



LITTLEHAMPTON HARBOUR BOARD



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PORT WASTE MANAGEMENT PLAN

Revised July 2021

	
Maritime & Coastguard Agency	
The mandatory sections of this plan have been approved by the Maritime and Coastguard Agency for the compliance with the Merchant Shipping (Port Waste Reception Facilities Regulations) as amended.	
Marine Surveyor 	Date 12/08/2021
Southampton Marine Office	Pages 1-13

LITTLEHAMPTON HARBOUR BOARD – WASTE MANAGEMENT PLAN

Contents

Contents.....	2
Distribution	2
1. Aim	3
2. Introduction.....	3
3. Objectives.....	4
4. Consultation	4
5. Analysis of requirements	4
6. Waste reception facilities/recycling	5
9. Costs of facilities.....	7
10. Landing of waste by commercial vessels	7
11. Publicity	7
12. Review	8
13. Inadequacies in the provision of waste disposal facilities	8
14. ANNEXES	9

Distribution

Harbour Office
Tarmac (Littlehampton)
Ship & Anchor Marina
Littlehampton Marina
Littlehampton Shipyard
Osborne of Arun
Arun Yacht Club
Littlehampton Yacht Club
Freight Express Seacon (Rye) Ltd

LITTLEHAMPTON HARBOUR BOARD – WASTE MANAGEMENT PLAN

1. Aim

- 1.1 The purpose of this plan is to co-ordinate, and to seek to improve the facilities for the legal disposal of waste within the Port of Littlehampton. This plan adopts the policies of waste reduction, re-use and recycling of waste wherever possible and encourages other harbour users to do likewise.
- 1.2 Attention is drawn to the fact that there is a total prohibition on the disposal of any form of waste overboard, from any vessel within the Harbour or at sea. This prohibition is enforced by legislation at the international, national and local level.
- 1.3 The person responsible for this plan's implementation is the Littlehampton Harbour Master (Harry Gregory from July 2020 to present) on behalf of the Littlehampton Harbour Board.

2. Introduction

- 2.1 Littlehampton Harbour Board (LHB) is the Statutory Harbour Authority for the port of Littlehampton. Its jurisdiction extends from the old road bridge at Arundel to a point approximately 100 feet south of the West Pier and 500 yards either side of the harbour entrance. Throughout this area, the LHB's authority extends up to the level of Mean High Water Springs at ordinary spring tides.
- 2.2 This Port Waste Management Plan has been prepared in accordance with Schedule 1 of SI 1809 – The Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 and with the guidance supplied in MGN 563 (M+F).
- 2.3 The Animal By-Products (Enforcement) (England) Regulations 2013 lays down the health rules concerning animal by-products not intended for human consumption and require controlled disposal of food waste from outside the EU.
- 2.4 The International Convention on the prevention of Pollution from Ships (often known as Marpol 73/78) has provided an international framework on how pollution for shipping should be regulated. In addition under the Water Resources Action 1995, it is an offence 'to knowingly permit poisonous, noxious or polluting material or any solid waste material to enter controlled waters'.
- 2.5 Controlled waters are designated as territorial, coastal, inland or ground-waters.
- 2.6 The Rules laid down in MARPOL 73/78 apply to all UK vessels including yachts, small craft and fishing vessels.

LITTLEHAMPTON HARBOUR BOARD – WASTE MANAGEMENT PLAN

3. Objectives

- 3.1 The objectives of the plan are:
- i) To improve the provision and use of facilities;
 - ii) To encourage the disposal of waste in an environmentally correct manner;
 - iii) To enhance communication between the providers and users of waste reception facilities through dialogue and regular consultation.
- 3.2 The seriousness of discharging oil waste into the River Arun cannot be over emphasised. All such substances, including oil bilge water, should be contained and deposited ashore at the various sites listed at Annex B as appropriate.
- 3.3 It is the harbour user's responsibility to ensure that all garbage is kept until it can be placed ashore at the dedicated reception facilities provided.

4. Consultation

- 4.1 A list of all authorities, companies and organisations consulted in the preparation of this plan is listed at Annex A. This is considered to be representative of all port users as, apart from individuals who have private moorings for single boats, it represents all providers of moorings within Littlehampton Harbour.
- 4.2 The first version of the plan was developed in 2003 and it was updated in 2007, 2011 and 2017. This is the fourth revision.
- 4.3 Consultation undertaken by email at each revision – most recently between February and July 2021 which addressed ICW policies relating to commercial shipping as well as capturing improvements to marina/boatyard waste management facilities at Annex B.
- 4.4 Where more significant changes in waste generation or management occur that require material change to the plan, the Littlehampton Harbour Advisory Body will also be used as a key avenue for consultation.
www.littlehampton.org.uk/harbour-advisory-body

5. Analysis of requirements

- 5.1 There has been a sharp decline in visits by commercial vessels since 2002. In recent years, imports comprise approximately 25-30,000 tonnes of granite chippings per annum. This material is imported by approximately 12 ship visits per annum, with average gross tonnage of 1,900 tonnes and a maximum overall length of 80 metres.
- 5.2 There have been no shipments of oil, chemicals or any other hazardous cargo recently and none is expected.
- 5.3 There are approximately 500 small craft moored in the harbour. These include fishing vessels, charter craft, motorboats, yachts and dinghies. There are about 700 over-night visits to the harbour made by visiting craft. Public launching is available at Fisherman's Quay.
- 5.4 Whilst it is difficult to quantify the amount of domestic waste landed from the above, due to seasonal variation, an estimate based on the following averages has been made:
- i) Leisure vessels: 0.4 cubic metres average annual production from small craft;

LITTLEHAMPTON HARBOUR BOARD – WASTE MANAGEMENT PLAN

- ii) Visiting craft: 0.1 cubic metres per visit;
 - iii) Large craft (those over 60gt) generate 1.0 cubic metre per visit.
- 5.4.1 Therefore an estimated 290 cubic metres of domestic non-hazardous waste is generated each year within the harbour. This does not include non-domestic waste produced in the harbour environs.
- 5.4.2 Inspection of waste collection facilities at Annex B would seem to indicate that facilities are in excess of the requirements.

6. Waste reception facilities/recycling

- 6.1 A list of waste reception facilities is found at Annex B and a map of locations at Annex C.

6.2 Commercial vessels delivering ship generated waste at Railway Wharf

- 6.2.1 The commercial wharf operator (Tarmac) must ensure provision of suitable waste reception facilities for wharf users, which should include facilities for special waste if this is received.
- 6.2.2 Most garbage generated, apart from galley waste, is of the dry inert type i.e. wood/card/plastic/metal and is readily accepted by licensed contractors. Most cargo associated waste cannot be accessed until completion of the vessel's discharge. Any debris removed is placed directly into waste containers. Recycling is not currently undertaken although this is kept under review.
- 6.2.3 There are no established local procedures for handling of non-treated wood (i.e. dunnage) in the port as the only regular cargo imported is bulk roadstone. Waste requirements for alternative / project cargo (such as steel sheet piles for tidal projects) must be assessed and planned for by contractors as part of project planning.
- 6.2.4 Sewage from commercial vessels is not handled on site but can be arranged in emergencies by the Ship's agent in the form of licensed vacuum tanker collection with approval by the Harbour Authority and Wharf Operator.

6.3 Fishing vessels

- 6.3.1 There are 8 commercial fishing vessels moored within the harbour. There is no dedicated fish landing facility and fishermen make their own arrangements for disposal of waste. This is not considered satisfactory but at present there is no suitable location for the development of a fish landing facility. This will be kept under review.

6.4 Recreational vessels

- 6.4.1 These represent the largest category of vessels generating waste.
- 6.4.2 The LHB provides recycling facilities for paper, plastics, and glass at the Harbour Office for visiting yachts. A domestic waste bin is also provided.
- 6.4.3 Other leisure mooring providers have waste reception facilities (see Annex B and C).
- 6.4.4 Recreational vessels that have visited a non-UK/Channel Islands/Isle of Man port and that intend to land food waste and/or contaminated packaging must complete a Captain's Declaration stating that the galley has been restocked & cleaned in the UK. In the absence of this any waste received by the mooring provider must be treated as CAT1 ICW. (See Section 8)

6.5 Marine businesses

- 6.5.1 There are no fish merchants, chandlers or other marine related businesses producing large scale commercial waste operating within the port
- 6.5.2 All waste receptacles are to have closing arrangements fitted so as to prevent access by seagulls and other vermin.
- 6.5.3 Recreational users should be encouraged to use shore-based toilet facilities at the Marina and the Yacht Clubs and on the LHB visitor moorings in preference to sea toilets when moored within the harbour.

7. Hazardous waste

- 7.1 Hazardous waste is subject to the requirements of the Hazardous Waste Directive (91/689/EEC).
 - i) Hazardous properties include: explosive, flammable, oxidising, irritant, harmful, toxic, carcinogenic and corrosive properties.
 - ii) The LHB must be notified of any disposal of any Toxic or Hazardous waste.
 - iii) The LHB does not receive time expired pyrotechnics for disposal. There are no specific arrangements for the disposal of these items within the plan.

8. International Catering Waste (ICW)

- 8.1 *(Previously to the UK's exit from the EU (and the subsequent government clarification in early 2021 that all catering waste from outside the UK, Isle of Man and Channel Islands should now be treated as ICW), it was acknowledged that it was rare for vessels arriving in Littlehampton to have visited a port outside the EU. Vessels discharging galley waste having visited a port outside the EU should be advised that the only facilities to accept such waste are held by the Harbour Authority and unless a Captain's Declaration can be provided stating that the galley has been restocked & cleaned in the EU all waste must be treated as CAT1 ICW.)*
- 8.2 From 2021, and until further guidance is issued, all catering waste from vessels that have travelled outside the UK / Channel Islands / Isle of Man since last cleaning and entirely restocking the galley must be treated as ICW. Large commercial vessels offloading aggregate at Railway Wharf on average monthly are predominantly currently arriving from the EU but have so far not requested to discharge ICW. It is acknowledged that it is highly unusual for any other craft's first arrival point from the EU (or elsewhere internationally) to be Littlehampton. Vessels discharging galley waste having visited a port outside the UK/Channel Islands/Isle of Man should be advised that the only facilities to accept such waste are held by the Harbour Authority and unless a Captain's Declaration can be provided stating that the galley has been restocked & cleaned in the UK/Channel Islands/Isle of Man, all waste must be treated as CAT1 ICW.
- 8.3 LHB ICW disposal facilities are provided at Town Quay by arrangement only. Use of these facilities will be charged in accordance with the current service level agreements with the LHB's waste contractor.

LITTLEHAMPTON HARBOUR BOARD – WASTE MANAGEMENT PLAN

- 8.4 Further Information on International Catering Waste can be found at <https://www.gov.uk/guidance/handling-and-disposing-of-international-catering-waste> and a Captain's Declaration Form can be found at Annex D.

9. Costs of facilities

- 9.1 All vessels using the harbour pay Harbour Dues and those using the LHB's facilities are charged for their use through a combination of mooring fees and usage charges.
- 9.2 The LHB provides waste reception facilities for small quantities of non-hazardous waste that fits within the facilities listed at Annex B at no additional charge to the fees they are already paying for mooring or boat storage.
- 9.3 A charge will be levied for the disposal of significant quantities or for disposal of special waste. This is very rare and occurs with full recharge of external 8-yard Skip Hire (approx. £200/ 6.5m³), 'Grab & Tip' waste collection lorries (approx. £600/ 15m³) or more specialist services (e.g. pump out of fuels or other fluids) as required.

10. Landing of waste by commercial vessels

- 10.1 Notification by commercial vessels of waste to be discharged in the port is to be made 24 hours prior to arrival. The Port of Littlehampton will accept notification from vessels or agents via email: harbour@littlehampton.org.uk
- 10.2 A 'Vessel Report Form' (Annex D) is delivered to the vessel by the Agent. The Master is required to complete and return the form prior to departure for onward transition to the Harbour Office via the ship's agent or pilot. Notification forms will be kept for a period of 3 years.
- 10.3 Non-compliant vessels will be reported to the MCA via the Southampton Marine Office (020 381 72210 / SouthamptonMO@mcga.gov.uk) or Dover Marine Office (020 381 72789 / MODover@mcga.gov.uk). Where possible the port or terminal operator faced with a ship that has not complied with the need to notify and/or offload waste should inform the nearest MO. Such ships may then be targeted by MCA for inspection and destination ports/terminals will be warned of their non-compliance. Masters and owners of ships that fail to comply with the requirements may be guilty of an offence and liable on summary conviction to a fine as provided for in regulations 18 (2), (3) and (4) of the 2003 Regulations as amended.
- 10.4 Vessel waste notifications are also required to be submitted via CERS by the Ship's agent. However, this does not change the requirement for Annex D to be used for all waste discharged in the port. CERS records should also record details of waste held onboard which is not to be disposed of within the port. CERS records are retained for 3 years.
- 10.5 Completion of Appendix 2 from MGN 563 (for update to the IMO's GISIS PRF Module) is deemed to be not required as the port only contains small marinas / berths and evidence of facilities and capacities are indicated within this plan and meet the limited requirements of the port.

11. Publicity

- 11.1 There is a responsibility on the LHB and all providers of reception facilities to inform users of their responsibilities under the waste management plan.

LITTLEHAMPTON HARBOUR BOARD – WASTE MANAGEMENT PLAN

- 11.2 All waste facilities are to be clearly marked. Information will be provided in the Harbour Facilities and Tide Timetable guide and posted on the LHB's website.
- 11.3 Copies of the waste management plan will be circulated to all principal port users and the relevant regulatory authorities.

12. Review

- 12.1 This plan has been developed against the background of current regulation and will need to be amended in the light of changing legislation.
- 12.2 The plan should be reviewed every three years. The next review is due in 2024.

13. Inadequacies in the provision of waste disposal facilities

- 13.1 Users and potential users of waste disposal facilities for ship generated waste are encouraged to report any alleged lack of facilities, deficiencies or other shortcoming of waste disposal facilities to the LHB in writing via harbour@littlehampton.org.uk. No such comments have been received since the last revision.
- 13.2 The LHB will investigate any alleged lack of facilities, deficiencies or other shortcoming of waste disposal facilities they become aware of or that are reported to them. Their findings will be taken up with the operator required to provide the facilities.
- 13.3 If the LHB or the user or potential user who has reported the apparent lack of facilities, deficiencies or other shortcoming is not satisfied with the action taken by the authority, they may report the matter to the MCA.

14. ANNEXES

Annex A

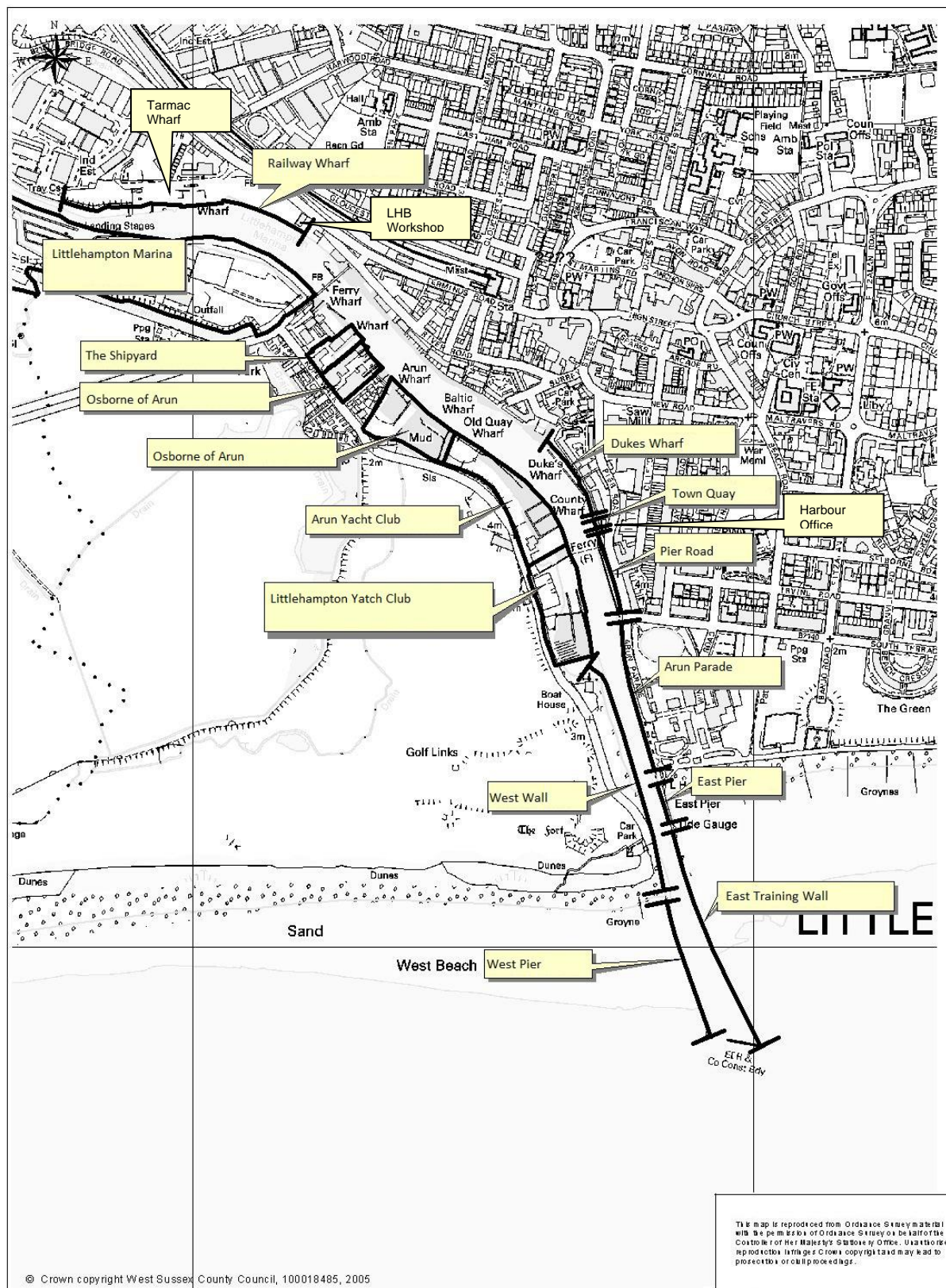
LIST OF AUTHORITIES AND ORGANISATIONS CONSULTED:

Harbour Office – 01903 721 215
Tarmac (Littlehampton) - 01243 817210
Ship & Anchor Marina (Ford) - 01243 551262
Littlehampton Marina - 01903 713553
The Shipyard Littlehampton - 01903 366900
Osborne of Arun Group Ltd - 01903 713 996
Arun Yacht Club - 01903 716016
Littlehampton Yacht Club - 01903 713 996
Freight Express Seacon (Rye) Ltd - 01797 222741

DETAILS OF WASTE DISPOSAL FACILITIES

Location	Facilities for waste	Facilities for oily waste
Town Quay	1x 240L Dry mixed recycling emptied weekly 1x 240L General waste emptied weekly 1x 240L Cat 1 International Catering Waste bin (by arrangement)	Nil
Ship & Anchor Marina	1 x 6.1m ³ skip emptied as required	1 x tank emptied as required
Tarmac Wharf	3 x 1100 litre skips 1 x 6.5m ³ skip	1 x contaminated waste bin Liquids removed via appointed contractor as required
Littlehampton Marina	16 x 1.1 m ³ wheelie bins for general waste emptied weekly 1x 400 litre container for old batteries emptied as required.	1 x large tank recycling site 1000 litre tank for waste oil emptied as required 225 litre drum for mixed oil/water emptied as required.
The Shipyard	1 x 1.1 m ³ wheelie bin emptied weekly	Nil
Osborne of Arun	10x 1.1 m ³ wheelie bins for general waste. 2x 6.1 m ³ skip	1x 2000ltr Waste Oil tank.
Arun Yacht Club	2x 0.6m ³ wheelie bins emptied weekly	Nil
Littlehampton Yacht Club	1 x 1.1 m ³ wheelie bin emptied as required	225 litre drum emptied as required
LHB Workshop	Skip hire by arrangement 1x 0.6m ³ Dry mixed recycling emptied weekly 1x 0.6m ³ General waste emptied weekly 1x 240L Cat 1 International catering waste	225L bunded waste oil tank

LOCATION MAP



WASTE MANAGEMENT PLAN

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Annex D

**GUIDANCE ON INTERNATIONAL CATERING WASTE AND CAPTAIN'S
DECLARATION FORM**

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964906/form-catering-waste-declaration.pdf