

PORT AUTHORITY OF NEW SOUTH WALES
PASSENGER VESSEL PROTOCOL
(Effective December 2015)

1. The passenger vessel must be represented by a local shipping agent.
2. Passenger vessel bookings are to be emailed to the Shipping Officer cruiseops@portauthoritynsw.com.au
Please check the passenger vessel schedule prior to making your berth allocation request.

A response will be provided within ten business days.

3. Passenger vessel bookings **must** include the following information:
 - Vessel name
 - IMO
 - ETA (at berth) date and time
 - ETD (from berth) date and time
 - Dates to be for Sydney only, not whole cruise itineraries
 - Shipping agent code
 - Cruise line
 - Passenger vessel berth preference
 - A note if air draft restricted
4. If the vessel is not currently listed in ShIPS, the booking **must** be accompanied by the “Vessel Masterfile Form” and an International Tonnage Certificate – Note: the booking cannot be administered until this information is received. (New builds will be accepted). The “Vessel Masterfile Form” is available from the HOME page of ShIPS.
5. Passenger vessel bookings will be confirmed via return email and will be added to the passenger vessel schedule within ten business days.
6. The passenger vessel schedule, up to approximately four years into the future, can be viewed on the Port Authority website www.portauthoritynsw.com.au
The website will reflect additions / amendments within ten business days.
7. Notifications of booking requests received but not displayed on the website are considered to be indicative requests only.
8. A minimum six months’ notice is required by Port Authority of NSW for vessels booking to its passenger terminals. There is no advance time limit on passenger vessel bookings.
9. Vessels can be substituted for existing bookings only if the dates are the same and vessel characteristics / allocated berth can accommodate the substituted

vessel. As a general principle, no substitutions will be accepted within 12 months of the scheduled ETA.

10. Written notification is required for cancellation of a passenger vessel visit.
11. Written notification and approval is required for change of dates and times.
12. Whilst operators may express a preference for a particular berth, and Port Authority of NSW will endeavour to accommodate such a preference, the Authority reserves the right to alter berth allocations **for any** visit, including during the duration of the stay. This applies particularly to (but is not limited to) when a vessel cannot pass under the Sydney Harbour Bridge, in which case a vessel without air draft restrictions will be allocated to the passenger vessel berth west of the Bridge.

A visit can be split between berths.

13. Passenger vessels (doing cruise operations) can be accommodated only at the two passenger terminals (OPT and White Bay 5) and Garden Island if approved by Defence. On specific application, a third passenger vessel may be allocated to White Bay 4 (bare berth only). The Athol and Point Piper buoys are available for use on a case by case basis for transit calls only and no passenger exchanges will be permitted.
14. Acceptance of passenger vessels with exceptional circumstances (special events, medical evacuation, promotional transit, emergency or security issue) will be considered on an individual basis. Applications via email to VTS & Duty Manager Cruise Operations.
15. In order to ensure appropriate services are provided, all passenger vessel movements must be placed in ShIPS at least one month prior to arrival and movement times updated.
16. The confirmed booking times in ShIPS for a vessel take precedence over the times in the passenger vessel schedule.
17. A passenger vessel cannot alter the dates / times forward or back from those accepted on the passenger vessel schedule without seeking approval from Port Authority of NSW. This should be done through a specific email request sent to cruiseops@portauthoritynsw.com.au
18. Once alongside, if a passenger vessel's departure time changes by more than two hours, the Duty Manager Cruise Operations will approve before advising the OPT Tenants.
19. From 1 November 2011, all new bookings at the Overseas Passenger Terminal will be limited to two days (48 hours) per port call (visit).

20. From 1 November 2011, all new bookings at the passenger terminal west of the Sydney Harbour Bridge will be limited to two days (48 hours) per port call (visit) unless by prior approval.

21. The following dates will not be available for passenger vessels at the Overseas Passenger Terminal:
From 1100 31/12/XXXX (New Year's Eve each year) to 0600 01/01/XXXX (New Year's Day). Please note: Road closures are applicable on Australia Day January 26th, meaning there will be no vehicular access to the precinct. Bookings are permitted, however standard operations will be heavily affected. When accepting a booking for a passenger vessel to either of the passenger terminals, Port Authority of NSW is making the berth and terminal available. By so doing, the Authority is giving no indication regarding access to the terminal which could be affected by events being staged within the city. Prior to nominating a date for a visit, agents should conduct their own research into events that may disrupt the ship's visit.

23. Note: the following restrictions to passenger vessel movements apply:
 - Any port closure or restricted vessel movements as notified by the Harbour Master. This will be advised in the ShIPS Alert and/or Bulletin
 - The movement curfew in Sydney Cove as per the **Harbour Master's Directions**

24. Port Authority of NSW shore gangways can be utilised only by vessels that have been assessed and approved. Please refer to the "Criteria for Port Authority of NSW Gangways". Standard hours for the connection of the Authority's shore gangway(s) is 0600 to 2000hrs. If a gangway(s) is required to remain connected outside these hours an additional charge will apply as per Port Authority of NSW Schedule of Port Charges.

25. A berth exchange must be approved by Port Authority NSW to allow for terminal setup and cleaning. Please note that the arriving vessel may be delayed if the berth is not clear.

26. White Bay will have the capability to berth two passenger ships on the same day at berths 4 and 5. White Bay 5 will be the priority berth and White Bay 4 the secondary berth. When bookings are accepted for White Bay 5 and 4 on the same day, the passenger ship's arrival times will need to be approved by Port Authority of NSW. The departure of both cruise ships will follow the Harbour Master's Directions with priority going to the ship at berth 5. If the passenger ship on White Bay 4 has passenger handling requirements, e.g. marquee for security screening, owners or their agents will need to arrange those amenities at their own expense