

LITTLEHAMPTON HARBOUR BOARD



SCHEDULE OF CHARGES, FEES AND DUES 2012 / 2013

SCHEDULE OF CHARGES, FEES AND DUES

For the period 1st April 2012 to 31st March 2013

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For information on the Harbour visit our Web Site at: www.littlehampton.org.uk
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Part 1: Introduction

1.1 General

- 1.1.1 All charges, Fees and Dues are subject to the current / appropriate Value Added Tax (VAT) which is included in the price, except as indicated.
- 1.1.2 These Harbour Due charges relate to the period 1st July 2012 to 31st March 2013.
- 1.1.3 From 2013 the Annual Harbour Due charges will commence from the 1st of April each year. In order to phase in this change, in 2012 customers will be charged proportionately for nine months from 1st July 2012 to the 31st of March 2013.
- 1.1.4 All other charges relate to the period 1st April 2012 – 31st March 2013 and any part thereof.
- 1.1.5 Seasonal charges, only where applicable, relate to the periods:
- | | | |
|--------|---|--|
| Summer | - | 1 st April – 30 th September |
| Winter | - | 1 st October – 31 st March |
- 1.1.6 All accounts are to be paid promptly and within the time specified on the invoice. Payments of the charges listed may be required in advance of the service being taken up. Credit and Debit cards facilities are available for payments made in the Harbour Office and over the phone.
- 1.1.7 All annual payments connected with these conditions are made for the year commencing as listed above. No refund is made for a part of a year whether the facility or service ceases to be used or enjoyed during the relevant year or whether the facility or service commences to be used or enjoyed or is granted during the year to which the relevant dues, tolls, levy, rents, fees or other charges relate.
- 1.1.8 The appropriate rate shown on the LHB's schedule of charges will be applicable to all services rendered, whether or not made known specifically to the customer prior to rendering the service.
- 1.1.9 Penalty for evading payment of charges – Section 43 (Harbour, Docks and Piers Clauses Act 1847), "If the master of any vessel or the owner of any goods evades payment of the rates payable to the undertakers in respect of such vessel or goods, or any part thereof, he shall pay them three times the amount of rates of which he so have evaded the payment, and the same shall be recovered from such master or owner respectively in the same manner as penalties imposed by this Act are directed to be recovered, or by action in any court of competent jurisdiction."

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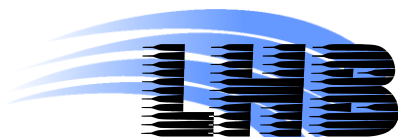
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- 1.1.10 Failure to notify the Harbour Office of arrival or departing the Harbour without paying Harbour charges will be construed as an attempt to evade the payment of Harbour charges.
- 1.1.11 All lengths are referred to as Length Overall. This includes bowsprit, pushpit, stern davit, and / or bumpkin etc as determined by the Harbour Manager or Deputy Harbour Master.
- 1.1.12 Application for and acceptance of a mooring, berth, compound space or other facility, is at the discretion of the Harbour Manager and implies the acceptance of the rate of charge currently in force and of the conditions of issue including that the LHB and its staff are indemnified against any claims arising from or in connection with such berth or facility, save only as the Littlehampton Harbour Board may be liable under the Unfair Contracts Terms Act 1977.
- 1.1.13 The lawful orders or discretions of the Harbour Manager and other authorized officers of the Littlehampton Harbour Board must always be obeyed promptly.
- 1.1.14 No facility granted may be shared, assigned or sub-let without the prior consent of the Harbour Manager in writing and further charges may apply.
- 1.1.15 The LHB has the right to exercise a general lien upon any vessel, and/or her gear and equipment, whilst in or upon the Harbour premises, or afloat, until such time as the monies due to the LHB from the applicant in respect of such vessel whether on account of storage or mooring charges or otherwise, shall be paid.
- 1.1.16 No person shall use a mooring to place a vessel of a different size than that applied for, without the applicant obtaining the approval of the Harbour Manager in writing.
- 1.1.17 In the event of the applicant selling or otherwise disposing of the vessel authorised to use the mooring, the Harbour Manager must be notified in person or writing.
- 1.1.18 The Harbour Manager may vary these charges and/or levy additional charges in respect of anything done or provided by (or on behalf of) the Harbour Authority in accordance with the Harbour Act 1964 and all powers delegated to the Harbour Manager by the Littlehampton Harbour Board (LHB).

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1.2 Definitions

1.2.1 Limits of the Harbour

The area of jurisdiction for Littlehampton Harbour Competent Harbour Authority extends from the old road bridge at Arundel to fifty feet due south of the western pier at the Harbour entrance and extending five hundred yards east and five hundred yards west of the breakwaters, as defined in Part 5 section 36 of the Littlehampton Harbour & Arun Drainage Outfall Act 1927.

1.2.2 Pilotage

Pilotage is compulsory within Littlehampton Harbour CHA area of jurisdiction for vessels 50 gross tonnes and over, and vessels of 20 metres or more in overall length carrying more than 12 passengers.

Pilotage Exemption Certificates (PEC) under section 8 of the Pilotage Act 1987: the Harbour Manager has delegated powers to issue Pilotage Exemption Certificates.

1.2.3 Work within the Harbour

The loading, discharging, transport, carriage, storing or accommodation of goods, cargo, dry, liquid or gaseous commodities, livestock or passengers. The carrying out of any project for any purpose including but not limited to photographic, film or other artistic work on or by any vessel. Capital dredging; bed leveling; diving support; pile driving or pile removal, laying or recovering an underwater cable or pipeline; laying, maintenance, survey or recovery of mooring anchors, ground tackle, risers or buoys; surveying, scientific research, water sampling or core sampling; and drilling in to the river bed for any purpose. Any other project resulting in the construction or removal of any structure or the alteration of the Harbour bed or infrastructure. Operations carried out by HM Customs, immigration officers, police and fisheries patrols but excluding fire fighting and search and rescue operations.

1.2.4 Passenger

Any person carried that is not essential to the running of the vessel or any person who has paid to be transported, accommodated or trained on the vessel on which he/she is embarked.

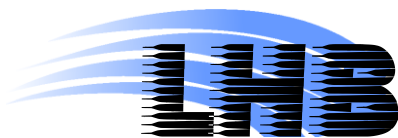
1.2.5 Commercial vessels

Recreational vessels of 50m LOA and over. Vessels used for the carriage of cargo and all other vessels, including Naval vessels, dredgers, workboats, tugboats, barges and pilot boats used for any purpose other than recreation except Motor Fishing Vessels as defined in 1.2.7

1.2.6 Recreational vessels

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Any vessel < 50m LOA, used solely for the purpose of recreation.

1.2.7 Motor Fishing Vessels

A registered Motor Fishing Vessel licensed by the Government department responsible for fisheries and displaying a bona fide fishing number, the owner/master/operator of which is engaged in commercial fishing for his sole or main income.

1.2.8 Boats in club compounds

Vessels associated with a recognised club, association or other organisation in the Littlehampton Harbour limits which are permanently stored in compound storage ashore at the premises of that club, association or organisation and do not have a permanent mooring within the Harbour.

Part 2: Harbour Dues

2.1 General

- 2.1.1 Harbour Dues are payable on all vessels entering, within or leaving the Harbour. Harbour Dues relate to a particular vessel and are not transferable. It is not Board policy to give refunds or partial refunds for Harbour Dues. An adhesive valid plaque and/or receipt is supplied as evidence that Harbour Dues have been paid. This valid plaque must be prominently displayed on the vessel for which it is issued. Vessels not displaying an appropriate plaque will be deemed not to have paid Harbour Dues.
- 2.1.2 Harbour Due plaques that are lost, mislaid or stolen must be reported to the Harbour Office as soon as practicable. Replacement plaques will be charged at the full rate applicable to vessels up to 5m.
- 2.1.3 Bona-fide tenders up to 3m in length are covered by the payment of Harbour Dues on the parent vessel. Such tenders must be clearly and uniquely identifiable. Only one tender per vessel is covered in this way. Tenders may only be used for transport to and from the parent vessel and/or mooring. Craft of 3.0m and under which are not bona fide tenders will attract Harbour Dues at the rate appropriate to their length, as specified in the Board's scale of charges.
- 2.1.4 Small vessels of 5m LOA or under for which the only means of propulsion is either oars or paddles and which are not normally berthed within the limits of the Harbour are exempt from the payment of Harbour Dues.

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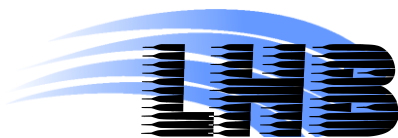
- 2.1.5 Safety and or rescue vessels may be exempted from Harbour Dues by agreement with the Harbour Manager. Except that all RNLI vessels will be exempt from the payment of Harbour Dues and mooring fees. HM Ships, Customs and Excise vessels and craft in the service of Trinity House may be exempt from the payment of Harbour charges.
- 2.1.6 At the discretion of the Harbour Manager, Harbour charges may be offered at concessionary rates for the vessels taking part in organized events within the Harbour limits if permission is sought and granted in advance of the event and the names and lengths of the vessels involved are made available to the Harbour Manager.
- 2.1.7 All rates of Harbour Dues are made payable in advance, no refunds will be given. To qualify for daily rates, payment must be made at the time of launch. Failure to pay daily or monthly Dues in advance will automatically result in owners being charged at the annual rate.

2.2 Commercial Vessels

- 2.2.1 This section applies only to commercial vessels (as defined in 1.2.5). Prices are exclusive of the current VAT rate.
- 2.2.2 Commercial vessels remaining in the Harbour for longer than seven days on any one visit will be charged at the 'per visit rate' for every week or part thereof exceeding the first seven days in the Harbour.
- 2.2.3 Commercial vessels laid up and not working within the Harbour will be charged the per visit GRT rate and a compulsory pilotage fee. Arrangements to lay up in Littlehampton Harbour must be agreed by the Harbour Manager in advance.
- 2.2.4 Commercial vessels entering the Harbour due to stress of weather, not remaining more than 48 hours and neither loading nor un-loading, no dues are payable, however Pilotage is a compulsory charge.

Harbour Dues (exclusive of VAT)	(Pence)
Per Gross Ton – Per Visit	45.21

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2.3 Non Commercial Vessels

- 2.3.1 Charges are levied according to length overall. Prices are inclusive of VAT unless otherwise stated.
- 2.3.2 Payment of Annual Harbour Dues must be evidenced by the display of the Harbour Authority 'Plaque' for the appropriate term which will be issued when payment is made. Failure to display a valid plaque or displaying a plaque issued in respect of another vessel will be taken as an attempt to evade the payment of Harbour Dues.
- 2.3.3 Boats in club compounds will be liable for the full annual rate if moored in the Harbour without the prior consent of the Harbour Manager.
- 2.3.4 Boats moored north of the Old Town Bridge in Arundel are not liable for Harbour Dues.
- 2.3.5 Visiting vessels up to 6.3M LOA taking part in open races organized by a local club will be charged at the rate of £2.00 for up to two days or £3.50 for up to one week (Inc VAT).

Annual Harbour Dues (including VAT @ 20%)	£	Charge for 9 months £
Pleasure craft not exceeding 5m	61.92	46.44
Pleasure craft 5.01 - 8m	124.37	93.29
Pleasure craft 8.01m - 11m	184.64	138.48
Pleasure craft exceeding 11m	246.54	184.91
Dinghies in Club Compounds < 5m	41.58	31.19

Monthly Harbour Dues (including VAT @ 20%)	£
Pleasure craft not exceeding 5m	31.04
Pleasure craft 5.01 - 8m	55.87
Pleasure craft 8.01m - 11m	74.66
Pleasure craft exceeding 11m	99.55

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Daily Harbour Dues (including VAT @ 20%)	£
Pleasure craft not exceeding 5m	10.00
Pleasure craft 5.01 - 8m	10.00
Pleasure craft 8.01m - 11m	10.00
Pleasure craft exceeding 11m	12.44

2.4 Cargo (Goods) Dues

2.4.1 Cargo dues are levied as follows (VAT exempt for vessels over 15 GRT).

2.4.2 Cargo dues (rate per ton) apply to both import and export cargoes.

2.4.3 Charges for cargo other than shown below on application to the Harbour Manager.

Cargo Dues (exclusive of VAT)	(Pence)
Marine Aggregates (Ballast)	32.47
Stone (Granite, Lecastone, Pumice, Furnance Ash, Whitestone) in bulk	37.10
Marble chippings in bags	57.97
Lime	57.97
Peatmoss	57.97
Salt	57.97
Wheat, Oats, Barley	57.97
Animal Feed in Bulk	57.97
Potatoes	57.97
Timber per cubic metre	83.48
Iron & steel	74.00
Cargo other than above	At discretion of Harbour Manager

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2.5 – Charter / Vessels for Hire Harbour Dues

2.5.1 Vessels used for Charter or Hire will be charged the following Harbour Dues, all information listed above in Section 2.1 and 2.3 is applicable.

Annual Harbour Dues for Charter Vessels (including VAT @ 20%)	£
Craft not exceeding 5m	92.35
Craft 5.01 - 8m	184.93
Craft 8.01m - 11m	277.10
Craft exceeding 11m	369.29

Monthly Harbour Dues for Charter Vessels (including VAT @ 20%)	£
Craft not exceeding 5m	31.00
Craft 5.01 - 8m	61.59
Craft 8.01m - 11m	92.41
Craft exceeding 11m	148.05

Daily Harbour Dues for Charter Vessels (including VAT @ 20%)	£
Craft not exceeding 5m	14.79
Craft 5.01 - 8m	14.79
Craft 8.01m - 11m	14.79
Craft exceeding 11m	20.16

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2.6 – Miscellaneous Harbour Dues

Miscellaneous Harbour Dues (including VAT @ 20%)	£
Mooring Pontoon: Per annum	26.04
Tug: Per entry	124.34
Tug: per week (or part) after the first calendar month in Harbour	26.04
River or Fuelling Barge: Per annum	284.77
Fishing Vessel not registered to Littlehampton: Per entry	26.04
Fishing Vessel registered to Littlehampton	Nil
Houseboat / Floating restaurant under 45 feet: Per annum	775.58
Houseboat / Floating restaurant over 45 feet: Per annum	1033.70
Speedboat (plying for hire): Per Annum	775.58
Speedboat (plying for hire): 6 months	543.49

Part 3: Visitor Charges

3.1 Visitor charges / Slipway usage

3.1.1 This section applies to non commercial vessels visiting Littlehampton Harbour and to vessels launching and recovering into or out of Littlehampton Harbour.

3.1.2 All charges quoted within this section are inclusive of VAT unless otherwise stated. These charges are combined charges and include Harbour Dues, mooring fees and other charges where applicable.

3.1.3 No refunds or partial refunds will be given.

3.1.4 No refund or allowance will be made for vessels changing from the daily to the annual tariff.

3.1.5 Visitor berths are charged on a per night basis.

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- 3.1.6 Visitor short stay berth may be used with prior consent of the Harbour Manager up to a maximum of four hours.
- 3.1.7 Harbour Dues / slipway usage does not include trailer parking charges. Vehicles and trailers are not permitted to park on the Harbour premises without prior consent of the Harbour Manager. Nearest car and trailer parking facility for the Fisherman's Quay slipway can be found on Surrey Street behind the Littlehampton Lifeboat station.
- 3.1.8 Vessels launching from slipways in other facilities around Littlehampton Harbour must ensure they hold a valid daily or annual Harbour Due plaque.

Daily Visitor Charges (including VAT @ 20%)	£
Pleasure craft up to 8m	21.88
Pleasure craft between 8.01m and 11m	24.36
Pleasure craft between 11.01m and 13m	27.10
Pleasure craft exceeding 13.01m	34.53
Short Stay Berthing 'Touch and Go' (max 4 hours)	Harbour Dues + 1.25 per hour
Use of Slipway	Daily Harbour Dues

3.2 Personal Watercraft (Jet skis)

- 3.2.1 All personal watercraft (PWC) must be registered with the Littlehampton Harbour Board.
- 3.2.2 Personal watercraft are only permitted to use the Harbour with the consent of the Harbour Manager or Deputy Harbour Master.
- 3.2.3 The LHB PWC policy states each craft must have paid the annual Harbour Due and display the plaque, provide evidence of insurance, the owner / user must show evidence of a RYA training course or logged experience, provide a photograph of the craft, have a valid data tag registration number and attend a safety briefing from the Harbour Manager or his/her Deputy regarding Harbour Byelaws, Directions and the International Regulations for Preventing Collisions at Sea.

Personal Watercraft (Jet Skis) Permit including VAT @ 20%	£
Annual Charge	61.92

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Part 4: Littlehampton Harbour Board Moorings, Berths and Facilities

4.1 General

- 4.1.1 The allocation of moorings and facilities is entirely at the discretion of the Harbour Manager.
- 4.1.2 All Littlehampton Harbour Board berth holders must sign and return a licence agreement for the current year.
- 4.1.3 Permanent moorings and berthing facilities are allocated on an annual basis, 1st April to the end of the following March.
- 4.1.4 No refund of mooring fees will be given.
- 4.1.5 The licensee must obtain insurance against third party claims for at least the minimum sum recommended by leading marine insurers.
- 4.1.6 Owners must ensure that the vessel is provided with a sufficient number of fenders and warps adequate for the size of vessel, so as to prevent damage to other vessels, quays or other property.
- 4.1.7 Owners will be allocated a space with a minimum of 0.75m space fore and aft of the vessel. This should always be maintained and never reduced.
- 4.1.8 For tidal moorings, it is the responsibility of the licensee to ensure that the mooring and all mooring aids are maintained at all times and in a fit and safe condition for its purpose.

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4.1.9 – Daily Berthing Charges on Town Quay (excluding the cost of daily Harbour Dues)

Daily Berthing on Town Quay: price excludes Harbour Dues (Inc 20% VAT)	£
Pleasure craft not exceeding 5m	11.88
Pleasure craft 5.01 - 8m	11.88
Pleasure craft 8.01m - 11m	14.36
Pleasure craft 11.01m – 13m	17.10
Pleasure craft exceeding 13.01m	22.09

4.2 – Annual Mooring Charges

4.2.1 All prices include VAT @ 20%.

4.2.2 All prices exclude the appropriate Harbour Dues.

4.2.3 Charges listed within this document for Annual Mooring fees are for Littlehampton Harbour Board pontoons and berths only. Other pontoon providers within the Harbour Limits set charges at their discretion.

Annual Mooring Charges (including VAT @ 20%)	(£) Per Metre
Location	
Pier Road - Pontoon	305.29
Duke's Wharf - Outer Pontoon	305.29
Duke's Wharf - Inner Pontoon	259.81
Workshop Wharf - Pontoon	259.81
Bridge Hard - Against Wall	126.00
Bridge Hard - Trot mooring up to 2 hour afloat	63.00
Bridge Hard - Trot mooring > 2 hour afloat	94.50

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Part 5: Littlehampton Harbour Board Services and Other Charges

5.1 – Utilities

- 5.1.1 Electricity cards @ £2 per card are available for use on walk ashore pontoons.
- 5.1.2 There is no charge for water taken by small vessels.

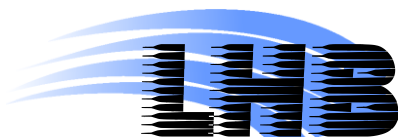
5.2 – Labour and Equipment Charges

- 5.2.1 There are vessel length, breadth and weight restrictions for services carried out by the Littlehampton Harbour Board. Customers must ensure their vessel is fit for the work to be carried out. Works are carried out at the discretion of the Harbour Manager.
- 5.2.2 Use of a mobile crane / commercial crane on Harbour property / estate is at the discretion of the Harbour Manager. A charge may be made for permitting this equipment to be used on the premises.
- 5.2.3 Enhanced rates will be charged, out of ordinary working hours, where overtime is required to be worked. If staff have to be called out, a minimum of 2 hours overtime will be charged per person.
- 5.2.4 Littlehampton Harbour Board personnel and equipment (subject to availability) are charged out at the following rates, all including VAT. Use of these facilities is at the Harbour Manager's discretion.
- 5.2.5 Towing services are provided at the discretion of the Harbour Manager.

Labour and Equipment Charges (including VAT @20%)	£
Boat for hire (including crew) per hour (min charge 15mins)	131.02
Works vehicle for hire (with driver) per hour (min charge 15 mins)	100.80
Workshop staff per hour (min charge 15 mins)	46.43
Clean and antifoul vessel (to include all crane lifts and labour)	POA
Pressure wash vessel bottom (Keel) (to include all crane lifts and labour)	POA

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Crane Hire with LHB - charges depend on number of vessels lifted in one act	POA
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5.3 – Storage and Berthing

- 5.3.1 Vessels using the Board's premises for boat storage do so at their own risk and subject to the terms for storage available from the Harbour Office.
- 5.3.2 It is a condition of storage that boats on LHB property display a valid Harbour Dues plaque.
- 5.3.3 The storage of trailers in the Board's compound is at the discretion of the Harbour Manager.
- 5.3.4 No charge levied for storage on Littlehampton Harbour Board property for berth holders for up to 14 days.

Compound Storage and Winter Berthing (including VAT @ 20%)	£
Hard standing charge per metre / per week (min charge 5m)	3.22
Hard standing charge for LHB berth holders per metre / per week (min charge 5m)	1.57
Tender storage: Annual	75.60
Trailer storage: Daily	6.30
Trailer storage: Annual	126.00
Winter berthing (1st Oct - 31st March) - Town Quay per metre / per week (min 5m)	5.04

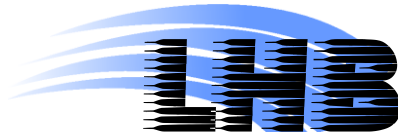
5.4 – Miscellaneous Charges

- 5.4.1 Commercial filming or photographic shoots are permitted in the Harbour limits at the discretion of the Harbour Manager.
- 5.4.2 The Littlehampton Harbour Board room is available for hire at the discretion of the Harbour Manager.

Miscellaneous Charges (including VAT @ 20%)	£
Filming permit within Harbour Limits	From 450.00
Harbour Office board room hire: Half Day (Four hours)	22.12
Harbour Office board room hire: All Day (0900 - 1700)	38.70

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Part 6: Pilotage

6.1 – Services of a Pilot and/or Pilot Boat (Exclusive of VAT)

- 6.1.2 The Littlehampton Harbour Board is the Competent Harbour Authority for Littlehampton Harbour and under the Pilotage Act 1987 undertakes all functions relating to Piloting within the Harbour. Pilot Boarding location 50° 46'.60 N., 000° 32'.60 W.
- 6.1.3 Pilotage is compulsory within Littlehampton Harbour CHA area of jurisdiction for vessels over 50 gross tones and over and vessels of 20 metres or more in overall length carrying more than 12 passengers.
Pilotage Exemption Certificates (PEC) under section 8 of the Pilotage Act 1987: the Harbour Manager has delegated powers to issue Pilotage Exemption Certificates.
- 6.1.4 Vessels in Government service except when berthing or un-berthing at any non-Ministry of Defense facility are exempt from Compulsory pilotage.
- 6.1.5 Vessels under tow: for the purpose of this direction, the length of a tug and tow shall be the distance from the forward end of the towing vessel to the stern of the last vessel towed and this length will be considered the length overall, for the purpose of section 6.1.3 above.
- 6.1.6 For commercial vessels entering the Harbour the GRT charge listed in section 2.2.4 is applicable alongside those listed in the table below.

Pilotage Charges (exclusive of VAT)	£
Pilot Boat and Pilot (Per Act)	117.60
Mooring and Unmooring a vessel (Per Act)	117.60
Attend or Shift a Vessel	120.52
	(Pence)
Pilotage rate per Gross Tonne (Per Act): With Pilot	22.24
Pilotage rate per Gross Tonne (Per Act): Without Pilot	11.08