

# Marine Guide for Agents

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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  
Fax: (06) 833 4408

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

Marine Operations Phone: (06) 833 4444  
Marine Operations Fax: (06) 833 4418  
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.

## **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](#).

## **Notification of Arrival**

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

## **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 [marineservices@napierport.co.nz](mailto:marineservices@napierport.co.nz).

## **Appendix**

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

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

1. SHIP SERVICING PROCEDURES

1.1 **Ship Arrival**

Users shall give the Operator the following notices and information:

- a) 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 5 days prior to ETA (including an ETD where practical).
- b) Give an update of ETA by 1200 hours on the day prior to the arrival of the ship at Napier Port.
- c) 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.
- d) Except in emergencies, orders will not be brought forward after 2300 or before 0700.

1.2 **Ship Departure**

Users shall give the Operator the following notices and information:

- a) Give a provisional ETD for the ship not later than 24 hours prior to departure.
- b) Give notice of the ship's ETD by 1600 hours immediately preceding departure.
- c) 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.
- d) If the ship does not depart at the confirmed ETD, the following information is to be conveyed to the Pilot:
  - i) Reason for delay
  - ii) New confirmed ETD
  - iii) Factors still influencing ETD.
  - iv) Consequences of ship not departing as soon as it is ready, e.g. tide or berth availability in another port.
- e) 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.
- f) 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.
- g) Except in emergencies, orders will not be brought forward after 2300 or before 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 – 12.0 metres, and
- Bulk vessels – 11.7 metres.

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.

Vessels of 10.6 metres may enter and leave at any state of the tide depending on berth, weather and DUKC.

### Tidal Examples

	Arrival/Departure Draft	Tidal Window (DUKC Dependant)
Vessel A	10.6 metres	All Tides
Vessel B	11.3 metres	6 Hours either side
Vessel C	12.0 metres	2 Hours either side

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></b> PORT	Issue No: 4
Authorised: Port Services Manager	<b>PILOTAGE</b>  <b>Ship Particulars for DUKC</b>	18.04.12

**PLEASE USE THIS EMAIL ADDRESS:**

**MARINEGROUP@NAPIERPORT.CO.NZ**

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

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

<b>LOA</b>	
<b>LBP</b>	
<b>BEAM</b>	
<b>LENGTH BOW TO BRIDGE FRONTAGE</b>	
<b>HEIGHT BRIDGE ABOVE SEA LEVEL</b>	
<b>SUMMER DWT</b>	
<b>FWD DRAFT</b>	
<b>MID DRAFT</b>	
<b>AFT DRAFT</b>	
<b>KG</b>	
<b>GM (FLUID)</b>	
<b>DISPL</b>	

**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<sup>o</sup> PORT</b>	Issue No: 9
Authorised: Port Services Manager	<b>PILOTAGE  BERTHAGE AND CARGO ADVICE</b>	12/07/12

Telephone: 06 833 4444

Email: [marineservices@napierport.co.nz](mailto:marineservices@napierport.co.nz)

<b>VESSEL:</b>		<b>AGENT:</b>	
Voyage No: Import	Export	Contact Name:	
<b>NAME &amp; ADDRESS FOR CHARGING OF ACCOUNT:</b>			
<b>STEVEDORE:</b>		<b>CARGO:</b>	
ETA Date	Time	ETD Date	Time
<b>UPDATE MADE BY 1200 HOURS ON DAY PRIOR TO ARRIVAL</b>			
ETA Date	Time	ETD Date	Time
<i>(Complete this section only when advising your 1200 hours update)</i>			
Last Port:	Next Port:	Origin/Destination of the Cargo:	

<b>DRAFT:</b>	<b>Arrival Max:</b>	<b>Departure Max:</b>
<b>SIDE TO:</b>	<b>BUNKERS:</b>	<b>THRUSTERS WORKING</b> Yes No
<b>COMMENCE CARGO:</b>	<b>NO. OF PONL CRANES:</b>	
<b>TOTAL WORK HOURS:</b>	<b>NO. OF HOPPERS REQUIRED:</b>	

LOAD	Reefer			Dry		Hides		Fans		Other		Total
	20ft	40ft	Port Holes	20ft	40ft	20ft	40ft	20ft	40ft	20ft	40ft	
Destination												

DISCHARGE	Reefer		Dry		F/Racks		Other	TOTAL
	20ft	40ft	20ft	40ft	20ft	40ft		
<b>FULL</b>								
<b>EMPTY</b>								
<b>LIDS: MOVES</b>			<b>DLR: MOVES</b>			<b>TOTAL EXCHANGE:</b>		

**REMARKS**.....  
 Agent's Signature ..... Date .....

Time .....

Form to be completed and emailed five (5) 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.