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

Step 1: Inform PUB and SCF

- Applicant informs Singapore Canoe Federation (SCF) and PUB of any purchases. SCF and PUB must be informed before any purchase is done.
- Vessel Permit at Marina Reservoir and Bedok Reservoir has been freeze till
 further notice, for a new boat to be registered, or for a boat to be transferred
 from one reservoir to another, another boat must be condemned. There must
 be a one for one exchange.

Step 2: Submit list of boats

- Applicant submits list of boats which require an vessel ID number to PUB and copy SCF.
- PUB will issue the vessel ID numbers to the applicant and copy SCF.

Step 3: Vessel ID tags

- Applicant to print the vessel ID stickers and pastes them on the required boats - PUB requirement: Vessel ID (not less than 75mm by height, affix on both side of the Bow or Aft Deck)
- Fills in Excel file with list of all boats and the vessel ID numbers.

Step 4: Boat Inspection

- Applicant arranges for and completes the inspection of boats
- Prepares photo image of all boats with the vessel ID number clearly visible and saves them in the Excel file.
- Applicant fills in and submits vessel permit application form, risk assessment form, safety plan and emergency response plan to SCF. The admin charge for each vessel will be \$5.
- All organisations must submit public liability insurance.

Step 5: Pend for approval

- PUB checks and approves the vessel permit application if everything is in order and sends the approval to the applicant directly.
- Applicant to acknowledges the approval.

Step 6: Renew your permit

- When expiration date of permit or to submit updated documents approaches, PUB/ SCF may inform the applicant to renew the permit.
- Applicant should be aware of when the permit expires and start the renewal process at least one month before the permit expires. Refer back to Step 4.
- We do not accept any renewal application after permit expired.

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 existin	g 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										
sert mo	ore rows as required)									
	Boats with no ID	Гад								
	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:

- 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

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.

[Please attached list if require and to attach photos of the vessels.]

S/No.	Vessel ID	Vessel Type Dragon boats- [DB 12/ DB 22] Kayaks - [K/C/SOT/OC/JK/JC] Row Boats/ Paddle Boats	Material Type of each vessel (Fiberglass / Plastic) [if Applicable]	Photos of the vessel (Visible vessel ID & photo of the entire vessel)
1				

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 - APPLICANT'S PARTICULARS

Name of Vessel Permit Applicant & Company / Organisation / Clubs					
Applicant NRIC No. (last 4 digits)/ Company Reg No.	Contact No.				
Registered Address of Company / Organisation / Clubs					
Email					
Name of Vessel Owner (If different from Vessel Permit Applicant)					
Applicant NRIC No. (last 4 digits)/ Company Reg No.	Contact No.				
Registered Address					
Email					

- 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