**PORTS and MARITIME AFFAIRS**

**HOW TO APPLY FOR NAVIGATION PERMIT**

**FOR A FOREIGN VESSEL OPERATING IN BAHRAINI WATERS**

1. **Initial Issue of Navigation Permit:**
   1. Use the application form in Annex 1 or get it from website (http://www.mtt.bh) or from the office of the Directorate of Marine Safety & Environment Protection (DMSEP) at Ports and Maritime Affairs (PMA) in Hidd.
   2. Fill in the application form. For ships which are involved in more than one project, an application form for each project should be filled.
   3. Submit the application form 7 working days before the ship is due to start operation, with a copy of the following documents to DMSEP:
      1. Letter from project owner confirming the contract to the applicant company/vessel
      2. Inward customs clearance.
      3. Working plan, it should include:
      * A short description about the project,
      * A schedule indicating when each major task will be started and when it will be completed and
      * Contact point of the project.
      1. Chart display the working area with geographic coordinates.
      2. Certificate of Registry.
      3. Safety certificates, as appropriate.
      4. International Oil Pollution Preventive Certificates and its supplement, as applicable in MARPOL 73/78, where applicable.
      5. Classification Certificate and its Supplement or General Condition Survey.
      6. Safe Manning Document, as applicable.
      7. Certificates and Endorsements for Master and Officers in accordance with STCW Convention, as appropriate.
      8. Ship’s crew list.
      9. Automatic Identification System (AIS) Test Report (recent).
      10. International Ship Security Certificate as per ISPS Code, as appropriate.
      11. Marine insurance cover certificate provided by a P&I Club or other insurance company (as appropriate). It shall cover third party liability as well as environmental pollution.
      12. Marine Sand Extraction License Certificate for dredger unit (as applicable) issued by the Directorate of Agriculture and Marine Resources..
      13. A recent picture of the vessel.
   4. DMSEP will acknowledge the reception of the application form and attached documents.
   5. DMSEP will verify the submitted documents and inspect the ship as necessary.
   6. The Navigation Permit will be issued within 3 working days from the date of accepting the complete submitted documents.
   7. The Navigation Permit shall remain valid under the following conditions:
      1. A maximum period of 12 months only or to the end of the project date, whichever comes first.
      2. The validity of the submitted documents stated in the application form.
      3. The general condition of the vessel is maintained in satisfactory condition through the entire working period.
      4. Vessel shall not be outside Bahraini waters for more than 6 months continuously
   8. A fee of BD 500 will be charged for each Navigation Permit, as stated in Ports and Maritime Tariff (2.10 Miscellaneous Marine Services, Foreign Navigation Authorization) issued in March 2014.
2. **Extend The Validity of Navigation Permit:**
   * 1. A request to extend the validity of a less than 1 year Navigation Permit will be considered by DMSEP when the subject project is extended beyond that.
   1. For extending the validity, a copy of the following documents should be submitted:
      1. Navigation Permit
      2. Working plan.
      3. Schedule of activities.
      4. Chart display the working area with geographic coordinates.
      5. Latest inward customs clearance.
   2. The validity of Navigation Permit will be extended within 3 working days from the date of accepting the complete submitted documents.
   3. The Navigation Permit shall remain valid under the same conditions listed in paragraph 1.7
   4. No fee to be charged to extend the validity of Navigation Permit up to the remaining time period of the 12 months.
3. **Renewal of Navigation Permit:** 
   1. Request for renewal of Navigation Permit will be considered by DMSEP when the permit is expired after one year from the date of issue.
   2. For the renewal of Navigation Permit, the same steps for initial issue of Navigation Permit would be followed.

**Annex 1**

**PORTS AND MARITIME AFFAIRS**

**APPLICATION FORM FOR NAVIGATION PERMIT**

**(For a Foreign Vessel Operating in Bahraini Waters)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Vessel** |  | | |
| **Name and Address of Owner** |  | | |
| **Name and Address of Agent in Bahrain** |  | | |
| **Ship Agent /Focal Person**  **Name, Mobile and E-mail** |  | | |
| **Port of Registry / Flag** |  | **Type of Vessel** |  |
| **Official Number** |  | **IMO Number** |  |
| **Gross Tonnage** |  | **Length overall** |  |
| **Number of Crew/ Passengers** |  | | |
| **Business Activity in Bahrain** |  | | |
| **Area of Activity** |  | | |

**Please attach the following documents with your application in a hard copy and on (CD):**

1. Inward customs clearance
2. Letter from project owner confirming the contract to the applicant company/vessel.
3. Working plan, it should include: a short description about the project, a schedule indicating when each major task will be started and when it will be completed and contact point of the project
4. Working area with geographic coordinates and chart.
5. Certificate of Registry.
6. Safety certificates, as appropriate.
7. International Oil Pollution Preventive Certificates and its supplement, as applicable in MARPOL 73/78, where applicable.
8. Classification Certificate and its Supplement or General Condition Survey.
9. Safe Manning Document, as applicable.
10. Certificates and Endorsements for Master and Officers in accordance with STCW Convention, as appropriate.
11. Ship’s crew list.
12. Automatic Identification System (AIS) Test Report (recent).
13. International Ship Security Certificate as per ISPS Code, as appropriate.
14. Marine insurance cover certificate provided by a P&I Club or other insurance company (as appropriate). It shall cover third party liability as well as environmental pollution.
15. License of sand dredging from Directorate of Agriculture and Marine Resources.
16. A recent picture of the vessel.