

## **Non-motorised Vessel Permit – Application and Renewal Process**

Before apply/renew any vessel permit, you will need to apply for SCF member first. There are three types of membership: Ordinary Member, Corporate Associate Member and Individual Associate Member. For more information, please refer to: [https://scf.org.sg/pages/join\\_membership](https://scf.org.sg/pages/join_membership)

### **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: Your name / organization name, number of permit you would like to apply for, boat type, place to use the boat (Marina /MacRitchie /Pandan /Bedok), and the exact storage location. Please ensure that you are a member of SCF.

Sample Email:

(ABC Club - Corporate Associate Member / Ordinary Member of SCF) would like to apply permit for one K1 to be used in MacRitchie Reservoir. The boat is currently stored at Boathouse block B shed 7.

Step 2: PUB will assign a number for your boat (Eg. CA 6000). Applicant to print your own stickers. Each boat needs to have 2 stickers. Please remember to take photos of the boat with IDs.

The stickers' requirement 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 to arrange and complete the boat inspection. You may approach one of the companies below.

No inspection is required for brand new boats. Please attached a Delivery Order / Invoice instead of inspection form on the application web page to prove that your boat is new.

<b>Types of Vessel - Kayaks &amp; Canoes</b>			
<b>S/No.</b>	<b>Company Name</b>	<b>Address</b>	<b>Contact</b>
1	Kanoe Sports Pte Ltd	Blk 256 Tampines Street 21 #07-168 Singapore 522256	Mr Patrick Fong <a href="mailto:patrick@kanoesports.com">patrick@kanoesports.com</a>
2	Tropical Fibreglass Co.	1, YS-ONE Yishun Street 23 #07-20 Singapore 768441	Mr Billy Koh <a href="mailto:canoe@singnet.com.sg">canoe@singnet.com.sg</a>

Step 4: Application link: <https://www.pub.gov.sg/eservices>

Below are the documents that need to be submitted:

- 1) Risk Assessment (signed by approver and cleared by SCF)
- 2) Emergency Response Plan
- 3) Photos of the entire vessel with the Vessel ID affixed and clearly visible (both sides) - please save the photos individually in JPG format
- 4) Vessel inspection forms (signed by vessel inspector with company stamp) or Delivery Order / Invoice (for brand new boats)

Maximum file size and acceptable file types (where file submission is required):

PDF File Sizes : should not exceed 1MB each

Image File Sizes : should not exceed 200KB each

Acceptable Image Formats : JPG / PDF

Step 5: 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 online at least one week before the permit expires, as PUB will need at least 5 working days to proceed your application. The application will not be proceeded with incomplete documents.

## **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 to be 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 (plastic) 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.

**4. Please take note that having a vessel ID sticker does not mean that the boat has a valid permit.** The purpose of the vessel ID sticker is to stick on the boat so that the boat can be identified by PUB/SCF. The applicant can only 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.*

If you have any further questions with regards to vessel permit, please feel free to email [lyujunlan@scf.org.sg](mailto:lyujunlan@scf.org.sg)

Should you encountered any issues during the submission, please email to [Brenda\\_NG@pub.gov.sg](mailto:Brenda_NG@pub.gov.sg)

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