

Cruise Booking Procedure

1. Purpose

This procedure sets out the administrative requirements for users of the Port Authority of New South Wales (Port Authority) Cruise Booking System.

2. Scope

This procedure is to be read in conjunction with and is subject to the Port Authority Cruise Booking Policy.

This procedure applies to all users of the Port Authority Cruise Booking System.

3. Definitions

Cruise Line Confirmation of Authorisation Form means the Port Authority form that Cruise Operators must complete in order to make bookings in the Cruise Booking System on behalf of individual ships.

Cruise Booking Policy means the Port Authority Cruise Booking Policy applicable from time to time and published on the Port Authority website.

Cruise Booking System means the system administered by Port Authority under which Cruise Operators may apply for slot bookings and for Port Authority to record the slot booking of cruise ships to the Port of Sydney Harbour, Port of Eden and Newcastle Harbour.

Cruise Operator means the entity who has lawful authority from a cruise line and the applicant cruise ship in relation to all aspects of Port Authority's Cruise Booking Policy and who will become jointly liable for any relevant fees and charges by completing a Confirmation of Authorisation Form to that effect.

IMO means a ship's International Maritime Organisation number.

ITC means a ship's International Tonnage Certificate.

Keel to Truck means the vertical dimensions of a ship to enable bridge clearance calculations.

Release Date¹ means the date nominated by the Cruise Operator, if any, for publication of the ship and/or cruise line name in the Cruise Booking System and published cruise schedule. This is relevant only where a Cruise Operator has specifically requested that either the ship and/or cruise line information be withheld.

Slot Booking Application means an application for a slot as that term is defined under the Cruise Booking Policy.

Cruise Booking System Access Application Form means the Port Authority form that users must complete in order to access the Cruise Booking System.

4. Requirements

- 1) In order to access the Cruise Booking System, Cruise Operators must complete a Cruise Booking System Application Form listing persons authorised to make slot booking applications under the Cruise Booking Policy.
- 2) Cruise Operators must also complete a Cruise Line Confirmation of Authorisation Form listing every cruise ship for which authorisation is given to make a slot booking application for each individual ship.

¹ This facilitation is intended to assist a cruise line as a **new entrant** to the Port Authority cruise booking system or an existing cruise line (known to the cruise booking system) to bring a new ship (yet to be built, being built, or recently purchased and/or being reconfigured) and enable them to stay confidential until their declared release date.

- 3) The Cruise Line Confirmation of Authorisation Form must include the following information for each cruise ship:
 - a) name of ship;
 - b) ship's IMO; and
 - c) verify that a copy of the ship's ITC has been provided to Port Authority or included with this form.

5. Exceptions

There may be instances where a Cruise Operator wishes to make a slot booking application for a cruise ship yet to be built, or for an existing cruise ship that is being purchased from another party and is unable to comply with the requirements set out in section 4 of this procedure. In these instances, Port Authority may at its sole discretion choose to apply an exception to the requirements as set out below.

New Builds:

- 1) Cruise Operators must complete a Cruise Line Confirmation of Authorisation Form to include the relevant cruise ship and provide the following information:
 - a) intended name of ship;
 - b) ship's IMO (if unavailable, see (2) below);
 - c) the requested Release Date;
 - d) a declaration of the intended maximum passenger capacity of the ship, to be used to calculate fees and charges in relation to a confirmed slot booking; and
 - e) a declaration of the intended Keel to Truck height of the ship, to be used for bridge clearance calculations.
- 2) New build ships that do not have an IMO number will be accepted subject to the following conditions:
 - a) the Cruise Operator must provide all other documentation listed at (1) above (apart from the IMO); and
 - b) should the declaration of the intended maximum capacity of the ship be higher than the actual as built ship, Port Authority reserves the right at its sole discretion to:
 - i) cancel all bookings for that ship, or
 - ii) charge for all bookings for that ship in accordance with the declaration of the intended maximum passenger capacity.
- 3) Cruise Operators must provide a copy of the ship's ITC to Port Authority within 30 days of issuance.
- 4) If the Cruise Operator nominates a Release Date, Port Authority will publish the intended name of the ship and/or cruise line in the Cruise Booking System and cruise schedule on or after the Release Date. The ship and/or cruise line name will be listed as "unnamed" up to the date of publication. If no Release Date is nominated, Port Authority will publish the name of the ship and cruise line when the first booking is confirmed or after the receipt of the ITC, whichever comes first.

Where a cruise line is purchasing an existing ship:

- 1) Cruise Operators must complete a Cruise Line Confirmation of Authorisation Form to include the relevant cruise ship and provide the following information:
 - a) current name of ship;
 - b) intended name of ship (if different);
 - c) ship's IMO;
 - d) the requested Release Date;
 - e) a declaration of the intended maximum passenger capacity of the ship, to be used to calculate fees and charges in relation to a confirmed slot booking;
 - f) a copy of the current ITC; and

- g) a declaration of the intended keel to truck height of the ship to be used for bridge clearance calculations.
- 2) Cruise Operators must provide a copy of the ship's new ITC to Port Authority within 30 days of issuance.
- 3) If the Cruise Operator nominates a Release Date, Port Authority will publish the intended name of the ship and/or cruise line in the Cruise Booking System and cruise schedule on or after the Release Date. The ship and/or cruise line name will be listed as "unnamed" up to the date of publication. If no Release Date is nominated, Port Authority will publish the name of the ship and cruise line when the first booking is confirmed or after the receipt of the ITC, whichever comes first.

Discretion of the Port Authority:

Notwithstanding the above, Port Authority retains full discretion as to whether it accepts:

- a) registration of a cruise ship through the Cruise Line Confirmation of Authorisation Form, including but not limited to whether it:
 - i. accepts registration of a new build without an IMO;
 - ii. permits a cruise ship or cruise line name to be withheld from the market; and
- b) any slot booking application, including but not limited to where there are no booking slot clashes (as that term is defined in the Cruise Booking Policy).

For all confirmed slot booking applications, the Cruise Operator and the relevant cruise line will be jointly liable for all fees and charges applicable under the Cruise Booking Policy, notwithstanding any variations in ownership arrangements for cruise ships for which a slot booking application is made.