



**Gibraltar Port Authority**  
**Conditions for the Issue of a Port Operator License**

**MOORING LICENCE**

- 1) Every application should be sent to the Authority so as to reach not less than eight weeks before the date on which the applicant desires the Licence, Re – Licence , Re – Registration or amendment applied for to take effect.
- 2) Application must be submitted with evidence that a notice has been published in the Gazette and in one newspaper no later than 21 days before the date fixed by the GP A to consider the application
- 3) i) The operator must be a fit and proper person, or if the applicant is a company or a partnership, the directors and shareholders or the partners as the case may be, are fit and proper persons to carry on the business.  
ii) The operator must produce letters from two referees who are aware of or are involved in shipping, stating that the applicant is a fit and proper person for the business in which he wished to engage.
- 4) The operator must have available financial and managerial resources appropriate to the business.
- 5) The operator must produce a letter from his bank confirming he is a client in whom they have full confidence.
- 6) The operator has complied with statutory requirements in respect of the commencement of the business and now complies with statutory requirements in respect of the operation of the business.
- 7) The operator will, by his registration, contribute to the efficiency and viability of the Port and ensure continuity of service.
- 8) The operator must demonstrate his knowledge of ship 'Mooring' work specifically, as opposed to knowledge of 'shipping' generally.
- 9) Persons employed by the Operator must be registered with the Employment and Training Board and fulfil all legal obligations in respect of pay, -tax and social Insurance.
- 10) Prior to the issue of a licence, the applicant must produce documentary evidence to the satisfaction of the Chief Executive of the Gibraltar Port Authority that insurance has been taken out against both personal injury and damage to vessels or property.
- 11) Suitable clothing, footwear and equipment, which must meet statutory, health and safety requirements, must be worn at all times during operations. This must take account of the safety of the individual and those working nearby. The overall image of the Port must not be compromised in any way. In this connection, it is preferred that employees should wear a uniform that has been approved by the Chief Executive of the Gibraltar Port Authority.
- 12) Employees must be present at least fifteen minutes prior to the estimated time of arrival/departure of the vessel.
- 13) The operator must abide by the Port Rules and the authority of the Captain of the Port.
- 14) If the Chief Executive of the Gibraltar Port Authority believes that any of the above conditions are not met to his satisfaction, he may suspend or withdraw a licence at any time.
- 15) The Port Authority must be informed of any proposed increases in fees in advance and sufficient justification for such increases be made.



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- 16) A Port Operator Licence holder must settle all port dues, levies and fees within 30 days of billing, and in default, the licence may be suspended or revoked.
- 17) A port operator may only carry out activities within the Port for the class or classes of activities for which he is licensed
- 18) A Port Operator Licence is valid for twelve months and must be renewed annually.
- 19) A Port Operator shall, within seven days of being notified that he has been licensed or re – licensed by the Authority ,send to the Authority such particulars as may be prescribed in respect of all appropriate Port Workers employed by him with an application that they be registered or re-registered as Port Workers
- 20) a) Charges for Port Operations:
- i) On first registration as a Port Operator, for an operator first registered after 3 May 2001 a one off fee of - £ 1,000
  - ii) An Annual Re- Registration fee as a Port Operator of - £ 100
  - iii) An Annual fee for a Mooring Licence of - £ 1, 000
- b) Fees for registration and re – registration of Port Workers:
- i) Annual fee for Registration of a Port Worker - £ 2
  - ii) Annual fee for Re - Registration of a Port Worker - £ 2
- c) Fees for Certificates and licenses:
- i) Fees for the Issue or Renewal of a certificate of registration as a Port Operator - £ 5
  - ii) Fee for the Issue or Renewal of a certificate of registration as a Port Worker - £ 5
  - iii) Fee for the Issue of a duplicate certificate - £ 5
  - iv) Fee for the Endorsement of a certificate of registration - £ 5
  - v) Fee for the Amendment of a certificate of registration - £ 5
- d) Fees for Inspection and Copies:
- i) Fee for Inspection of a licence - £ 10
  - ii) Fee for a certified copy of a licence or certificate - £ 5
  - iii) Fee for inspection of an application - £  
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  - iv) Fee for a copy of an application - £ 5

20) The Chief Executive of the Gibraltar Port Authority reserves the right to amend the conditions for issue of a



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Port Operator Licence at any time.

**Guide to Port Applications Requirements**  
**MOORING LICENCE**

**YES      NO**

Application must be submitted as shown in Form 2		
Application must be signed either by individual applying for Licence, or if body corporate, by an authorised individual.		
Application must be accompanied by the fee		
Application must be received no less than 8 weeks before the date of its start, renewal or amendment.		
A new application must be submitted with evidence that a notice has been published in the Gazette and in one newspaper no later than 21 days before the date fixed by the GP A to consider the application.		
<b><i>Specific details to this Application:</i></b>		
a) Does the applicant have available to him, adequate staffing, plant and equipment necessary (in the opinion of the GP A) for the safe and professional carrying on of the business? Evidence to be attached.		
b) Is the applicant a fit and proper person (or persons in the case of a company)? Evidence of two referees letter - Stating applicant is fit and proper person for the business.		
c) Does the applicant have available the financial and managerial resources appropriate to the business? Evidence to be attached		
d) Practical evidence and examples of Mooring work		
e) Company Organogram including individuals nominated to undertake the Mooring operations.		
f) Certificate of good standing from Registry of Companies, full details of all Directors and Shareholders, as well as a full set of audited accounts		
g) Employment and training board details		
h) Evidence of Insurance		