

Marine Radio Survey Application Guidance notes

Please read the following guidance notes before or during completion of the Application form

Section 1.

- Fill in name of Owner or authorised person with Contact address. Also Company name and contact address if Applicable

Section 2.

- Here, the Vessel's Name, with Callsign, MMSO number and other details as itemised is required
- The Sea area it is equipped and Licensed for is important in the last lines

Section 3.

- Please fill out here your preferred Port and Date (and second choice date) that might best suit your operational schedules. I will endeavour to accommodate your preferred date but circumstances might force an alternative.

Section 4.

- Name and Mob Phone Number of Contact Person at the vessel on the day Of Survey.

Section 5.

- Payment details. Here I have a few options for payment. Use which ever best suits your needs and procedures
- You can opt to pay electronically [E-PAYMENT] by using the details provided on the Application Form,
- Alternatively I can accept Bank Drafts, Cheque made out as detailed below. Please remember to allow a few days for these payments to clear.
- The Completed Application form can also be scanned in and attached to an email. This might be more convenient where E-Payment is being used and Electronic methods are preferred.
- Be sure to sign the Declaration at the Bottom of the Application Form and enclose the appropriate fee if using the postal system (see Application Form.)
- Post or attach to Email the Application form. Completed Application Form along with other documents is acceptable in a Scanned In format and attached to an email.
- Once the application and Fee is received I can confirm attendance date.

Survey Fees

The Fees and Expenses for the Radio Survey are based on those be as laid out in Irish legislation. Travel expenses will be calculated on distance from Surveyors Base at Sligo to the port at which the vessel is alongside and in line with those current in the Civil service. (Please see Radio Survey Fees document and Mileage chart for guidance)

NOTES:

1. APPLICANTS SHOULD COMPLETE ALL OF SECTIONS, SUBJECT TO THESE NOTES.
2. THE REQUIRED FEE, WHERE APPLICABLE, IS TO BE SUBMITTED WITH THE FORM OR PAID ELECTRONICALLY
3. PLEASE NOTE: NO WORK WILL COMMENCE UNTIL THE FEE AND TRAVEL EXPENSES HAVE BEEN PAID.
4. APPLICANTS AGREE TO PAY ANY EXPENSES BALANCE , WHICH MAY BE PROPERLY CHARGEABLE
5. WHEN COMPLETED THIS FORM SHOULD BE SENT TO:

James Kelly, Radio Surveyor, Irish Marine Radio Surveys, Cartron Hartland, Kilmore, Carrick on Shannon, Co. Roscommon. N41 VN25

OR

**Scanned digitally and attached to an email
to jameskelly@irishmarineradiosurveys.ie**

6. PLEASE NOTE: IF A SUBSEQUENT SURVEY APPLICATION IS NECESSARY THE SAME FEES WILL BE APPLICABLE, HOWEVER IF A RESURVEY ONLY REQUIRES A FOLLOWING DAY VISIT THEN THE DAILY/OVERNIGHT SUSTAINANCE CHARGE OF €130 WILL BE APPLICABLE INSTEAD, IF OPERATIONAL CONDITIONS ALLOW THE SURVEYOR TO COMPLETE THE SURVEY THE NEXT DAY.
- 7.. NO CERTIFICATES WILL BE ISSUED UNTIL THE FULL FEE AND ANY OUTSTANDING AMOUNTS HAVE BEEN PAID.
8. APPLICANTS AGREE THAT SURVEYORS MAY REFUSE TO CONTINUE WITH SURVEYS IF IT IS NOT SAFE FOR THEM TO DO SO AND MAY CONSIDER CHARGING FOR ANY TIME SPENT ON ABORTED SURVEYS
9. APPLICANTS SHOULD MAKE THEIR APPLICATION IN SUFFICIENT TIME BEFORE THEY WISH TO OPERATE THE VESSEL.
10. OWNERS ARE TO DECLARE THAT THEIR VESSELS ARE READY FOR SURVEY TO AVOID THE UNECESSARY EXPENSE OF RETURN SURVEYS. AND IS FULLY COMPLIANT WITH ALL APPLICABLE STATUTORY REQUIREMENTS..

REF:

[HTTP://WWW.DTTAS.IE/MARINE/MARITIMESAFETYDIRECTORATE/MSO/MARINELEGISLATION/INDEX.ASP](http://www.dttas.ie/marine/maritimesafetydirectorateso/marinelegislation/index.asp)