Welcome to Port Nelson

• Visitors to a vessel must satisfy Port Nelson’s ID requirements and exhibiting a flashing light.
• Visitors to a vessel will not be permitted access into the Restricted Area unless the vessel has advised the Gatehouse of their names and intentions in advance.
• Under normal circumstances children under 16 years of age will not be admitted to the Port’s Restricted Area. Pedestrian access to Kingsford Quay is via pedestrian access by authorisation only.
• All visitors must have approved photo identification and have an authorised, verifiable reason to enter the Restricted Area.

Safety is our number one priority. If you do not comply with the Port’s policies you will be denied access to the Port.

All vehicles must be authorised before coming into the Port Restricted area.

• Only authorised vehicles and plant may deviate onto wharves or storage areas. Vehicles must have a flashing safety light operating while they are moving.
• Authorised vehicles must be registered with Port Nelson.
• Safety is of paramount importance. Port Operators are to ensure that every safety precaution and procedure is followed:
  » Personal protective equipment (safety helmet, high visibility jackets, safety boots) must be worn where necessary e.g. stoweddaring, ships lines, working in or entering a working area.
  » The instructions of Port Nelson staff must be adhered to at all times.

Internal Roads

• Public road laws apply.
• The speed limit is 25km in container yards and on all Port roads.
• The speed limit is 10km in and around sheds.
• Drivers are to keep to the internal road at all times.
• All give way and stop rules apply.
• Heavy machinery has right of way. This is an industrial site where machines of various kinds are being operated. Please use common sense, be courteous and be prepared to stop.
• One way only. Exit Hay Street.
• Stop if you believe a load or vehicle may endanger you. Remain stopped until the danger passes or the operator signals you on.
• If in doubt, stop.

Vehicles and Port Users

• All visitors must be authorised to enter the Port through the Security Gatehouse on Carkeek Street.
• Vehicles must be pre-notified, suitably marked as company vehicles, and exhibiting a flashing light.
• All people entering the Port must have approved photo identification such as a passport or driver’s licence.
• Under normal circumstances children under 16 years of age will not be admitted to the Port’s Restricted Area.
• Visitors to a vessel will not be permitted access into the Restricted Area unless the vessel has advised the Gatehouse of their names and intentions in advance.
• Visitors to a vessel must satisfy Port Nelson’s ID requirements and have an authorised, verifiable reason to enter the Restricted Area.

Visitors to a vessel must wear protective clothing, including enclosed shoes, high visibility vest and a hard hat if entering overhead risk.
• High visibility vests/jackets must be worn at all times in all areas once you have entered through the gate.

Visitors should refer to the ships’ crew information section for more information about restricted areas.

Smoking and Cell Phone Use

• Cell phone use is prohibited while driving vehicles, machinery or plant, or while walking.
• Smoking is prohibited in all buildings, sheds, plant or vehicles.

General

• As a general rule, dogs are not permitted outside vehicles.
• Access into hazardous goods and quarantine areas is prohibited at all times.
• The instructions of Port Nelson staff must be followed at all times.
• Fishing is only permitted at the southern end of the Coastal Berth (shown in orange in the map).

The operation of cranes and large vehicles within the Port is by prior arrangement. Please contact Port Operations for the necessary approval. Phone: +64 3 539 3856.
TRUCK OPERATORS

Only trucks on authorised business can enter the Port.

On arrival:
- Enter Port entrance on Carkeek Street.
- Park in the truck waiting area adjacent to Gatehouse.
- Drivers are required to carry photo ID.
- All passengers will be required to remain outside the Restricted Area.
- Present documents for processing at Gatehouse reception. Gatehouse staff will provide instructions/directions to the vehicle transfer area (VTA) and escort if necessary.
- Hold Port Nelson photo ID or Visitor’s Card over the proximity reader and wait for the gate to open. Do not proceed until light is green.
- Proceed immediately to your VTA. Use the internal Port roadway only. Avoid stopping until you reach the designated receiving/delivery area.
- It is prohibited to drive alongside vessels being worked.
- Driver should disembark from truck cab and stand in full view of forklift driver at the front of the truck.

REMAIN IN YOUR TRUCK
Do not enter Operational Areas or take shortcuts. Use the marked walkways. You must wear a High Visibility jacket at all times.

On Departure:
- Exit is via Hay Street unless otherwise instructed.
- Please check your load before exiting to ensure that you have the correct load and to identify ANY damage.
- Hold Port Nelson photo ID or visitor’s card over the proximity reader and wait for the gate to open. Do not proceed until light is green.

PORT RECEIVING AND DELIVERY HOURS
0700 – 1730 Monday to Friday
(these hours can be extended on prior request).
Saturday by prior arrangement only. Please contact the Terminal Operations Supervisor on +64 3 539 3856.

TELEPHONE AND TOILETS (Marked on Port map)

TAXIS
Nelson City Taxis  Phone: +64 3 548 8225
Sun City Taxis  Phone: 0800 422666

CAMERA SURVEILLANCE
The Port area and gates are under 24/7 video camera surveillance.

ACCIDENTS, INCIDENTS AND NEAR MISSES
Emergency service – phone 111
Environmental emergency – Phone: +64 3 548 2099 (24 hours).
All accidents must be reported to Port Security IMMEDIATELY – Phone: +64 3 539 3841.
All accidents, incidents and near misses must be reported to Port Nelson Ltd in writing on an Accident/Incident Report Form as soon as possible. This form can be obtained from any Port Nelson office or by phoning +64 3 548 2099.
Non-compliance: Port Nelson’s policies are for your safety. If you ignore or do not comply with them you will be denied access to the Port.
Enquiries: Port Nelson Ltd, 10 Low Street, Port Nelson.
Phone: +64 3 548 2099. Email: info@portnelson.co.nz