

# PORT NELSON LIMITED

## PNL BERTH RESERVATION SYSTEM

### OPERATIONAL POLICY

#### 1.0 Criteria

- 1.1 The PNL BERTH RESERVATION SYSTEM is designed to cater for the following vessels/operators:
- a) Vessels engaged on regular liner and scheduled services to the Port of Nelson.
  - b) Vessels which are restricted to use only one berth.
  - c) Passenger vessels calling on a specific day.
- 1.2 Vessels must have the ability and stowage to maintain acceptable rates of cargo handling performance, working 24 hours per day, 7 days a week, in order to clear the berth.
- 1.3 Vessels will not be permitted to use a booked berth and not work cargo unless the berth is not required by another vessel and approval has been granted by the Marine Operations Manager.

#### 2.0 Reservation Procedure

- 2.1. Berth reservations may be made in writing or by e-mail to the Marine Customer Service Officer.  
[duty.pilot@portnelson.co.nz](mailto:duty.pilot@portnelson.co.nz). Tel: 03 539 3879
- 2.2. Applications to reserve a berth can be made at any time up to 3 days prior to the vessel's arrival at which time the booking must be confirmed or cancelled. There is no charge for making or cancelling berth reservations.
- 2.3. Berths reservations should specify a single date. Reservations will extend for periods up to 24 hours on Brunt Quay and Main Wharf South. Requests for longer reservation periods on these and other berths will be considered on a case by case basis. Port Nelson Ltd, may specify a shorter reservation period.
- 2.4. The berth reservation will be deemed to have commenced one hour prior to the first High Water on the date specified. Vessels may be berthed earlier than this time if the berth is free and tidal/draft conditions permit. The berth reservation will be deemed to have ceased 24 hours after commencement, or as otherwise agreed.
- 2.5. Berth reservations may be requested up to 6 months in advance, 36 months for passenger/specialist vessels.
- 2.6. Reservation requests may berth specific, however, Port Nelson Ltd. reserves the right to nominate another suitable berth in the event of berth congestion.
- 2.7. Reservations for liner service vessels may be made in the name of the operator. Other reservations are vessel specific and not transferable. Transfers of reservations will be considered where there is a clear substitution for the original vessel.

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- 2.9. Vessels without berth reservations shall be permitted to use any berth on the understanding that they will vacate, at a time convenient for Port Nelson Ltd., prior to the commencement of a reservation on that berth. Port Nelson Ltd will inform vessels without berth reservations of bookings for the berth currently held.

### 3.0 Berth conflict resolution

- 3.1. Late arrival. A vessel which arrives after the commencement of her berth reservation continues to have priority on that berth until the time of cessation of that reservation. The vessel will then be required to vacate that berth if there is a subsequent reservation. All costs associated with vacating the berth, shifting and/or re-berthing will be for the account of the operator and will be conducted at a time convenient to Port Nelson Ltd.
- 3.2. Vessels which arrive after the cessation of their reservation will be offered a berth as soon as practicable, with due consideration of the berth required and other reservations on that berth.
- 3.3. In cases where there is a clear conflict between vessels requiring the same berth, with or without reservations, Port Nelson Ltd. will do all it can to consult with the vessel operators and stevedores to arrive at an amicable solution. In such cases the decision of the Marine Operations Manager will be final.

End

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