

**Schedule of Charges, Fees, and Dues
for the Period
1st April 2024 to 31st March 2025**





Littlehampton Harbour Board
Harbour Office
Pier Road
Littlehampton
West Sussex
BN17 5LR

Telephone: +44 (0)1903 721215
Email: harbour@littlehampton.org.uk

Senior Leadership Team

Chief Executive
Treasurer
Harbour Master
Chairman

Colin Monk
Christopher Braby
Mike Hayes
Richard O'Callaghan

INTRODUCTION

All charges, fees and dues are subject to the current/appropriate value added tax (VAT) which is included in the price, except where indicated.

The appropriate rate shown on the Littlehampton Harbour Board's (LHB) schedule of charges will be applicable to all services rendered, whether or not made known specifically to the customer prior to rendering the service.

The area of authority for the Littlehampton Harbour Board as the Statutory Harbour Authority extends from the old road bridge in Arundel to approximately one hundred feet due south of the western pier at the harbour entrance and extending five hundred yards east and west of the breakwaters, as defined in the Littlehampton Harbour Revision Order of 2015.

CONTENTS

Pages

Leisure Charges	4 - 6
Commercial Charges	7 - 8
Pilotage	9
Terms and Conditions	10 - 12

LEISURE CHARGES

Please read the following charges in conjunction with the Terms & Conditions set out on pages 10, 11 & 12.

1. HARBOUR DUES – Pleasure Craft

Pleasure craft Harbour Dues (inc. VAT)	Daily £	Monthly £	Annual £
Pleasure Craft < 5m	15.83	48.34	96.41
Pleasure Craft 5.01 – 8m	15.83	87.00	193.65
Pleasure Craft 8.01 – 11m	15.83	116.24	287.46
Pleasure Craft > 11m	19.40	154.98	383.83
Dinghies in club compound	N/A	N/A	27.87
Visiting vessels up to 6.3 m LOA taking part in open races organised by a local club will be charged at the rate of £3.00 for up to 2 days and £5.25 for up to one week (inc. VAT)			

2. HARBOUR DUES – Charter Vessels

Charter Vessel Harbour Dues (inc. VAT)	Daily £	Monthly £	Annual £
Vessel < 5m	23.04	48.25	143.77
Vessel 5.01 – 8m	23.04	95.91	287.92
Vessel 8.01 – 11m	23.04	143.86	431.41
Vessel > 11m	31.40	230.51	574.94

3. PERSONAL WATERCRAFT (PWC) FEES (including flyboards)

PWC Fees (inc. VAT)	£
Daily PWC Fee (also covering PWCs arriving from sea without PWC User Permit)	15.83
Annual PWC Fee (PWC User Permit holders only)	96.41
Issue of PWC User Permit for use of Slipways and transit upriver North of A259 road bridge/ Littlehampton Marina	Included within Annual PWC Fee

4. VISITOR BERTHING

Daily visitor mooring (inc. VAT, electricity, water) excluding Harbour Dues	LHB Mooring Charge £	Norfolk Estates riverbed levy (+ 10%) £	Total £
Vessel < 8m	19.14	1.91	21.05
Vessel 8.01 – 11m	21.42	2.14	23.56
Vessel 11.01 – 13m	22.85	2.29	25.14
Vessel > 13m	34.55	3.45	38.00
Short stay berthing Per hour (max 4 hours)	2.11	0.21	2.32

5. ANNUAL BERTHING

Annual mooring charges per metre (inc. VAT, water)	LHB Mooring Charge £	Norfolk Estates riverbed levy (+ 10%) £	Total £
Pier Road	396.49	39.65	436.14
Pier Road / Town Quay – Seasonal and pro-rata rate	436.15	43.62	479.77
Duke’s Wharf – Inner	375.66	37.57	413.23
Duke’s Wharf – Outer	441.37	44.14	485.51
Workshop Wharf	375.66	37.57	413.23
Bridge Hard < 2 hours afloat	91.10	9.11	100.21
Bridge Hard 2 > hours afloat	136.63	13.66	150.29
Winter berthing on Town Quay (1st Oct – 31st March) per metre per week, min 5m LOA, 2 weeks duration	7.27	0.73	8.00

6. STORAGE

Compound storage (inc. VAT)	Up to 6 months £	Over 6 months £
Hard standing per metre, per week (min 5m)	4.64	13.92
Hard standing LHB berth-holder (2-week FOC) per metre per week	2.28	6.84
Trailer storage	182.04	546.12

COMMERCIAL CHARGES

Please read the following charges in conjunction with the Terms & Conditions set out on pages 10, 11 & 12.

7. MARINE SERVICES

Workboat & Services (inc. VAT)	Windsong £	Erica £
Hourly Rate*	111.02	210.71
Daily rate (up to 8 hours) *	710.54	1348.56
Out of Hours rate (hourly) *	177.64	337.14
Dredging Services **	N/A	768.00
Towage Services **	N/A	600.00
Hydrographic surveys **	141.60	N/A
Other Marine services ** (e.g. Buoy laying) *	N/A	384.00

Other Charges (inc. VAT)	£
Marine team per person, per hour	POA
Consultancy (per hour carried out by Senior Officers)	250.00
Consultancy (per hour carried out by other Officers)	180.00
Debt recovery correspondence (per letter, email or notice affixed to vessel)	25.00
Consents, licensing & permissions	POA

* *Cancellation fees may apply. Please refer to Terms & Conditions*

** *Services will also be subject to daily/hourly rates for boat*

8. MISCELLANEOUS CHARGES

Misc. Harbour and Passenger Dues (exc. VAT)	£
Passenger Dues	POA
Filming within Harbour limits	From £500.00
Un-booked & overstaying use of Scrubbing Dock. (To book scrubbing docks please contact the office)	£25.00 per day

9. COMMERCIAL VESSELS

Harbour Dues (exc. VAT)	Pence
Per gross tonne / Per visit	65.30

10. CARGO DUES

Cargo Dues (exc. VAT)	Per gross tonne Pence
Marine aggregates (ballast)	46.92
Stone	53.61
Marble, lime peatmoss, salt, wheat, oats, barley	83.76
Animal feed, potatoes	83.76
Timber	120.61
Iron & steel	106.91
Cargo other than listed	POA

11. PILOTAGE

Littlehampton Harbour Board as the Competent Harbour Authority (CHA) for pilotage hereby makes the following list of pilotage charges and conditions of use of the pilotage service to take effect from the date of 1st April 2024 and replacing those previously applied.

Pilotage (VAT exempt)	Pilotage Services £	Pilotage per gross tonne Pence
Full Pilotage Act *	2549.40	163.53
Limited Pilotage Act	POA	163.53
Pilotage Act under PEC	POA	57.24
Attend / shift vessel	POA	163.53
Cancellation if due to sail (1 hour or more notice) **	N/A	163.53
Cancellation if due to sail (less than 1 hour notice) **	2549.40	163.53
Fresh water supply per unit	3 x unit rate (currently 1.592)	N/A

* Pilotage service includes pilot boat, mooring and un-mooring, line handling and bridge operation

** Charges may also include additional unrecoverable costs

TERMS AND CONDITIONS

PLEASURE VESSELS

- 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.
- Failure to pay daily or monthly or annual Dues in advance may result in owners being charged admin costs for debt recovery administration.
- Penalty for evading payment of charges – Section 43 (Harbour, Docks and Pier 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.

PERSONAL WATERCRAFT (PWC) AND FLYBOARDS

- All PWC must be registered with the Littlehampton Harbour Board.
- PWC are only permitted to use the Harbour with the consent of the Harbour Master or authorised officers of the Board.
- The Board's PWC policy states that craft launching in the Harbour must pay the appropriate Fees. PWC users must obtain a PWC User Permit before use of Slipways or transit upriver North of A259 road bridge/Littlehampton Marina. For full details see the Littlehampton PWC Management Policy.
- E-foils, Flyboards and/or Hoverboards are permitted in the Harbour on application to the Harbour Master and are charged as PWCs.

ANNUAL BERTHING AND STORAGE

- The allocation of moorings and facilities is entirely at the discretion of the Harbour Master.
- All Littlehampton Harbour Board berth holders must accept the terms and conditions of the licence agreement for each year.
- Permanent moorings and berthing facilities are allocated on an annual basis, 1st July to 30th June.
- No facility granted may be shared, assigned, or sublet without the prior consent of the Harbour Master in writing and further charges may apply.
- No person shall use a mooring to place a vessel of a different size that than applied for without the applicant obtaining the approval of the Harbour Master in writing.
- In the event of the applicant selling or otherwise disposing of the vessel authorised to use the mooring, the Harbour Master must be notified in writing.
- No refund of mooring fees will be given.
- The hirer must obtain insurance against third party claims for at least the minimum sum recommended by leading marine insurers.
- Owners must ensure that the vessel is provided with enough fenders and warps adequate for the size of vessel, to prevent damage to other vessels, quays, or other property.
- 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.
- All prices exclude the appropriate Harbour Dues required for individual craft.
- Vessels using the Board's premises for boat storage do so at their own risk.
- The storage of trailers in the Board's compound is at the discretion of the Harbour Master.

SERVICES AND MISCELLANEOUS CHARGES

- Cancellation charges will apply at a rate of 50% if cancelled before 10am the day before or 100% if cancelled after 10am the day before (excluding pilotage). 48 hours' notice is given cancellation charges will not apply.
- 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 Master.
- Use of a mobile crane / commercial crane on Harbour property / estate is at the discretion of the Harbour Master. A charge may be made for permitting this equipment to be used on the premises.
- Enhanced rates will be charged, out of ordinary working hours, where overtime is required to be worked. If staff called out, a minimum of 2 hours overtime will be charged per person.

COMMERCIAL VESSELS

- 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.
- Commercial vessels laid up and not working within the Harbour will be charged the per visit GRT rate (Harbour Dues) and a compulsory pilotage fee. Arrangements to lay up in Littlehampton Harbour must be agreed by the Harbour Master in advance.
- Commercial vessels entering the Harbour due to stress of weather, not remaining more than 48 hours and neither loading nor unloading, no dues are payable, however pilotage fees are due.
- Cargo dues apply to both import and export cargoes.

PILOTAGE

- Littlehampton Harbour Board reserves the right to plan the sequence of pilotage/non-pilotage moves as directed by the Harbour Master, taking into account the size of ships, tidal circumstances, and the availability of Pilots.
- The Littlehampton Harbour Board is the Competent Harbour Authority (CHA) for Littlehampton Harbour and under the Pilotage Act 1987 undertakes all functions relating to Piloting within the Harbour in line with the Pilotage Directions published at www.littlehampton.org.uk/pilotage/. Pilot Boarding takes place at 50° 46.60' N, 000° 32.60' W. Pilotage is compulsory within CHA area for vessels over 60 gross tones and over and vessels of 20 metres or more in overall length carrying 12+ passengers.
- The Harbour Master has delegated powers to issue Pilotage Exemption Certificates under section 8 of the Pilotage Act 1987.
- Vessels under tow: 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.
- A Limited Pilotage Act excludes a transit of the narrows and may cover either inland waters or coastal waters within the CHA. Limited Pilotage Acts require a reduced level of Pilotage Services, therefore associated costs will be defined by the Harbour Master upon application.

GENERAL

- Payment terms are 30 days and are clearly stated on all LHB invoices. Overdue payment interest at 3% above Bank of England (BOE) base rate may be charged on sums overdue.
- The LHB has the right to exercise a general lien upon any vessel, and/or any gear and equipment, whilst in or upon the Harbour premises, or afloat, until such time as the monies due to the Board from the applicant in respect of such vessel whether on account of storage or mooring charges or otherwise, shall be paid.
- It is the user's responsibility to ensure that all vessels and goods are always insured adequately against loss or damage.
- LHB shall not be liable for any delay loss or damage if the Harbour is prevented from or delayed in carrying out any services or providing access to any facilities by reason of any event beyond its reasonable control (including, but not only):
 - Act of God
 - Any consequences of war, invasion, act of foreign enemy, hostilities (whether war or not), terrorism, civil war, rebellion, insurrection, military or usurped power, fire, accident, or similar cause whatsoever, or confiscation, requisition, or destruction of or damage to property by or under the order of any government or public or local authority.
 - Seizure or forfeiture of Vessels and any goods under legal process or otherwise.
 - Riot, civil commotion, strike, lockout, general stoppage, or restraint of labour from whatever cause.