

Overview:

The aim of this procedure is to produce a new or renew an existing Harbour craft licence for a service launch or other associated vessel and the issue of a passenger licence (if applicable). A harbour craft is a vessel that operates on a commercial basis within “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 Captain of the Port (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 port licence (harbour craft); (Appendix 1)**
- **FOR 000122 Harbour craft licence checklist (Appendix 2)**
- **FOR 000123 Passenger Certificate; (Appendix 3)**
- **FOR 0000124 Provisional harbour craft licence (Appendix 4)**

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- 000122, requirements for a harbour craft licence documentation 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. Every harbour craft must have AIS and VHF radio equipment on board;
- 1.5. A Passenger certificate will be issued if applicable (Appendix 3). Info from SSC to be used by Dock controller to complete passenger certificate;
- 1.6. SSC together with the Passenger certificate shall be renewed annually;
- 1.7. Annual harbour craft licence fees as follows:
 - **Licence (Red Book) - Workboat under 50 gross tons - £250**
 - **Licence (Red Book) - Workboat over 50 tons gross - £1000**
 - **Licence (Red Book) - Motor boat or launch - £50**
- 1.8. **Fee passenger certificate (Green paper) - £100**
- 1.9. Once all documentation has been completed the Dock Controller is to submit licence application to the CoP for revision and sign off;

- 1.10. Once documentation is signed off by CoP fees are received the Dock Controller may issue the harbour craft licence (Red Book) for Vessel;
- 1.11. 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;
- 1.12. The owner of a harbour craft must abide by the Port rules and the authority of the CoP;
- 1.13. The CoP of the Gibraltar Port Authority reserves the right to amend the conditions for issue of a harbour craft licence any time.

2. Provisional Harbour Craft Licences

- 2.1. Provisional Harbour craft licences are to be issued only in exceptional circumstances e.g.:
- When applicant is not a port operator;
 - Port Operator is in the process of obtaining port operator licence;
 - When vessel of a specific type to perform a specific function of a limited time only.
- 2.2. Application for provisional harbour craft licenced will follow the same process harbour craft licence applications.
- 2.3. A provisional harbour craft licence certificate (Appendix 4) will be issued instead of a red book.
- 2.4. Fee provisional harbour craft licence- £1000**

3. Harbour Craft Licence Renewal

- 3.1. 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.

4. Harbour craft licence records

- 4.1. Harbour crafts will be issued with a H-number corresponding to their licence number.
- 4.2. 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 controller's office.
- 4.3. Digital records of passenger certificates are to be saved on '**B' drive > Dock Controller >HCL > PX certificate**
- 4.4. Digital records of provisional harbour craft licences are to be saved on "**B" drive > Dock controller >HCL > Provisional harbour craft licence.**

5. Format and licence fees

- Print original certificate with red seal endorsed plus 1 copy for file;
- Issuing of a Red book (Not applicable to temporary harbour craft licences);
- 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 _____

Signed:

Date:.....

Name in Block Capitals:

APPENDIX 2

Requirements for 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 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;				
• Bill of sale;				
• Importation licence (Customs);				
c) Shipping agents or company details;				
d) Approved Safety Survey Certificate by the Gibraltar Maritime Administration;				
e) Fee for issue of a Passenger Certificate (If applicable)				
f) Fee for issue of a Petroleum Licence (If applicable)				

APPENDIX 3

GIBRALTAR PASSENGER CERTIFICATE

IN DUPLICATE

 Issued under the provisions of Merchant Shipping Act (1935), as amended,
 Port Act (1960), as amended, and Port Rules (1960), as amended.

Fee: £100.00

Name of Vessel:

Owners:

Port of Registry	Official Number	Gross Tonnage

LIMITS WITHIN WHICH THE VESSEL IS PERMITTED TO OPERATE:

As defined in Schedule 1 of the Gibraltar Merchant Shipping (Safety etc.) Act ,2003, as amended

- (A) Port of Gibraltar i.e:- sheltered waters as defined in Schedule 1
 (B) Bay Limits i.e:- Gibraltar waters within the Bay of Gibraltar, to the North of an imaginary line between Europa Point and Carnero Point.
 (C) Territorial Waters i.e:- Gibraltar waters other than Areas A & B, including those waters within three nautical miles to the south and to the east of Gibraltar.
 (D) Outside Territorial Waters i.e:- up to a maximum distance from Europa Point as stated in the Safety Survey Certificate issued by the Gibraltar Maritime Administration for the vessel.

NUMBER OF PASSENGER AND CREW

Passengers	Crew, including 1 Certificated Boatmaster	Total	Remarks
(A) 12	(A) 2	(A) 14	
(B) 12	(B) 2	(B) 14	
(C) 12	(C) 2	(C) 14	
(D) 12	(D) 2	(D) 14	

LIFE SAVING APPLIANCES

	(A)	(B)	(C)	(D)	
Life-rafts capable of accommodating	2	2	2	2	6 Person Capacity Each 1 with light
Life Bouys	4	4	4	4	
Life Jackets SOLAS	15	15	15	15	
MED approved inflatable lifejackets	-	-	-	-	

This is to certify that the provisions of the Merchant Shipping Act (1935), the Port Act (1960) & Port Rules (1960) as amended, in so far as they relate to the survey of domestic vessels, have been complied with, and that this vessel is permitted to operate within the limits and with the number of passengers stated above.

This certificate will remain in force, unless previously revoked until the :

Issued by the Captain of the Port at Gibraltar the :

Manuel Tirado
 CEO / Captain of the Port (AG)

NOTES

1. One of these duplicate certificates is to be displayed in a conspicuous place on board the ship.
2. If the number of passengers carried exceeds the number permitted by this certificate, the owner or master shall be guilty of an offence.
3. In the case of any accident occasioning loss of life or serious injury to any person, or any material damage affecting the seaworthiness or efficiency of the ship either in the hull or in any part of the machinery, a written report signed by the owner and master is to be forwarded to the Captain of the Port and Gibraltar Maritime Administrator as soon as possible after the occurrence of the accident or damage. A similar report is to be forwarded before any alteration or renewal in the ship's hull, equipment or machinery which affects the efficiency thereof or the seaworthiness of the ship.

This certificate may be cancelled or suspended at the discretion of the Captain of the Port or if there is reason to believe that since the making of the declaration of survey, the hull, equipment or machinery of the ship have sustained any damage or are otherwise deficient such as to affect the seaworthiness or safety of the ship or fails to comply with the requirements of the conditions as stated in the Safety Survey Certificate.

APPENDIX 4

PROVISIONAL HARBOUR CRAFT LICENCE

LICENCE No:

NAME OF VESSEL:

CLASS:

TYPE:

COLOUR:

LENGTH:

BREADTH:

DRAUGHT:

TONNAGE:

ENGINE TYPE:

BERTH: -

NAME OF OPERATOR:

RESPONSIBLE PERSON:

DATE OF ISSUE:

EXPIRY DATE:

On behalf of the CAPTAIN OF THE PORT:

Name in Block Capitals: