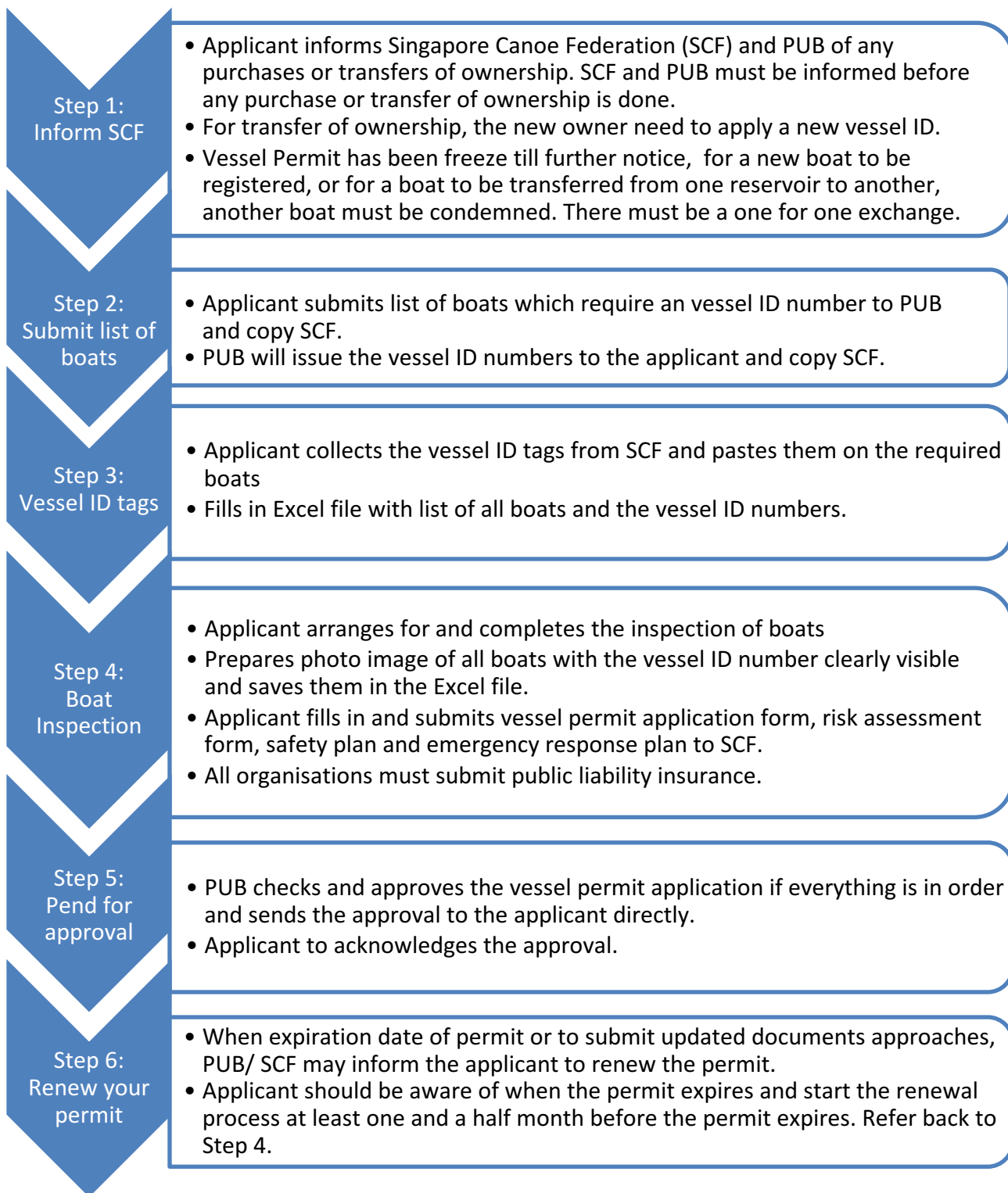


Application of New/Renewal of Vessel ID for Canoe/Kayak for use in Waterways/Reservoir: Schools, Organization or Individual



Take note that having a vessel ID tag does not mean that the applicant has a valid permit.

New Boat - Starts from Step 1.
Renewal - Starts from Step 4.

Required Document for Vessel Permit Application

1. Vessel_Permit_Application_for_Affiliates

- Fill in the list of boats in the appropriate section

Applicant Name										
Applicant Email										
Applicant Hp										
Name of Organisation										
Boats with existing ID Tag										
No.	Boat ID Number	CA Discipline	Reservoir	Exact Storage Location	Type of Boat	Pax Capacity	Colour (Deck)	Colour (Hull)	Craft Material	Owner
1	CA XXXX	Canoe Sprint	Macritchie	Shed A1	K1	1	White	Red	Carbon	Peter Tan
2										
3										
(insert more rows as required)										
Boats with no ID Tag										
Boat ID Number	CA Discipline	Reservoir	Exact Storage Location	Type of Boat	Pax Capacity	Colour (Deck)	Colour (Hull)	Craft Material	Owner	
1 (To be assigned)										
2										
3										
4										

2. Vessel_Permit_Boat_Inspection_Form

- Contact an authorised boat inspection agent to arrange for inspection of all boats
- Boat inspection form is for the agent to complete and sign. The completed form has to be sent to SCF too.

Authorised Boat Inspection Agent:

1. TROPICAL FIBREGLASS Co.
 - Contact person: Mr Billy Koh
 - Contact Number: +65 9668 3525
 - Email: canoe@singnet.com.sg
2. KANOE Sports
 - Contact person: Mr Patrick Fong
 - Contact Number: +65 9784 6078
 - Email: patrick@kanoesports.com

Validity of Permit:

- 1 year for fibreglass/carbon boats
- 3 years for plastic boats

Cost involved (for affiliates):

- Inspection fees: As quoted by authorised vendor
- \$5/boat Admin Cost
- \$5/vessel ID tag, if new vessel ID tag is required

Cost involved (non affiliates):

- Inspection fees: As quoted by authorised vendor
- \$10/boat Admin Cost
- \$5/vessel ID tag, if new vessel ID tag is required

Required Document for Vessel Permit Application

3. Vessel ID Photo-template

- A photo image of all boats should be prepared, with the ID number clearly visible and save into the excel file.
- The photo should include the entire craft, with the boat ID clearly seen.
- For boats that are too big, take a photo of (i) The entire boat and (ii) A close up photo of the vessel ID tag, with part of the boat seen.

S/N	Vessel ID	Canoe Discipline	Type of Boat	Pax Capacity	Photo of Vessel
1	CA XXXX	Canoe Sprint	K1	1	
2	CA XXXX	Canoe Sprint	K4	4	

Take note that having a vessel ID tag does not mean that the applicant has a valid permit. The purpose of the vessel ID tag is to stick it on the boat so that the boat can be identified and recorded in SCF/ PUB 's database. The applicant is only allowed to use the boat after he/she receives the Vessel Permit Document from PUB.

Based on our Regulation 15(1) of the Public Utilities (Reservoirs, Catchment Areas and Waterways) Regulations 2006 – No person shall operate, have conduct of, place or berth any vessel in a reservoir, except under and in accordance with a valid vessel permit granted by an authorized officer and any condition imposed in connection therewith. Take note that failure to comply shall constitute an offence and shall be liable on conviction to a fine not exceeding \$3,000.

Required Document for Vessel Permit Application

4. Application Form for Vessel Permit_VP02_Non_poweredCraft
 - Under 'Vessel Owner', please fill in the name of the organisation. Under Vessel Permit Applicant, the name of the person filling in the form should be written
 - See example below

SECTION 1–VESSEL PERMIT APPLICANT PARTICULARS

Name of Vessel Permit Applicant (Organisation / Company) Singapore Canoe Federation	
Particulars of Vessel Permit Applicant	Particulars of Vessel Owner (where different from Vessel Applicant)
Name (Mr/Mrs/Mdm/Ms) OR Organisation/Company Deborah Saw	Name (Mr/Mrs/Mdm/Ms) OR Organisation/Company Singapore Canoe Federation
Registered Address:	Registered Address: Singapore Sports Hub NSA Office 3 Stadium Drive #01-33 S397630
Tel:	Tel: 6702 2765
Mobile No.:	Mobile No.:
Fax:	Fax:
Email: deborah_saw@scf.org.sg	Email: info@scf.org.sg
NRIC /Passport /FIN No. /Company Reg No. S9XXXXXXJ	NRIC /Passport /FIN No. /Company Reg No.

5. Risk Assessment Sample
 - Ensure that the last review and next review date is filled in.
 - Start/implementation date: date the risk assessment was signed
6. Emergency Response Plan or Safety Plan
 - Include route to nearest hospital and list of emergency numbers
7. Public Liability Insurance
 - To be submitted if applicable

Please submit all of the documents in one email. The application will not be proceed with incomplete documents.

Should you have any enquiries, please email lyujunlan@scf.org.sg