DIVING ESTABLISHMENT APPLICATION FORM

For Persons, Schools & Establishments teaching diving from vessels within Portland harbour

Form to be completed by the Contractor who should then forward it to the Harbour Master for approval.

REQUEST TO TEACH DIVING or UNDERTAKE GUIDED DIVES

Diving Contractor/Company	
Address	
Telephone	**Email**
Seeking permission to teach diving at the following locations	
From 1/1/2026	**To** 31/12/2026
Vessel Names	
Emergency telephone No	**Dive Boat telephone No**

DIVING CHECKLIST

Before **"PERMISSION TO DIVE"** can be granted, the Diving Contractor must complete the following **DIVING CHECKLIST** and make the listed documentation available as required by the Harbour Master.

1. There will be at least 3 people in the Dive team, (including the Diving Supervisor) and minimum two divers with one member of the dive team on the surface.

   (The absolute minimum team size for a dive using recreational techniques is three, one person on the surface and two in the water. The acceptability of this number must be based on the risk assessment and diving project plan. One of these three people should be the supervisor. The supervisor is normally the most experienced and well-qualified diver in the team and in a team of three will normally be leading the dive underwater) ☐

2. Documents must be available for inspection

   a) Formal letter of the Diving Supervisor's appointment ☐

   b) Contractors Employer's Liability Insurance ☐

   c) Project Plan (including Risk Assessment and Emergency Evacuation Procedure). ☐

   d) Valid divers' Certificates of Medical Fitness to Dive *(Only for those at work)* ☐

e) Valid Divers' Competence Certificates ☐

f) Divers' Logbooks (either Hard Back or electronic) ☐

g) The diving contractors operations log ☐

(As a minimum, this would include a description of the dive, the names of those taking part and their dive qualifications, the date, time and location, maximum depth attained by each diver and their bottom time or dive time, the decompression schedule being used and a record that the equipment has been checked prior to the dive).

h) The requirements for onsite first aid and oxygen administration as recommended in the ACOP will be met. ☐

3. Lights and Shapes to be displayed by the vessel engaged in diving operation:

a) A vessel engaged in diving operations shall exhibit conspicuously a rigid replica of the international code flag "A" not less than 1 metre in height, which is illuminated at night. ☐

Declaration by Diving Contractor

The Diving Contractor is required to confirm full compliance with the Diving at Work Regulations 1997, any subsequent amendments, and the appropriate Approved Code of Practice. In particular, he confirms that the requirements of the PHAL Diving Checklist have been met and that procedures are understood for summoning assistance in an emergency.

If contact with Portland Harbour Radio (VHF Channel 74 or Tel 01305 825335) cannot be affected for any reason, the Coastguard can be contacted on 999 (24 hours).

All diving will be carried out using SCUBA breathing apparatus only

I declare that the foregoing requirements have all been satisfied. I have read and understood the conditions of this diving permission.

Signed…..... (Diving Contractor)

Name…..... Date/Time ….....

By signing above, you agree to your personal data being stored/processed according to Portland Harbour Authority Privacy/Retention Policy.

To be filled in by Harbour Master or his Nominated Deputy

PERMISSION TO TEACH DIVING GRANTED

Signed … ..... for/Harbour Master

Name …..... Date/Time ….....

References:

1. HSE Recreational Diving Projects, Approved Code of Practise and Guidance. The Diving at Work Regulations 1997
2. Portland Harbour Revision Order