

**LITTLEHAMPTON**  
**HARBOUR**  
**BOARD**



**GENERAL DIRECTIONS**

ISSUED BY THE

**HARBOUR BOARD**

**7<sup>th</sup> September 2015**

MADE

**21<sup>st</sup> March 2016**

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## Littlehampton Harbour General Directions 2015

These General Directions may be cited as the Littlehampton Harbour General Directions 2015 (and are referred to as “the General Directions”). The General Directions are made pursuant to and may be amended from time to time by the Littlehampton Harbour Board in the manner set out in Littlehampton Harbour Revision Order 2015 (“the HRO”).

These General Directions are made under the Common Seal of the Littlehampton Harbour Board in pursuance of a Resolution of the Board passed at a meeting held on the 7<sup>th</sup> September 2015.

### **A. Interpretation**

A1. The following words and expressions shall have the meanings hereinafter assigned to them, namely:

**“the Act”** means the Littlehampton Harbour and Arun Drainage Outfall Act 1927;

**“the Byelaws”** means the Littlehampton Harbour Byelaws April 1929, January 1937 and October 1950;

**“the Board”** means the Littlehampton Harbour Board;

**“the District Council”** means the Arun District Council;

**“fairway”** means the channel below the level of low water which is navigable by all vessels, including small vessels;

**“Fuel Bowser”** means a moveable tank, pump or other appliance for the fuelling of vessels and includes any vehicle, trailer or similar device on which the bowser is mounted;

**“the Harbour”** means the Littlehampton Harbour as described in section 3 of the HRO;

**“the Harbour Master”** means any person appointed as described in section 2 of the HRO;

**“jet ski”** means any vessel described as a jet bike in section 2 of the HRO;

**“the level of high water”** means the level of mean high water spring tides;

**“the level of low water”** means the level of mean low water spring tides;

**“the Master”** when used in connection with a vessel means any individual, whether the owner or not, having or taking command, charge or management of the vessel for the time being;

**“Mooring”** includes any quay, buoy, pile, post, chain, pillar, pontoon or like apparatus or convenience provided or used for the mooring of vessels;

**“Person”** references to a person shall include, where the context admits, companies or other entities;

**“power driven vessel”** means any vessel propelled by machinery;

**“Public landing place”** means any space or area designated by the Board from time to time as a place for the public to embark or disembark crew or non-paying passengers from any vessel. This may include, but is not limited to, landing steps or pontoons. The word “Public” in this defined term is not intended in any way to imply a general public right of way over or to such place;

**“small vessels”** means any vessel howsoever propelled under 20 meters (65’ 7”) length overall;

**“vessel”** means a ship, boat, raft or water craft of any description as described in section 2 of the HRO;

**“underway”** when used in relation to a vessel means when it is not at anchor or moored or made fast to the shore or aground, and includes a vessel moving in the Harbour though its anchor is on the ground or seabed;

## **B. General Directions Relating to Navigation**

B1. The Master of a vessel navigating the Harbour shall navigate with care and caution and in such a manner as shall not cause nuisance to the occupants of any other vessel or cause damage or danger to any other vessel or to any moorings or to the river bank or to any other property.

B2. The Master of any power driven vessel shall not, subject to the requirements of maintaining adequate steerage way and control, suffer or cause her to be navigated in the Harbour at a speed exceeding six and one half knots through, on or over the water, unless the consent of the Harbour Master has previously been obtained. Provided that this Direction shall not apply to any vessel when it is being used for Harbour Board, police, RNLI, fire fighting or rescue operations in circumstances where such speed limit would be likely to hinder the use of the vessel in the purpose for which it is being used on that occasion.

B3. The speed limits set out in these General Directions are the maximum permitted speeds allowed in the relevant areas. Complying with the maximum permitted speed will not exonerate the owner, Master or crew of any vessel from the responsibility of reducing speed as necessary to minimise wash and disturbance and in the observance of normal practice of safe seamanship when passing mooring trots, pontoons, vessels alongside quays, jetties or pontoons, or vessels engaged in maritime works or in any circumstances which could endanger the safety of other persons, vessels or properties or cause damage thereto.

B4. The Master shall at all times comply with the International Regulations for Preventing Collisions at Sea 1972 (or such regulations that amend or replace these from time to time).

B5. Vessels navigating against the tide shall give way to vessels navigating with the tide.

B6. Vessels crossing the Harbour shall give way to vessels proceeding along the course of the channel or fairway.

B7. All small vessels are to navigate clear of the fairway when vessels subject to Pilotage requirements are entering or leaving Harbour.

B8. No vessel plying for hire in the Harbour shall tow any other vessel or vessels carrying any person or persons (except in case of emergency).

B9. No person shall engage or take part or permit a vessel to be used in water skiing, aquaplaning, parachute towing or similar sport requiring a towing vessel in the Harbour except in any area designated from time to time for such purpose by the Harbour Master.

B10. Harbour Dues. No person shall navigate within the Harbour without payment of appropriate Harbour Dues.

B11. Other than to seaward of the beaches either side of the river mouth, no person shall engage in board sailing or wind surfing in the Harbour except with the written permission of the Harbour Master.

B12. No person shall land or take off an aircraft (including a seaplane) in or from within the Harbour except with the written permission of the Harbour Master.

B13. No person shall navigate a hydrofoil or hovercraft in the Harbour without the written permission of the Harbour Master.

B14. Except in the case of vessels not designed to carry anchors; every vessel when navigating the Harbour shall have its anchor and cable ready to let go in the event of any emergency requiring its use. Vessels such as unpowered Sailing Dinghies and Jet Skis, which do not have anchors fitted, should have a painter or towing line available so that it may be towed or made fast as required.

B15. The Master of a vessel shall not use or permit her to be used for any form of net or pot fishing within the Harbour.

B16. The Master of a vessel when under way shall cause her:

to be kept clear of dredgers or other vessels engaged in the laying or retrieving of moorings, navigational works, salvage works or construction works authorised by the Board; and

to be navigated with care and caution and at a speed and in such manner as not to cause injury to or endanger the lives of persons engaged in underwater work.

B17. The Master of a vessel when underway (or aground) in the Harbour shall ensure that at least one competent person is constantly on board for the navigation and management thereof.

B18. No person under the age of 12 years shall be in charge of, and no person shall cause or permit such a person to be in charge of, a vessel navigating within the Harbour unless written permission has previously been obtained from the Harbour Master save that the age shall be reduced to 8 years in sailing vessels at an event run by an organisation approved by the Harbour Authority.

B19. No person shall cause a vessel in an unsafe or unseaworthy condition to navigate the Harbour except as necessary for that vessel's safety and that of her crew, and she shall then proceed to such place as may be indicated by the Harbour Master.

B20. The Master of any vessel shall forthwith, and certainly within 24 hours, report to the Harbour Master any collision in the Harbour in which the vessel is involved, and complete an Incident Report form as required by the Harbour Master, save that this Direction shall not apply to any collision between sailing dinghies if no significant damage is incurred.

B21. The Master of a vessel which has sunk or grounded in the Harbour shall immediately advise the Harbour Master of its position and any other particulars he may require for the safety of navigation. If a vessel under tow has sunk or grounded the Master of the towing vessel shall also have responsibility to advise the Harbour Master as aforesaid. For the avoidance of doubt, this Direction shall not apply to any dinghy

being launched or recovered, or which is grounded temporarily where no significant damage is incurred.

B22. The owner or Master of a vessel which has been abandoned or has gone adrift or is missing from her moorings in the Harbour shall notify the Harbour Master of the relevant facts (to include date, time and circumstances) as soon as practicable after the Master becomes aware of the event.

B23. In observing and construing these Directions so far as they concern navigation, due regard shall be had to all dangers of navigation and collision and to any special circumstances, including the limitations of the vessels involved, which may render a departure from these Directions necessary in order to avoid immediate danger.

### **C. General Directions Relating to Berthing and Mooring**

C1. The Master of a vessel remaining at a mooring, public or private quay, wharf or landing place within the Harbour shall cause it to be properly and effectively moored, such that it is not only secure but also is not liable to cause any damage to any other vessel or property (including any pontoon, mooring or quay).

C2. No Master shall use or permit his vessel or equipment or other items to obstruct any public landing place, hard, pier, jetty, quay or slipway within the Harbour.

C3. The Master of a vessel shall ensure that it is provided with a sufficient number of fenders adequate for the size of vessel and, when berthing and leaving or lying at a quay or against other vessels, the Master shall cause the vessel to be fended off from the quay or those other vessels so as to prevent damage to that quay, those other vessels or other property.

C4. The Master of a vessel shall ensure that whilst his vessel is berthed or moored at a quay or alongside another vessel his vessels anchors are properly stowed and that all projections beyond the sides of his vessel, other than fenders, and which may cause injury, damage or obstruction are removed.

C5. The Master of a vessel shall not make fast his vessel, or secure any rope, chain or tackle, to any beacon, navigational mark, pier or other unauthorised object not assigned for that purpose.

C6. In areas of the Harbour where the Harbour Master requires vessels to raft together, Masters must follow the Harbour Master's instruction to raft. Save as aforesaid, no Master shall make his vessel fast to any other vessel without the permission of the Master of such other vessel unless instructed so to do by the Harbour Master or within a marina or other location where moorings are under the control of an established club or marina operator.

C7. No Master of a vessel shall moor a vessel in such a manner as to obstruct the navigable fairway of the Harbour, or to hinder the ingress or egress to other established moorings, save where moorings have already been established within the navigable fairway prior to the introduction of these General Directions.

C8. The Master of a vessel alongside a quay or alongside any vessel already berthed within the Harbour shall give free access across the deck of his vessel for persons and goods to and from vessels berthed alongside his vessel.

C9. The Master of a vessel which is at a quay or attached to any other mooring device shall not permit the engines of his vessel to be worked in such a manner as to cause injury or damage to the bed or banks of the Harbour or to any other vessel or property.

C10. When conditions require or in any event when reasonably required by the Harbour Master so to do the Master of a vessel shall cause at least one responsible person to be on board at all times whilst the vessel is anchored or moored in the Harbour.

C11. No person shall place, lay down, maintain or use any new mooring or pontoon in the Harbour without a written licence granted by the Board. The placing, laying down, maintenance or use of any agreed mooring by the Board shall be in compliance with the conditions attached to that licence. In the absence of such licence or if conditions attached thereto are not complied with any such mooring shall be forthwith removed by the owner thereof if the Board so requires. If it is not so removed by the owner, the Board may remove it and all costs incurred in their so doing shall be repaid to the Board by the owner.

C12. No anchor shall be put down from any vessel within the Harbour except:

In the case of an emergency.

For the purpose of swinging.

With the previous sanction of the Harbour Master.

By the emergency services engaged in operations.

Any anchor put down in a case of emergency shall be taken up as soon as practicable.

Due regard shall be had to the positions of submarine cables and pipelines within the Harbour and the effect that deploying an anchor may have on these services.

C13. The Master of a vessel that has slipped, parted from or lost an anchor, chain or cable or lost a propeller within the Harbour shall forthwith give notice thereof to the Harbour Master and of its position and if the Harbour Master so directs shall cause the item to be recovered as soon as practicable.

C14. If at any time the anchor of a vessel hooks any mooring in the Harbour or any electric cable or water pipe the Master of the vessel shall not proceed to clear the same, but shall as soon as possible advise the Harbour Master in order that the Harbour Master may provide aid in clearing the anchor without the sustaining of any damage to the mooring, cable or water pipe at the expense of the Master.

C15. No person shall tamper with, slacken or loosen any rope, chain or other mooring of a vessel or otherwise cast a vessel adrift other than to secure its safety or that of adjacent vessels.

C16. Nothing in these General Directions shall prevent marks or buoys being laid within the fairway for the purposes of any boat race, regatta or any other event that has been notified to the Harbour Master.

#### **D. General Directions Relating to Goods**

D1. The owner of any goods shall comply with such directions as the Harbour Master may from time to time give for regulating the time, place and manner of discharging, loading or otherwise bringing into or removing those goods.

D2. The owner of goods unloaded from or to be loaded into a vessel shall not allow any portion of them to be deposited on any pier in such a way as to obstruct the free and safe use of the pier or any crane, mooring post or fixture thereon.

D3. The Master of a vessel and a person undertaking the loading of cargo into, or the discharging of cargo from a vessel shall use or cause to be used such methods as the Harbour Master may direct for the prevention of any cargo, dunnage, ballast, or other materials from falling into the waters of the Harbour.

D4. The Master of a vessel shall ensure that at all times during the loading or discharging of the vessel a competent person, acting on behalf of the Master, shall be on board to supervise its loading or discharging.

D5. The Master of a vessel from which any cargo, dunnage, ballast or other materials or things have fallen or escaped into the waters of the harbour or the person in charge of the loading or discharging of the vessel, as appropriate, shall:

a) as soon as reasonably practicable give notice of the occurrence to the Harbour Master and, if possible, of the position of the cargo, dunnage, ballast or other materials or thing which has fallen or escaped;

b) take steps as soon as reasonably practicable for the recovery of such cargo, dunnage, ballast or other material or thing if the Harbour Master so directs, and comply with any direction of the Harbour Master in that regard.

#### **E. General**

E1. A person shall not navigate any vessel within the Harbour whilst under the influence of drink or drugs to such an extent as to be incapable of taking proper control of the vessel.

E2. No person shall sound or cause or suffer to be sounded or used in the Harbour a siren, steam hooter, trumpet, distress rocket, musical instrument, radio, television, amplification equipment, computer, loudspeaker, gong, horn or bell or other instrument or appliance for producing alarm signals in a manner which causes nuisance to others on any occasion or for any purpose other than in connection with navigation or distress, or as a recognised race sound signal or as a means to hail a licensed ferry service.

E3. The Harbour Master may require any engine or other machinery to be switched off if, in his opinion, it does or may cause a nuisance or disturbance.

E4. No person shall trespass on, damage, make fast to, or interfere with any light, beacon, seamark, navigational buoy or mark, racing buoy, or tide pole within the Harbour.

E5. No person shall:-

a) Intentionally or recklessly obstruct the useful operation of, or tamper with any fire fighting or life saving equipment or apparatus in the Harbour; or

b) use or remove any such equipment or apparatus except for the purpose of combating fire or saving life or with lawful authority for inspection or maintenance.

E6. Excepting the lawful exercise of a statutory power, no person shall publicly place, erect, or exhibit any notice, placard, advertisement or bill or distribute any leaflet, pamphlet, circular or other printed matter within the Harbour premises, as defined by Article 3,1(b) of the 2015 HRO, except with the permission of the Harbour Master.

E7. No person shall throw, fire or otherwise ignite any firework, as defined for the purposes of the Explosives Act 1875, on the Harbour premises or from any vessel in the Harbour except with the prior permission of the Harbour Master other than as a lawful distress signal.

E8. No vessel shall be broken up within the Harbour except with the written permission of the Harbour Master and at such place as he shall appoint and subject to such other terms and conditions as he may stipulate.

E9. No person shall dredge material from the sea bed in any part of the Harbour save as authorised by any enactment, or in pursuance of rights of ownership, without the permission in writing of the Board.

E10. No person shall take or remove any stones, gravel sand or other earth within eighty yards of the outside of either of the piers or other works of the Harbour without the consent in writing of the Harbour Master.

E11. No person shall put or place any bricks, stones, gravel, timber or other Merchandise so near the Works of the Board as to cause (in the opinion of the Harbour Master) any injury thereto.

E12. a) No person shall, except with the permission of the Harbour Master, deposit or place any goods or park any vehicle on any part of the Harbour premises so as to obstruct operations there or so as to obstruct any pontoon, quay, transit or working area, road, bridge, building, structure, mooring place, plant, machinery, equipment or apparatus or the access thereto;

b) A person who contravenes paragraph a) of this General Direction or the owner of the goods or vehicle causing interference or obstruction shall move or remove them or it or cause them or it to be moved or removed as the Harbour Master may direct.

E13. The owner of any obstruction of whatever description, whether or not floating, which impedes or is likely to impede navigation or dredging in the Harbour, including a sunken, grounded, stranded or drifting vessel, wreck, fishing gear including pots and nets or vehicles, shall if so directed by the Harbour Master and in accordance with any directions he may give, take steps to remove the obstruction or have it removed and, until it is removed, to have it watched and marked.

E14. No person shall deposit or throw into the waters of the Harbour any rubbish or other material whatsoever or place it in a position that it can fall, blow or drift into the Harbour.

E15. No person shall cast or place any fishing drift, trawl or other net or fishing line in such a manner or position as to be or be likely to become an obstruction or danger to any person or property including in particular, but without any prejudice to the generality of the foregoing, any vessel or mooring.

E16. Any person using any part of the Board's property for purposes connected with commercial fishing or recreational angling shall before leaving the Board's property remove any dirt, waste or seaweed which he may have deposited.

E17. a) No persons shall bathe, swim, dive or engage in underwater activities except with the permission of the Harbour Master:

ii) in the fairway within the Harbour; or

ii) in any other area which the Board may designate as areas in which all or any of those activities are prohibited.

b) No person shall jump or dive into the water from any vessel berthed within the Harbour or from any pile, pontoon, jetty, pier, bridge or buoy except with the permission of the Harbour Master. A person will not be in breach of this General Direction as a consequence of being in the water having capsized in a sailing vessel (whether as part of a capsized training exercise or as a consequence of sailing).

c) No person shall undertake any underwater or diving activities of any kind within the Harbour without the specific express written permission of the Harbour Master. If permitted, any such activity must comply fully with any relevant current legislation and the Health and Safety Executive guidance.

E18. a) The owner of a vessel which is not registered as a ship under the Merchant Shipping Act 1995 and marked accordingly shall ensure that the vessel is marked conspicuously with its name or other means of identification unless otherwise exempted by the Board.

b) On any change in the name or in the ownership of a vessel moored or kept in the Harbour the owner shall ensure that written notice of the change is given to the Board.

E19. a) Except with the consent of the Harbour Master, no person shall keep, navigate or use a small vessel within the Harbour unless the owner of the vessel has registered the vessel with the Harbour Master and supplied such information as the Harbour Master may reasonably require, including the name and address of the owner, details of the vessel and the place where the vessel is normally kept, if that place is within the Harbour, and the purpose for which the vessel is or is to be kept, navigated or used within the Harbour.

b) The owner of a small vessel shall forthwith give notice to the Harbour Master if the vessel is sold or its ownership is otherwise transferred or if there is any other alteration in the particulars which have been registered.

E20. No person shall abandon a vessel on the banks or shore of the Harbour. For the purposes of this Direction, a person who leaves a vessel on the banks or shore of the Harbour in such circumstances or for such a period that he may reasonably be assumed to have abandoned it, shall be deemed to have abandoned it there unless the contrary intention is shown. If such vessel is not removed immediately on demand of the Harbour Master it may be removed and disposed of by the Harbour Master. Any costs reasonably incurred in removing and disposing of the vessel shall be payable by the owner and may be recouped from the proceeds of the sale by the Harbour Master before passing any balance of funds to the owner and any shortfall shall be payable by the owner.

E21. No person shall without lawful authority discharge within the Harbour or on any vessel in the Harbour any firearm other than as a lawful distress signal or in the proper use of lifesaving apparatus or a firearm loaded with blank ammunition for use as a race signal except with permission of the Board.

E22. The Master of a vessel shall give every reasonable facility and assistance to the fire, police, ambulance and other emergency services for dealing with, alleviating or preventing any emergency.

E23. The Master of a vessel shall take all reasonable precautions for the prevention of accidents by fire. No naked flames of any sort are allowed at any fuelling berths, fuelling facility or pontoon, or fuel tank storage area. Smoking and the use of mobile phones or any other portable electrical or electronic devices are prohibited in these areas.

E24. No person shall carry or store or cause to be carried or stored on any vessel within the Harbour any petrol or other inflammable fuel or inflammable gas in any receptacle other than a receptacle specifically constructed for the purpose of carrying or storing the petrol, fuel or gas and originally intended by the manufacturer of the receptacle for the purpose.

E25. No fuel bowser is to be used or retained in the Harbour or on Board premises without the consent of the Harbour Master.

E26. Except in connection with safe and proper navigation, no lights, including lasers or other beams shall be used in a manner which causes nuisance to others or constitutes a danger to navigation.

E27. The Master of a vessel moored at any location within the Harbour shall not allow any fires, barbecues, burning or welding or any other sort of naked flame (except for properly installed permanent cookers fitted inside any vessel) on their vessel or on Littlehampton Harbour Board property without the prior specific written permission of the Harbour Master. In respect of burning or welding or other forms of hot work

required for boat maintenance, a permit must be obtained from the Harbour Master and its terms fully complied with.

E28. The Master of any vessel whether at a mooring, at anchor or underway within the Harbour shall not discharge water ballast without the prior approval of the Harbour Master or Pilot if applicable.

E29. The Master of any vessel within the Harbour having on board any offensive goods, including anything giving off a smell, fumes or smoke which may cause nuisance to other Harbour users, shall following instruction from the Harbour Master remove the vessel and/or the cause of the smell, fumes or smoke from the Harbour and/or Board property.

#### **F. Passenger Vessels**

F1. No person shall offer for hire or operate any vessel for the purpose of carrying fare paying passengers from or within the Harbour unless:

a) in respect of a vessel carrying not more than twelve passengers he holds a current licence granted by the appropriate local authority (e.g. the District Council) or issued by the appropriate national authority (e.g. Maritime and Coastguard Agency);

b) in respect of a vessel carrying more than twelve passengers he holds a current licence issued by the appropriate national authority (e.g. Maritime and Coastguard Agency);

c) In addition to the provisions of the above paragraph regarding appropriate licensing no person shall operate a Harbour water taxi or ferry service within the Harbour, or offer a vessel for use in the operation of a harbour water taxi service unless he is expressly licensed so to do by the appropriate local authority (e.g. the District Council). The grant of such licences is at the discretion of the District Council and on such terms as the District Council shall consider reasonably appropriate. A licence granted by the District Council must be operated only within the limits of the terms and conditions of such licence.

F2. All vessels plying for hire within the harbour must comply with the appropriate vessel coding requirements as laid down by the licensing authority (e.g. Maritime and Coastguard Agency for vessels proceeding to sea or the District Council for vessels operating on inland waters).

#### **G. Board Property**

G1. No person shall without the prior written consent of the Board sell, attempt to sell or otherwise offer for sale any article or service on Board's premises, as defined by

Article 3,1(b) of the 2015 HRO. This shall not restrict the owner of a boat from seeking to sell his boat, including the placing of a discreet "For Sale" notice on his boat at its mooring nor for its maintenance or other contractor working on a vessel on behalf of its owner.

G2. No person shall place any advertisement or other notice on Littlehampton Harbour Board premises except with the Board's prior written consent, and then only in the agreed location, form and manner.