

# Marine Guide for Agents

May 2016

Version: 2

**NAPIER**<sup>o</sup>  
**PORT**

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# PORT OPERATING COMPANY

Port of Napier Limited, Breakwater Road, Napier

Chief Executive: Garth Cowie Email: [GarthC@napierport.co.nz](mailto:GarthC@napierport.co.nz)  
Address: PO Box 947, Napier, 4110  
Phone: (06) 833 4401

Port Services Manager: Bruce Lochhead, Email: [BruceL@napierport.co.nz](mailto:BruceL@napierport.co.nz)  
Phone: (06) 8334419  
Mobile: 0274957919

Marine Operations Phone: (06) 833 4444  
Marine Operations Email: [MarineGroup@napierport.co.nz](mailto:MarineGroup@napierport.co.nz)

Duty Pilot Phone: (06) 833 4471

Gatehouse Phone: (06) 833 4440  
Fax: (06) 833 4434  
Email: [security@napierport.co.nz](mailto:security@napierport.co.nz)

# HARBOUR AUTHORITY

The Harbour Master

Hawke's Bay Regional Council

Postal Address: Private Bag 6006, Napier 4142, New Zealand

Phone: (06) 833 4525

Email: [harbourmaster@hbrc.govt.nz](mailto:harbourmaster@hbrc.govt.nz)

The Harbourmaster is responsible for the safety of navigation within all waters under the jurisdiction of the Hawke's Bay Regional Council (HBRC).

## Immobilisation

While alongside Napier Port's berths, the ship's engine should be kept in a state of readiness unless authorisation is received from the Harbourmaster to immobilise. Prior to the arrival of a vessel requesting permission for immobilisation of engines for any purpose, the Harbourmaster should be notified with appropriate details. He will take these into consideration along with weather conditions as well as other shipping movements scheduled to occur during the immobilisation period and advise whether permission is granted.

## Hot Work or Dive Permits

The Harbourmaster is responsible for the issue of Hot Work permits for on vessels as well as the issue of permits for divers to enter Napier Port waters. These must be obtained from the Harbourmaster in person by the contractor or staff carrying out the work.

## Bunkers

Bunkers can be taken at Napier Port via road tanker only. Permission must be obtained from the Harbourmaster to bunker. Bunker operators must have a HBRC Harbourmaster's approved Tier 1 Oil Spill Plan.

# PORT SERVICES

## Security

Napier Port operates under the ISPS Code. The Code is administered by governments internationally and is designed to detect and deter acts of terrorism that threaten security in the maritime sector. In New Zealand, the administration authority is the Maritime New Zealand (MNZ). An outline of the Code with respect to Napier Port is on the [website](#).

### Acceptable Photo Identification for ISPS Security

For the purpose of controlling access to ships, port facilities, and port security areas, the following credentials are acceptable for the purpose of establishing identity:

- A military identification card,
- An identification card issued by a New Zealand government department, government agency, or the New Zealand Defence Force,
- A driver's license issued by the New Zealand Transport Agency,
- A seafarer's identity document issued by a contracting government or flag state administration,
- A valid passport,
- An identification credential issued by a port facility operator,
- An identification credential issued by a recognized company, union, or trade association, or
- Other forms of identification approved by the Chief Executive, Port of Napier Ltd.

A Photo Identity is only acceptable if it contains:

- The holder's full name; and
- The holder's photograph; and
- The name of the issuing authority

The identification must be protected against being tampered with (for example, be laminated).

## Forward Schedule

Agents and Shipping Lines are requested to email forward schedules to [MarineAdmin@napierport.co.nz](mailto:MarineAdmin@napierport.co.nz).

## Notification of Arrival

Agents are required to fill in the Berthage and Cargo Advice form (see Appendix Four) and email to [MarineGroup@napierport.co.nz](mailto:MarineGroup@napierport.co.nz), following the guidelines on the 'Berth Booking Arrival/Departure Procedures' (see Appendix Two).

## Pilots, Tugs and Mooring – Ordering and Notification

All updates to shipping operations must be provided to Marine Administration via emailing [MarineGroup@napierport.co.nz](mailto:MarineGroup@napierport.co.nz) or phone (06) 833 4444 (during office hours) or the Duty Pilot (06) 833 4471 outside of these hours. The notification periods outlined in the “Berth Booking Arrival/Departure Procedures” must be adhered to.

Prior to arrival or departure, a Ship Particular for DUKC form is required to be completed for vessels greater than 150m LOA, or at the Pilot’s request.

## Freshwater Requirements

Please email [MarineGroup@napierport.co.nz](mailto:MarineGroup@napierport.co.nz) to request fresh water is supplied to a vessel, stating the vessel, day and amount required. This will be passed on to the Mooring Team to be actioned.

## Garbage Disposal

If garbage bins or garbage disposal is required, notify the type of garbage (whether general, recycling, quarantine or oily rags) and the amount/number of bins to [Quarantine@napierport.co.nz](mailto:Quarantine@napierport.co.nz).

## Appendix

- [Marine Fact Sheet](#)
- [Berth Booking Arrival/Departure Procedures](#)
- [Ship Particulars for DUKC form](#)
- [Berthage and Cargo Advice Form](#)

## **NAPIER PORT BERTH BOOKING ARRIVAL / DEPARTURE PROCEDURES**

### **I. SHIP SERVICING PROCEDURES**

#### **I.1 Ship Arrival**

Users shall give the Operator the following notices and information:

- Give notice of the ship's ETA, cargo and port services required, on the completed Berthage and Cargo Advice [form](#) provided by the Operator not later than 1200 hours midday six (6) days prior to ETA (including an ETD where practical).
- Give an update of ETA by 1200 hours on the day prior to the arrival of the ship at Napier Port.
- Give two hours' notice to delay or postpone an arrival or 3 hours' notice from a new movement time to advance the arrival of a vessel.
- Except in emergencies, orders will not be brought forward between 2300 and 0700.

#### **I.2 Ship Departure**

Users shall give the Operator the following notices and information:

- Give a provisional ETD for the ship not later than 24 hours prior to departure.
- Give notice of the ship's ETD by 1600 hours immediately preceding departure.
- Confirm the ETD not later than 2 hours prior to departure of the ship, or provide 3 hours' notice from a new movement time to advance the departure of a vessel.
- If the ship does not depart at the confirmed ETD, the following information is to be conveyed to the Pilot:
  - Reason for delay,
  - New confirmed ETD,
  - Factors still influencing ETD, and
  - Consequences of ship not departing as soon as it is ready, e.g. tide or berth availability in another port.
- If the ship does not depart at the confirmed ETD, the Operator will attempt to facilitate the departure but accepts no liability for any consequential delays resulting from conflicting shipping movements or staff non-availability. The Operator's staff is only obliged to wait for 30 minutes after the confirmed ETD. After that time a new time will be set for the departure to coincide with the next shipping movement at Napier Port or earlier if practicable.
- Within 24 hours of departure of Specified Ships the User or Agent of the User shall complete and forward a confirmation of the User's Billing Advice for the ship's cargo to the Operator.
- Except in emergencies, orders will not be brought forward between 2300 and 0700.



## Appendix Two

### 1.3 Berth Procedures

Berth allocation by the Operator shall be in terms of the Berth and Crane Procedures published by the Operator from time to time. However the allocation of priority shall be always at the sole discretion of the Operator.

## 2. MAXIMUM DRAFT

At Napier Port, the following static maximum drafts at high water apply, subject to Dynamic Under Keel Clearance:

- Container vessels – 12.4 metres, and
- Bulk vessels – 11.6 metres at 2 Wharf, 12.4 at 1 Wharf.

Note: This excludes 3 Wharf, where the static maximum draft is 8.2 metres.

Vessels over 11.6 metres require approval by a senior pilot prior to fixture. Please refer to the [Marine Fact Sheet](#) for more port information.

Napier Port utilises a 'Dynamic Under Keel Clearance' Program that provides enhanced safety for deeper draft vessels.

Prior to arrival/departure, vessels are requested to supply stability information as per the 'Ship Particulars for DUKC'. Email information to: [MarineGroup@napierport.co.nz](mailto:MarineGroup@napierport.co.nz)

Results of the DUKC Calculation will form part of the Master Pilot exchange in passage planning and will be discussed prior to transit.

Appendix Three

Controlled	<b>NAPIER<sup>o</sup> PORT</b>	Issue No:7
Authorised: Port Services Manager	<b>PILOTAGE</b>  <b>Ship Particulars for DUKC</b>	31/05/2016

**PLEASE SEND ARRIVAL OR DEPARTURE INFORMATION AS SOON AS AVAILABLE**

**PLEASE USE THIS EMAIL ADDRESS:**

**[MARINEGROUP@NAPIERPORT.CO.NZ](mailto:MARINEGROUP@NAPIERPORT.CO.NZ)**

**NAME OF VESSEL** \_\_\_\_\_

**DATE** \_\_\_\_\_ **ARRIVAL / DEPARTURE**

<b>IMO NUMBER</b>	
<b>MMSI NUMBER</b>	
<b>LOA</b>	
<b>LBP</b>	
<b>BEAM</b>	
<b>LENGTH BOW TO BRIDGE FRONTAGE</b>	
<b>FWD DRAFT</b>	
<b>MID DRAFT</b>	
<b>AFT DRAFT</b>	
<b>KG</b>	
<b>GM (FLUID)</b>	
<b>DISPL</b>	
<b>CONTAINER VESSELS - WINDAGE</b>	

**BOW THRUSTER WORKING:**    YES            NO            NONE

**THIS INFORMATION IS REQUIRED FOR ELECTRONIC NAVIGATION SYSTEMS**

**ALL VESSELS ARE REQUESTED TO ARRIVE AND DEPART AT AS NEAR EVEN KEEL AS IS PRACTICABLE.**

## Appendix Four

Controlled	<b>NAPIER PORT</b>	Issue No: 11
Authorised: Port Services Manager	<b>PILOTAGE BERTHAGE AND CARGO ADVICE</b>	03/06/2016

Email to: [MarineGroup@napierport.co.nz](mailto:MarineGroup@napierport.co.nz) (and [GeneralCargo@napierport.co.nz](mailto:GeneralCargo@napierport.co.nz) for non container vessels)

### All Vessels:

Vessel:	Voyage Import #:	Voyage Export #:
Last Port:	Next Port:	
Origin of Cargo:	Destination of Cargo:	
Agent:	Contact Name:	
Name & Address for Account Invoice:		
Stevedore:	Cargo Type:	
Draft Arrival Max:	Draft Departure max:	Side to:
ETA Date/Time:	ETD Date/Time:	Shift of ship required: Y/N
UPDATE by 12 Noon of day prior: ETA Date/Time:	ETD Date/Time:	
Commence Cargo:	Total hours of work:	
Gangway required: Y/N	Fresh water required: Y/N	Rubbish bins required: Y/N

### General Cargo Vessels:

# Fertiliser hoppers required:		
Fumigation of hold:	Methyl Bromide	Phosphine
Fumigation on wharf: Y/N		
Logs on deck:	On arrival: Y/N	On departure: Y/N

Remarks:			
Completed By:			
Date:		Time:	

Form to be completed and emailed six (6) days in advance of vessel's ETA and at noon on the day prior to arrival.

Note: While this form does not constitute a firm booking, it is designed to assist ship and cargo planning for the Port. In addition to above and unless otherwise advised all charges will be invoiced directly to the vessel owner or their nominated agent.

All services are provided under the Standard Conditions of Service and Port Regulations of Port of Napier Limited. These terms are available on our website (<http://www.napierport.co.nz/port-people/financial-information/conditions-of-service/>)