, absorbent materials, buckets, drum shovels and other anti-pollution materials to satisfy the Government Surveyor that the vessels' crew are in a position to be able to tackle any spillage.
 - (p) All flexible hoses to be pressure tested on an annual basis with certificates onboard and records ashore.
 - (q) No stores to be carried on deck.
 - (r) Any spillage, no matter how small, must be reported immediately to the Port Office.
18. The Licensing Authority may cancel this licence upon the licensee committing any breach of the conditions herein set forth or of the rules for the time being in force.
19. This licence shall, unless previously cancelled, remain in force until **(Insert date)**.
20. The vessel to be manned in compliance with Flag State Safe Manning Document.

Dated this day of (Insert date)

Chief Executive/Captain of the Port

Fee: £200