



Homeland  
Security

**U.S. COAST GUARD**



**Marine Safety Office**

**St. Louis Missouri**

**MARINE EVENT APPLICATION  
PACKAGE**

Revised 31 March 2004  
(Previous versions are acceptable)

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## Section I: Introduction

Thank you for requesting a Marine Event application package. This package contains information that will help ensure that your event will adhere to federal boating laws and safety guidelines in accordance with the Code of Federal Regulations. Enclosed in the package you will find an Application for Approval of Marine Event. Please ensure that all forms are complete and accurate upon submission.

If a regatta or marine event permit is required, the sponsor shall review his/her responsibilities as provided in this package. The sponsor must provide evidence of compliance with any applicable state laws. Permission must be granted from appropriate state and local authorities. The sponsor must contact the state Boating Law Administrator and the state agencies that are responsible for environmentally sensitive areas, critical habitats, and historical issues to ascertain what state requirements may apply to the event.

Submitting a Marine Event Application may seem overwhelming, however, the use of this package should help reduce confusion making the submission process go much more smoothly. If you have any questions or are unsure of the content of this package, contact the Marine Event Permit Application Coordinator, Chief Warrant Officer Franz Karnuth, at (314) 539-3091, extension 3209.

## Section II: Do I Need to Submit an Application?

According to Title 33, Part 100.15 of the Code of Federal Regulations: “ An individual or organization planning to hold a *regatta or marine parade* which, by its:

- Nature,
- Circumstances, or
- Location,

will introduce *extra or unusual hazards* to the safety of life on the *navigable waters of the United States*, shall submit an application to the Coast Guard.”

***Regatta or marine parade*** means an organized water event of limited duration, which is conducted according to a prearranged schedule.

Examples of conditions, which are deemed to introduce *extra or unusual hazards* to the safety of life, include but are not limited to:

- An inherently hazardous competition,
- The customary presence of commercial or pleasure craft in the area,
- Any obstruction of navigable channel which may reasonably be expected to result, and
- The expected accumulation of spectator craft.

***Navigable waters of the United States*** for events under the jurisdiction of the Captain of the Port St. Louis includes the navigable waters located in the following states:

Iowa, Kansas, Colorado, Nebraska, Wyoming, South Dakota, or North Dakota,  
Or, in certain parts of:

Missouri, Minnesota, Wisconsin, Illinois, and Arkansas

*(Please call the Application Coordinator for questions on location applicability.)*

Examples of events include but are not limited to: fireworks displays on or near waterways, shoot-outs, races, marine parades, water ski shows, air shows, excursions with numerous vessels, and the blessing of a fleet. An important note is that size is not a determining factor. Furthermore, if you feel you are in doubt as to whether your event is required to have an application, submit an application. There are no submission fees associated with the Coast Guard Marine Event permit.

You are required to submit an application to this office if your event DOES meet the above applicability. Please proceed to the next section to find out about deadlines, time requirements, and submission procedures to MSO St. Louis.

If an event is held which requires an approved marine event permit and the sponsor does not obtain the permit, the Coast Guard will initiate civil enforcement action. The maximum civil penalty is \$6,500.00. Furthermore, the Coast Guard Captain of the Port may close or cancel the event.

### **Section III: How Do I Submit an Application?**

Step 1: Fill out the following forms:

- Application for Approval of Marine Event, CG 4423 (Enclosure 1)
- Marine Safety Office St. Louis: Addendum to an Application for Approval of Marine Event (Enclosure 2)
- As per St. Louis COTP Policy Letter 02-04 (See enclosure 3 for policy and plan template.) A description of site security measure is required for events that are expected to have:
  - ❖ More than 150 waterside participants, OR,
  - ❖ A combination of over 500 shoreside and waterside participants.
- As per St. Louis COTP Policy Letter 01-04 (See enclosure 4 for policy and plan template.) A fireworks site plan is required for events that are expected to launch fireworks from a vessel or an over water platform.

*(All forms, instructions, and policies may be down loaded from the MSO St. Louis web site: <http://www.uscg.mil/d8/mso/stlouis/>)*

Step 2: Include any other pertinent information regarding your marine event. After we have issued you a permit, any changes to the schedule of activities should be reported to this office immediately. Failure to provide sufficient information, or to dedicate sufficient safety or security resources to the event, may result in return or disapproval of your application or revocation of your permit.

Step 4: Ensure that the application, addendum, security plan, and fireworks site plan (if applicable), reaches Coast Guard Marine Safety Office St. Louis no later than

**135 days** prior to the event. This amount of time is needed to process and review the application. However, if a sponsor has a previously approved and recurring annual marine event on file with this office, then the application can be submitted **60 days** prior to the start of the event.

Step 5: Mail the application and required documents to:

Commanding Officer  
U.S. Coast Guard Marine Safety Office  
Attn: Marine Event Permit  
1222 Spruce Street, Suite 8.104E  
St. Louis, MO 63103

DEPARTMENT OF HOMLAND SECURITY U.S. COAST GUARD CG-4423 (Rev. 2/2004, MSO St. Louis)		APPLICATION FOR APPROVAL OF MARINE EVENT		DATE SUBMITTED
<b>INSTRUCTIONS</b>				
1. This application must reach the Office at least 135 days prior to the event, or at least 60 days if the same event was held a year prior. Mail to address in block 23, or fax to (314) 539-2659.				
2. Attach a section of a chart or a scale drawing showing boundaries and/or courses and markers contemplated.				
3. Submit a copy of your entry requirements, and any special rules pertaining to equipment, rigs or procedures.				
4. Please complete in a matter that allows for local reproduction.				
1. NAME OF EVENT	2. DATE OF EVENT	13. HAVE ANY OBJECTIONS BEEN RECEIVED FROM OTHER INTERESTED PARTIES? __ YES __ NO ( <i>Explain</i> )		
3. LOCATION	4. TIME ( <i>from, to</i> )	14. VESSELS PROVIDED BY SPONSORING ORGANIZATION FOR SAFETY PURPOSES (number and description)		
5. NAME AND ADDRESS OF SPONSORING ORGANIZATION ( <i>Include Zip Code</i> )		15. DOES THE SPONSORING ORGANIZATION DEEM THEIR PATROL ADEQUATE FOR SAFETY AND SECURITY PURPOSES? ( <i>See St. Louis COTP Policy Letter 02-04</i> ) __ YES __ NO ( <i>Explain</i> )		
6. EXPECTED NO. PARTICIPANTS		16. PERSON IN CHARGE		
7. SIZES OF BOATS		17. WHERE WILL "PERSON IN CHARGE" BE DURING THE EVENT?		
8. TYPE OF BOATS		18. HOW MAY "PERSON IN CHARGE" BE CONTACTED DURING THE EVENT?		
9. EXPECTED NO. SPECTATORS AND SPECTATOR CRAFT		19. PERSON TO BE CONTACTED FOR FURTHER DETAILS ( <i>Name, address, Zip code</i> )		
10. DESCRIPTION OF EVENT		AREA CODE AND TELEPHONE NO.		
11. WILL THIS EVENT INTERFERE OR IMPEDE THE NATURAL FLOW OF NAVIGATION OR VESSEL TRAFFIC? __ NO __ YES ( <i>Explain</i> )		The undersigned has full authorization to represent the sponsoring organization		
12. WHAT EXTRA OR UNUSUAL HAZARD (to participants or non-participants) WILL BE INTRODUCED INTO THE REGATTA AREA?		20. SIGNATURE		
		21. TITLE		
		22. ADDRESS (Include Zip code)		
		AREA CODE AND TELEPHONE NO.		
		23. <b>TO:</b>		
		COMMANDING OFFICER Attn: Marine Event Permits Coordinator 1222 SPRUCE AVE, STE 8.104E ST. LOUIS, MO 63103		
		Phone: (314) 539-3091 ext. 3209		





9. I, \_\_\_\_\_, acting on behalf of the sponsoring organization,  
\_\_\_\_\_, I am providing the above information and have  
submitted the following in conjunction with this addendum:

- As per St. Louis COTP Policy Letter 01-04, a fireworks site plan for events that are expected to launch fireworks from a vessel or an over water platform.
- As per St. Louis COTP Policy Letter 02-04, a site security measure description for events that are expected to have:
  - a. More than 150 waterside participants, **OR**,
  - b. A combination of over 500 shoreside and waterside participants.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_