Client Procedure (CP) for Renewal of Aid to Navigation Deployment Approval

PCFC- Entity (Business Unit) Name	:	Dubai Maritime Authority
Department Name	:	Marine Operations
Section Name	:	VTS & Navigational Services.
Document Reference Number	:	PCFC-DMA-MO-VTN-CP-07
Revision Number	:	00
Revision Date	:	January 2021
Classification:	:	Public

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1. Purpose and Objectives

The purpose of this procedure is to describe how the renewal of Deployment of Aids to Navigation are issued by the Marine Traffic Management Department within DMA.

The objective of this process is to keep all AtoN's in Dubai waters for safe navigation and to comply with IALA standards and as per Dubai Regulations.

2. Scope

This procedure covers applications requests for renewal of previously issued of AtoN for projects with less than 9 months approval in Dubai waters submitted by companies Licensed by Dubai Authorities.

Renewal will be done maximum of one year from the date of first issuance. If the intended renewal exceeds one year then the customer shall proceed with safe AtoN certification process.

Also will cover UAE nationals who need to apply for deployment of AtoN for the purposed of Fish Heaven and any research of AtoN within Dubai waters.

3. Definitions and Abbreviations

3.1	AtoN	:	Aids to Navigation
3.2	IALA	:	International Association of Marine Aids to Navigation and Light house Authorities
3.3	DMA	:	Dubai Maritime Authority.
3.4	MTM	:	Marine Traffic Management Department.

4. Procedure

4.1. Applying for AtoN Approval Certificate Renewal

4.1.1. Aids to Navigation Owner/Contractor shall fill the Application Form for Deployment of AtoN (DMA-MO-VTN-CF06a), and then submit the application form along with the valid Initial approval in the DMA offices or to MTM.DMCA@DMA.ae.

4.1.2. DMA will review if submitted trade license is valid and that there are no suspension/remark on the submitted license and accordingly:

- In case any of the above issues: DMA will request from customer for resolve the faces issue (by email or physically depend on the submission channels).

- In case no issues found, DMA will issue a payment advice for the customer to pay (in case application is submitted through email, the payment advice will be received by email as well with the payment link while customer may settle the payment online).

4.1.3. Customer need to settle the payment and send a copy of the payment receipt in case email submission only

4.2. Application Review

4.2.1. Once the payment is settled for the manual submission OR once the payment receipt is sent to DMA for email submission, DMA will review the application.

4.2.2. According to the performed revision, DMA will:

- Approve: once the application complies with all requirements, DMA will send the copy of AtoN Approval Certificate (DMA-MO-VTN-SF06a).

- Reject: in case of non-compliance/ change in plan, DMA will send email to customer explaining the reason for rejection.

Note: AtoN Approval Certificate expiry is the same as the project NOC expiry.

4.2.3. DMA will conduct an inspection on the location and accordingly before issuance of the Renewal:

- If comments/ unsatisfactory inspection result: DMA will communicate the comments with timeframe for rectification, customer is required to comply with rectification actions as per the provided timeframe and notify DMA-MO upon rectification completion.

- If satisfactory inspection result: DMA will request the customer to submit the previously issued AtoN Approval Certificate.

4.2.4. Upon satisfactory completion of inspection the Renewal certificate will be issued from the date of previous certificate expiry (if expired) or DMA will is issue the certificate as current date.

5. Service Completion Time

	Service	Completion Time
5.1	Generate the payment advice/ request for remarks closure (from the time of receiving the application)	1 Working day
5.2	issue the AtoNs Deployment Approval Certificate/ request for more information (from the date of payment settlement) (from the date of inspection)	2 Working days
5.3	Conduct inspection and notify inspection results	7 Working days

6. Service Fees*

	Service	Fees (AED)
6.1.	Issuance of approval for installing up to (5) Aids to Navigation (AtoN) for one month.	3000
6.2.	Issuance of approval for installing up to (5) Aids to Navigation (AtoN) for three months.	5000
6.3.	Issuance of approval for installing up to (5) Aids to Navigation (AtoN) for six months.	8000
6.4.	Issuance of approval for installing up to (5) Aids to Navigation (AtoN) for nine months.	10000
6.5.	Issuance of approval for installing up to (5) Aids to Navigation (AtoN) for one year.	15000
6.6.	Issuance of approval for installing up to (5) Aids to Navigation (AtoN) for more than one year.	20000

6.7.	Issuance of approval for installing up to (10) Aids to Navigation (AtoN) for one month.	5000
6.8.	Issuance of approval for installing up to (10) Aids to Navigation (AtoN) for three months.	10000
6.9.	Issuance of approval for installing up to (10) Aids to Navigation (AtoN) for six months.	15000
6.10.	Issuance of approval for installing up to (10) Aids to Navigation (AtoN) for nine months.	20000
6.11.	Issuance of approval for installing up to (10) Aids to Navigation (AtoN) for one year.	30000
6.12.	Issuance of approval for installing up to (10) Aids to Navigation (AtoN) for more than one year.	40000
6.13.	Issuance of approval for installing up to (15) Aids to Navigation (AtoN) for one month.	7000
6.14.	Issuance of approval for installing up to (15) Aids to Navigation (AtoN) for three months.	12000
6.15.	Issuance of approval for installing up to (15) Aids to Navigation (AtoN) for six months.	18000
6.16.	Issuance of approval for installing up to (15) Aids to Navigation (AtoN) for nine months.	23000
6.17.	Issuance of approval for installing up to (15) Aids to Navigation (AtoN) for one year.	35000
6.18.	Issuance of approval for installing up to (15) Aids to Navigation (AtoN) for more than one year.	45000
6.19.	Issuance of approval for installing up to (20) Aids to Navigation (AtoN) for one month.	10000
6.20.	Issuance of approval for installing up to (20) Aids to Navigation (AtoN) for three months.	15000

6.21.	Issuance of approval for installing up to (20) Aids to Navigation (AtoN) for six months.	20000
6.22.	Issuance of approval for installing up to (20) Aids to Navigation (AtoN) for nine months.	25000
6.23.	Issuance of approval for installing up to (20) Aids to Navigation (AtoN) for one year.	40000
6.24.	Issuance of approval for installing up to (20) Aids to Navigation (AtoN) for more than one year.	50000
6.25.	Issuance of approval for installing more than (20) Aids to Navigation (AtoN) for one month.	15000
6.26.	Issuance of approval for installing more than (20) Aids to Navigation (AtoN) for three months.	20000
6.27.	Issuance of approval for installing more than (20) Aids to Navigation (AtoN) for six months.	25000
6.28.	Issuance of approval for installing more than (20) Aids to Navigation (AtoN) for nine months.	30000
6.29.	Issuance of approval for installing more than (20) Aids to Navigation (AtoN) for one year.	50000
6.30.	Issuance of approval for installing more than (20) Aids to Navigation-AtoN for more than one year.	60000

* Extra 10 AED for innovation fees and 10 AED Knowledge fees will be required.

7. Related Forms

7.1   DMA-MO-VTN-SF06a Deployment Approval Certificate.

7.2   DMA-MO-VTN-CF06a Application Form for Deployment of AtoN.

8. Applicable References and Regulations

8.1 Law No (11) of 2010 Concerning Licensing of Maritime Vessels in the Emirate of Dubai.

8.2 Law No 63 of 2016 Concerning Aids to navigation in the Emirate of Dubai

8.3 Resolution No. 8 of 2017 regarding navigation aids in the Emirate of Dubai; 7 (Deployment approval)

9. Process Workflow

Renewal of AtoN Deployment Approval

Input	Customer	DMA	Output

Input:
1. Application Form for Deployment of AtoN.
2. Valid Initial approval

Customer flow:
- Start
- V
- Fill the proper application and submit required Doc.
- Solve the issue
- Settle the payment and notify DMA for manual submission
- Submit the required information by email
- Proceed for deployment
- Send notification email upon completing the deployment
- Ensure rectification is conducted and send notification email to DMA
- Submit certificate copy

DMA flow:
- Any remarks/ suspension on the license — Yes / No
- Notify customer with issue
- Generate payment advice
- V
- Review the submission
- Review result — More info. / Approve
- Request the required information from customer by email
- Send rejection justification to customer through email
- A
- Send certificate copy to customer by email
- V
- Conduct inspection visit
- Satisfactory inspection result — No / Yes
- Assign rectification timeframe and send to customer
- Request customer to submit the certificate copy
- Stamp the certificate and send it to customer
- V
- A
- End

Output:
Deployment Approval Certificate