



Requirements and Preliminary Procedures for the establishment and Development of an International Maritime Port

Requirements

The following are considered the minimum criteria for establishing a maritime port of entry:

The Legal Provisions

Belize Port Authority Act CAP 233 (Primarily Section 23; Parts VI to VIII); CAP 233 Subsidiary; CAP 233 Regulations (particularly Port Facility Security Regulations and Guidelines)

Harbours and Merchant Shipping Act CAP 234: Principal, Subsidiary and Regulations;

IMO Conventions: SOLAS (ISPS Code), MARPOL, IMDG,

The Company:

1. Articles and Memorandum of Association
2. Register of Directors
3. Registered addresses, phone numbers, mailing addresses of the company and directors
4. Name, copy of valid identification and address of the Managing Director/Manager
5. Other information which will assist in providing information required

The Land:

1. Land Ownership title with survey plan showing coordinates
2. Agreement and clearance for land development from the appropriate authorities
3. Land development plan, including physical development, detailed description of the facility and identifying the location and boundaries of the International Ship and Port Facility Security (ISPS) zone

The Port:

1. Architectural and Structural plans of the facility, including the ISPS Zone, which shall include:
 - i. a secure area that can ensure access control in accordance with the requirements of the ISPS Code of the International Maritime Organisation (IMO), and the ISPS Regulations (the Regulations)
 - ii. adequate facility and equipment to properly monitor the ISPS zone from a secure location
 - iii. evacuation routes
 - iv. accommodation for officers of the various Governmental Agencies (Belize Port Authority, Customs Department, Immigration, BAHA, Ministry of Health) to carry out their duties as part of the mandatory boarding team
 - v. cargo and quarantine areas
 - vi. primary and secondary inspection rooms
2. Implementations and operational plans, which shall include recruitment and training of Port Security Personnel to ensure ISPS compliance
3. Bathymetric surveys: before and after any dredging or development

Procedure

1. Submit the above-mentioned documents along with the payment of the initial licensing fee of \$5,000.00.
2. Submit the Port Facility Security Assessment in accordance with Section 22 of the Regulations. This is to be done in conjunction with the Authority, and after the construction of the facility.
3. Once approved, the developer will be required to submit the Port Facility Security Plan, in accordance with Section 22 of the Regulations, and the ISPS Code and guidelines.



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4. On approval of the plan, the Belize Port Authority will create the United Nations Location Code to be assigned to the port, and request the Honourable Minister to designate the port.
5. Once this is gazetted, the Authority shall conduct its first inspection of the port and (if warranted) issue the compliance certificate and the port license setting out the conditions of operation of the port and the fees payable. This shall be in accordance with Section 23 of the Belize Port Authority Act, the relevant Statutory Instruments, and any Agreement with the Government of Belize.
6. The port will then be registered with the International Maritime Organisation. This will require all security related matters to have been satisfactorily dealt with, and the Port Facility Security Officer (PFSO) and other security personnel to be named and trained.
7. **Please note:** The Immigration Department shall need to declare the port an international port of entry for Customs and Immigration purposes, prior to any ship call.