

"ഭരണഭാഷ- മാതൃഭാഷ"



കേരള സർക്കാർ

സംഗ്രഹം

മത്സ്യബന്ധന തുറമുഖ വകുപ്പ്- പ്ലോട്ടിംഗ് റെഗുലേഷൻ, പ്ലോട്ടിംഗ് ജെട്ടീസ് ബ്രിഡ്ജസ് പോലെയുള്ള നിർമ്മിതികൾക്ക് രജിസ്ട്രേഷൻ, ലൈസൻസ് എന്നിവ നൽകുന്നതിലേയ്ക്കായി ഗൈഡ് ലൈൻ അംഗീകരിച്ച് ഉത്തരവാകുന്നു

### മത്സ്യബന്ധന തുറമുഖ (ഇ) വകുപ്പ്

സ.ഉ.(സാധാ) നം.478/2025/F&P തീയതി, തിരുവനന്തപുരം, 04-07-2025

- പരാമർശം:-
1. സ.ഉ(കെ) 8/2024/മതുവ തീയതി 28/3/2024
  2. കേരള മാരിടൈംബോർഡ് ചീഫ് എക്സിക്യൂട്ടീവ് ഓഫീസറുടെ 09/06/2025 ലെ HOKMB-TVM/10/23-B3 നമ്പർ കത്ത്

### ഉത്തരവ്

ഉൾനാടൻ ജലഗതാഗത നിയമം 2021-ൽ ഉൾപ്പെടാത്ത പ്ലോട്ടിംഗ് റെഗുലേഷൻ പോലുള്ള ഇനങ്ങളുടെ സർവ്വേ രജിസ്ട്രേഷൻ തുടങ്ങിയ പ്രവർത്തികൾ നിർവ്വഹിക്കുന്നതിന് കേരള മാരിടൈംബോർഡിനെ ചുമതലപ്പെടുത്തി പരാമർശം (1) പ്രകാരം ഉത്തരവ് പുറപ്പെടുവിക്കുകയുണ്ടായി.

2. പ്ലോട്ടിംഗ് റെഗുലേഷൻ, പ്ലോട്ടിംഗ് ജെട്ടീസ് ബ്രിഡ്ജസ് പോലെയുള്ള പ്രവർത്തികൾ, ഉൾനാടൻ ജലാശയത്തിൽ ഉണ്ടാക്കുന്ന കോട്ടേജ്സ് റെഗുലേഷൻ പോലെയുള്ള നിർമ്മിതികൾക്കും ഇത്തരത്തിൽ അനുമതിയും സർവ്വേയും ആവശ്യമാണ് എന്ന് കണ്ടെത്തിയതിനെത്തുടർന്ന് ഈ മൂന്ന് വിഭാഗങ്ങൾക്കും അനുമതി നൽകുന്നതിനും കൃത്യമായി ഇടവേളകളിൽ ഇവ സർവ്വേ ചെയ്യുന്നതിനും പരിശോധന നടത്തുന്നതിനുമുള്ള പ്രത്യേക മാർഗനിർദ്ദേശങ്ങൾക്ക് അംഗീകാരം നൽകണമെന്ന് കേരള മാരിടൈംബോർഡ് ചീഫ് എക്സിക്യൂട്ടീവ് ഓഫീസർ പരാമർശം (2) പ്രകാരം അഭ്യർത്ഥിക്കുകയുണ്ടായി.

3. സർക്കാർ ഇക്കാര്യം വിശദമായി പരിശോധിക്കുകയും അനുബന്ധമായ ചേർത്തിരിയ്ക്കുന്ന Guidelines for Survey and Registration of Civil Structures including cottages and restaurants in the inland waters , Survey and Registration of Floating Jetties, Floating Bridges and other Floating Objects in the inland waters, Survey and Registration of Non-mechanically propelled Floating Restaurant and Floating Cottage in the inland waters എന്നിവ അംഗീകരിച്ച് ഉത്തരവാകുന്നു.

(ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം)

ശ്യാം ടി കെ

ജോയിന്റ് സെക്രട്ടറി

ചീഫ് എക്സിക്യൂട്ടീവ് ഓഫീസർ, കേരളമാരിടൈംബോർഡ്

പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (ആഡിറ്റ്), കേരള, തിരുവനന്തപുരം

അക്കൗണ്ടന്റ് ജനറൽ (എ&ഇ), കേരള, തിരുവനന്തപുരം

ഇൻഫർമേഷൻ ഓഫീസർ, ഐ & പി ആർ ഡി, വെബ് & ന്യൂ മീഡിയ(സർക്കാർ വെബ് സൈറ്റിൽ  
പ്രസിദ്ധീകരിക്കുന്നതിനായി)  
കരുതൽ ഫയൽ/ഓഫീസ് കോപ്പി

ഉത്തരവിൻ പ്രകാരം

Signed by

Anitha R S

Date: 04/07/2025 11:14:17

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**Guidelines for Survey and Registration of Non-mechanically propelled Floating  
Restaurant and Floating Cottage in the inland waters**

The following guidelines are issued for survey and registration of non-mechanically propelled floating restaurants and floating cottages in the inland waters.

**CHAPTER 1  
PRELIMINARY**

1. **Short title .-** These guidelines may be called the Guidelines for survey and registration of Non-mechanically propelled floating restaurants and floating cottages in the inland waters.
2. **Definitions.-**
  - (a) “area of operation” means the place where floating restaurant or floating cottage is permitted to operate in the inland waters where the water current is moderate;
  - (b) “board” means the Kerala Maritime Board established under section 3 of the Kerala Maritime Board Act, 2017 (16 of 2017);
  - (c) “capacity of the floating restaurant or floating cottage” means the maximum number of persons that can be permitted inside the floating restaurant or floating cottage at a time, including the staff;
  - (d) “defined parameters” means the parameters including civil, electrical, mechanical, naval, fire safety, pollution, marine etc for the construction/ setting up / design / installation of the floating restaurant or floating cottage;
  - (e) “designated authority” means the Kerala Maritime Board established under section 3 of the Kerala Maritime Board Act, 2017 (16 of 2017) will be the designated authority for registration, survey, enforcing and certifying the area of operation etc. of the non-mechanically propelled floating restaurant or floating cottage;

(f) “floating cottage” means a non-mechanically propelled floating cottage with or without upper docks which is floating in the inland water and is moored or anchored and which is not towed using another mechanically propelled vessel during its operation;

(g) “floating restaurant ” means a non-mechanically propelled floating restaurant with or without upper docks which is floating in the inland water and is moored or anchored and which is not towed using another mechanically propelled vessel during its operation;

(h) “Form” means a Form appended to these guidelines;

(i) “Government” means the Government of Kerala;

(j) “inland water” means the inland water area declared by the Government by notification under section 4 of the Inland Vessels Act , 2021 (Central Act 24 of 2021);

(k) “owner of the floating restaurant or floating cottage” means the owner of the floating restaurant or floating cottage, which includes a company, a partnership firm, Government agency, or any other firm/organisation constituted as per the existing laws;

(l) “port of registry” means the port of registry notified under 20 of the Inland Vessels Act,2021(Central Act 24 of 2021);

(m) “Registering Authority” means an officer appointed as Registrar of Inland Vessels under clause (b) of section 1 of the Inland Vessels Act,2021 (Central Act 24 of 2021);

(n) “State” means the State of Kerala;

(o) “survey” means the detailed inspection of the floating restaurant, or floating cottage conducted by the surveyor as per the time schedule given in these guidelines;

(p) “surveyor” means a person appointed as surveyor under section 10 of the Inland Vessels Act,2021 (Central Act24 of 2021).

**CHAPTER 2**  
**PORTS OF REGISTRY**

1. **Port of registry.**- Each application for survey and registration of a floating restaurant or floating cottage shall be submitted by the owner of the floating restaurant or floating cottage in the port of registry concerned.
2. **Notified port of registries.**-The following are the 6 port of registries notified under the Inland Vessels Act,2021(Central Act, 24 of 2021), namely:-

(i) Azhikkal Port	Kannur, Kasargod
(ii) Beypore Port	Kozhikode, Wayanad, Palakkad, Malappuram
(iii) Munambam Kodungallur Port	Thrissur, Idukki, Ernakulam
(iv) Alappuzha Port	Kottayam, Alappuzha
(v) Kollam (Thangassery) Port	Kollam, Pathanamthitta
(vi) Vizhinjam Port	Thiruvananthapuram

## CHAPTER 3

### APPLICATION FOR CONSTRUCTION

***Application for prior approval of construction.-*** (1) The owner shall apply in Form No 1 seeking prior approval for the construction of the floating restaurant or floating cottage along with relevant documents before the port of registry. The application shall contain the following documents, namely:-

- (i) Drawing and design of the floating jetty/floating bridge/floating object prepared by a qualified naval architect empanelled by the designated authority.
- (ii) Details of the builder.
- (iii) Area of operation with Zone.
- (iv) Permission/NOC from the Local Self Government Institution (LSGI) concerned for operation of the floating restaurant or floating cottage.
- (v) Intended usages with specific layout.
- (vi) Carrying capacity of the floating restaurant or floating cottage.
- (vii) Details of fee remitted.
- (ix) Details of mooring and securing arrangements viz; anchors, winches, bollards, mooring rope, access/gangway, navigation lights, anchoring light, CCTV etc.

(2) Upon receipt of the aforesaid application, the Port Conservator of the port of registry shall conduct a site visit of the proposed site for inspecting the site and recommend to the Registering Authority for according prior approval for the construction of the floating restaurant or floating cottage if requisite parameters are complied with.

(3) The Registering Authority shall issue prior approval for the construction and entrust the surveyor or naval architect to oversee the construction and documents shall also be handed over to the surveyor or naval architect..

(4) Once the prior approval is received, the owner shall submit the following details to the surveyor or naval architect before the commencement of construction, namely:-

(i) Drawings or schematics of the floating restaurant or floating cottage including hull design, layout safety systems and any specialized features especially, kitchen or dining area.

(ii ) The details of materials to be used in construction.

(iii) The details of life-saving appliances, fire safety equipment, and emergency protocols.

(iv) Pollution control measures and equipment thereon.

(5) The surveyor or naval architect shall ensure the stability and buoyancy and after verifying the details submitted by the applicant shall give necessary sanction for starting the construction. If necessary, specific conditions may be specified while giving sanction.

(6) The surveyor shall inspect the floating restaurant or floating cottage at the following stages, namely:-

(i) at the time of keel laying;

(ii) after the completion of hull; and

(iii) after the completion of the deck.

## CHAPTER 4

### SURVEY

**1. *Application for survey.***- (1) Once the construction of a floating restaurant or floating cottage is completed, the owner shall submit the application for survey in Form No. 2 before the Registering Authority.

(2) The Registering Authority shall depute another surveyor or naval architect for examining the structural strength and safety of the floating restaurant or floating cottage.

(3) The owner of a floating restaurant or floating cottage shall provide all the facilities to the surveyor or naval architect and he shall disclose all the details regarding the floating restaurant or floating cottage. If any of the details required under the guidelines sought for by the surveyor or naval architect is concealed willfully or not provided based on request, survey shall not be conducted.

(4) Along with the structural strength and safety, the surveyor or naval architect shall also ensure that other matters as per the defined parameters especially the following matters are complied, namely:-

**A. Structural Integrity**

- (i) Hull inspection;
- (ii) Deck and superstructure;

**B. Stability and buoyancy**

- (i) Stability test;
- (ii) Weight distribution;



C. Safety and emergency system evaluation

(i) Lifeboats and life rafts;

(ii) Lifejackets;

D. Evacuation route

(i) Escape route: Emergency exits and evacuation routes must be clearly marked and unobstructed and to ensure that they are designed to allow quick evacuation in case of emergency;

(ii) Passenger safety: Emergency protocols for handling medical emergency, fire or other disaster;

E. Water and waste management system

(i) Waste disposal; To ensure that there should have proper waste management system, waste disposal, sewage management, trash handling equipment and to ensure that compliance of environmental regulations;

(ii) Bile pump and drainage: To ensure that proper system for removing excess water from the hull;

(iii) Availability of certificate from the Local Self Government Institution on disposal of waste;

F. Electrical equipments and wiring

G. Operational compliance inspection

(i) Passenger capacity and safety;

- (ii) Crew certification;
- (iii) Food safety licence;
- (iv) Fire safety equipment;
- (v) Mooring and securing arrangement;

(5) If during survey, any deficiencies are observed, the same shall be notified to the owner for rectifications within the time limit stipulated therein.

(6) After completion of the survey, if the surveyor or naval architect is satisfied that all the defined parameters have been complied, he shall issue a certificate of survey in Form No. 3.

(7) The survey certificate shall contain the maximum carrying capacity of the floating restaurant or floating cottage at a time.

(8) The validity of the survey certificate shall be for a period of three (3) years for the first twelve (12) years and two (2) years after twelve (12) years.

**2. Renewal of survey:-** (1) The owner shall apply for renewal of survey at least sixty (60) days before the expiry of the certificate

(2) The owner shall not use the floating restaurant or floating cottage without a formal extension approved by the surveyor which is a maximum of thirty (30) days from the date of expiry.

(3) The surveyor shall conduct the first underwater inspection of the floating restaurant or floating cottage during the third survey. After twelve (12) years, underwater inspection shall be conducted in each two (2) years.

(4) The survey certificate in each stage shall be issued only after complying with all the correctional measures.

(5) The first dry docking shall be conducted after fifteen (15) years from the date of construction and thereafter dry docking shall be conducted once in every ten (10) years.

(6) While conducting underwater inspection, if the surveyor is satisfied that there are deficiencies and immediate dry docking is necessitated, he shall inform the Registrar of Inland Vessels.

(7) The Registrar of Inland Vessels shall give direction to another surveyor for conducting dry docking.

## **CHAPTER 5**

### **REGISTRATION**

1. *Application for registration.*- (1) The owner shall apply to the Registering Authority, for the registration of a floating restaurant or floating cottage in Form No.4 along with the survey certificate and insurance policy.

(2) The insurance policy shall cover the liability that may be incurred by the insured in respect of death or bodily injury to any person including the staff.

(3) Upon receipt of all the requisite documents, if the Registering Authority is satisfied that all the provisions in the guidelines have been complied with he shall issue registration number for the floating restaurant or floating cottage in the following format, namely:-

“ KL-(CS)- port of registry code-registration number (4 digits)- year of registration (last 2 digits)”

(4) The owner shall produce the insurance certificate with registration number allotted by the Registering Authority endorsed in it.

(5) The Registering Authority shall immediately upon receipt of the insurance certificate issue the registration certificate of the floating restaurant or floating cottage in Form No.5.

(6) The registration certificate shall be valid for a period of fifteen (15) years initially and for ten (10) years after the completion of the initial period of fifteen (15) years.

2. ***Display of registration certificate.***- (1) The owner shall display the certificate of registration in a prominent place in the entrance so that the person entering the floating restaurant or floating cottage shall be able to view the same on the entry point itself.

(2) The registration number shall be etched or written on a board and displayed at the entrance of the floating restaurant or floating cottage in a convenient place.

(3) The registration number could be viewed clearly from outside.

(4) Life saving appliances and their availability shall also be displayed in a prominent place.

## **CHAPTER 6**

### **MODIFICATION AND CONVERSION**

1. ***Application for modification of a floating restaurant or floating cottage.***- (1) If the owner of the floating restaurant or floating cottage desires to undertake any

structural modifications, the same shall be done only with the prior approval of the Registering Authority.

(2) The application for modification, along with the drawings and fees shall be submitted to the Registering Authority in Form No.6 well in advance.

(3) Upon receipt of the application, the Registering Authority shall refer the application to the surveyor for verification.

(4) The surveyor shall inspect the floating restaurant or floating cottage and if any major modification that affects the safety of the floating restaurant or floating cottage is proposed, the survey procedure for checking the safety of the same shall be carried out as stipulated in these guidelines.

(5) The details of modifications so affected shall be entered in the survey certificate only after completing the aforesaid formalities.

(6) If the application is only for minor modifications and which will not affect the structural safety and stability of the same shall be undertaken with the approval of the Registering Authority based on the recommendation of the surveyor.

(7) The details of modification carried out shall be entered in the register maintained for the same by the Registering Authority.

**2. *Application for conversion of existing floating restaurant, or floating cottage.-***

(1) The application for permission to convert the existing floating restaurant, or floating cottage shall be submitted to the Registering Authority in Form No. 7.

(2) Along with the application the applicant shall produce the proposed drawings of conversion, approval from the Local Self Government Institution concerned and details of fee remitted.

(3) The Registering Authority shall deploy a surveyor to oversee the construction.

(4) Upon completion of survey procedures, the surveyor shall issue a survey certificate to the applicant and a copy of the same shall be forwarded to the Registering Authority also.

(5) The applicant shall submit an application for registration of such details of conversion to the Registering Authority with the details of fees remitted also.

(6) The Registering Authority, prior to the issuance of registration certificate shall ensure that all the procedures for conversion have been complied by the applicant as per the guidelines.

(7) The Registering Authority shall enter the details of conversion so carried out in the register maintained for the same.

(8) The applicant shall observe all the formalities as contemplated in these guidelines and directions issued by the surveyor and the Registering Authority.

## **CHAPTER 7**

### **EXISTING FLOATING RESTAURANTS AND FLOATING COTTAGES**

*Registration of existing floating restaurant and floating cottage*(1) All the existing floating restaurants and floating cottages shall be registered before the Registering Authority within 120 days from the date of issue of these guidelines.

(2) The application for registration in Form No.8 shall be submitted to the Registering Authority along with the following details, namely;-

(i) Drawing and design of the floating restaurant, or floating cottage prepared by a qualified naval architect;

(ii) Latest survey certificate (if available);

(iii) Licence from the Local Self Government Institution concerned;

- (iv) Details of materials used for the floating restaurant or floating cottage;
  - (v) Life saving appliances and Fire fighting appliances status;
  - (vi) Details of fee remitted; and
  - (vii) Details of licence or sanction previously issued by any other authority.
- (3) On receipt of application, the Registering Authority shall entrust the surveyor to survey the floating restaurant or floating cottage.
- (4) The surveyor shall conduct the survey based on the request of the owner and after ensuring that it is constructed as per the defined parameters, the certificate of survey shall be issued in Form No. 9.
- (5) The owner shall submit a formal application for registration in Form No 10 along with necessary documents and fees as stipulated in these guidelines.
- (6) The Registering Authority after verification of the documents and complying with all the procedures as stipulated in these guidelines shall issue the registration certificate to the owner.
- (7) All the instructions applicable for the display of the registration certificate shall be complied by the owner after the receipt of the registration certificate.
- (8) Underwater inspection of such floating restaurant or floating cottage floating shall be conducted once in four (4) years and dry docking shall be once in ten (10) years.
- (9) All other provisions contained in these shall also be applicable to such floating restaurants and floating cottages.

## CHAPTER 8

### TRANSFER OF OWNERSHIP

***1. Application for transfer of ownership of floating restaurant or floating cottage.***- (1) The application for transfer of ownership of a floating restaurant or floating cottage shall be submitted to the Registering Authority in Form No.11.

(2) The following documents shall be submitted along with the application, namely;-

(i) The Registration Certificate (original)

(ii) Valid Survey Certificate (original)

(iii) Valid Insurance premium (original)

(iv) Sale deed (Notarised)

(v) Copy of Aadhaar

(vi) Details of Fee remitted

(3) Upon receipt of the application, the Registering Authority, after verification of the documents, shall approve the same and make necessary corrections in the register maintained for the same and issue a new registration certificate.

***2. Change of port of registry.***- (1) Where the owner desires to change the area of operation he shall submit an application to the Registrar of Inland Vessels through the port of registry concerned along with the No Objection Certificate from the Local Self Government Institution.

(2) On receipt of such an application, he shall issue an order directing the port of registry concerned to transfer all the documents in respect of such a floating restaurant or floating cottage to the new port of registry for further action in this regard.



## **Chapter 9**

### **POLLUTION AND WASTE MANAGEMENT**

*Procedures for prevention of pollution and waste management* , - (1) Every floating restaurant or floating cottage shall have the bio toilet facility..

(2) The surveyor shall ensure the availability of waste disposal systems and certify the same during survey procedure.

(3) The removal of the waste in periodical intervals shall be ensured by the owner and no liquid/solid waste shall be spilled in the inland waters.

(4) The owner of a floating restaurant or floating cottage shall make necessary arrangements in consultation with the Local Self Government Institution for the removal, discharge, recycling or management of different types of waste generated from floating restaurant or floating cottage.

(5) All documentary evidence showing disposal of waste shall be maintained and made available for inspection by the enforcement officials of the designated authority.

(6) Every floating restaurant or floating cottage shall comply all the requirements stipulated by the Kerala State Pollution Control Board.

## **CHAPTER 10**

### **LIFE SAVING APPLIANCES**

1. Life saving appliances , - (1) The owner of a floating restaurant or floating cottage shall ensure that an adequate number of (which is equivalent to the carrying capacity) life jackets and life rafts of good standard are kept in the floating restaurant or floating cottage while it is moored or anchored in the inland waters which is away from shore.

(2) If the same is moored or anchored alongside the shore, the same shall have such number of life jackets which is equal to the carrying capacity.

(3) Every floating restaurant or floating cottage shall have a minimum number of two (2) lifebuoy (self ignition light) for Port and Starboard of 10 meters on each deck.

(4) Every floating restaurant or floating cottage shall have an additional number of life jackets equivalent to 2.5% of the carrying capacity for infants (below 10 kg) and 10% of the capacity for the kids (above 15 kg).

(5) All the life saving appliances shall be kept in a prominent place accessible to all visitors and staff.

(6) Necessary instructions regarding the usage of life rafts, life jackets, life buoys and other life saving appliances shall be displayed in the floating restaurant or floating cottage.

**2. CCTV System.-** Appropriate CCTV system shall be installed for proper coverage of the movement of visitors or staff in the floating jetty, floating bridge or floating object.

**3. Fire fighting appliances.-** (1) Portable fire fighting appliances shall be placed in prominent places like kitchen, dining area and generator room (if available) depending upon the size of floating restaurant or floating cottage.

(2) Fire hose and fire pump shall be installed near the kitchen if there is an in-built-kitchen.

(3) Fire-resistant doors shall be installed in critical areas such as kitchen, engine room, and pass way.

(4) The doors shall be able to close automatically to prevent the spread of smoke or fire if there is an inbuilt kitchen.

(5) Escape route shall be clear and accessible and a plan to be displayed for the public.

(6) Gas cylinders (if used for cooking or heating) shall be securely stored in a ventilated area, and all connections shall be inspected regularly.

(7) Fire extinguishers shall be located near gas storage areas and emergency shut-off valves shall be easily accessible.

(8) Fuel tanks shall be secured and maintained properly and the area shall be kept clear of any combustibles.

(9) An evacuation plan shall be developed and prominently displayed in common areas showing,-

(i) the location of exit and muster station where passengers/visitors and crew gather in the event of fire;

(ii) escape route, location of fire extinguishers, alarms, and fire fighting equipment.

(10) A fire blanket shall be equipped with sufficient numbers in the kitchen.

## **CHAPTER 11**

### **CREW AND STAFF**

**Crew and staff.**- (1) Every floating restaurant or floating cottage shall have a minimum of the following number of employees who have undergone training for basic safety and rescue operations, namely:-

(i) if the carrying capacity is less than twenty ( 20) persons 2 ;

(ii) if the carrying capacity is between twenty (20) and forty (40) persons 3;

(iii) if the carrying capacity is between thirty (30) and fifty (50) persons 4;

(iv) if the carrying capacity is more than fifty (50) persons 5;

(2) The designated authority shall curate the training programme for the basic safety and rescue operations and he shall have the power to approve the training centres for such courses

(3) Under no circumstances a person below 18 years of age shall be employed either as a crew or staff of a floating restaurant or floating cottage.

(4) There shall be one employee in-charge of the floating restaurant or floating cottage.

## **CHAPTER 12**

### **MOORING AND SECURING**

***Mooring and securing.***- There shall be the following facilities in every floating restaurants and floating cottages namely,-

- A. Anchors:- Anchors with heaving/lowering mechanism (windlass/winches) shall be placed wherever required for anchoring in the inland waters for securing the floating restaurant or floating cottage.
- B. Winches:- Winches shall be placed on forward after part of the floating restaurant or floating cottage for securing the same to the jetty using mooring.
- C. Bollards:- Bollards shall be placed wherever necessary for making fast the floating restaurant or floating cottage to the jetty.
- D. Mooring rope:- Mooring rope shall be strong enough to secure the floating restaurant or floating cottage to the jetty.

- E. Access/Gangway:- Access/Gateway mechanism to be placed at a convenient point for the public to embark and disembark from the floating restaurant or floating cottage.
- F. CCTV:- CCTV system shall be installed for the coverage where legally permissible.
- G. Side railings:- Side railings shall be of sufficient strength and shall be put in place in open deck and access/gateways.

## **CHAPTER 13**

### **ENFORCEMENT**

***Enforcement officer.***- (1) The officers notified by the Government under the provisions of the Inland Vessels Act, 2021 (Central Act 24 of 2021) shall be the enforcement officers for the purpose of these guidelines.

(2) The Port Officer concerned shall be the head of the enforcement team in the respective port of registry.

(3) All the enforcement connected with the operation of the restaurant including food safety, cleanliness, operation of the restaurant and imposition of taxes shall be the authorities concerned empowered under different legislations.

## **CHAPTER 14**

### **CANCELLATION OF REGISTRATION**

1. ***Procedure for cancellation of registration.***- (1) If there are any violations of the provisions of these guidelines the enforcement officer can recommend to the Registering Authority for the cancellation of the registration of a floating restaurant or floating cottage.

- (2) Upon receipt of such recommendation, the Registering Authority shall conduct a site visit with the assistance of the surveyor..
- (3) If the Registering Authority is satisfied that there are sufficient grounds for cancellation of the registration, he shall order cancellation after affording an opportunity of being heard to the owner.
- (4) The Registering Authority shall record the reasons for cancellation of registration while issuing intimation for cancellation.
- (5) The Registering Authority shall immediately inform the Local Self Government Institution regarding the cancellation of registration.
- 2. Appeal.-** (1) The owner of the floating restaurant or floating cottage may prefer an appeal before the Member Secretary, Kerala Maritime Board against the order of the Registering Authority.
- (2) The Member Secretary shall consider the appeal petition and before placing his report before the Board for taking a decision, a reasonable opportunity shall be provided to the appellant.
- (3) The Board shall take a decision on the appeal based on the report of the Member Secretary.
- 3. Review.-** Any person aggrieved by an order made by the Board on appeal petition may prefer a review petition before the Principal Secretary/Secretary, Fisheries and Ports Department, Government.. The decision taken by the Principal Secretary/Secretary on such a review petition shall be final.

## **CHAPTER 15**

### **MAINTENANCE OF REGISTER**

***Maintenance of register.-*** The Registering Authority shall maintain and keep a book of registry showing the details of all particulars in respect of prior approval, construction,

survey, registration, modification and conversion, transfer of ownership and cancellation of registration of the floating restaurant or floating cottage.

## CHAPTER 16

### FEES

***Fees to be remitted.-*** The owner of the floating restaurant or floating cottage shall remit the following fees specified in Table A for approval for construction, survey, registration, conversion, transfer of ownership and allied matters.

TABLE A

Sl. No.	Purpose	Fees to be remitted
1	Prior approval for construction	Rs.5000/- if the capacity of the floating restaurant or floating cottage is less than 20 Nos.
		Rs.10000/- if the capacity of the floating restaurant or floating cottage is between 20 and 50 Nos.
		Rs.15000/- if the capacity of the floating restaurant or floating cottage is above 50 Nos.
2	Survey of existing floating restaurants or floating cottages .	-do-

3	<u>Survey of floating restaurant or floating cottage constructed without prior approval.</u>	-do-
4	Conversion of the existing floating restaurant or floating cottage.	-do-
5	Prior approval for the modification of floating restaurant or floating cottage	-do-
6	Initial survey	-do-
7	Resurvey, including annual surveys	-do-
8	Registration of the floating restaurant or floating cottage.	Rs.10000/- if the capacity of the floating restaurant or floating cottage is less than 20 Nos.
		Rs.15000/- if the capacity of the floating restaurant or floating cottage is between 20 and 50 Nos.
		Rs.20000/- if the capacity of the floating restaurant or floating cottages above 50 Nos.
9	1.Change of ownership	-do-



	2.Change of port of registry	Rs.5000/- if the capacity of the floating restaurant or floating cottage is less than 20 Nos.
		Rs.10000/- if the capacity of the floating restaurant or floating cottage is between 20 and 50 Nos.
		Rs.15000/- if the capacity of the floating restaurant or floating cottages above 50 Nos.

## CHAPTER 17

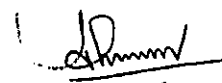
### PENALTIES

**Penalties.-** Whoever, contravenes any of the provisions of these guidelines shall be liable to pay the amount specified in Table

**TABLE B**

Sl. No.	Violation	Fine	Repeated offence	Further action
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1	The floating restaurant or floating cottage without valid registration/survey certificate	Rs.10000/-	Rs.20000/- for the subsequent violations.	After imposition of each fine, 10 days shall be given for submitting proper application for survey/registration. If the survey/registration certificate is not obtained within the time limit, a stop memo shall be issued to the owner and the same shall be informed to the LSGI concerned for taking further action.
2	Other violations of the provisions in the guidelines	Rs.5000/-	Multiples of Rs.5000/- for the repeated violations within a survey period	If the correctional measures are not taken even after the imposition of fine for a particular violation for three times, a stop memo shall be issued to the owner and the same shall be informed to the LSGI and other authorities concerned for taking further action.

  
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**PEN: 102272**  
**Section Officer**  
**Fisheries & Port (D) Department**  
**Govt. Secretariat, Thiruvananthapuram**

**Guidelines for Survey and Registration of Civil Structures including cottages and restaurants in the inland waters**

The following guidelines are issued for survey and registration of civil structures including cottages and restaurants in the inland waters in the state.

**CHAPTER 1  
PRELIMINARY**

1. **Short title .-** These guidelines may be called the Guidelines for survey and registration of civil structures including cottages and restaurants in the inland waters.

2. **Definitions.-**

- (a) “area of operation” means the place where the floating restaurant or floating cottage moored or anchored with or are permitted to operate in the inland waters where the water current is moderate;
- (b) “board” means the Kerala Maritime Board established under section 3 of the Kerala Maritime Board Act, 2017 (16 of 2017)
- (c) “capacity of the civil structure” means the maximum number of persons that can be permitted inside the civil structure at a time, including the staff;
- (d) “civil structure” civil structure means the structure made of concrete, steel, iron, wood, or any other material in the inland waters for private and commercial purposes:

Provided that this does not include the bridges, check dams etc. built in the inland waters or the structures made by the Government.

- (e) “defined parameters” means the parameters including civil electrical ,mechanical, naval, fire safety, pollution, marine etc for the construction/ setting up / design / installation of the civil structures;
- (f) “designated authority” means the Kerala Maritime Board established under section 3 of the Kerala Maritime Board Act, 2017 (16 of 2017) will

be the designated authority for registration, survey, enforcing and certifying the area of operation etc. of the civil structure.

- (g) "Form" means a Form appended to these guidelines;
- (h) "Government" means the Government of Kerala;
- (i) "inland water" means the inland water area declared by the Government by notification under section 4 of the Inland Vessels Act , 2021 (Central Act 24 of 2021);
- (j) "owner of the civil structure" means the owner of the civil structure which includes a company, a partnership firm, Government agency, or any other firm/organisation constituted as per the existing laws;
- (k) "port of registry" means the port of registry notified under 20 of the Inland Vessels Act,2021(Central Act 24 of 2021);
- (l) "Registering Authority" means an officer appointed as Registrar of Inland Vessels under clause (b) of section 1 of the Inland Vessels Act,2021(Central Act 24 of 2021);
- (m) "state" means the State of Kerala;
- (n) "survey" means the detailed inspection of the civil structure conducted by the survey team as per the time schedule given in these guidelines;
- (o) "survey team" means the survey team constituted by the designated authority for survey of the civil structure from time to time;

## CHAPTER 2

### PORTS OF REGISTRY

1. **Port of registry.**- Each application for survey and registration of civil structures shall be submitted by the owner of the civil structure in the port of registry concerned.
2. **Notified port of registries.**-The following are the 6 port of registries notified under the Inland Vessels Act,2021(Central Act, 24 of 2021), namely:-

(i) Azhikkal Port	Kannur, Kasargod
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(ii) Beypore Port	Kozhikode, Wayanad, Palakkad, Malappuram
(iii) Munambam Kodungallur Port	Thrissur, Idukki, Ernakulam
(iv) Alappuzha Port	Kottayam, Alappuzha
(v) Kollam (Thangassery) Port	Kollam, Pathanamthitta
(vi) Vizhinjam Port	Thiruvananthapuram

### CHAPTER 3

#### APPLICATION FOR CONSTRUCTION

***Application for prior approval of construction.***- (1) The owner shall apply in Form No. 1 seeking prior approval for the construction of the civil structure along with relevant documents before the port of registry. The application shall contain the following documents, namely:-

- (i) Drawing and design of the civil structure prepared by a qualified civil engineer empanelled by the designated authority.
- (ii) Details of builder who carry out the civil construction.
- (iii) Area of operation with Zone.
- (iv) Permission/NOC from the Local Self Government Institution (LSGI) concerned for operation of the civil structure.
- (v) Intended usages (resort, cottage, jetty or combination of all the activities, etc) with specific layout.
- (vi) Carrying capacity of the civil structure.

(vii) The plan approval for the construction by Local Self Government Institution (LSGI).

(viii) Details of fee remitted

(2) Upon receipt of the aforesaid application the Port Conservator of the port of registry shall conduct a site visit of the proposed site for inspecting the site and recommend to the Registering Authority for according prior approval for the construction of the civil structure, if requisite parameters are complied with;

(3) The Registering Authority shall issue prior approval for the construction and entrust the survey team to oversee the construction and documents shall also be handed over to the survey team.

(4) Once the prior approval is received, the owner shall submit the following details to the survey team before the construction starts namely:-

(i) Drawings or schematics of the structures, design, layout, safety systems, and any specialized features (e.g., kitchen, bed rooms. etc.)

(ii) The details of materials to be used in construction.

(iii) The details about life-saving appliances, fire safety equipment, and emergency protocols.

(iv) Pollution control measures and equipment thereon.

(5) The survey team after verifying the details submitted by the applicant shall give necessary sanction for starting the construction. If necessary, specific conditions may be specified while giving sanction.

## **CHAPTER 4**

### **SURVEY OF THE CIVIL STRUCTURE**

1. **Application for survey.**- (1) Once the civil structure is completed, the owner shall submit the application for survey in Form No. 2 before the Registering Authority.

(2) The Registering Authority shall constitute another survey team for examining the structural strength and safety of the structure.

(3) The owner of the civil structure shall provide all the facilities to the survey team and he shall disclose all the details regarding the civil structure. If any of the details required under the guidelines sought for by the survey team is concealed willfully, the survey shall not be conducted.

(4) Along with the structural stability of the civil structure, the survey team shall also ensure the structural strength and safety as per the defined parameters.

(5) If during survey any deficiencies are observed, the same shall be notified to the owner for rectifications within the timelimit stipulated therein.

(6) After completion of the survey of the civil structure if the survey team is satisfied that all the defined parameters have been complied, he shall issue a certificate of survey in Form No. 3.

(7) The survey certificate shall contain the maximum carrying capacity of the civil structures at a time.

(8) The validity of the survey certificate shall be for a period of 3 years.

2. **Renewal of survey:**- (1) The owner of the civil structures shall apply for renewal of survey at least 60 days before the expiry of the certificate

(2) The owner shall not use the civil structure without a formal extension approved by the survey team which is a maximum of 30 days from the date of expiry.

## **CHAPTER 5**

### **REGISTRATION**

1. ***Application for registration.***- (1) The owner shall apply to the Registering Authority, for the registration of civil structure in Form No.4 along with the survey certificate,

(2) No Objection Certificate from the Local Self Government Institution, clearance certificate from the Food Safety Authority and insurance policy, shall also be submitted along with the application.

(3) The insurance policy shall cover the liability that may be incurred by the insured in respect of death or bodily injury to any person including the staff.

(4) The proposed name for the civil structure shall also be specified in the application.

(5) Upon receipt of all the requisite documents, if the Registering Authority is satisfied that all the provisions in the guidelines have been complied with, he shall issue registration number for the civil structure in the following format, namely:-

“ KL-(CS)- port of registry code-registration number (4 digits)- year of registration(last 2 digits)’

(6) The owner shall produce the insurance certificate with registration number allotted by the Registering Authority endorsed in it.

(7) The Registering Authority shall immediately upon receipt of the insurance certificate issue the registration certificate of the civil structure in Form No.5.

(8) The registration certificate shall be valid for a period of 10 years initially and for 5 years after the completion of the initial period of 10 years and shall be 2 years after completion of the first 20 years.

2. ***Display of registration certificate.***- (1) The owner of the civil structure shall display the certificate of registration in a prominent place in the entrance so that the person entering the civil structure shall be able to view the same on the entry point itself



- (2) The registration number shall be etched in the structure outside the body in the extreme left of the civil structure (right hand side of the person facing the structure) or shall be written on a board and displayed outside the body.
  - (3) The registration number could be viewed clearly from outside.
  - (4) The number plate shall be minimum 340x200 mm (LxH) and the dimension of the letters shall be minimum 50 mm (Height), 10mm (thickness) 10 mm (space)
  - (5) Life saving appliances and Fire fighting appliances should also be displayed in a prominent place.
3. ***Civil structures in irrigation work.***- The civil structures in irrigation works shall be controlled and managed by the Irrigation Department in the state under the provisions contained in the Kerala Irrigation and Water Conservation Act, 2003 (31 of 2003) and rules made thereunder.

## **CHAPTER 6**

### **MODIFICATION OF THE CIVIL STRUCTURE AND CONVERSION OF EXISTING CIVIL STRUCTURE**

1. ***Application for modification of the civil structure.***- (1) If the owner of the civil structure desires to undertake any structural modifications in the civil structure, the same shall be done only with the prior approval of the Registering Authority
- (2) The application for modification, along with the drawing and fees shall be submitted to the Registering Authority in Form No.6 well in advance
  - (3) Upon receipt of the application, the Registering Authority shall refer the application to the survey team for verification.
  - (4) The survey team shall inspect the civil structure and if any major modification that affects the safety of the civil structure is proposed the survey procedure for checking the safety of the structure shall be carried out as stipulated in these guidelines.

(5) The details of modifications so affected shall be entered in the survey certificate only after completing the aforesaid formalities.

(6) If the application is only for minor modifications and which will not affect the structural safety and stability of the civil structure the same shall be undertaken with the approval of the Registering Authority based on the recommendation of the survey team.

2. ***Application for conversion of existing civil structure.***- (1) The application for permission to convert the existing civil structure shall be submitted to the Registering Authority in Form No. 7

(2) Along with the application the applicant shall produce the proposed drawings of conversion, approval from the Local Self Government Institution concerned and details of fee remitted.

(3) The registering authority shall entrust the survey team for the survey and to oversee the construction.

(4) The applicant shall observe all the formalities as contemplated in these guidelines and directions issued by the survey team and the Registering Authority.

## **CHAPTER 7**

### **EXISTING CIVIL STRUCTURE**

1. ***Registration of existing civil structures.***- (1) All the existing civil structures shall be registered before the Registering Authority within 120 days from the date of issue of these guidelines

(2) The application for registration in Form No.8 shall be submitted to the Registering Authority along with the following details, namely;-

(i) Drawing and design of the civil structure;

(ii) Latest survey certificate (if available);

(iii) Licence from the Local Self Government Institution concerned;

- (iv) No Objection Certificate from the Food Safety Authority (If applicable) ;
- (v) Details of materials used for the civil structure and structure above it ;
- (vi) Life saving appliances and Fire fighting appliances status; and
- (vii) Details of fee remitted.

(3) The Registering Authority shall entrust the survey team for the survey of the civil structure

(4) The survey team, if required, shall undertake an underwater inspection for checking the structural safety of the civil structure. The cost for the underwater inspection shall be borne by the owner of the civil structure

(5) After inspection, if the survey team is of the opinion that the strengthening of the civil structure is required, the same shall be recommended and the operation of the civil structure shall be stopped forthwith by issuing a stop memo. A copy of the same shall be served forthwith Local Self Government Institution concerned and Food Safety Authority.

(6) The survey team shall conduct the survey based on the request of the owner and after ensuring that the civil structure is constructed as per the defined parameters, the certificate of survey shall be in the Form No 9.

(7) The owner shall submit a formal application for registration of the civil structure in Form No 10 along with necessary documents as stipulated in these guidelines.

(8) Registering Authority after verification of the documents and complying all the procedures as stipulated in these guidelines shall issue the registration certificate to the owner of the civil structure

(9) All the instructions applicable for the display of the registration certificate shall be complied by the owner after the receipt of the registration certificate.

(10) Next underwater inspection of the civil structure shall be noted in the survey certificate if the same needs to be done before the regular survey period.

(11) If the existing civil structure is more than ten (10) years old, a survey certificate shall be issued only after the structural test.

## **CHAPTER 8**

### **TRANSFER OF OWNERSHIP**

1. ***Application for transfer of ownership of civil structure.***- (1) The application for transfer of ownership of civil structure shall be submitted to the Registering Authority in Form No.10.

(2) The following documents shall be submitted along with the application, namely;-

(i) The Registration Certificate (original)

(ii) Valid Survey Certificate (original)

(iii) Valid Insurance premium (original)

(iv) Sale deed (Notarised)

(v) Copy of Aadhaar

(vi) Details of Fee remitted

(3) Upon the receipt of the application, the Registering Authority, after verification of the documents, shall approve the same and make necessary corrections in the register maintained for the same and issue a new registration certificate.

## **CHAPTER 9**

### **POLLUTION AND WASTE MANAGEMENT**

1. ***Procedures for prevention of pollution and waste management.***- (1) Every civil structure shall have the bio toilet facility for the use of visitors and staff.

(2) The survey team shall ensure the availability of bio-toilet facilities and certify the same during the survey procedure.

(3) The survey team shall ensure that the staff of the civil structures have undergone the training to get acquainted with the devices used for preventing pollution in the civil structures.

(4) The removal of the waste in periodical intervals shall be ensured by the owner of the civil structure and no liquid/solid waste shall be spilled into the inland water.

(5) The owner of the civil structure shall obtain a certificate from the Local Self Government Institution certifying that the bio waste in the toilet and other solid and liquid waste is processed properly and the same shall be submitted at the time of initial and periodical surveys.

(6) All the civil structures shall have sufficient facilities for the storage and disposal of different types of waste.

(7) The owner shall make necessary arrangements in consultation with local bodies for the removal / discharge / recycling / management of different types of waste generated from civil structure

(8) All documentary evidence showing disposal of waste shall be maintained and made available for inspection by the enforcement officials of the designated authority.

## **CHAPTER 10**

### **LIFE SAVING APPLIANCES AND FIRE FIGHTING APPLIANCES**

1. ***Life saving appliances.***- (1) The owner of the civil structure shall ensure that an adequate number of lifebuoys of good standard are kept in the civil structure for rescue operations.

(2) All the life saving appliances shall be kept in a prominent place accessible to all visitors and staff

(3) The owner of the civil structure shall ensure the availability of Sufficient number of Man Overboard (MOB) ignition light buoys for the emergency situation.

2. ***Fire fighting appliances.***- (1) The Portable firefighting apparatus shall be installed in prominent places like kitchen, dining area, generator room (if available) depending upon the size of the civil structure

(2) Fire hose and fire pump shall be installed near the kitchen if the civil structure is having an in-built kitchen

(3) Fire-resistant doors should be installed in critical areas such as kitchens, engine rooms, and corridors.

(4) Every doors in the civil structure should be able to close automatically to prevent the spread of smoke or fire, if the civil structure has an in-built kitchen

(5) Escape routes should always remain clear and easily accessible. A notice shall be displayed showing all accessible ways.

(6) Gas cylinders (if used for cooking or heating) should be securely stored in a ventilated area, and all connections should be checked regularly for leaks.

(7) Fire extinguishers should be located near gas storage areas, and emergency shut-off valves should be easily accessible.

(8) Fuel tanks (if applicable) should be secured and maintained properly, and the area around them should be kept clear of any combustibles.

(9) An evacuation plan should be developed and prominently displayed in common areas, showing,-

(i) the location of exits;

(ii) muster stations where passengers and crew gather in the event of a fire;

(iii) Escape routes;

(iv) Locations of fire extinguishers;

(v) alarms; and

(vi) firefighting equipment.

(10) All firefighting equipment shall be properly maintained as per the existing guidelines in this regard

## **CHAPTER 11**

### **ENFORCEMENT**

1. ***Enforcement officers.-*** (1) The officers notified by the Government under the provisions of the Inland Vessels Act, 2021 (Central Act 24 of 2021) shall be the enforcement officers for the purpose of these guidelines
- (2) The Port Officer concerned shall be head of the enforcement team in the respective port of registry
- (3) All the enforcement connected with the operation of the civil structure including the food safety, cleanliness, imposition of all the taxes and certificate for operation of the civil structure shall be with the authorities concerned under respective legislations

## **CHAPTER 12**

### **CANCELLATION OF REGISTRATION**

***Procedure for cancellation of registration.-*** (1) If there are any violations of the provisions of these guidelines the survey team can recommend to the Registering Authority for the cancellation of the registration of civil structure.

- (2) Upon receipt of such recommendation the Registering Authority shall conduct a site visit with the assistance of the survey team.
- (3) If the Registering Authority is satisfied that there are sufficient grounds for cancellation of the registration, he shall afford an opportunity of being heard to the owner of the civil structure.
- (4) The Registering Authority shall record the reasons for cancellation of registration while issuing intimation for cancellation.
- (5) The Registering Authority shall immediately inform the Local Self Government Institutions, Food Safety Authority and other agencies regarding the cancellation of registration.

1. ***Appeal.***- (1) The owner of the civil structure may prefer an appeal before the Member Secretary, Kerala Maritime Board against the order of the Registering Authority.

(2) The Member Secretary shall consider the appeal petition and before taking a decision a reasonable opportunity shall be provided to the appellant and the matter shall be placed before the Board with his recommendations.

(3) The Board shall take a decision on the appeal and the same shall be communicated to the appellant.

2. ***Review.***- Any person aggrieved by an order made by the Board on appeal petition may prefer a review petition before the Principal Secretary/Secretary, Fisheries and Ports Department, Government Secretariat, Thiruvananthapuram. The decision taken on such a review petition shall be final.

### **CHAPTER 13**

#### **MAINTENANCE OF REGISTER**

***Maintenance of register.***- The Registering Authority shall maintain and keep a book of registry showing the details of all particulars in respect of prior approval, construction, survey, registration, modification and conversion, transfer of ownership and cancellation of registration of the civil structure.

### **CHAPTER 14**

#### **FEEES**

1. ***Fees to be remitted.***- The owner of the civil structure shall remit the following fees specified in Table A for approval for construction, survey, registration, conversion, transfer of ownership and allied matters

Sl. No.	Purpose	Fees to be remitted
------------	---------	---------------------



1	Prior approval for construction	Rs.5000/- for structure with capacity less than 20
		Rs.10000/- for the structures with capacity between 20 and 50
		Rs.15000/- for structures with capacity greater than 50
2	Survey of existing civil structure	-do-
3	Survey of existing civil structure constructed without prior approval	-do-
4	Conversion of the existing structure for commercial use	-do-
5	Prior approval for the alteration of existing civil structure	-do-
6	Initial survey	-do-
7	Resurvey, including annual surveys	-do-
8	Registration of the civil structure	Rs. 10000/- for civil structure with capacity less than 20
		Rs.15000/- for civil structure with capacity between 20 and 50

		Rs.20000/- for civil structure with capacity more than 50
9	Change of ownership	-do-
		<u>Rs.10000/- for the Floating Restaurants with capacity between 20 and 50</u>
		<u>Rs.15000/- for the Floating Restaurants with capacity more than 50</u>

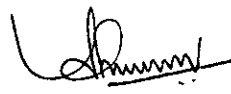
## CHAPTER 15

### PENALTIES

***Penalties.-*** Whoever, contravenes any of the provisions of these guidelines shall be liable to pay the amount specified in Table B

Sl. No.	Violation	Fine	Repeated offence	Further action
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1	The civil structure without valid registration/survey certificate	Rs.10000/-	Rs.20000/- for the subsequent violations.	After imposition of each fine, 10 days shall be given for submitting proper application for survey/registration. If the survey/registration certificate is not obtained within the time limit, a stop memo shall be issued to the owner and the same shall be informed to the LSGI concerned for taking further action.
2	Other violations of the provisions in the guidelines	Rs.5000/-	Multiples of Rs.5000/- for the repeated violations within a survey period	If the correctional measures are not taken even after the imposition of fine for a particular violation for three times, a stop memo shall be issued to the owner of the civil structure and the same shall be informed to the LSGI concerned for taking further action.

  
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**PEN: 102272**  
**Section Officer**  
**Fisheries & Port (D) Department**  
**Govt. Secretariat, Thiruvananthapuram**

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**Guidelines for Survey and Registration of Floating Jetties, Floating Bridges and  
other Floating Objects in the inland waters**

The following guidelines are issued for survey and registration of floating jetties, floating bridges and other floating objects in the inland waters.

**CHAPTER 1  
PRELIMINARY**

1. **Short title .-** These guidelines may be called the Guidelines for survey and registration of floating jetties, floating bridges and other floating objects in the inland waters.
2. **Definitions.-**
  - (a) “area of operation” means the place where floating jetty, floating bridge or floating object is permitted to operate in the inland waters where the water current is moderate;
  - (b) “board” means the Kerala Maritime Board established under section 3 of the Kerala Maritime Board Act, 2017 (16 of 2017);
  - (c) “capacity of the floating jetty, floating bridge or floating object ” means the maximum number of persons that can be permitted inside the floating jetty, floating bridge or floating object at a time, including the staff;
  - (d) “defined parameters” means the parameters including civil, electrical, mechanical, naval, fire safety, pollution, marine etc for the construction/ setting up / design / installation of the floating jetty or floating bridge or floating object;
  - (e) “designated authority” means the Kerala Maritime Board established under section 3 of the Kerala Maritime Board Act, 2017 (16 of 2017) will be the designated authority for registration, survey, enforcing and certifying the area of operation etc. of the floating jetty, floating bridge or floating object.
  - (f) “floating bridge” means a bridge which is floating in the inland water and used for tourism, commercial or private purpose”;

- (g) “floating jetty” means a jetty which is floating in the inland water and used for tourism, commercial or private purpose”;
- (h) “Form” means a Form appended to these guidelines;
- (i) “Government” means the Government of Kerala;
- (j) “inland water” means the inland water area declared by the Government by notification under section 4 of the Inland Vessels Act , 2021 (Central Act 24 of 2021);
- (k) “owner of the floating jetty, floating bridge or floating object” means the owner of the floating jetty, floating bridge or floating object, which includes a company, a partnership firm, Government agency, or any other firm/organisation constituted as per the existing laws;
- (l) “port of registry” means the port of registry notified under 20 of the Inland Vessels Act,2021(Central Act 24 of 2021);
- (m) “Registering Authority” means an officer appointed as Registrar of Inland Vessels under clause (b) of section 1 of the Inland Vessels Act,2021 (Central Act 24 of 2021);
- (n) “state” means the State of Kerala;
- (o) “survey” means the detailed inspection of the floating jetty, floating bridge or floating object conducted by the surveyor as per the time schedule given in these guidelines;
- (p) “surveyor” means a person appointed as surveyor under section 10 of the Inland Vessels Act,2021 (Central Act24 of 2021).

## CHAPTER 2

### PORTS OF REGISTRY

1. **Port of registry.**- Each application for survey and registration of floating jetty, floating bridge or floating object shall be submitted by the owner of the floating jetty, floating bridge or floating object in the port of registry concerned.
2. **Notified port of registries.**-The following are the 6 port of registries notified under the Inland Vessels Act,2021(Central Act, 24 of 2021), namely:-

(i) Azhikkal Port	Kannur, Kasargod
(ii) Beypore Port	Kozhikode, Wayanad, Palakkad, Malappuram
(iii) Munambam Kodungallur Port	Thrissur, Idukki, Ernakulam
(iv) Alappuzha Port	Kottayam, Alappuzha
(v) Kollam (Thangassery) Port	Kollam, Pathanamthitta
(vi) Vizhinjam Port	Thiruvananthapuram

### CHAPTER 3

#### APPLICATION FOR CONSTRUCTION

***Application for prior approval of construction.***-(1) The owner shall apply in Form No 1 seeking prior approval for the construction of the floating jetty/ floating bridge/floating object along with relevant documents before the port of registry. The application shall contain the following documents, namely:-

- (i) Drawing and design of the floating jetty/floating bridge/floating object prepared by a qualified naval architect empanelled by the designated authority.
- (ii) Details of the builder.
- (iii) Area of operation with Zone.
- (iv) Permission/NOC from the Local Self Government Institution (LSGI) concerned for operation of the floating jetty or floating bridge.
- (v) Intended usages with specific layout.

(vi) Carrying capacity of the floating jetty or floating bridge.

(vii) Details of fee remitted.

(2) Upon receipt of the aforesaid application, the Port Conservator of the port of registry shall conduct a site visit of the proposed site for inspecting the site and recommend to the Registering Authority for according prior approval for the construction of the floating jetty or floating bridge if requisite parameters are complied with.

(3) The Registering Authority shall issue prior approval for the construction and entrust the surveyor or naval architect to oversee the construction and documents shall also be handed over to the surveyor or naval architect..

(4) Once the prior approval is received, the owner shall submit the following details to the surveyor or naval architect before the commencement of construction, namely:-

(i) The details of materials to be used in construction.

(ii) The details of life-saving appliances, fire safety equipment, and emergency protocols.

(iii) Pollution control measures and equipment thereon.

(v) The surveyor or naval architect shall ensure the stability and buoyancy and after verifying the details submitted by the applicant shall give necessary sanction for starting the construction. If necessary, specific conditions may be specified while giving sanction.

## **CHAPTER 4**

### **SURVEY**



**1. Application for survey.-** (1) Once the construction of a floating jetty or floating bridge or floating object is completed, the owner shall submit the application for survey in Form No. 2 before the Registering Authority.

(2) The Registering Authority shall depute another surveyor or naval architect for examining the structural strength and safety of the floating jetty, floating bridge or floating object.

(3) The owner of a floating jetty, floating bridge or floating object shall provide all the facilities to the surveyor or naval architect and he shall disclose all the details regarding the floating jetty, floating bridge or floating object. If any of the details required under the guidelines sought for by the surveyor or naval architect is concealed willfully or not provided based on request, survey shall not be conducted.

(4) Along with the structural strength and safety the surveyor or naval architect shall also ensure that other matters as per the defined parameters are complied.

(5) If during survey, any deficiencies are observed, the same shall be notified to the owner for rectifications within the timelimit stipulated therein.

(6) After completion of the survey, if the surveyor or naval architect is satisfied that all the defined parameters have been complied, he shall issue a certificate of survey in Form No. 3.

(7) The survey certificate shall contain the maximum carrying capacity of the floating jetty, floating bridge or floating object at a time.

(8) The validity of the survey certificate shall be for a period of one year.

**2. Renewal of survey:-** (1) The owner shall apply for renewal of survey at least sixty (60) days before the expiry of the certificate

(2) The owner shall not use the floating jetty, floating bridge or floating object without a formal extension approved by the surveyor which is a maximum of thirty (30) days from the date of expiry.

## **CHAPTER 5**

### **REGISTRATION**

1. ***Application for registration.***- (1) The owner shall apply to the Registering Authority, for the registration of a floating jetty or floating bridge or floating object in Form No.4 along with the survey certificate and insurance policy.

(2) The insurance policy shall cover the liability that may be incurred by the insured in respect of death or bodily injury to any person including the staff.

(3) Upon receipt of all the requisite documents, if the Registering Authority is satisfied that all the provisions in the guidelines have been complied with he shall issue registration number for the floating jetty, floating bridge or floating object in the following format, namely:-

“ KL-(CS)- port of registry code-registration number (4 digits)- year of registration(last 2 digits)”

(4) The owner shall produce the insurance certificate with registration number allotted by the Registering Authority endorsed in it.

(5) The Registering Authority shall immediately upon receipt of the insurance certificate issue the registration certificate of the floating jetty or floating bridge in Form No.5.

(6) The registration certificate shall be valid for a period of five (5) years initially and for two (2) years after the completion of the initial period of five (5) years.

2. ***Display of registration certificate.***- (1) The owner shall display the certificate of registration in a prominent place in the entrance so that the person entering the floating jetty, floating bridge or floating object shall be able to view the same on the entry point itself.

- (2) The registration number shall be etched or written on a board and displayed at the entrance of the floating jetty, floating bridge or floating object or in a convenient place.
- (3) The registration number could be viewed clearly from outside.
- (4) Life saving appliances and their availability shall also be displayed in a prominent place.

## **CHAPTER 6**

### **MODIFICATION AND CONVERSION**

1. ***Application for modification of a floating jetty or floating bridge or floating object.***- (1) If the owner of the floating jetty or floating bridge or floating object desires to undertake any structural modifications, the same shall be done only with the prior approval of the Registering Authority.
  - (2) The application for modification, along with the drawings and fees shall be submitted to the Registering Authority in Form No.6 well in advance.
  - (3) Upon receipt of the application, the Registering Authority shall refer the application to the surveyor for verification.
  - (4) The surveyor shall inspect the floating jetty, floating bridge or floating object, and if any major modification that affects the safety of the floating jetty or floating bridge or floating object is proposed the survey procedure for checking the safety of the same shall be carried out as stipulated in these guidelines.
  - (5) The details of modifications so affected shall be entered in the survey certificate only after completing the aforesaid formalities.
  - (6) If the application is only for minor modifications and which will not affect the structural safety and stability of the same shall be undertaken with the approval of the Registering Authority based on the recommendation of the surveyor.

(7) The details of modification carried out shall be entered in the register maintained for the same by the Registering Authority.

**2. *Application for conversion of existing floating jetty, floating bridge or floating object.***- (1) The application for permission to convert the existing floating jetty, floating bridge or floating object shall be submitted to the Registering Authority in Form No. 7.

(2) Along with the application the applicant shall produce the proposed drawings of conversion, approval from the Local Self Government Institution concerned and details of fee remitted.

(3) The Registering Authority shall deploy a surveyor to oversee the construction.

(4) Upon completion of survey procedures, the surveyor shall issue a survey certificate to the applicant and a copy of the same shall be forwarded to the Registering Authority also.

(5) The applicant shall submit application for registration to the Registering Authority with the details of fees remitted also.

(6) The Registering Authority prior to the issuance of registration certificate shall ensure that all the procedures for conversion have been complied by the applicant as per the guidelines.

(7) The Registering Authority shall enter the details of conversion so carried out in the register maintained for the same.

(8) The applicant shall observe all the formalities as contemplated in these guidelines and directions issued by the surveyor and the Registering Authority.

## **CHAPTER 7**

### **EXISTING FLOATING JETTY, FLOATING BRIDGE AND FLOATING OBJECT**

**1. *Registration of existing floating jetty, floating bridge and floating object***(1)

All the existing floating jetties, floating bridges and floating objects shall be

registered before the Registering Authority within 120 days from the date of issue of these guidelines.

(2) The application for registration in Form No.8 shall be submitted to the Registering Authority along with the following details, namely;-

(i) Drawing and design of the floating jetty, floating bridge or floating object;

(ii) Latest survey certificate (if available);

(iii) Licence from the Local Self Government Institution concerned;

(iv) Details of materials used for the floating jetty, floating bridge or floating object;

(v) Life saving appliances and Fire fighting appliances status; and

(vi) Details of fee remitted.

(3) The Registering Authority shall entrust the surveyor to survey the floating jetty, floating bridge or floating object.

(4) The surveyor shall conduct the survey based on the request of the owner and after ensuring that it is constructed as per the defined parameters, the certificate of survey shall be issued in Form No. 9.

(5) The owner shall submit a formal application for registration in Form No 10 along with necessary documents and fees as stipulated in these guidelines.

(6) The Registering Authority after verification of the documents and complying with all the procedures as stipulated in these guidelines shall issue the registration certificate to the owner.

(7) All the instructions applicable for the display of the registration certificate shall be complied by the owner after the receipt of the registration certificate.

(8) If the floating jetty, floating bridge or floating object is more than 10 years old, a survey certificate shall be issued only after the structural test.

## CHAPTER 8

### TRANSFER OF OWNERSHIP

***Application for transfer of ownership of floating jetty, floating bridge or floating object.***- (1) The application for transfer of ownership of a floating jetty, floating bridge or floating object shall be submitted to the Registering Authority in Form No.11.

(2) The following documents shall be submitted along with the application, namely;-

(i) The Registration Certificate (original)

(ii) Valid Survey Certificate (original)

(iii) Valid Insurance premium (original)

(iv) Sale deed (Notarised)

(v) Copy of Aadhaar

(vi) Details of Fee remitted

(3) Upon receipt of the application, the Registering Authority, after verification of the documents, shall approve the same and make necessary corrections in the register maintained for the same and issue a new registration certificate.

## CHAPTER 9

### POLLUTION AND WASTE MANAGEMENT

***Procedures for prevention of pollution and waste management.***- (1) Every floating jetty or floating bridge shall have the facility for disposal of solid waste, if any generated during its operation.

(2) The surveyor shall ensure the availability of waste disposal system and certify the same during the survey procedure.

(4) The removal of the waste in periodical intervals shall be ensured by the owner and no liquid/solid waste shall be spilled into the inland water.

(5) All documentary evidence showing disposal of waste shall be maintained and made available for inspection by the enforcement officials of the designated authority.

## **CHAPTER 10**

### **LIFE SAVING APPLIANCES**

1. ***Life saving appliances.***- (1) The owner of a floating jetty, floating bridge or floating object shall ensure that an adequate number of (which is equivalent to the carrying capacity) lifebuoys of good standard are kept in the floating jetty, floating bridge or floating object for rescue operations.  
  
(2) All the life saving appliances shall be kept in a prominent place accessible to all visitors and staff.  
  
(3) The owner shall ensure that all the kids and infants shall be provided with life jackets of their size.
2. ***CCTV System.***- Appropriate CCTV system shall be installed for proper coverage of the movement of visitors or staff in the floating jetty, floating bridge or floating object.
3. ***Time.***- The floating jetty, floating bridge or floating object shall be operated and be used for the public only from 6 AM to 6 PM.

## **CHAPTER 11**

### **OPERATIONAL STAFF**

***Operational staff.***- (1) Every floating jetty, floating bridge and floating object shall have a minimum of one operational staff who has undergone training for basic safety and rescue operations for every 15 metre length.

(2) In addition to the aforesaid clause (1) above, a minimum of five (5) trained operational staff shall be deployed at T point (flag end/tip).

(3) Sufficient number of trained lady operational staff shall be deployed to take care of the female visitors.

(4) All the operational staff deployed shall hold a valid certificate showing competency for safety and rescue services from approved agencies.

## **CHAPTER 12 ENFORCEMENT**

1. ***Enforcement officers.***- (1) The officers notified by the Government under the provisions of the Inland Vessels Act, 2021 (Central Act 24 of 2021) shall be the enforcement officers for the purpose of these guidelines.

(2) The Port Officer concerned shall be head of the enforcement team in the respective port of registry.

(3) The penalties provided in the Inland Vessels Act, 2021 (Central Act 24 of 2021) shall be applicable for any of the violations of the provisions of these guidelines.

## **CHAPTER 13 CANCELLATION OF REGISTRATION**

***Procedure for cancellation of registration.***- (1) If there are any violations of the provisions of these guidelines the enforcement officer can recommend to the Registering Authority for the cancellation of the registration of floating jetty, floating bridge or floating object. .

(2) Upon receipt of such recommendation the Registering Authority shall conduct a site visit with the assistance of the surveyor..

(3) If the Registering Authority is satisfied that there are sufficient grounds for cancellation of the registration, he shall order cancellation after affording an opportunity of being heard to the owner.



- (4) The Registering Authority shall record the reasons for cancellation of registration while issuing intimation for cancellation.
- (5) The Registering Authority shall immediately inform the Local Self Government Institution regarding the cancellation of registration.
1. ***Appeal.***- (1) The owner of the floating jetty, floating bridge or floating object may prefer an appeal before the Member Secretary, Kerala Maritime Board against the order of the Registering Authority.
- (2) The Member Secretary shall consider the appeal petition and before placing his report before the Board for taking a decision, a reasonable opportunity shall be provided to the appellant.
- (3) The Board shall take a decision on the appeal based on the report of the Member Secretary.
2. ***Review.***- Any person aggrieved by an order made by the Board on appeal petition may prefer a review petition before the Principal Secretary/Secretary, Fisheries and Ports Department, Government.. The decision taken by the Principal Secretary/Secretary on such a review petition shall be final.

## **CHAPTER 14**

### **MAINTENANCE OF REGISTER**

***Maintenance of register.***- The Registering Authority shall maintain and keep a book of registry showing the details of all particulars in respect of prior approval, construction, survey, registration, modification and conversion, transfer of ownership and cancellation of registration of the floating jetty, floating bridge or floating object.

## **CHAPTER 15**

### **FEES**

1. ***Fees to be remitted.***- The owner of the floating jetty, floating bridge or floating object shall remit the following fees specified in Table A for approval for construction, survey, registration, conversion, transfer of ownership and allied matters.

Sl. No.	Purpose	Fees to be remitted
1	Prior approval for construction	Rs.5000/- if the capacity of the floating jetty, floating bridge or floating object is less than 50 Nos.
		Rs.10000/- if the capacity of the floating jetty, floating bridge or floating object is between 51 to 100 Nos.
		Rs.15000/- if the capacity of the floating jetty, floating bridge or floating object is above 100 Nos.
2	Survey of existing floating jetty, floating bridge or floating object.	-do-
3	<u>Survey of floating jetty, floating bridge or floating object constructed without prior approval.</u>	-do-
4	Conversion of the existing floating jetty, floating bridge or floating object.	-do-
5	Prior approval for the modification of floating jetty, floating bridge or floating object.	-do-


6	Initial survey	-do-
7	Resurvey, including annual surveys	-do-
8	Registration of the floating jetty, floating bridge or floating object.	Rs.3000/- if the capacity of the floating jetty, floating bridge or floating object is less than 50 Nos.
		Rs.5000/- if the capacity of the floating jetty, floating bridge or floating object is between 51 to 100 Nos.
		Rs.7000/- if the capacity of the floating jetty, floating bridge or floating object is above 100 Nos.
9	Change of ownership	-do-

## CHAPTER 16

### PENALTIES

**Penalties.-** Whoever, contravenes any of the provisions of these guidelines shall be liable to pay the amount specified in Table B

Sl. No.	Violation	Fine	Repeated offence	Further action
1	The floating jetty , floating bridge or floating object without valid registration/survey certificate	Rs.10000/-	Rs.20000/- for the subsequent violations.	After imposition of each fine, 10 days shall be given for submitting proper application for survey/registration. If the survey/registration certificate is not obtained within the time limit, a stop memo shall be issued to the owner and the same shall be informed to the LSGI concerned for taking further action.
2	Other violations of the provisions in the guidelines	Rs.5000/-	Multiples of Rs.5000/- for the repeated violations within a survey period	If the correctional measures are not taken even after the imposition of fine for a particular violation for three times, a stop memo shall be issued to the owner and the same shall be informed to the LSGI concerned for taking further action.

  
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