

PORT NELSON LIMITED BERTH RESERVATION SYSTEM OPERATIONAL POLICY

QM-POL-005

CRITERIA

1. The Port Nelson Limited [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.
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.
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 or Port Logistics Manager.

RESERVATION PROCEDURE

4. Berth reservations may be made in writing or by e-mail to the Marine Services Supervisor.
duty.pilot@portnelson.co.nz. Tel: 03 539 3879
5. Berth reservations may be requested up to 6 months in advance, 36 months for passenger/specialist vessels. Three days prior to the vessels arrival the booking must be confirmed or cancelled. There is no charge for making or cancelling berth reservations if made or cancelled three days before the vessels arrival.
6. 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. PNL may specify a shorter reservation period.
7. 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.
8. Reservation requests may be berth specific; however, PNL reserves the right to nominate another suitable berth in the event of berth congestion.

PORT NELSON LIMITED	REVISION NINE	QM-POL-011
Issued: 1 September 2018	Policy Documents	Reviewer: D Duncan
Review Cycle: Two Yearly	Approved by: Marine Operation Manager D Duncan	

9. 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.
10. Vessels without berth reservations shall be permitted to use any berth on the understanding that they will vacate, at a time convenient for PNL prior to the commencement of a reservation on that berth. PNL will inform vessels without berth reservations of bookings for the berth currently held. Any movements required to vacate a berth for a reservation will be at the operator's expense.
11. All berth bookings are to be made by completing the attached berth reservation document. A booking will not be considered complete until all the information has been supplied as required.

BERTH CONFLICT RESOLUTION

12. 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 PNL.
13. 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.
14. In cases where there is a clear conflict between vessels requiring the same berth, with or without reservations, the decision of the Marine Operations Manager or Port Logistics Manager will be final.

STANDARD TERMS AND CONDITIONS

15. All Port Nelson Standard Terms and Conditions will apply to any berth booking.

PORT NELSON LIMITED	REVISION NINE	QM-POL-011
Issued: 1 September 2018	Policy Documents	Reviewer: D Duncan
Review Cycle: Two Yearly	Approved by: Marine Operation Manager D Duncan	

VESSEL INFORMATION			
AGENT / COMPANY:			
VESSEL NAME		VESSEL DRAFT	
CHECKLIST FOR VESSEL BOOKING			
DATE SENT:		TIME:	
PILOT INFORMATION		DATE	TIME
ETA @ PILOT STATION			
INFORMATION REQUIRED FOR SHIPS ARRIVAL <i>(Required for pilots PPU and vessel safety)</i>			
IS THIS VESSEL IN WINDOW?		YES / NO	
HAS PILOT CARD BEEN SENT TO DUTY PILOT?		YES / NO	
		LOA:	
		BEAM:	
DISTANCE FROM BRIDGE TO BOW:			
DISPLACEMENT:			
GROSS TONNAGE:			
BERTH REQUIRED:			
LABOUR REQUIREMENTS		DATE	TIME
LABOUR START TIME:			
EXPECTED FINISH TIME:			
DEPARTURE INFORMATION		DATE	TIME
ESTIMATED DEPARTURE:			
CIRCLE:		H W	L W
<i>If not required, please mark N/A</i>			
EXTRA RESOURCES REQUIRED			
POWER:		YES / NO	
WATER:		YES / NO	
PNL LINES: <i>NB: All vessels inside Port secure area must use PNL Linesmen</i>		YES / NO	
GANGWAY:		YES / NO	
VOYAGE OPERATOR			
COMPANY:		CONTACT NAME & PHONE NUMBER:	
STEVEDORE COMPANY			
COMPANY:		CONTACT NAME & PHONE NUMBER:	

PORT NELSON LIMITED	REVISION NINE	QM-POL-011
Issued: 1 September 2018	Policy Documents	Reviewer: D Duncan
Review Cycle: Two Yearly	Approved by: Marine Operation Manager D Duncan	