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

LICENCE FOR ANY ACTIVITY NOT SPECIFICALLY COVERED

1) Every application should be sent to the Gibraltar Port Authority (hereinafter referred to as the GPA) 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) An 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 GPA to consider the application

3) a) The applicant 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.

   b) The applicant must produce letters from two referees who are aware of or are involved in the relevant operation, stating that the applicant is a fit and proper person for the business in which he wishes to engage.

4) The applicant must have available financial and managerial resources appropriate to the business.

5) The applicant 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.

6) The applicant must submit documentary evidence to the Captain of the Port of the GPA copies of any pertinent licences for the purpose of operating a business in Gibraltar.

   (a) The applicant must maintain suitable premises and warehousing appropriate to his business in Gibraltar.

   (b) The applicant must supply the Captain of the Port of the GPA with full details of any plant and equipment which will be used for carrying out the business.

   (c) Only vehicles owned and operated by the applicant will be given access to the restricted areas of the Port for the purpose of the business of the applicant.

7) The applicant will, by his registration, contribute to the efficiency and viability of the Port and ensure continuity of service.

   (a) The applicant must provide the Captain of the Port of the GPA with full details of the number of staff employed and their duties, and the Captain of the Port must be satisfied that the staff complement is adequate for carrying out the business.

   (b) The applicant must provide the Captain of the Port of the GPA a full and detailed business plan on how new business is to be generated by his/their engagement as a Port Operator in the Port of Gibraltar.

   (c) The applicant must demonstrate his knowledge of the relevant “Port Operations” work specifically, as opposed to knowledge of 'shipping' generally.

   (d) The applicant must further provide a Certificate of Good Standing from the Registry of Companies, full details of all Directors and Shareholders, as well as a full set of audited accounts.

8) Persons employed by the applicant must be registered with the Employment and Training Board and fulfil all legal obligations in respect of pay, tax and social insurance.

9) Prior to the "issue of a licence, the applicant must produce documentary evidence to the satisfaction of the Captain of the Port of the GPA that insurance has been taken out against both personal injury and damage to vessels or property.

10) The applicant must abide by the Port Rules and the authority of the Captain of the Port at all times.

11) If the Captain of the Port of the GPA believes that any of the above conditions are not met to his satisfaction, he may suspend or withdraw a licence at any time

12) 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.

13) A Port Operator Licence is valid for twelve months and must be renewed annually.

14) The Captain of the Port of the GPA reserves the right to amend the conditions for issue of a Port Operator Licence at any time.

15) a) Charges for Port Operations:

1	On first registration as a Port Operator, for an operator first registered after 3 May 2001 a one-off fee	£ 1,207.00
2	An Annual Re- Registration fee as a Port Operator	£ 120.50
3	An Annual fee for a Port Operator Licence	£ 1,207.00

(b) Fees for registration and re – registration of Port Workers:

1	Annual fee for Registration of a Port Worker	£ 3.00
2	Annual fee for Re - Registration of a Port Worker	£ 3.00

(c) Fees for Certificates and licenses:

1	Fees for the Issue or Renewal of a certificate of registration as a Port Operator	£ 6.50
2	Fee for the Issue or Renewal of a certificate of registration as a Port Worker	£ 6.50
3	Fee for the Issue of a duplicate certificate	£ 6.50
4	Fee for the Endorsement of a certificate of registration	£ 6.50
5	Fee for the Amendment of a certificate of registration	£ 6.50

(d) Fees for Inspection and Copies:

1	Fee for Inspection of a licence	£ 12.00
2	Fee for a certified copy of a licence or certificate	£ 6.50
3	Fee for inspection of an application	£ 6.50
4	Fee for a copy of an application	£ 6.50

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GUIDE TO PORT APPLICATIONS REQUIREMENTS RE LICENCE FOR ANY ACTIVITY NOT SPECIFICALLY COVERED

	YES	N0
Application must be submitted on 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 GPA to consider the application.		
***Specific details to this Application**:*		
a) Does the applicant have available to him, adequate premises in or near the Port, which (where appropriate) are approved by the Collector of Customs under the provisions of the Imports and Exports Ordinance? Evidence to be attached.		
b) Does the applicant have available to him, adequate staffing, plant and equipment necessary (in the opinion of the GPA) for the safe and professional carrying on of the business? Evidence to be attached.		
c) 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.		
d) Does the applicant have available the financial and managerial resources appropriate to the business? Evidence to be attached.		
e) Has the applicant complied with statutory requirements in respect of the commencement and the operation of the business?		
f) Company Organogram including individuals nominated to undertake Relevant operations.		
g) Referees letter		
h) Practical evidence of relevant Port operations work		
i) Business plan		
j) Examples of relevant Port operations work		
k) Certificate of good standing from Registry of Companies, full details of all Directors and Shareholders, as well as a full set of audited accounts		
l) Employment and training board details		
m) Evidence of Insurance		
n) Copies of any Pertinent Licences		