

Non-motorised Vessel Permit – Application and Renewal Process

Application procedure

1. New Application:

Step 1: Email PUB Frances (Frances_TENG@pub.gov.sg) and cc SCF Junlan (lyujunlan@scf.org.sg)

Please indicate the following key points: Organisation name, number of boat, boat type, place to use the boat (Marina /MacRitchie /Pandan /Bedok), exact storage location.

Sample Email:

SCF would like to apply permit for one K1 to be used at MacRitchie Reservoir. The boat is currently at Boathouse block B shed 7.

Step 2: PUB will assign numbers for your boat. (Eg. CA 6000) Affiliates will need to print your own stickers. Each boat needs to have 2 stickers.

The stickers' requirements as follows:

**Vessel ID in Black, Font type Arial, text not less than 65mm by height.
Affixed on both sides of the kayak either at the Bow or Aft Deck.**

Step 3: Applicant arranges for and completes the inspection of boats.

Types of Vessel - Kayaks & Canoes

S/No.	Company Name	Address	Contact
1	Kanoe Sports Pte Ltd	Blk 256 Tampines Street 21 #07-168 Singapore 522256	Mr Patrick Fong patrick@kanoesports.com
2	Tropical Fibreglass Co.	1, YS-ONE Yishun Street 23 #07-20 Singapore 768441	Mr Billy Koh canoe@singnet.com.sg

Step 4: Prepares photo image of the boats, with the vessel ID number clearly visible.
Complete Appendix 4 – Vessel Details together with photos of the vessel.

Please create the Appendix 4 Excel form based on the sample that PUB states.

Appendix 4

VESSEL DETAILS

Name of Reservoir operating in _____

Name of storage facility where vessel(s) will be kept _____

[Please attach photos of the vessels and list if required.]

S/No.	Vessel ID	Vessel Type Dragon boats- [DB 12/ DB 22] Kayaks - [K/C/SOT/OC/JK/JC] Row Boats/ Paddle Boats/ Sail Boats	Material Type of each vessel (Please indicate – Composite / Plastic)	Photos of the vessel (Photo of the entire vessel & photos of the vessel ID affixed on the vessel)
1				
2				
3				

Step 5: For new application, attached are the documents that you need to submit:

1. Application Form Page 1 and 2
2. Appendix 2i – Risk Assessment
3. Appendix 3 – Emergency Response Plan
4. Appendix 4 – Vessel Details together with photos of vessel
5. Appendix 5ii – Vessel Inspection form, signed by vessel inspector OR Delivery Order of the boat (to prove that the boat is a brand new boat)

Step 6: Acknowledge Terms and Conditions after PUB approves your permit. Pay for vessel permit application fee \$5 for each vessel to SCF.

2. Renewal:

Please kindly submit all your renewal documents to PUB Frances (Frances_TENG@pub.gov.sg) and cc SCF Junlan (lyujunlan@scf.org.sg) at least one week before the permit expires, as PUB will need at least 5 working days to proceed your application. Applicant should be aware of when the permit expires. The application will not be proceeded with incomplete documents.

For renewal, below are the documents that you need to submit to PUB.

1. Appendix 2i, Risk Assessment
2. Appendix 5ii, Vessel inspection form

Please ensure your Risk Assessment is still valid.

FAQ

1. Vessel Permit Validity:

The next expiry date will be based on the expiry date of the existing vessel permit (concept similar to Passport Expiry date). Vessels owner can arrange for vessel inspection earlier but not more than 30 days.

For example,

Previous Vessel Permit expiry date: 31 Oct 2019

Inspection can be done between 1 Oct to 23 Oct 2019, application is submitted by 23 Oct 2019 (PUB need at least 5 working days to proceed the application)

Next vessel permit expiry date: 31 Oct 2020

2. Vessel Material Type and Inspection Validity:

PUB has revised the vessel inspection form according for Vessel Material Type to Composite / Non-fiberglass.

Composite (includes carbon fibre and fibreglass) will be one year.

Non-fiberglass (plastics) will be three years.

3. Vessel Transfer:

For transfer of ownership, the existing vessel IDs would be retained. Existing owner to submit the Vessel Transfer Application Form while the new owner to complete the vessel permit application (Please kindly follow the new application procedure,

4. Does new boat need any inspection?

Brand new boats do not need inspection. However, you must submit a document to prove that your boat is new. Eg. A Delivery Order or Invoice of Purchase.

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 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.

Please contact PUB Frances or SCF Junlan if you have any further questions on vessel permit application.

Last updated on 29 May 2020