



**PORTLAND HARBOUR AUTHORITY LIMITED
NOTICES TO MASTERS OF VESSELS**



PORTLAND HARBOUR AUTHORITY

VESSEL PRE-ARRIVAL NOTIFICATION REQUIREMENTS



January 2016

Harbour Office • Portland Port • Castletown • Portland • Dorset • DT5 1PP
Tel: 01305 825335 • Fax: 01305 826143
Email: eta@portland-port.co.uk • Web: www.portland-port.co.uk



PORTLAND HARBOUR AUTHORITY LIMITED NOTICES TO MASTERS OF VESSELS



REQUIREMENTS

Portland Harbour Authority Limited requires Masters of all vessels calling at Portland Port to complete the following Pre-Arrival Notifications:

- 1) Ship Arrival and Departure Notification
- 2) Ships carrying Dangerous and Polluting Goods (DPG) Notification
- 3) ISPS
- 4) Port Waste Management
- 5) Public Health (Ships) Regulations 1979
- 6) Ballast Water Management

Notifications (1-4) are compulsory; notifications (5-6) are required where applicable.

Masters of all vessels, and their agents are advised that a failure by a vessel not to notify Portland Harbour Authority Limited may result in a delayed entry into the Port.

The following forms are attached:

- ISPS Pre Arrival Notification
- Port Waste Notification
- IMO FAL FORM 1
- IMO FAL FORM 3
- IMO FAL FORM 4
- IMO FAL FORM 5
- IMO FAL FORM 6
- Declaration of Health
- Ballast Water



PORTLAND HARBOUR AUTHORITY LIMITED NOTICES TO MASTERS OF VESSELS



(1) Ship Arrival and Departure Notifications

This requirement is applicable to ships and United Kingdom (UK) port authorities to comply with Merchant Shipping (Vessel Traffic Monitoring and Reporting Requirements) Regulations 2004 which amend the Merchant Shipping (Reporting Requirements for Ships Carrying Dangerous or Polluting Goods) Regulations 1995 and implements the European Union (EU) Vessel Traffic Monitoring and Information System Directive 2002/59/EC.

Notification Prior to Entry into Port

The Regulations introduced a new notification requirement, prior to entry into port, for UK ships bound for a port located in an EEA State and non UK ships bound for a port located in the UK, with the exception of:

- Ships of less than 300 gross tonnage
- Warships, naval auxiliaries and other ships owned and operated by the Government of an EEA State which are used for non commercial public service
- Fishing Vessels
- Traditional Ships
- Recreational craft having a length of less than 45 metres

The owner, operator, agent or master of a ship is required to notify Portland Harbour Authority the information specified below:

- A. Ship name, IMO number, MMSI number, Call sign
- B. Last Port of call
- C. Next Port of call
- D. ETA
- E. ETD
- F. Total number of persons onboard
- G. Maximum arrival / departure draughts (meters)
- H. Length, breadth, gross tonnage and ship type
- I. Thrusters – bow / stern / horsepower
- J. Cargo on board; bunkers in excess of 5000 tons
- K. Defects, damage, deficiencies, limitations
- L. Name, address and phone number of agent, captain or operator

The information must be provided at least 24 hours before the arrival of the ship. If the duration of the voyage is less than 24 hours then the information must be provided no later than the time of departure from the previous port.

The Master must confirm that the vessels pilot ladder is safe to use and complies with all international regulations.

Contact Portland Harbour Authority primarily by E-mail or alternatively by Tel/Fax:

- E-mail: eta@portland-port.co.uk
- Tel: 00 44 (0)1305 825335
- Fax: 00 44 (0)1305 826143



**PORTLAND HARBOUR AUTHORITY LIMITED
NOTICES TO MASTERS OF VESSELS**



(2) Ships carrying Dangerous or Polluting Goods (DPG)

This requirement is applicable to ships and United Kingdom (UK) port authorities to comply with Merchant Shipping (Vessel Traffic Monitoring and Reporting Requirements) Regulations 2004 which amend the Merchant Shipping (Reporting Requirements for Ships Carrying Dangerous or Polluting Goods) Regulations 1995 and implements the European Union (EU) Vessel Traffic Monitoring and Information System Directive 2002/59/EC.

Notification by Ships carrying Dangerous or Polluting Goods

This notification applies to all ships regardless of size, carrying dangerous or polluting goods with the exception of:

- Warships, naval auxiliaries and other ships owned or operated by the Government of an EEA State which are used for non commercial public service

A ship bound for Portland Port must notify Portland Harbour Authority on departure from the loading port or, if the port of destination is not known, as soon as the port of destination is known, the information specified below:

- M. Ship name, IMO number, MMSI number, Call sign
- N. Last Port of call
- O. Next Port of call
- P. ETA
- Q. ETD
- R. Total number of persons onboard
- S. INF Ship Class (i.e. N/A, INF1, INF2, or INF3) – as defined in the Code for the Safe Carriage of Irradiated Nuclear Fuel, Plutonium and High Level Radioactive Wastes in Flasks on board Ships
- T. Name, address, telephone/fax number, e-mail from which detailed information on the cargo may be obtained on request 24 hours a day

Contact Portland Harbour Authority primarily by E-mail or alternatively by Tel/Fax:

- E-mail: eta@portland-port.co.uk
- Tel: 00 44 (0)1305 825335
- Fax: 00 44 (0)1305 826143



PORTLAND HARBOUR AUTHORITY LIMITED NOTICES TO MASTERS OF VESSELS



(3) ISPS – Pre-arrival Reporting Requirements

The International Ship and Port Facility Security Code (ISPS) came into force on the 1st July 2004 and is enacted under EC Regulation No.725/2004.

It is applicable to the following types of vessels engaged on international voyages:

- Passenger vessels, including high speed passenger vessels; and
- Cargo vessels, including high speed vessels, of 500 gross tonnage upwards.

It also applies to Port Facilities serving such vessels.

Portland Port ISPS Codes

- IMO Port Identification No. 0287
- Port Facility No. 72
- UN Location Code GB PTL

Pre-arrival Procedures

Any vessel in a category listed above, intending to enter Portland Port or bound for a facility within the Port will be required to demonstrate its compliance with the ISPS Code. It must supply the details required by the Transport Security Directorate (TRANSEC) of the United Kingdom Department for Transport.

The above information is to be sent as far as possible 24 hours in advance of arrival directly (or via the vessel's agent) to the Port Facility Security Officer of Portland Harbour Authority.

Contact Portland Harbour Authority primarily by E-mail or alternatively by Tel/Fax:

- E-mail: eta@portland-port.co.uk
- Tel: 00 44 (0)1305 825335
- Fax: 00 44 (0)1305 826143

Masters of all vessels to which the ISPS Code applies, and their Agents, are advised that a failure by a vessel to confirm its compliance with the ISPS Code will result in the vessel being reported to the Maritime and Coastguard Agency (MCA), which may delay entry into the Port and/or result in subsequent measures being imposed by HM Government.



PORTLAND HARBOUR AUTHORITY LIMITED NOTICES TO MASTERS OF VESSELS



(4) Port Waste Management

The Merchant Shipping (Port Waste Reception Facilities) Regulations 2003 introduced new requirements to Port Waste Management. In summary, these are:

- Harbour Authorities and Terminal Operators are to provide adequate waste reception facilities
- Ships must provide notification before entry into the port of the waste they will discharge, including information on types and quantities
- Ships must deliver their waste to port reception facilities before leaving the port, unless they have sufficient storage capacity for the waste and for it to be accumulated until the next port of call
- Ships will pay a mandatory charge to significantly contribute to the cost of port reception facilities for ship-generated waste, whether they use them or not

The ships port waste notification is to be sent as far as possible 24 hours in advance of arrival directly (or via the vessel's agent) to Portland Harbour Authority.

Contact Portland Harbour Authority primarily by E-mail or alternatively by Tel/Fax:

- E-mail: eta@portland-port.co.uk
- Tel: 00 44 (0) 1305 825335
- Fax: 00 44 (0) 1305 826143

Portland Harbour Authority has a Port Waste Management Plan approved by the Maritime & Coastguard Agency.

Portland Harbour Authority provides reception facilities for the following types of waste:

- MARPOL Annex I – Oily slops, tank washings, machinery oil waste
- MARPOL Annex II – Chemical waste from noxious liquid substances
- MARPOL Annex IV – Sewage waste
- MARPOL Annex V – Garbage
- Medical waste
- Hazardous waste / waste requiring special attention

All matters relating to an alleged inadequacy of port waste reception facilities should be addressed, in the first instance to Portland Harbour Authority or if the matter is not then resolved, to the MCA for subsequent investigation.



**PORTLAND HARBOUR AUTHORITY LIMITED
NOTICES TO MASTERS OF VESSELS**



(5) Public Health (Ships) Regulations 1979
Directions and Requirements

The master of any ship approaching Portland Port from a foreign port shall ascertain the state of health of all persons aboard. The master must report:

- 1) The occurrence on board during the 28 days before arrival of:
 - Death, other than by accident
 - Illness where the **person** who is ill or has had a temperature of 38°C or greater which was accompanied by a rash, glandular swelling or jaundice, in the case where the temperature persisted for more than 48 hours, or
 - Illness where the **person** has or had diarrhoea severe enough to interfere with work or normal activities

- 2) The presence on board of:
 - A **person** suffering from an infectious disease or who has symptoms which may indicate the presence of infectious disease
 - Any **animal** or **captive bird** of any species including **rodents** and **poultry** or mortality or illness among such animals or birds

- 3) Any other circumstances which are likely to cause the spread of infectious disease

If there is **nothing to report** under (1-3) above there is no need for the master to obtain health clearance unless he/she is otherwise directed. If there is **something to report** under (1-3) above, other than the presence on board of animals or captive birds, the following procedure must be carried out in order to obtain free pratique:

- A. Contact Port Health Authority and Portland Harbour Authority not less than four hours or not more than twelve hours before the expected time of arrival of the ship, stating:
 - Name of ship
 - Berth
 - Ports of call during last 30 days
 - Provisional diagnosis of patient(s) or symptoms of patient(s)
 - Number of patients
 - Name, age, sex and nationality of patient(s)
 - Date of onset or illness
 - ETA Portland Pilot Station

- B. Show the following signals:
 - 'QQ' flag hoist by day
 - A red light over a white light 2 metres apart during darkness

- C. Complete the Maritime Declaration of Health and a list of passengers and crew

If there is/are on board any **animal(s)** or captive **bird(s)** of any species including **rodents** and **poultry** or mortality or illness among such animals or birds, the Port Health Authority



PORTLAND HARBOUR AUTHORITY LIMITED NOTICES TO MASTERS OF VESSELS



must be notified not less than 4 hours or not more than 12 hours before arrival, of the presence of such animal(s) or bird(s) and any mortality or illness. Such animal(s) or bird(s) shall be kept securely confined whilst the vessel is in port.

If there are any doubts or difficulties over Port Health Regulations, advice may be obtained from the Port Health Authority, or through Portland Harbour Authority.

Note: *In accordance with the Public Health (Ships) Regulations 1979 where the Authorised Officer so directs or where the master is required to make a report in accordance with the above, no person other than the Pilot, Customs Officer or Immigration Officer shall, without the permission of the Authorised Officer, board or leave a ship until free pratique has been granted, and the master shall take all reasonable steps to secure compliance with this provision.*

Contact Details

Primarily by E-mail or alternatively by Tel/Fax:

Port Health Authority:

- E-mail: envhealth@weymouth.gov.uk
- Tel: 00 44 (0)1305 838432 / 00 44 (0)1305 761374 (out of hours)
- Mobile: 00 44 (0)7712 253731
- Fax: 00 44 (0)1305 766684

Portland Harbour Authority:

- E-mail: eta@portland-port.co.uk
- Tel: 00 44 (0)1305 825335
- Fax: 00 44 (0)1305 826143



PORTLAND HARBOUR AUTHORITY LIMITED NOTICES TO MASTERS OF VESSELS



(6) Ballast Water Management

All vessels are prohibited from discharging ballast water within the Portland Harbour Area of Jurisdiction without the express permission of the Harbourmaster.

Vessels requesting permission to discharge ballast water shall forward as far as possible 24 hours in advance of arrival directly (or via the vessel's agent) to Portland Harbour Authority primarily by E-mail or alternatively by Tel/Fax, a Ballast Water Reporting Form requesting permission from the Harbourmaster:

- E-mail: eta@portland-port.co.uk
- Tel: 00 44 (0)1305 825335
- Fax: 00 44 (0)1305 826143

Portland Harbour has been identified as a nationally important wildlife (Sensitive Marine Area). The shoreline of Portland Harbour is a designated SSSI down to the mean low water mark.

Portland Harbour has also been recognised by the Marine Biological Association by as an area of Marine Biological Importance.

Chesil and the Fleet are identified as being of particular importance for its wildlife and have been submitted as a candidate for Special Area of Conservation (cSAC) under the EC Habitats Directive. The site is also designated both as a Special Protected Area under the EC Birds Directive and as a Ramsar site. Also to be noted is the ecological reliance of the Fleet on Portland Harbour through water exchange via Ferry Bridge.



**PORTLAND HARBOUR AUTHORITY LIMITED
NOTICES TO MASTERS OF VESSELS**



PORTLAND HARBOUR AUTHORITY LIMITED

ISPS SHIP PRE- ARRIVAL NOTIFICATION FORM

Particulars of the ship and contact details

IMO number		Name of ship	
Port of registry		Flag State	
Type of ship		Call Sign	
Gross Tonnage		Inmarsat call numbers (if available)	
Name of Company		IMO Company identification number	
CSO Name and 24 Hour Contact Details		Port of arrival	
Port facility of arrival (if known)		Date of ship's last visit to UK	

Port and port facility information

Expected date and time of arrival of the ship in port (ETA) (B/4.39.3 ISPS Code Estimated date and time of departure (ETD)	
Primary purpose of call	

Information required by SOLAS regulation XI-2/9.2.1

Does the ship have a valid International Ship Security Certificate (ISSC) or Interim International Ship Security Certificate (IISSC) (XI-2 / 9.2.1.1)	YES <input type="checkbox"/>	(I)ISSC Cert. Nos.	NO –why not? <input type="checkbox"/> Provide details in other security related information box	Issued by (name of Administration or RSO)	Expiry date (dd/mm/yyyy) / /	
Does the ship have an approved SSP on board?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Security Level at which the ship is currently operating? (XI-2/9.2.1.2)	Security Level 1 <input type="checkbox"/>	Security Level 2 <input type="checkbox"/>	Security Level 3 <input type="checkbox"/>
Location of ship at the time this report is made (B/4.39.2 ISPS Code)						

List the last ten calls at port facilities in chronological order (most recent call first): (XI-2 / 9.2.1.3)

No	Date from (dd/mm/yyyy)	Date to (dd/mm/yyyy)	Port	Country	UNLOCODE ¹	Port facility	Security Level
1							SL=
2							SL=
3							SL=
4							SL=
5							SL=

¹ Sometimes referred to as an IMO "Port Facility Number"
DfT PAN V2



**PORTLAND HARBOUR AUTHORITY LIMITED
NOTICES TO MASTERS OF VESSELS**



6						SL=
7						SL=
8						SL=
9						SL=
10						SL=

Did the ship take any special or additional security measures, beyond those in the approved SSP?
If the answer is YES, indicate below the special or additional security measures taken by the ship. (XI-2 / 9.2.1.4)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

No. (as above)	Special or additional security measures taken by the ship
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

List the ship-to-ship activities, in chronological order (most recent first), which have been carried out during the period of the last ten calls at port facilities listed above. Expand table below or continue on separate page if necessary – insert total number of ship-to-ship activities:

Not Applicable

Have the ship security procedures specified in the approved SSP been maintained during each of these ship-to-ship activities? (XI-2 / 9.2.1.5) If NO, provide details of the security measures applied in lieu in the final column below.

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Not Applicable

No.	Date from (dd/mm/yyyy)	Date to (dd/mm/yyyy)	Location or Longitude and Latitude	Ship-to-ship activity	Security measures applied in lieu
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

General description of the cargo aboard the ship (XI-2 / 9.2.1.6 & B/4.39.5 ISPS Code)



**PORTLAND HARBOUR AUTHORITY LIMITED
NOTICES TO MASTERS OF VESSELS**



Is the ship carrying any dangerous substances as cargo covered by any of Classes 1, 2.1, 2.3, 3, 4.1, 5.1, 6.1, 6.2, 7 or 8 of the IMDG Code?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If YES, confirm Dangerous Goods Manifest (IMO FAL Form 7) (or relevant extract) is attached <input type="checkbox"/>	
Confirm a copy of ship's crew list is attached (IMO FAL Form 5) (XI-2 / 9.2.1.6 & B/4.39.4 ISPS Code)	YES <input type="checkbox"/>	Confirm a copy of the ship's passenger list is attached (XI-2 / 9.2.1.6 & B/4.39.6 ISPS Code)		YES <input type="checkbox"/>
<i>Other security related information</i>				
Is there any security-related matter you wish to report?	YES <input type="checkbox"/>	Provide details:		NO <input type="checkbox"/>
<i>Agent of ship at intended port of arrival</i>				
Name:		Contact Details:		
<i>Identification of person providing the information</i>				
Title or Position (delete as appropriate): Master / SSO/ CSO / Ship's agent	Name:		Signature:	
Date/Time/Place of completion of report				



**PORTLAND HARBOUR AUTHORITY LIMITED
NOTICES TO MASTERS OF VESSELS**



Port Waste Reception Facilities Regulations 2003

**Information To Be Notified Before Entry Into The Port of:
PORTLAND**

1. Name, call sign and, where appropriate, IMO identification number of the ship:

2. Flag State:

3. Estimated time of arrival (ETA):

4. Estimated time of departure (ETD):

5. Previous port / terminal:

6. Next port / terminal:

7. Last port / terminal and date when ship-generated waste was delivered:

8. Are you delivering all some none of your waste into Port Reception Facilities? (tick appropriate box)

9. Are you delivering International Catering Waste into Port Reception Facilities?
Yes No (tick appropriate box)



**PORTLAND HARBOUR AUTHORITY LIMITED
NOTICES TO MASTERS OF VESSELS**



10. Type and amount of waste and residues to be delivered and / or remaining on board, and percentage of maximum storage capacity:

If delivering all waste, complete second column as appropriate.

If delivering some or no waste, complete all columns.

Type	Waste to be Delivered (m3)	Maximum dedicated storage capacity (m3)	Amount of waste retained on board (m3)	Port / Terminal at which remaining waste will be delivered	Estimated amount of waste to be generated between notification and next port of call (m3)
------	----------------------------	---	--	--	---

1. Waste Oils

Sludge					
Bilge Water					
Others (specify)					

2. Garbage

Food Waste					
Plastic					
Other					

3. Cargo-associated waste ¹ (specify)

--	--	--	--	--	--

4. Cargo residues ² (specify)

--	--	--	--	--	--

¹ May be estimates



**PORTLAND HARBOUR AUTHORITY LIMITED
NOTICES TO MASTERS OF VESSELS**



Notes:

1. This information may be used for Port State Control and other inspection purposes.
2. Member States will determine which bodies will receive copies of this notification
3. This form is to be completed unless the ship is covered by an exemption in accordance with Article 9 of Directive 2000 / 59 / EC
4. International Catering Waste is defined as any catering waste generated from provisions sourced from outside the European Union.

I confirm that:

the above details are accurate and correct and

there is sufficient dedicated onboard capacity to store all waste generated between notification and the next port / terminal at which waste will be delivered.

Date:

Time:

Signature:



PORTLAND HARBOUR AUTHORITY LIMITED NOTICES TO MASTERS OF VESSELS



IMO GENERAL DECLARATION

1. Name and description of ship		<input type="checkbox"/> Arrival	<input type="checkbox"/> Departure	2. Port of arrival/departure	3. Date – time of arrival/departure
		4. Nationality of ship	5. Name of master		6. Port arrived from/Port of destination
7. Certificate of registry (Port; date; number)		8. Name and address of ship's agent			
9. Gross tonnage	10. Net tonnage				
11. Position of the ship in the port (berth or station)					
12. Brief particulars of voyage (previous and subsequent ports of call; underline where remaining cargo will be discharged)					
13. Brief description of the cargo					
14. Number of crew (incl. Master)	15. Number of passengers	16. Remarks			
Attached documents (indicate number of copies)					
17. Cargo Declaration	18. Ship's Stores Declaration				
19. Crew List	20. Passenger List				
22. Crew's Effects Declaration*	23. Maritime Declaration of Health*				
21. Date and signature by master, authorized agent or officer					

For official use



**PORTLAND HARBOUR AUTHORITY LIMITED
NOTICES TO MASTERS OF VESSELS**



MARITIME DECLARATION OF HEALTH

This form is to be completed and submitted to the Competent Authority by the Masters of ships arriving from foreign ports.

Port of Arrival:	Date:
------------------	-------

Name of Ship:	IMO Number:
---------------	-------------

Nationality:	Gross Tonnage:
--------------	----------------

Last Port:	Next Port:
------------	------------

Valid Sanitation Control / Control Exemption carried on board? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Issued at:	Date:
Re-inspection required? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Has ship visited an affected area identified by the World Health Organisation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Port:	Date:

List ports of call from commencement of voyage with dates of departure, or within the past thirty days, which ever is shorter:
--

Upon request of the competent authority at the port of arrival, list crew members, passengers, or other persons who have joined the ship since the international voyage begun or within the past thirty days, whichever is shorter, including all ports visited in this period:			
Name:	Joined (1)	(2)	(3)
Name:	Joined (1)	(2)	(3)
Name:	Joined (1)	(2)	(3)
Number of crew members on board:			
Number of passengers on board:			

Health Questions

- (1) Has any person died on board during the voyage otherwise than as a result of accident?
Yes No If yes, state particulars in the attached schedule. Total number of deaths?
- (2) Is there on board or has there been during the international voyage any case of disease which you suspect to be an infectious nature? Yes No If yes, state particulars in the attached schedule.
- (3) Has the total number of ill passengers during the voyage been greater than normal / expected? Yes No How many ill persons?
- (4) Is there any ill person on board now? Yes No If yes, state particulars in the attached schedule.
- (5) Was a medical practitioner consulted? Yes No If yes, state particulars of medical treatment or advice provided in the attached schedule.
- (6) Are you aware of any condition on board which may lead to infection or spread of disease? Yes No If yes, state particulars in the attached schedule.
- (7) Has any sanitary measure (e.g. quarantine, isolation, disinfection or decontamination) been applied on board?
Yes No If yes, specify, type, place and date.
- (8) Have any stowaways been found on board? Yes No If yes, where did they join the ship (if known)?
- (9) Is there a sick animal or pet on board? Yes No



**PORTLAND HARBOUR AUTHORITY LIMITED
NOTICES TO MASTERS OF VESSELS**



Note: In the absence of a surgeon, the master should regard the following symptoms as grounds for suspecting the existence of disease of an infectious nature:

- (a) fever, persisting for several days or accompanied by (i) prostration, (ii) decreased consciousness, (iii) glandular swelling, (iv) jaundice, (v) cough or shortness of breath, (vi) unusual bleeding or (vii) paralysis.
- (b) with or without fever: (i) any acute skin rash or eruption, (ii) severe vomiting (other than seasickness), (iii) severe diarrhoea or (iv) recurrent convulsions.

I hereby declare that the particulars and answers to the questions given in the Declaration of Health (including the schedule) are true and correct to the best of my knowledge and belief.

Signed Master:

Countersigned Ship's Surgeon (if carried):

Date:

ATTACHMENT TO THE MARITIME DECLARATION OF HEALTH

Name	Class or Rating	Age	Sex	Nationality	Port, date joined ship	Nature of illness	Date of onset of symptoms	Reported to a port medical officer	Disposal of case *	Drugs medicines or other treatment given to patient	Comments

* State: (1) whether person is recovered, is still ill or died; and (2) whether the person is still on board, was evacuated (including the name of the port or airport), or was buried at sea.



PORTLAND HARBOUR AUTHORITY LIMITED NOTICES TO MASTERS OF VESSELS

