

Tug and Small Commercial Vessel Licence Application



Licence to Operate a Tug or Small Commercial Vessel in the Area of the Medway Statutory Harbour Authority

The power to license Tugs and Small Commercial Vessels is in accordance with Part II, Section 11 of the '**Medway Ports Authority Act 1973**', which states -

Power to license tugs, etc.

- 1) (a) The Authority may from time to time license such number of tugs belonging to any person for such period and on such terms and conditions as they think fit.
- (b) The Authority may charge a fee not exceeding five pounds for the granting of a licence under paragraph (a) of this subsection.
- 2) (a) It shall not be lawful otherwise than in emergency for any person to use or employ any tug for moving vessels within the port unless there is in force in relation thereto a licence granted under paragraph (a) of subsection (1) of this section.
- (b) Any person who contravenes the provisions of this section shall be liable on summary conviction to a fine not exceeding one hundred pounds.
- 3) In this section "tug" means **any vessel** other than a vessel of five tons gross or less.

The requirement to Licence Tugs and Small Commercial Vessels is contained within the Guide To Good Practice On Port Marine Operations, part of the '**Port Marine Safety Code**'. In Section 10.1.2 C it states

'The authority should ensure that harbour vessels or craft which are used in the harbour are fit for purpose and that crew are appropriately trained and qualified for the tasks they are likely to perform.'

If you or your organisation operate any vessel within the Medway and Swale area for commercial purposes you must apply for a licence on the enclosed form. Once completed please email the form to AllMedwayMarineManagers@peelports.com along with copies of all supporting documents. If you operate more than one vessel, a separate 'Details of Vessel' sheet needs to be completed for each.

If you do not have email facilities or have any queries regarding this matter, please contact me at the address below.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Richard Grad'.

Richard Grad

Marine Operations Manager
Peel Ports London Medway
Sheerness Docks
Sheerness
Kent
ME12 1RS

Tug and Small Commercial Vessel Licence Application



Name and Address of Licence Applicant

Email Address

Name of Owner/Operator

Email Address

Description of Type of Operations to be Undertaken and Area of Operation

Number of Vessels for which licences are
required

Please complete a 'Details of Vessel' (Annex 1) form for each vessel applied for.

Tug and Small Commercial Vessel Licence Application



2 Vessels Certification

Peel Ports as the Harbour Authority will accept any of the below certification as confirmation that the vessel is fit for purpose –

- Documentary evidence that the vessel is a registered sea going vessel, in class for the purpose that the licence is applied for.
- An appropriate Certificate of Compliance with the Workboat/SCV Code issued by an MCA recognised Certifying Authority
- An appropriate Licence issued by the Port of London Authority

If the above documentation is not held **or is not provided**, a licence will only be issued after inspection of the vessel by an Officer of the Harbour Authority. A fee will be charged for this service.

3 Insurance

A copy of the vessel's insurance certification must be provided.

4 Manning

Please complete the List of Master's (Annex 2)

A copy of all Master/Skipper's qualifications must be provided

NB It is the operator's responsibility to ensure all crew are suitably qualified and medically fit for their duties.

Tug and Small Commercial Vessel Licence Application



5 Declaration

I confirm that –

- The vessel(s) described in this application is(are) fit for the purpose of the licence applied for.
- The vessel(s) described in Annex 1 comply with applicable local and national legislation, in particular with the requirements for Life Saving Appliances and Fire Fighting Equipment as laid down for vessels of Class IX(A) as a minimum.
- All operations will only be undertaken after specific Risk Assessment, Method Statements and Passage Plans have been produced. (A record of these must be retained for 12 months)

Name _____ Position _____

Signature _____ Date _____

NB – The Authority reserves the right to carry out unannounced inspections of all craft to confirm compliance with the licence conditions.

Please forward completed forms and supporting documents to –
AllMedwayMarineManagers@peelports.com

For Office Use Only

Date received			
Documents Checked	Vessel	Personnel	Insurance
Licence Issued			
Inspection Required			

Tug and Small Commercial Vessel Licence Application



Annex1

Details of Vessel (One vessel per page)

Page of

Name	<input type="text"/>				
Port of Registry	<input type="text"/>				
Number of Crew	<input type="text"/>	Number of Passengers	<input type="text"/>	Maximum Number of Persons Onboard	<input type="text"/>
Construction Material	<input type="text"/>	Open or Closed Deck	<input type="text"/>		
IMO Number	<input type="text"/>	MMSI Number	<input type="text"/>		
Radio Equipment Fitted	VHF <input type="text"/>	MF <input type="text"/>	Satellite	<input type="text"/>	
Call Sign	<input type="text"/>	AIS Fitted	<input type="text"/>		
LOA	<input type="text"/>	Beam	<input type="text"/>	Max Operating Draft	<input type="text"/>
GT	<input type="text"/>	Power	<input type="text" value="1"/>	Engine Type	<input type="text"/>
Bollard Pull (if appropriate)	<input type="text"/>				
Certification	<input type="text"/>				

Please supply copies of all ship's Certificates/Licences

Tug and Small Commercial Vessel Licence Application



Annex 2

List of Masters/Skippers

Master's Name	Qualifications	Towing Endorsement?	PEC No	Medical Certificate Type and Expiry Date