

GREAT YARMOUTH PORT AUTHORITY

PILOTAGE DIRECTION FOR THE PORT OF GREAT YARMOUTH - 2016

1. Authorisation

The Port of Great Yarmouth (as defined by the Great Yarmouth Port Authority Acts and Orders 1866 to 2005 as amended by the Norfolk and Suffolk Broads Act, 1988 and the Broads Authority Act 2009) is the Competent Harbour Authority (CHA) for the purposes of the making of this direction under Section 7 of the Pilotage Act 1987 (As amended by the Marine Navigation Act 2013, sections 2, 3 & 4).

2. Area of Jurisdiction

For the purposes of this Pilotage Direction the following areas of jurisdiction will apply:-

The Port Limits as defined in the Great Yarmouth Port Acts 1866 to 1990, as amended by the Broads Authority Act 2009

3. Application

This direction shall apply to all vessels*, except:-

- a) Vessels, tugs and tows** of less than 40 metres in overall length.
- b) Fishing vessels with a registered length of less than 47.5 metres (which are expressly excluded by Section 7(3) of the Pilotage Act 1987).
- c) British and foreign warships.

**For the purposes of this Pilotage Direction a vessel is defined as any vessel, including any hovercraft, hydrofoil vessel and anything constructed or used to carry persons, goods or cargo by water.*

*** Length of tow measured from the bow of the towing vessel to the stern of the towed craft.*

4. Compulsory Pilotage Area

Within the Port Limits, pilotage shall be compulsory, for all ships to which this direction applies subject to the exceptions defined in Section 3, in the following areas:

- a) The Outer Harbour,
- b) The River Port,
- c) The seaward Port Limits area.

5. Voluntary Pilotage

- a) Notwithstanding the definition of the Compulsory Pilotage Areas in Section 4 above, pilotage shall be voluntary, provided tug assistance is not required, for the movement of any vessel to which this direction would otherwise apply:-
 - i. For vessels shifting from berth to berth within the River Port which do not require the vessel to swing.
 - ii. For vessels shifting from berth to berth in the Outer Harbour that do not let go from the berth during the act of shifting.
- b) Pilotage shall be voluntary within the Outer Port Approaches to or from the Outer Boarding station (As defined in Schedule 1) to or from the Port Limits.

6. Safety of Navigation

Notwithstanding any other pilotage direction, the CHA may compel any vessel to take a Pilot if it is deemed to be a potential hazard to safe navigation i.e.

- a) Vessels with dangerous or hazardous cargo.
- b) When the Vessel's main propulsion or steering systems are not fully operational.
- c) When the Vessel is in distress or taking in water.
- d) When the Vessels does not have serviceable navigation aids or communication equipment necessary for safe navigation within the CHA's of jurisdiction.

7. Cancellation

The Pilotage Direction made by the Great Yarmouth Port Authority and dated the 12th August 2010 will be cancelled with effect from 30th September 2016.

HARBOUR MASTER

1st October 2016

SCHEDULE No. 1 – PILOT STATIONS AND NOTIFICATIONS

ESTIMATED TIME OF ARRIVAL AT A PILOT BOARDING POINT

Vessels bound for the Great Yarmouth Pilotage Area requiring the service of a pilot shall give **24** hours ETA notification, or on departure from the last port if closer than 24 hours. ETA notification shall be sent direct to the Port or through their appointed agent along with maximum draught and the nature of any defects.

A further estimated time of arrival should be sent direct by VHF radio not later than **2** hours before arrival at the pilot boarding station, radio contact must be maintained in case it is necessary to vary the ETA or pass other relevant messages. Final confirmation of ETA must be given **1** hour before arrival at the Pilot Station

ESTIMATED TIME OF DEPARTURE OR SHIFTING BY VESSELS WHICH REQUIRE THE SERVICES OF A PILOT

Outgoing vessels or vessels shifting within the Port area which require the services of a pilot must give at least **2** hours' notice of their estimated time of departure or shifting.

DEPLOYMENT OF PILOT LAUNCHES FOR BOARDING AND LANDING.

The pilot launches provided by the CHA will only put to sea when their services are required. There are not any cruising or anchored pilot vessels. It is essential that advance notice of the need for the services of a pilot be given.

FAILURE TO COMPLY WITH ETA/ETD REQUIREMENTS

Vessels failing to provide an accurate ETA or ETD may be delayed in the event of a pilot not being available.

PILOT BOARDING POSITIONS

Three pilot boarding stations for Great Yarmouth are indicated on chart **BA 1534**:-

River Port Where the master of a ship requires an authorised pilot in the River Port Compulsory Pilotage Area then, to seaward, the pilot shall be taken on board or disembarked at a point not less than three quarters of a n. mile or more than one n. mile from the harbour entrances to the River Port.

Inner Where the master of a ship requires an authorised pilot in the Outer Harbour Compulsory Pilotage Area then, to seaward, the pilot shall be taken on board or disembarked at a point not less than one half of a n. mile or more than one n. mile from the harbour entrance to the Outer Harbour.

Outer Where the master of a ship requests pilotage to or from the voluntary pilotage area in the Outer Port Approaches, then the pilot shall be taken on board or disembarked in the vicinity of position 52° 32' North, 01° 51.9' East (east of the Holm Channel).

SCHEDULE No. 2 – PILOT AUTHORISATION

PILOT AUTHORISATION PROCEDURES

Pilots are authorised by the CHA on the recommendation of the Harbour Master.

Authorisation takes place following the successful completion of the training scheme for Pilot's as determined by the CHA. This will include practical assessment and oral examination of the candidate.

Authorisation may be for the whole CHA area or part thereof and may be restricted in terms of vessel LOA or Draft.

PILOT AUTHORISATION REVOCATION OR SUSPENSION

Pilots shall attend at the order or summons of the CHA to answer any complaint or charge which may be made against them for misconduct, or in respect of any marine casualty which may have occurred, whilst they were conducting the pilotage of a vessel within any part of the CHA's Pilotage Area.

The CHA has the right to suspend or revoke an authorisation, if it is no longer satisfied that the holder has the necessary skill, experience and local knowledge necessary to safely pilot a vessel within its CHA area.

The CHA has the right to suspend or revoke an authorisation if it is shown that the holder provided false information in the application for the issue of that authorisation.

The CHA has the right to suspend or revoke an authorisation if it is shown that the holder has been guilty of professional misconduct while piloting a ship within the CHA's area of jurisdiction..

The authorisation holder will be issued with a written warning before any suspension or revocation and shall have the right to make representation to the CHA.

Suspension of an authorisation shall be for a maximum period of 28 days, except where revocation of an authorisation is being considered. Upon written notice, in these circumstances, the suspension may be extended by a further 28 days

APPEALS

The Pilotage Act 1987 provides a right for a Pilot to make representation in the event of a suspension or revocation of an authorisation.

In all cases the decision of the CHA Licensing Committee will be final.

SCHEDULE No. 3 – PEC AUTHORISATION

PILOTAGE EXEMPTION CERTIFICATES (PEC'S) FOR COMPULSORY VESSELS

A vessel's Master or a certificated Deck Officer trading to and from the Port of Great Yarmouth may be granted a Pilotage Exemption Certificate (PEC) by the CHA, providing that the 'Criteria of Qualification' can be satisfied.

CRITERIA OF QUALIFICATION

- 1) Documented evidence (e.g. official log book entries) that the PEC candidate has completed a minimum number of voyages in accordance with Form P9A Table A for the River Port and Form P9B Table A for the Outer Harbour.
- 2) Documented evidence that the applicant holds the relevant validated Certificate of Competency and a valid medical certificate.
- 3) Effective working knowledge of the English language with particular attention to Standard Maritime Communication Phrases.

FORM OF APPLICATION

An official Form of Application is required and may be obtained on request from the Harbour Office.

When completed, this form should be supported by subsections 1), 2) and 3) of the Criteria of Qualification and should be presented to the CHA as a request for examination.

The charges for examination and administrative procedures associated with the issue and renewal of PECs shall be subject to annual review and will be supplied with an application request.

EXAMINATION

Examination will be by mutual arrangement, subject to subsections 1) and 2) of the Criteria of Qualification and be conducted with a practical assessment as well as both written and oral examinations.

A syllabus covering the knowledge required for the examination is available from the Harbour Office.

PILOTAGE EXEMPTION CERTIFICATE

The PEC is valid for twelve months and applies only to the vessel/s listed on the Certificate. When a PEC is issued, the PEC holder and their Employer shall be required to sign a PEC User's Letter of Agreement on the terms of use of their PEC.

Certificates shall be uniquely numbered and will include the name and description of each ship and class of vessel that the certificate holder is authorised to pilot in the Pilotage Area.

Certificate holders shall not allow any other person to have possession, or make improper use, of the certificate.

Certificate holders shall conform strictly with all local Pilotage requirements.

AMENDMENTS

An official Form of Application (Vessel list Form P11) must be completed, if additional vessels are required for inclusion on an existing PEC.

Granting such amendments will depend on the characteristics of the additional vessel/s in relation to those listed on the PEC.

Incompatibility between vessel types may result in the requirement to undergo a practical assessment by the CHA.

RENEWALS

An official Form of Application (PEC Revalidation Form P30) is required, complete with documentary proof that the minimum number of at least three 'voyages' (As per Qualification for Revalidation document P31A/B) have taken place during the previous twenty four months.

Proof must also be provided that the PEC holder's Certificate of Competency and Medical Certificate are still valid.

If a PEC is renewed without a lapse it shall be deemed to be a continuous renewal.

After a period of five years of continuous renewal, from the date of issue of a Pilotage Exemption Certificate, the PEC holder may be required to be fully or partially reassessed by a PEC practical assessment and/or examination/interview to ensure the relevant skills and knowledge are maintained.

LAPSED PEC AND /OR INSUFFICIENT QUALIFYING VOYAGES

Where a PEC has lapsed a Pilot must be taken until the PEC renewal application has been received by the CHA and the renewal approved.

An application for renewal of a PEC, where the holder has insufficient qualifying 'voyages' (As per Qualification for Revalidation document P31A/B), carries the requirement that a pilot must be taken for three complete 'voyages' before the certificate may be re-issued.

After these 'voyages' the PEC holder may be required to undertake a further PEC practical assessment.

SAFETY OF NAVIGATION

A PEC holder may be compelled to take a Pilot, if for any reason, it is deemed their vessel may be a potential hazard to safe navigation. For example;

- a. Vessels carrying dangerous or polluting cargoes, must report any defects or deficiencies that may prejudice its safe navigation to the Harbour Master, at least 2 hours prior to arrival.

- b. A vessel with main engine or steering difficulties must report to the Harbour Master at least 2 hours prior to the vessel's arrival.
- c. A vessel in distress.

PEC HOLDERS CHARGE

Any vessel under pilotage in the Great Yarmouth Pilotage Area, which is under pilotage of a PEC holder, may be subject to a reasonable charge for each arrival or sailing.

NEGLIGENCE

In the event that a PEC holder commits any proven act of serious negligence when piloting their vessel within the area of jurisdiction, the CHA reserves the right to suspend or revoke the certificate forthwith.

REPORT ON NAVIGATIONAL CHANGES

PEC holders who observe any alterations in depths and the position of the navigable channels, or that any sea marks of the National Lighthouse Authority are out of place or do not conform, or show their proper distinctive character, shall as soon as practicable deliver or send a statement in writing to the CHA.

REPORTING COLLISIONS, GROUNDINGS AND CLOSE QUARTER SITUATIONS

A PEC holder whose vessel has touched the ground, has been in collision with, or a close quarter situation with any other ship, fixed or floating object in the waters for which he holds such a PEC, shall as soon as practicable report the occurrence to the CHA and the Maritime and Coastguard Agency (MCA) as well as providing written report to the CHA within 14 days of the occurrence.

Additionally in accordance with the port's Marine Safety Management System, PEC holders are required to report to the CHA any concerns they may have regarding safety of navigation within the Pilotage Area. Please refer to Marine Guidance Note MGN 289 (M+F) Annex A - Reporting Requirements - for further detailed guidance.

PEC REVOCATION OR SUSPENSION

PEC holders shall attend at the order or summons of the CHA to answer any complaint or charge which may be made against them for misconduct, or in respect of any marine casualty which may have occurred, whilst they were in control of their vessel within any part of the CHA's Pilotage Area.

The CHA has the right to suspend or revoke a PEC, if it is no longer satisfied that the PEC holder has the necessary skill, experience or local knowledge necessary to safely pilot a vessel within its CHA area.

The CHA has the right to suspend or revoke a PEC if it is shown that the holder provided false information in the application for the issue of a PEC.

The CHA has the right to suspend or revoke a PEC if it is shown that the holder has been guilty of professional misconduct while piloting a ship within the CHA's area of jurisdiction.

The CHA has the right to suspend or revoke a PEC if it is shown that the PEC holder was in fact not piloting a vessel, for which the CHA had been notified that the holder would be the person in control of the vessel.

The PEC holder will be issued with a written warning before any suspension or revocation and shall have the right to make representation to the CHA.

Suspension of a PEC shall be for a maximum period of 28 days, except where revocation of a PEC is being considered. Upon written notice, in these circumstances, the suspension may be extended by a further 28 days

APPEALS

The Pilotage Act 1987 provides a right for an applicant to make representation in the event of a refusal to grant, renew or alter a PEC and in the event of a suspension or revocation of a PEC.

In the event of a refusal to grant an initial PEC the CHA will inform the applicant of the reason. The applicant may then make representation to the CHA who will discuss the representation with the licensing committee and decide whether to uphold the rejection or grant the PEC.

If, having received a renewal application, the CHA are not satisfied that the PEC holder continues to satisfy the criteria laid down for possession of a PEC he will recommend suspension or revocation of the PEC and inform the holder of the reason(s). The holder will be given a month in which to make representation to the Licensing Committee. The PEC will remain valid until representation is made and considered by the Committee or for one month if no representation is made within that period.

If no renewal application is received from a PEC holder the PEC will be cancelled automatically on the renewal date.

In all cases the decision of the CHA Licensing Committee will be final.

PILOTAGE NOTIFICATION

There is a legal duty for the Master of a vessel to take a Pilot if required by Pilotage Directions issued by the CHA, unless the vessel is to be piloted by the holder of a valid PEC. Before entering the CHA area the Master must give a Pilotage Notification stating that a Pilot is required or that a PEC holder will be undertaking the Pilotage and identifying that PEC holder.

GREAT YARMOUTH PORT AUTHORITY**Pilotage Act 1987****PILOTAGE EXEMPTION CERTIFICATE FOR MASTERS AND DECK OFFICERS****TABLE A****Qualifications for Applicants - Minimum Number of Voyages River Port**

1. The minimum number of voyages is as follows:-

<u>Certificate Class</u>	<u>Maximum Length Overall of Vessel</u>	<u>Minimum Number of Voyages</u>
1	No limit	20
2	Less than 86 metres	15
3	Less than 65 metres	10
4	Less than 50 metres	(see paragraph 9 below)

2. These exemption requirements shall not apply to vessels less than 40 metres LOA or to fishing vessels having a registered length less than or equal to 47.5 metres.
3. A voyage is an individual act of pilotage.
4. All voyages shall have taken place in the 2 year period up to the date of issue, although previous voyages may be taken into account if the required minimum has not been achieved during that period.
5. At least 75% of the requisite voyages shall have been inwards and at least 50% shall have been made in the hours of darkness.
6. At least 75% of the requisite voyages shall have been performed in vessels of the class for which the certificate is requested.
7. Masters and suitably Qualified Deck Officers of multi-screw vessels or dredgers may, at the discretion of the Authority, be required to complete only one-half of the specified minimum number of voyages.
8. All applicants shall provide satisfactory proof to the Authority that, on each of the qualifying voyages, they were on the bridge of the vessel throughout the whole pilotage.
9. An applicant for a Class 4 Certificate shall apply in the normal way, but shall be excused the requirement for a minimum number of voyages.

GREAT YARMOUTH PORT AUTHORITY**Pilotage Act 1987****PILOTAGE EXEMPTION CERTIFICATE FOR MASTERS AND DECK OFFICERS****TABLE B****Qualifications for Applicants - Minimum Number of Voyages Outer Harbour**

1. The minimum number of voyages is as follows:-

<u>Certificate Class</u>	<u>Maximum Length Overall of Vessel</u>	<u>Minimum Number of Voyages</u>
1	150 metres and greater	20
2	65 metres to less than 150 metres	15
3	Less than 65 metres	10
4	Less than 50 metres	(see paragraph 10 below)

2. These exemption requirements shall not apply to vessels less than 40 metres LOA or to fishing vessels having a registered length less than or equal to 47.5 metres.
3. A voyage is an individual act of pilotage.
4. All voyages shall have taken place in the 2 year period up to the date of issue, although previous voyages may be taken into account if the required minimum has not been achieved during that period.
5. At least 75% of the requisite voyages shall have been inwards and at least 50% shall have been made in the hours of darkness.
6. At least 75% of the requisite voyages shall have been performed in vessels of the class for which the certificate is requested.
7. Masters and suitably Qualified Deck Officers of multi-screw vessels or dredgers may, at the discretion of the Authority, be required to complete only one-half of the specified minimum number of voyages.
8. Applicants holding a valid Exemption Certificate for the River Port may be required to complete only one half of the specified minimum number of voyages.
9. Applicants shall provide satisfactory proof to the Authority that, on each of the qualifying voyages, they were on the bridge of the vessel throughout the whole pilotage.
10. An applicant for a Class 4 Certificate shall apply in the normal way, but shall be excused the requirement for a minimum number of voyages.