

# Schedule of Port Charges

Effective 1 July 2018



## 2.1 Sydney Harbour

### Site occupation charge for passenger vessels

<b>Principle</b>	Charge levied in reference to both the number of incoming passengers arriving on the cruise vessel at any of the dedicated or non-dedicated passenger berths, and the amount of time for which the site was reserved or occupied by such cruise vessel
<b>Calculation</b>	Rate per passenger x slot x total chargeable incoming passengers

Rate per Passenger, per Slot			
Site Occupancy Type Charge	GST exclusive	GST	GST inclusive
<b>At Dedicated Passenger Berths</b> (OPT, WBCT)	\$35.76	\$3.58	\$39.34
<b>At Non-Dedicated Passenger Berths</b> (WB4)	\$17.88	\$1.79	\$19.67
Hourly Rate			
Site Occupancy Type Charge	GST exclusive	GST	GST inclusive
<b>At Non-Passenger Berths</b> (Glebe Island 1, 2, 7 & 8; White Bay 3)	\$131.26	\$13.13	\$144.39
<b>Lay-Up</b> <sup>(1)</sup>	\$39.37	\$3.94	\$43.31

(1) Pre-approval is required at the time of booking the vessel

The site occupation charge for passenger vessels was first introduced in July 2013 and it is based on the actual number of incoming passenger as recorded in the ship's [inward passenger manifest declaration](#) per slot. It is applicable to all cruise ships, regardless of whether they are "in transit" or if they are "turn-around".

Please, refer to the [glossary](#) section at the end of this document to obtain further details and definitions.

### Price variations on site occupation for passenger vessels

A lay-up rate only applies in unforeseen circumstances where a vessel needs to undergo emergency maintenance or cannot otherwise carry out normal passenger transfer operations due to an unexpected event.

Written notification must be provided at the time of the booking made to Port Authority's commercial team at [vjuan-vega@portauthoritynsw.com.au](mailto:vjuan-vega@portauthoritynsw.com.au) of the intention to use a berth for a lay-up purposes.

Berth allocation for lay-up is at discretion of the Harbour Master.

## Rules around pricing for site occupation charge for passenger vessels

The site occupation charge for passenger vessels is framed around the following set of rules:

### Timeframe

The site occupation charge for passenger vessels is charged once per slot for all cruise ships utilising either the dedicated or non-dedicated passenger berths in Sydney Harbour. If a cruise ship stays at berth for more than 24 hours it will be charged site occupation again for the additional slot, and so on.

### Minimum charge

The site occupation charge for passenger vessels is also based on a minimum of 600 passengers per cruise vessel, except for the vessels with a maximum stated passenger capacity of less than 200 passengers.

The minimum charge will also be applied in the instances in which an empty cruise vessel arrives at a passenger berth ready to have passengers embarked for its new destination.

### Passenger age

The site occupation charge for passenger vessels does not apply for infant passengers (i.e. two years old or under).

### Passenger type

The site occupation charge for passenger vessels is based on the incoming passenger number, as recorded in the ship's [inward passenger manifest declaration](#). The ship's crew and all non-revenue passengers are excluded from this charge.

Non-revenue passengers are restricted to all temporary staff of the vessel only, such as: entertainers and hospitality staff only. Any other temporary passengers on promotional or activities will be charged the site occupation charge for passenger vessels.

### Berth location

The site occupation for passenger vessels is applicable at individual dedicated and non-dedicated passenger berth in its own right, and not based on grouping by the berth attributes.

### Bookings

At the time of booking, a cruise line must only nominate either of the two dedicated passenger terminals: Overseas Passenger Terminal (OPT) or White Bay Cruise Terminal (WBCT).

Requests for other non-dedicated passenger berths (White Bay 4), non-passenger berths (e.g. Glebe Island 1) or anchorage areas (Point Piper, Athol Buoy) will not be accepted if one of the dedicated passenger terminals is available.

### Passenger processing

In the event where a cruise vessel is berthed at a non-dedicated passenger berth (White Bay 4), at a non-passenger berth (e.g. Glebe Island 1) or at an anchorage area (Point Piper, Athol Buoy) and its passengers are processed at either OPT or WBCT, the site occupation charge applicable to that terminal will be used.

### Passenger data requirement

The cruise line/principal agent is to provide Port Authority of New South Wales with the inward passenger number details between 48 hours prior to ship arrival and the time of ship departure.

If the information is not provided within the agreed time frame, an extra 10% on top of the stated passenger capacity of each cruise vessel (i.e. 110% of capacity) will be used for billing purposes.

The stated passenger capacity of each cruise vessel is recorded in the ship's International Tonnage Certificate (ITC).

## Booking cancellation fee

<b>Principle</b>	Charge levied when a confirmed slot booking is cancelled, in accordance with Port Authority's <a href="#">Cruise Booking Policy</a> , which came into effect on 1 July 2018
<b>Calculation</b>	Max stated vessel capacity x site occupation for passenger vessels at time of cancellation notification x applicable %

This fee works on a simple principle: the closer the cancellation occurs to the slot cancelled, the higher the fees, as follows

Booking cancellation fee	Application	Value
<b><u>Up to 6 calendar months</u></b>	If a cancellation notice <sup>(1)</sup> is received within 6 calendar months from the confirmed slot booking arrival date or no cancellation notice is received, a cancellation fee of 100% of the site occupation charge for passenger vessels will be charged	100%
<b>Between 6 to 12 calendar months</b>	If a cancellation notice <sup>(1)</sup> is received between 6 calendar months to within 12 calendar months from the confirmed slot booking arrival date, a cancellation fee of 50% of the site occupation charge for passenger vessels will be charged	50%
<b>Between 12 to 24 calendar months</b>	If a cancellation notice <sup>(1)</sup> is received between 12 calendar months to within 24 calendar months from the confirmed slot booking arrival date, a cancellation fee of 25% of the site occupation charge for passenger vessels will be charged	25%
<b>Greater than 24 calendar months</b>	A cancellation notification sent over 24 calendar months from the confirmed slot booking arrival date will not be charged a cancellation fee	0%

(1) Is defined as being from one day in one month to the corresponding day in the other. Where no exact corresponding day exists, it is sufficient that the day does not run into the month following

Please, refer to the [glossary](#) section at the end of this document to obtain further details and definitions.

Further details on the booking cancellation fee are:

### Cancellation Notification Timeframe

The Cancellation Notification date will commence at 00:00 hours of each day.

### General Charging

The Booking Cancellation Fee always works on the parameter:

$$\text{Max Stated Vessel Capacity} * \text{Site Occupation per Passenger Vessel} * \text{Slot}$$

The only exception to this rule occurs with a cruise vessel with a Maximum Stated Vessel Capacity between 200 and 600 passengers

$$\text{Min 600 Passengers} * \text{Site Occupation per Passenger Vessel} * \text{Slot}$$

### Anchorage

In the event that a cruise vessel berths at an Anchorage (or at a non-passenger berth) but its passengers are processed at either OPT, WBCT or WB4, the General Charging rule (as per above) will apply

### Charging Rate

The Booking Cancellation Fee will be charged at the rate of the Site Occupation for Passenger Vessels applicable at the time of the Cancellation Notification date.

### Charge methodology

Cruise Ship and Berth	No. of Slots	Confirmed Slot Booking (Arrival)	Cancellation Notification Date	Max Stated Vessel Capacity (Pax)	Booking Cancellation Fee (GST exclusive)
<b>Example 1:</b> <i>Pacific Jewel</i> at WBCT	1	31/08/2019 06:00	1/03/2019 06:00	1,912	$1,912 \times 100\% \times (\$35.76) = \mathbf{\$68,373.12}$
<b>Example 2:</b> <i>Radiance of the Seas</i> at OPT	1	28/02/2019 00:00	28/08/2018 to 31/08/2018 12:00:00 AM	2,496	$2,496 \times 50\% \times (\$35.76) = \mathbf{\$44,628.48}$
<b>Example 3:</b> <i>Silver Spirit</i> at WB4	1	31/05/2020 00:00	30/05/2019 00:00	576	$600 \times 25\% \times (\$17.88) = \mathbf{\$2,682.00}$
<b>Example 4:</b> <i>Viking Sun</i> at Athol Anchorage debarking Pax at WBCT		29/04/2019 00:00	30/10/2018 00:00	930	$930 \times 100\% \times (\$35.76) = \mathbf{\$33,256.80}$

You can contact Port Authority's commercial team at [vjuan-vega@portauthoritynsw.com.au](mailto:vjuan-vega@portauthoritynsw.com.au) for further clarifications on the booking cancellation fee.



# Glossary

## **Calendar month**

A period of time consisting of thirty days in April, June, September and November; and thirty-one days in the remainder of the months except February, which consists of twenty-eight days except in a leap year, when the intercalary day is added, making twenty-nine days.

## **Cleaning services at Sydney Harbour's passenger berths**

On a ship day, cleaning services are carried out by Port Authority's cleaning contractor at the terminal site. Cleaning personnel are on site from 0700 to 1700 hours to provide roaming cleaning of the terminal, rubbish management and supply of amenities to restrooms. Cleaning personnel are also responsible for cleaning external areas such as the coach bay, car park and pedestrian walkways within the precinct.

## **Gangway hire at Sydney's Harbour passenger berths**

Port Authority's shore gangways can only be utilised by vessels that have been assessed and approved. Standard hours for the connection of Port Authority's shore gangway is 0600 to 2000 hours. If a gangway is required to remain connected outside these hours, a charge will apply (please, refer to miscellaneous charges for passenger vessels for price details).

## **Lay-up**

Rate applicable in unforeseen circumstances only where a vessel needs to undergo emergency maintenance or cannot otherwise carry out normal cargo transfer operations due to an unexpected event. Written notification must be provided to the commercial team of the intention to use a berth for lay-up purposes. berth allocation for lay-up is at discretion of the harbour master.

## **Revenue tonne**

A revenue tonne is the greater of mass volume measured in units of tonnes, cubic metres or kilolitres.

## **Security charges at Sydney Harbour's passenger berths**

On a cruise ship day, security services are carried out by Port Authority's security provider in accordance with the *Maritime Transport and Offshore Facilities Security Act 2003*. Duties which are undertaken by the security provider include: patrolling access to the facility, supervising passengers at the terminal precinct, screening of all unaccompanied baggage and the monitoring of cargo and stores delivered to the ship.

## **Slot**

The time allocated time by Port Authority for the maximum time permitted between the arrival and departure of a passenger vessel at a passenger berth which is not to exceed 24 hours. It is applicable to all passenger ship activities, regardless of whether they are "in transit" or if they are "turn-around".

## **Vessel: in transit**

Refers to a cruise/passenger vessel which has some of its incoming passengers disembark on a temporary basis before returning to the vessel to sail onto another location.

## **Vessel: turn around**

Refers to a cruise/passenger vessel which has all its incoming passengers disembark at the end of the trip before it embarks new passengers.

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