



**Canal &
River Trust**

Making life better by water

West India and Millwall Docks Marine Safety Management System

Part Three – Harbour Regulations and Guidance

Revision: 05 (December 2024)



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Amendment Record

No.	Amendment Type	Date	Owner
00	Original Issue	TBC	Trust
01	Reporting of incidents and accidents; use of Trust Third-Party Events process.	June 2023	Ian Hugo
02	Application of HAZMAN as Navigational Risk/Incident Recording	Sept 2023	Ian Hugo
03	New Issue after consultation in 2023.	Jan 2024	Ian Hugo
04	Updated Trust document standard. Re-order of some sections. Schedule of Services & Charges moved to standalone document.	July 2024	Jamie Jackson
05	Harbour contacts updated, enforcement section removed to become standalone policy, booking procedure for non-commercial vessels updated, deletion of incident report form annex, online incident report portal signposted in appropriate section, Annex H 'Residential Mooring Guidance' removed and information incorporated into relevant sections.	Dec 2024	Jamie Jackson

Abbreviations

Term or Acronym	Description
AIS	Automatic Identification System
ACOP	Approved Code of Practice
AtoN	Aid to Navigation
CHA	Competent Harbour Authority
CHIRP	Confidential Hazardous Incident Reporting Programme
"The Code"	Refers to the "Port Marine Safety Code"
COMAH	Control of Major Accident Hazard Regulations
CRT	Canal and River Trust
DfT	Department for Transport
DRA	Dynamic Risk Assessment
DGHAR	Dangerous Goods in Harbour Area Regulations 2016
EU	European Union
FEPA	Food and Environment Protection Act 1985 (FEPA)
GLA	General Lighthouse Authority
GPS	Global Positioning System
"The guide"	Refers to "The Guide to Good Practice on Port Operations"
HSE	Health and Safety Executive
HMRC	His Majesty's Revenue and Customs
IMO	International Maritime Organisation

Incident	Refers to an Accident or Near Miss
IALA	International Association of Lighthouse Authorities
ISPS	International Ship and Port Facility Security Code 2004
LLA	Local Lighthouse Authority
LOA	Length Over All
LPS	Local Port Service
MCA	Maritime and Coastguard Agency
Master	For these Directions, the Master includes, but not exclusive to, owner or mariner, whether commercial or recreational, under power or sailing.
MAIB	Marine Accident Investigation Branch
Marine Operations	For this guide, marine operations must be taken to mean the moving, berthing and unberthing of vessels and other marine craft within the limits and approaches of the Harbour Authority.
MSMS	Marine Safety Management System
NRA	Navigational Risk Assessment
OPRC	The Merchant Shipping (Oil Pollution Preparedness Response and Co-Operation Convention) Regulations
PEC	Pilotage Exemption Certificate
PMSC	Port Marine Safety Code
PSS	Port Skills and Safety
RAMS	Risk Assessment and Method Statement
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
SAP	A software programme used by CRT
SHA	Statutory Harbour Authority

SOSREP	Secretary of State's Representative
SQEP	Suitably Qualified and Experienced Person
STCW	International Convention on Standards of Training, Certification and Watchkeeping for Seafarers
SWL / WLL	Safe Working Load (Older term) / Working Load Limit (Interchangeable terms)
UKHO	United Kingdom Hydrographic Office
UKMPA	United Kingdom Maritime Pilot's Association
VHF	Very-High Frequency (Radio)

1. Introduction

Harbour authorities are responsible for managing and running safe and efficient harbours: they have responsibilities in relation to the safety of people and vessels within the harbour, efficient navigation, and protection of the port environment.

These Regulations and Guidance form Part 3 of the West India and Millwall Docks Marine Safety Management System: Parts 1 and 2 deliver the Canal and River Trust (The Trust) Policies and Principles, and Operations Manual respectively. Parts 1 and 2 are internal Trust documents.

Part 3 forms the Harbour Regulations and Guidance for West India and Millwall Docks (WID) which gives the terms and conditions of entry and use and details processes and procedures for the safety of navigation and wider operations within WID.

1.1 Amendments

From time to time, amendments shall be made as the Trust responds to changes in law, industry best practice or as deemed fit by the Trust. Changes will be posted on the Trust web site.

1.2 Context

The Trust derives its powers from legislation, including Harbours Act 1964, Pilotage Act 1987, Transport Act 1981, Harbours, Docks and Piers Clauses Act 1847, HSE ACOP L148 Safety In Docks. Further the Trust draws on industry best practice such as the Port Marine Safety Code, and A Guide to Good Practice on Marine Operations. Further, the London Docklands Development Corporation Act 1994 sees Byelaw confirmed, 16 Dec 1996.

The Trust's responsibilities also include the protection, regulation, maintenance and improvement of its Ports and approaches. Harbour Masters appointed by The Trust, are responsible for the day-to-day management and safety of marine operations undertaken in the harbour, the Harbour Management Board serves as the Duty Holder

It is the statutory duty of the Authority to deliver a framework for practices and processes to enable the use of the docks and lock where risks are mitigated to ALARP principles, that is as low as reasonably practicable.

To this end, the Harbour Directions (General Directions) and Byelaws (enacted by 14 of the Harbours Act 1964) will be enforced through this document.

The Port Marine Safety Code (PMSC) defines the roles and responsibilities of organisations operating within the harbour. All vessel and terminal operators are to be aware of their role in the PMSC context and are required to operate to the various industry legislation, codes, and best practice applicable to their service delivery: for safety boats, the Rescue Boat code, for example.

1.3 Organisations as defined by the Port Marine Safety Code.

Organisations, as defined by the Port Marine Safety Code operating in within the SHA boundaries are required to comply with, but not limited to, the Harbour Regulations and Guidelines, Oil Response Plan, Port Waste Management Plan, the requirements, where applicable, to the International Ship, Port Facility Security Regulations and to all relevant general, marine (MCA, HSE, PSS) and Trust regulation, guides, and good practice.

1.4 Byelaws

The Byelaws are published on the web site.

2. Application of the Harbour Regulations and Guidelines

2.1 Legal Background of the Trust as the SHA

The Transfer of Functions Order, 2012, (The Order) consolidated earlier legislation covering West India and Millwall Docks. The Order provides the legislative backbone to the Trust as the SHA, but it is not the only law that applies within the harbour; the national laws of England and Wales also apply.

The Order, through the Byelaws, creates offences as well as providing the powers under which the Trust can act. The order also provides that the Harbour Master can give Special Directions. Failure to comply with the provisions of the Order, Byelaws and Directions are offences for which offenders can be prosecuted.

Adherence to the Harbour Regulations and Guidance is mandatory and a condition of operating within the approaches, lock, lock side and docks: see Byelaw No 5.

Nothing in this document absolves an owner, master, or mariner, whether commercial, recreational under power, sailing rowing or the like, for their responsibility for a proper material state of their vessel or passage planning, berth to berth, within, or in the approaches to WID.

Every activity in the Harbour is to be covered by a Risk Assessment. From time to time the Harbour Authority will request sight of these.

2.2 Collision Regulations

Note that the Convention on the International Regulations for Preventing Collisions at Sea, 1972 (COLREGs) apply within the harbour.

Masters and boaters should be cognisant that that vessels at or over 40m have limited room to manoeuvre and act accordingly.

2.3 Accident and incidents

We rely on the wider community to help us keep the harbour safe and clean for navigation, sport and when approved, for relaxation. Delivering safe marine operations is the responsibility of all users where the Trust

delivers the framework, through the Marine Safety Management System such that all users should feel comfortable operating.

Any user, under the provisions of the Byelaws, are to report any accident or incident afloat or ashore on Trust property. All navigational incidents will be fully investigated by the Harbour Master, where some incidents may also be investigated by the Marine Accident Investigation Branch (MAIB), the health and Safety Executive, (HSE) or Maritime & Coastguard Agency (MCA).

In addition to this legal requirement, all users are invited to report any navigational incidents or occurrences (including near misses or any general safety observations and concerns) so that any matters arising can be properly considered.

An accident is defined as any unplanned/unwanted event that results in the injury or the ill health of people, or damage or the loss to the property, plant, materials or the environment or the loss of a business opportunity.

Near miss: an event not causing harm, but has the potential to cause injury or ill health

An undesired circumstance: a set of conditions or circumstances that have the potential to cause injury or ill health

A dangerous occurrence: one of a few specific, reportable adverse events, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

HAZMAN delivers the navigation risk assessment (NRA) process for the harbour. It is a software-based system which sees risk, incident and reporting modules. The Harbour Master over sees the system which serves as the basis of corporate NRA. Harbour users are required to report incidents and events to the Harbour Master such that the true risk profile of the port can be both monitored and maintained. The NRA process and metrics are reviewed annually.

2.4 Accident and incident reporting

Any incident or near-miss, afloat or ashore, is to be reported as soon as practicable to the Harbour Master.

This can be through the harbour contacts detailed in the annexes, or through the web portal where an immediate response isn't required: [Incident](#)

Where there is a risk to life, call the emergency services using 999, and follow-up calling the Trust emergency number 0800 47 999 47.

3. Harbour Master Approval

Throughout this document, reference is made to Harbour Master approval. Depending on the issue/event, this is given on the submission of satisfactory SSOW. For port operations, these are to be consistent with the Port Marine Safety Code, Guide to Good Practice and industry standards. Note that through the complexities of ownership of the water around the port, 3rd and 4th parties may have to be engaged, thus early application is recommended.

The Harbour Master, or their delegated representative, verbally face to face, by VHF or phone or by any written communication has the authority to apply these Directions as deemed fit according to the conditions at the time.

4. Enforcement Policy

The 'Marine Enforcement Policy' is a standalone document.

5. General terms and conditions of use

Operation in and around the harbour and on Trust land is implicit acceptance of these terms and conditions.

5.1 Right of access and passage planning

Whilst the port is, by definition, an Open Port, there is no absolute right to access the West India and Millwall Dock system 'the Port'.

It is the responsibility of each Master to plan the passage, berth to berth: the passage may be modified after consultation with the Harbour Master, but this does not relieve the Master of their sole responsibility.

5.2 Right of navigation

Vessels moored to berths in the port, other than those operated by lease or licence, do not have the right of general navigation, and may only proceed from berth to berth by arrangement with the Harbour Master, through Marine Control.

Those operating under a licence or lease are to submit their intended programme monthly, by the 25th of the preceding month.

From time to time, the Harbour Master or their representative may close areas within WID at their sole discretion for reasons which may include:

- Safety
- Emergency
- National or Trust directive
- Water space management (deconfliction of activities)
- Construction work

Where possible, 5 working days' notice will be given through Dock User Notices.

Masters and owners may be required to shift berths or vacate WID, at their cost.

5.3 Communications

Masters and contractors, when underway within the port, or when undergoing operations or maintenance, which include watertight integrity works, bunkering and hot work, are to maintain watch on VHF Channel 13.

Contact details are detailed in the annexes.

5.4 Insurance

No vessel is to enter the Trust waters without appropriate insurance covering Third Party claim and Harbour Insurance, including cover against foundering, salvage and wreck raising claims. Minimum insurance cover of £4 Million (Four million pounds).

Masters are to present a certificate of insurance on booking; entry to Trust waters is conditional on sighting the document. Insurance is to be sought from a provider regulated by the FSA.

Insurance cover is to be maintained throughout the time the vessel is in Trust waters.

5.5 Residential Moorings

Residential Moorings are operated by the Trust and AquaVista. Owners have their respective terms and conditions yet are to be aware that their berth lies within the Statutory Harbour Authority, thus these Regulations and Guidance apply to them, specifically safety, protecting the environment, material state, operation, and integrity of the vessel.

Currently there are moorings in Millwall Inner and Outer, and the Blackwall and Poplar Basins. Those in the Poplar Basin are managed by AquaVista which lies within the Statutory Harbour Authority jurisdiction.

Moorings

Ensure your vessel is secured properly: a minimum of head and stern lines, together with springs are recommended.

Inspections & Insurance

Typically, houseboats have an out-of-water inspection every five to 10 years, to check on the condition of the hull. It is usually an insurance requirement: a marine surveyor will generally attend and supply you with a report. The vessel may need to be lifted out of the water, put into a dry dock, or taken to a drying out berth.

Dependent on the vessel, it can be moved under its own power, or towed to an appropriate facility, for details refer to the wider Harbour Regulations and Guidelines.

Usually, insurance conditions include that a vessel is maintained to a minimum state, please refer to your specific insurance policy. A lack of survey, or a lack of routine and sensible maintenance, operative bilge pump, automatic if the vessel is unattended, has been found to negate insurance.

The Harbour Authority will check survey certification from time to time.

Moving the vessel under its own power

Few houseboats navigate frequently; therefore, it is vital to check your vessel thoroughly in advance. If you are unsure of the material state, or your competency to navigate, seek a certificated surveyor or licensed, insured, delivery Master (temporary Captain). Ensure you comply with the published Harbour Regulations and Guidance.

5.6 Navigation in Lock and Dock Systems – International Regulations

International regulations for the Prevention of Collisions at Sea apply within the port.

5.7 Navigation in Lock and Dock Systems – National Regulations

National regulations defined by the Maritime and Coast Guard Agency (MCA) apply within the port.

5.8 Navigation in Lock and Dock Systems – Local Regulations

Local regulations and the Port of London Authority licensing regime apply to all commercial vessels operating within the port: failure to comply will negate any commercial agreement between the Trust and the vessel owner.

5.9 Speed limit

The speed limit is 5 knots.

Applications to exceed the speed limit are to be made to the Harbour Master.

6. Compliance

All vessels within the port are to comply with the appropriate International, National and Local Regulations for the type of vessels. Within the port, vessels are liable to Port State Control inspections as deemed fit by the Maritime and Coastguard Agency.

Masters are to comply with all local regulations pertaining to operations within the port.

Masters are to also comply with the certification standards defined by the Port of London Authority and are the minimum to operate within the port.

The Master of any vessel and its crew in the port or alongside any berth are to comply with any directions by the Harbour Master or their authorised representative. Some berths are owned by third parties, nevertheless the Harbour Authority through the Harbour Master has jurisdiction on the water and thus has authority, under the byelaws, to Direct owners and Masters.

6.1 General Duties of Masters

Masters are to:

- Pay attention to and comply with all instructions received from the Harbour Master or their representatives.
- Adhere to byelaws.
- Adhere to any mooring permits and the Terms and Conditions issued.
- Take note and navigate with caution to any signals which may be displayed: if any party is unsure of the meaning, masters are to stop and/or navigate with extreme caution and seek clarity.
- Comply with leases, licences and permissions as issued by the Trust.

6.2 Safety of Navigation in Dock Cuttings and Passages: Weather Parameters

Vessel moves are to be pre-approved by the Harbour Master.

During periods of strong winds, when the average speed is measured at the lock more than Force 5 on the Beaufort Wind Scale (approx. 20 knots), the passage of craft through the Blackwall Cutting, West India Quay Footbridge, Bellmouth Passage, Heron Quays Cutting (when open), Millwall Cutting, and the Glengall Bridge will be prohibited.

The term 'large craft' is defined as, but not limited to, vessels of 40m LOA plus, to high sided craft, pontoons, and barges with tall structures on deck, crane barges, craft that require Bellmouth Passage, Blackwall Cutting and upper Bank Street bridges to be lifted, and craft where the beam is greater than the width of the defined channel: this is 20m.

Large craft are to show Restricted in Ability to Manoeuvre shapes/lights.

6.3 Vessel Names, Numbers, and permits

All vessels are to show their names, IMO number (where appropriate) and Trust licence (as appropriate) when in the port. These are to clearly and permanently displayed on the bow and stern.

6.4 Vessels not to make fast to others

No Master, except in an emergency is to make fast to another without the permission of the Master or unless directed to be the Harbour Master.

6.5 Gangways/Safe Access

Every vessel is to have a means of safe access: safe access is defined in wider industry documentation, MCA, HSE and PSS.

Where a vessel uses a gangway, it is to be fenced and lit at night and comply with appropriate safe access legislation. Gangways are not to obstruct the quaysides.

6.6 Avoidance of Dredging, diving, and other works

The Master of a vessel shall cause her to be kept clear of dredgers and other craft engaged in the laying or retrieving of mooring, navigational work or salvage or construction works in and around the port.

Vessels are to be navigated with care and caution at a speed and in such manner so as not to cause injury or endanger the lives of persons engaged in under water activity or construction work.

6.7 Vessels Used for fishing

The Master of a vessel shall not use or permit her to be used for drift trawling or other net or line fishing in any part of the port without permission of the Harbour Master.

6.8 Unseaworthy Vessels

No person shall cause a vessel to enter the port in an unsafe or unseaworthy condition nor except so far as may be necessary for her safety and that of her crew, to navigate therein in such a condition and where she is in such a condition the Master shall notify the Harbour Master forthwith and she shall then proceed to such a place as may be indicated by the Harbour Master.

Such written consent will only be given in exceptional circumstances, and every Master is to make every effort to return the vessel into such a condition as soon as possible. Any vessel incapable of being returned to such a condition is to be moved from the port and the Master's/Owner's expense.

Except with the express permission of the Harbour Master, all vessels within the port, are to be always capable of being safely moved and navigated by their own means of propulsion.

Application to return to the port is to be made to the Harbour Master: having left the port, there is no automatic right of re-entry, and each application will be dealt with depending on the circumstances of the case.

Vessels with propulsion and or steering gear defects are to report the same to the Harbour Master on establishing that there is a defect, or before any intended move into, within or out of the harbour.

6.9 Unattended vessels

If the vessel is unattended for more than 24 hours, the Master is to leave with the Harbour Master their name together with the address and telephone number at which they can be contacted.

It is also strongly suggested that keys for gaining entrance to such vessels also be left with the Harbour Master in case of emergency.

Should an unattended vessel be causing an obstruction or damage to the property of the Trust or pose a hazard to other vessels, said vessel, with no liability to the Trust, be moved or moored to a berth where the damage, obstruction or risk is minimised.

Unattended vessels are to be fitted with an automatic bilge pump.

The above applies to residential vessels: access to vessels in AquaVista and Trust managed moorings is defined in respective T&Cs.

6.10 Obstruction to Navigation

No Master, except in an emergency shall moor, anchor, or berth their vessel in such a manner to obstruct navigation.

6.11 Fires

A master of a vessel which has any fire alight or naked light on the upper deck shall not allow her to come alongside any vessel, wharf, dock, pier, or mooring.

BBQs are not permitted on and by moored vessels and Trust land without prior permission, see 'Events'.

6.12 Prohibited Goods

No vessel shall enter the docks whilst goods of a hazardous, dangerous, explosive, or poisonous nature remain on board and before entering the docks the Harbour Master shall, if requires, give an undertaking that there are no such goods on board the vessel. Animals, goods currently prohibited under the United Kingdom importation legislations are not to be allowed to enter the port from a source outside the United Kingdom.

6.13 Obstruction of Water frontage

No person shall cause or permit any obstruction on, or to the approach of the said piers, quays, and wharves or within the waterfront to prevent the mooring or unmooring of vessels.

6.14 Unauthorised Parking

Parking of any vehicle of any description on any part of the Trust estate, without specific permission of the Trust is prohibited and may result in the issue of a civil penalty charge or more serious legal action as appropriate.

6.15 Canal and River Trust Equipment

The Trust shall not be obliged to provide, nor shall the any organisation or Master of any vessel or member of any vessel's crew utilise plant, facilities, equipment, cranes, gear or tackles owned by the Trust without written permission of the Harbour Master. The Trust accepts no liability for improper use of said equipment.

7. Pollution

In the event of a vessel foundering, the vessel may pump into the Dock, the clearance costs of the pollution lie with the Master. Pollution resulting from a vessel foundering may result in prosecution: attention is drawn to Byelaw 25 (Discharge of Sewage and Water from Vessels) and Byelaw 40 (Dumping and Discharging Prohibited).

Any pollution is to be reported the Harbour Master as soon as is practicable, together with the following:

- Nature of the pollution, and extent
- Position and if applicable name of vessel
- Cause
- Witnesses
- Weather

8. Marine Services

8.1 Bunkering and Refuelling of all Vessels

All vessels are to obtain written Harbour Masters permission 24 hours before carrying out any bunkering or fuelling operation within the port.

The Harbour Master may require bunkering tankers or vessels, delivering or receiving, to present their Safe System of Work prior to fuelling/bunkering.

The bunkering form at Annex C is to be completed: failure to do so may negate future permissions.

Any such operations are to be carried out in accordance with specific requirements laid out in the Oil Spill Contingency Plan.

The Plan has been prepared in accordance with, Oil Spill Contingency Plan Guidelines for Ports, Harbours, and Oil handling Facilities: The West India and Millwall Dock System Plan has been approved by the Maritime and Coast Guard Agency. The Oil Spill Plan is available from the Harbour Master's Office.

Byelaw 30, Safety Precautions as to fuelling also refers.

The bunkering of residential vessels is through an agreed process defined in the respective T&Cs; No drums of fuel/oil are permitted on pontoons.

8.2 Sewage

All vessels with crew living onboard are to be fitted with sewage holding tanks and satisfy the Trust that suitable arrangements have been made to discharge the tank ashore.

Discharge of sewage is prohibited as are the use of sea toilets.

Byelaw 25, Discharge of Sewage and Water from Vessels refers.

Vessels able to discharge clean water are to provide valid certification of the fitted system before operation.

8.3 Diving Operations

Diving operations are to be approved by the Harbour Master.

Non-Commercial diving is not permitted within the port unless in exceptional circumstances, and only after following due process, see 'Events'.

Commercial diving permissions are serviced through the Trust Third Party Works Department whose process will approve the SSOW.

Diving is under the positive control of Marine Control. Divers are not to enter the water until briefed on other known movements, and Marine Control has given permission.

Vessels hosting divers are to ensure that due safety precautions are taken and recorded such that risks to divers are mitigated.

Diving signals are to be shown, diving supervisors are to maintain a watch on VHF channel 13.

8.4 Hot Works

Marine Control is to be informed when any hot works, burning, welding or similar are to be carried out on any vessel and when works are completed.

8.5 Port Towing Operations

A General Direction for towing is at Bye Law 15.

Towing operations may include the provision of assistance to an operational vessel, the movement of dead vessels and the movement of barges, floating equipment, and plant into, out of or within the harbour area.

Towing operations conducted within the harbour area are only to be conducted with the permission of the Harbour Master, at least 4 working days before the arrival or departure of the towing operation.

Vessels conducting the tow, as a minimum are to meet or exceed those required by the PLA.

Vessels to conduct any tow are to submit their towing plan, as a minimum, 2 working days before the tow and are not to tow without the Harbour Master written approval.

Barges, being towed outward bound from the lock are to have a stern tug attached.

9. Residential Use

Residential use of vessels is not permitted without prior permission of the Trust through Waterside Moorings or AquaVista as applicable. Residential vessels have allocated berths.

10. Events

The Trust has an event process: [Trust events](#). Other than lodging organisations who have their own terms and conditions, any event in the harbour is to follow due process.

11. Sailing, Water Skis, Wet Bikes, Personal Watercraft

Independent sailing is prohibited. Use of water skis, wet bikes and similar craft is not allowed in the harbour.

12. Qualifications and Crewing of Vessels

All vessels operating with the port are to be crewed by persons meeting the requirements of the Standards of Certification and Watchkeeping, if appropriate, or as directed by the MCA.

The minimum standard of qualification is an RYA Certificate of Competency in handling the type of vessel operated.

If contractors or operators are in any doubt as to the applicability of their qualification, application is to be made to the Harbour Master's office.

Residential Vessels are recommended to hire competent skippers for transiting the port.

13. Unauthorised Water Users

Unauthorised water users are to be reported to Harbour Master or Marine Control as soon as practicable.

14. Safety Requirements and Water Quality

Any individual or group responsible for water user's safety is to have the appropriate RYA qualifications or such other qualifications approved by that sporting body. As a minimum, organisations are to comply with the relevant sections of the Rescue Boat Code.

Any individual or group responsible for water users are to ensure that appropriate personal protective equipment, including personal buoyancy aids, are worn. Exceptions are to be covered by a specific Risk Assessments.

The Trust, through the Harbour Master reserve the right to stop operations if they believe that personal or collective safety or the integrity of the other port users' equipment or property is compromised.

All groups undertaking water activities in any type of small craft, are to deploy a safety boat manned and equipped by qualified personnel and equipment likely to be needed to support an emergency, The Rescue Boat Code gives guidance.

The Trust periodically undertakes water quality monitoring. The Trust is not obliged to, nor can maintain a set water quality as water within the port is fed from the Thames.

Organisations, having gone through the due approvals process, are to satisfy themselves that the water quality prevailing meets their Safe System of Work or event risk assessment, as applicable.

Should organisations wish to conduct their own water sampling, due process of approvals is to be followed, and the results shared at no cost, to The Trust.

15. Dangerous Obstruction

Any dangerous structure or obstructions are to be reported to the Harbour Master, in writing; water users are to satisfy themselves that all areas are clear of floating and submerged debris before use.

16. Quay Side Lock Machinery

Operation of quayside or lock machinery is for the exclusive use of SQEP Trust personnel: the Trust carries no liability for unauthorised, inappropriate, or casual operation.

17. General requirements Governing Works Over, On or Beneath the Port

No works are to commence on or in the water without the prior agreement of the Harbour Master.

The West India and Millwall Dock System is a complicated and complex system of waterways, bridges, wharves, jetties, and piers which have been modified, developed and revitalised over the years. Ownership across the estate varies and working over on and in the port can need coordination and cooperation from multi agencies.

The Trust has a team which works through process with the contractor such that a safe system of work, appropriate remuneration and coordination across the agencies and authorities can be assured.

The Harbour Master can introduce contractors to the appropriate department.

Notwithstanding any licences and permits obtained, contractors are to abide by the Byelaws and Harbour Masters Direction herein. Any deviation is to be raised with the Harbour Master immediately: the subsequent conversation may well see the refinement of the Safe System of Work through a dynamic risk assessment to achieve the contracted work.

The SSOW is to include the marking of works, as directed by the Harbour Master. Only lights, shapes and signals stipulated in the International Regulations for the Prevention of Collisions at Sea are to be displayed.

Additionally, other lighting, signage and buoyage maybe required to keep vessels clear of the area: These will be the responsibility of the contractor to close and mark off the areas to the Harbour Master's satisfaction.

17.1 Floodlights/Nightworks

Approval of methods of floodlighting is to be obtained from the Harbour Master prior to installation. Prior agreement must be obtained if night work is to be undertaken

17.2 Safety Boats

For works over water, a safety boat is to be provided by the contractor manned and equipped by qualified personnel and equipment likely to be needed to support an emergency as detailed in the risk assessment supporting the SSOW.

18. Operating Times

The Marine Control Room is manned 0900-1700 weekdays. It is closed Christmas Day, Boxing Day, and New Year's Day, and during extenuating circumstances as defined by the Trust.

West India and Millwall Dock Lock operations (in or out) are between 0800 and 1600 weekdays, 0900 and 1500 weekends. Times given are the start of setting up the lock, and completion of the operation.

Arrivals and departures can be delivered outside the times above, this carries additional charges for staff overtime subject to availability.

A minimum height of tide for locking in/out is 2.0m.

There is to be no movement between sunset and sunrise without permission of the Harbour Master.

Blue Bridge lifts are to avoid rush hour traffic wherever possible: weekdays 0800-0900 and 1630-1800.

Bridges with the dock system are not all under the control of the Trust: lifts can be done on weekdays, 0800-1500, but not on Statutory Holidays. Other than the Blue Bridge, special application can be made for some other bridges, but this is not within the gift of the Trust and may incur further charges.

Vessels requiring passage through the Bellmouth Passage and require all bridges lifting, can only transit after 1900, or at weekends between 0900-1500.

19. Schedule of Services and Charges

The Schedule of Services and Charges are published separately.

20. Dock, Lock and Bridge Dimensions

Dock, lock, and bridge dimensions shown in the annexes.

21. Water Level Constraints and Parameters

The West India and Millwall Dock system comprise of several interconnected non tidal basins: water levels are maintained by The Trust through impounding water from the Thames. Impounding takes place either side of High Water.

West India Lock times of High and Low water are 10 mins and 19 mins after the High and Low Waters time of North Woolwich.

Fully impounded equates to 7.58m above Chart Datum (CD) of the PLA charts.

Minimum impounded level is 6.99m above CD of the PLA charts.

The Trust endeavours to keep levels between 7.3m and 7.6m above CD of the PLA charts.

Dock and relative water levels are shown in the annexes.

The full-length lock, mitre to mitre, is 178m, $\frac{3}{4}$ length is 133m and $\frac{1}{4}$ length dock is 44m and all 24m wide. A pair of gates sits over a sill: each sill is at 3.84m below Chart Datum: the approaches, lock and dock depths are maintained through periodic maintenance dredging.

The minimum height of tide for lock operations is 20m

Indicative depths, non-surveyed, are shown in the annexes.

Vessels wishing to purchase the results of the most recent survey may do so on application to the Harbour Master.

21.1 West India and Millwall Dock system – Minimum Depths and Widths

Water levels are maintained by The Trust, water depths, other than in the approaches to West India Dock, are not. Maintenance dredging at the Bellmouth and lock entrance are conducted periodically: the likely siltation spots are below the Blue Bridge.

Owners and Masters of larger vessels are informed that The Trust neither dredges nor maintains to minimum depths across the port.

Given one month's notice, not covering holiday periods of Christmas, Easter, and the summer (July and August), The Trust, through application to the Harbour Master, at an agreed fee, can organise accredited surveying.

Indicative minimum depths are shown in the annexes.

The water system has evolved over the years where development has encroached on the navigable waters available. Masters are to ensure their berth-to-berth navigational plan considers these limitations before entering the port.

Indicative minimum widths are shown in the annexes.

21.2 West India and Millwall Dock – Bridges and Air Draughts

Air draughts vary across the port and are to be considered in their berth-to-berth plan. Some bridges are fixed, and not all that lift sit under the control of the Trust.

For bridge lifts, there may be a charge, see schedule of charges, and 2 working days, written notice is required. Rush hour times are to be avoided:

Rush hours being weekdays: 0800-0900: 1630-1800

Indicative air draughts are shown in the annexes.

21.2.1 Notes on specific bridges

The Manchester Road Bridge (The Blue Bridge) is a single leaf lifting bridge, which when raised does not project over the lock side, but when handling square rigged vessels, it may be necessary to cockbill the yards.

West of the Wilkinson's Footbridge in South Dock is closed to all vessel traffic unless specifically approved, in writing by the Harbour Master.

22. Access to West India and Millwall Docks

Access is only permitted subject to Masters and Owners binding themselves to abide by the terms and conditions and byelaws relating to vessels entering, using, or leaving West India and Millwall Docks.

Masters and Owners are to comply with these Directions. Further detail is contained in the annexes.

They are also required to comply with, but not limited to, Oil Response Plan, Port Waste Management Plan, the requirements, where applicable to the International Ship and Port Facility Security (ISPS) Code and to all relevant general, marine (MCA, HSE) and Canal and River Trust legislation, regulation, guides, and good practice.

All vessels may be the subject of a security check conducted by the Trust or other agencies as directed by the Police, HMRC, MCA, or the Trust.

Nothing in these Directions negates the responsibility of the Owner or Master for the responsibility of their vessel and the navigation thereof. Masters and Owners are to have a berth-to-berth navigation plan when approaching, entering, operating in, or leaving West India and Millwall docks.

Permission to enter. Lock passage will only be granted to vessels who have entered a commercial arrangement committing to the terms and conditions: vessels whose permanent moorings lie within WID have separate arrangements.

In certain cases, where deemed appropriate, the Harbour Master, at their sole discretion may require an appropriate, proportionate bond to permit entry.

Vessels will be required to produce, to the Harbour Master, evidence of suitable insurance, which is to be maintained whilst in the Docks.

The policy must cover at least third-party liability up to £4 million including coverage against foundering, salvage and wreck removal claims and must be provided by a company that is authorised and regulated by the Financial Services Authority of the United Kingdom.

22.1 Procedure for Entering and Berthing in West India and Millwall Docks.

Other than for Trust licensed boat owners, 1 weeks' notice (5 working days') is required.

Licensed boat owners and commercial owners based in the port; 2 working days' notice is required.

Exceptions are of course possible, yet at the sole discretion of the Trust.

22.1.1 Opening Times

0800-1600, movements as the tidal window permits.

Weekend movements, 0800-1500, as the tidal window permits, staffing level permitting.

Operating outside these times will incur overtime charges and are subject to availability.

The tidal window is defined as High Water +/- 4 hours: larger vessels will have to moderate this window to the available water depth.

22.1.2 Entry may be denied

Entry may be denied or postponed due to:

- Vessel steering and main machinery defects.
- Construction operations in and around the water system.
- Other prearranged vessel movements.
- Other reasonable circumstances as the Harbour Master deems fit.

22.1.3 Summary

The procedure for booking lock times, transits, and berths is detailed in the annexes.

Vessels:

- Entering West India Lock are not to enter the Bellmouth without permission, and are:
- Are to secure properly alongside within the lock minimum 2 lines.
- Are not to propel, unless given permission, or in an emergency.
- Are not to transit until permission is given.

22.2 Movement within the Docks and towing

Unless previously agreed with the Harbour Master, programmed, and published, vessels are not to move unless the Master considers it an emergency. Masters or Owners wishing to move their vessel outside of a published programme are to seek and achieve written Harbour Masters approval before moving.

There is to be no movement between the hours of sunset and sunrise.

Winding ship/Towing maybe approved by the Harbour Master following oversight of a Risk Assessed Method Statement (RAMS).

22.3 Berths, Non-Dock Mooring and Berth Changes

The type of berths available varies between the basins within the port:

Blackwall and Poplar Basins are for residential moorings only: for berths in Blackwall, application should be made through the Harbour Master, for Poplar, through <http://www.aquavista.com>. Passage to Blackwall and Poplar Basins requires bridge lifts for which 1 working days' notice is required.

South Dock sees commercial and recreational moorings east of Wilkinson Footbridge: Thames Quay can accommodate vessels up to 150m, Wood Wharf Quay vessels up to 100m. Both quays are serviced by electricity and water. The electricity supply varies between berths.

Millwall Inner and Outer are residential, and recreational with some business berths: services are limited and application to the Harbour Master will explain what and where. Passage to Millwall Inner and Outer requires bridge lifts for which 1 working days' notice is required.

Where the Trust consent is given to mooring within the port, Masters are informed that two mooring permits maybe required. This is very much dependent on the rationale, time, and type of mooring system to be

deployed: the Environment Agency (EA) or Marine Management Organisation (MMO) may require consultation if not agency authorisation. Masters should consult the Harbour Master early before planning such an operation.

Masters wishing to change berth are to make application to the Harbour Master through Marine Control 1 working day before the intended move. Should the move require a bridge lift, 2 working days is required. Application does not signal approval to move.

There are no Not Always Afloat But Safely Aground (NAABSA) berths within the port.

22.3.1 Bellmouth Restrictions and Dangers

The Bellmouth entrance runs, roughly, perpendicular to the run of the tide. Slack water at the Bellmouth varies on the state of the tidal cycle and Masters are to plan for this.

The Bellmouth is subject to siltation: Masters should apply to the Harbour Master for the most recent survey if in doubt: Masters are to apply no later than when giving notice for a move.

Severe turbulence is likely within the Bellmouth when sluices are being operated: Masters are to keep clear.

Mooring or lying alongside the Bellmouth wall or Pier is prohibited.

23. Notices to Dock Users

Masters and operators should ensure they have the latest in force Dock Notices, copies are available from the Marine Control building, and on the Trust's West India and Millwall Docks website: [West India Millwall Docks Harbour Regulations and Guidelines | Canal & River Trust \(canalrivertrust.org.uk\)](https://www.canalrivertrust.org.uk/west-india-millwall-docks-harbour-regulations-and-guidelines)

24. Licences

Various licences are required to operate in the Docks. Information can be obtained through the Harbour Master. It is recommended to engage early before business plans, vessel purchases etc. are secured.

Such licences include, but are not limited to:

- Recreational
- Commercial
- Residential
- Third Party Works
- Art / Display / Sporting event

25. Registration of vessels

All power-driven vessels, and vessels over 5m length overall (LOA) based within the port are to be registered with the Harbour Master's office. Refer to registration and bookings annex.

26. Stakeholder Forum

The Trust ensures that consultation with port users and stakeholders takes place through regular documented meetings. Meetings will take place at least annually.

Stakeholders meet online weekly to establish the traffic and activity programme for the week ahead, and to agree any required deconfliction.

All users of the harbour, commercial and recreational, are welcome to attend the harbour coordination meeting. Requests to join should be directed to the shared mailbox for WID activities, detailed in the communications annex.

27. Multi Use of the Lock-Side, West India Lock

There is no automatic right of entry to the lock side.

Entry for any organisation, other than those which have a formal agreement with the Trust, for specific periods is on a permissions basis. Permissions are to be sought a week prior to entry, together with the intent, and risk assessment.

Various agencies have access to the lock side for various uses: every organisation carries its own risk assessment. Note that compliance with leases, licences and or contracts is part of the wider marine safety management system.

Annex A - Relative River and Dock Levels

WEST INDIA AND MILLWALL DOCK SYSTEM RELATIVE/INDICATIVE DOCK AND RIVER LEVELS

HEIGHT OF QUAY WALLS (GENERALLY)	8.58m	above CD	5.23m	above ODN
FULL IMPOUND LEVEL	7.58M		4.23m	
MHWS	7.0m		3.65m	
TRINITY HIGH WATER	6.825m		3.475m	
MHWN	5.9m		2.55m	
ORDNANCE DATUM NEWLYN	3.35m		0m	
MLWN	1.5m		1.85m	Below ODN
MIN DEPTH, LOCK OPERATION	0.91m		2.44m	
MLWS	0.5m		2.85m	
CHART DATUM	0M		3.35m	
NORTH DOCK BED LEVEL	2.01m	Below CD	5.365m	
Cill	3.84m		7.19m	

Annex B - Lock, Dock, and Bridge Dimensions

CUTTINGS AND PASSAGES	LIMITING WIDTH	LIMITING DEPTH (Note 1)
Millwall Cutting	23m	3.5m
Millwall Bridge	11m	3.5m
Glengall Bridge	11m	3.5m
Heron Quay Canal (when open)	9.7m	2.4m
Bellmouth Passage	15m	4.4m
Blackwall Cutting	18.1m	9.6m
Eastern Access Bridge	13m	9.6m
Poplar Cutting	12.1m	7.0m
West India Quay Footbridge	11m	8.5m
Wilkinson's Bridge - South Quay Pedestrian Swing Bridge (Note 2)	10m	5.0m

AREA	BRIDGES	AIR DRAUGHT (Note 3)
West India Lock	Blue Bridge	Height of Tide dependent
Millwall Cutting	Marshwall Road Bridge	1.2m
Millwall Inner	DLR	8.2m
Millwall Inner/Outer	Glengall Bridge	Sides 1.0m Middle 2.1m
Blackwall Basin	Eastern Access Bridge	Sides 6.0m Middle 7.5m
Centre Branch DLR	Centre Branch DLR	Piles 6.67m

		Central 8.2m
North Dock DLR	North Branch DLR	Piles 6.67m Centre 8.2m
Middle Dock (Heron Quay Canal)	Bank Street	1.5m
West India Quay	North Branch Foot Bridge	2.95m
North Dock	Upper Bank Street Bridge	4.5m
South Dock	Wilkinson's Foot Bridge	3.85m
South Dock	DLR	Piles 6.67m Centre 8.2m
Bellmouth Passage	Colonnade Road Bridges (2)	Both 5.36m
Bellmouth Passage	Colonnade Foot Bridges (N)	5.36m
Bellmouth Passage	Colonnade Foot Bridges (S)	5.36m
Bellmouth Passage	Lower-Level Foot Bridge	2.93m
Bellmouth Passage	Water Street Draw Bridge also known as Montgomery Bridge	3.0m
Cross Rail Passage	Cross Rail double pedestrian foot bridge (westerly bridge)	0.8m

Notes:

1. Limiting depths: other than West India Locks and the Bellmouth, the depths shown are indicative: The Trust does not survey the port.
2. Passage through Wilkinson's Bridge is prohibited.
3. Air Draughts are at full impound level 7.58m (above CD) / 4.23m (above OD).

Annex C - Bunker Transfer Safety Check List

BUNKERS TRANSFER – SAFETY CHECKLIST AND DELIVERY RECORD WEST INDIA AND MILLWALL DOCK

Reference: West India and Millwall Dock OPRC Plan, MSMS (Part 3) Harbour Regulations and Guidance.

Supplying Company		Address	
Supply Vessel/Vehicle		IMO No. OR Reg.	
Receiving Vessel		IMO Number	
Agent		Berth	
Date		Start/Stop time	
Quantity Delivered		Fuel Type/Grade	

Checklist to be completed by the persons responsible for the transfer before the transfer commences.

		Supply Vessel / Vehicle	Receiving Vessel
1	Is the vessel moored safely?		
2	Is there safe access between vessel/vessel and/or the shore?		
3	Are "NO SMOKING" requirements being observed?		
4	Can the vessel receive the total quantity to be delivered?		
5	Is the correct fire-fighting equipment readily available?		
6	Is there an agreed communication procedure?		
7	Have the procedures for pumping been agreed?		
8	Have the emergency shutdown procedures been agreed?		
9	Are the delivery hoses securely rigged and free from twists?		
10	Does the bunker connection have the correct gasket?		
11	Are the bunker hoses secured properly?		
12	Are the vessel(s) scuppers plugged?		
13	What is the agreed pump rate?		
14	Are both vessels compliant with the Port's OPRC Plan and Harbour Regulations and Guidance?		

Declaration: The items on the above list for our respective vehicle/vessel have been checked, and we have satisfied ourselves that the entries made are correct to the best of our knowledge. Any non-conformances or issues during the transfer will be raised directly and as soon as practicable with the harbour authority.

For supply vessel / vehicle:	For receiving vessel:
Name	Name
Signature	Signature

The completed form is to be emailed to: WID.HarbourMaster@canalrivertrust.org.uk upon completion.

Annex D – Vessel Registration and Booking Lockage / Berth

Two separate forms are published separately for registering vessels and booking arrival, departure or transits:

- WID Vessel Registration (Non-Commercial)
- WID Email Booking Proforma (Non-Commercial)

These can be found on our website: [West India Docks Harbour Regs & Guidelines | Canal & River Trust \(canalrivertrust.org.uk\)](https://www.canalrivertrust.org.uk)

Annex E - Communications

Subject	Contact
Lock Bookings	Marine Operations Team +44 (0)2045 910 692
Vessel Berthing Enquiries	
Ancillary Services Bookings	
Hot Work, Diving & Immobilisation Consents	
Invoicing, Payments & Business Development	
Pilotage Bookings	Port of London Authority (PLA) Pilots +44 (0)1474 560311 Pilotage Port of London Authority (pla.co.uk)
Harbour Operations Control Room	+44 (0)2045 910 692 VHF Ch. 13 Callsign: 'West India Dock Radio' (Not 24/7 – usually 30mins before planned moves) WID.HarbourMaster@canalrivertrust.org.uk West India Docks Harbour Regs & Guidelines Canal & River Trust (canalrivertrust.org.uk)
Canal and River Trust (General) Enquiries	+44 (0)303 040 4 040
Emergencies	+44 (0)800 47 999 47

Annex F - Towage Proforma

When operations involving barges, and or, towage of vessels greater than 10m are undertaken the agent or barge operator is to complete method statement, tow plan, in advance.

For the purposes of this procedure the definition of “barges” includes vessels without power and with or without crew.

The Trust will not give authorisation for the movement of a tow until the tow plan has been fully completed by the operator and then approved by the Duty Harbour Master. Note that The Trust reserves the right not to proceed with a towage operation if the details are found to be incorrect.

Agents and operators of barges are reminded that only tugs authorised by The Trust can undertake towage operations within West India and Millwall Docks.

The agent or barge operator is to refer to The PLA Towage Guidelines and may consult with the relevant Harbour Master, or Deputy to assist in the completion of the method statement.

Notwithstanding the definitions above, should the Harbour Master reasonably require a tow plan for any tow, the operator or owner shall comply.

Supporting diagrams of the barge arrangement, and or, towage configuration, plus any additional information for which there is no room on the form should be attached. This pro-forma does not negate the need for a Risk Assessment and the operator remains responsible for ensuring compliance with all the relevant regulations, laws, and statutes.

Towage Form

Date:

Movement Type: Arrival Departure Shift

1.0 Details	
1.1	Name of Agent (or person acting as agent) and 24-hour contact number
1.2	Name & IMO number of Lead Tug, or towing vessel
1.3	Name & IMO number of barges:
1.4	Tug or towing vessel dimensions:
1.5	Barge or towed vessel Dimensions:
1.6	Approximate Deadweight if known:
1.7	Visibility restrictions e.g., cargo, rigging
1.8	Details of overhangs:
1.9	Company supplying rigging crew:
1.10	Are supporting diagrams attached? E.g., towage configuration?
1.11	Summary of the operation

2.0 Access/Boarding	
2.1	What safe means of access has been provided for the rigging crew?

3.0 Rigging Crew Details	
3.1	What vessels being used for the rigging crew to board/disembark the barge?
3.2	Contact number for rigging crew supervisor: (24 hour)
3.3	How many in the rigging crew?
3.4	State arrangements for recovery and streaming of emergency towline:

4.0 Tugs	
4.1	Name of tug or towing vessel:
4.2	Harbour Master confirms tug suitability for the job:
4.3	At what location will they be made fast?
4.4	At what location will they be let go?
4.5	How will the tugs or towing vessel be made fast? Please specify- e.g., single line or bridle.
4.6	Outline the arrangements that are in place and the method to be used for recovery of the bridle?

5.0 General	
5.1	Does barge or towed vessel have adequate lighting for rigging crew? If answer is 'no', please state temporary lighting arrangement.
5.2	Are there any other restrictions due to darkness?
5.3	Have all watertight compartments of the barge /vessel been checked?
5.4	Maximum weather parameters:

6.0 Alongside	
6.1	Has a berthing plan and position been agreed with the berth operator and all other parties involved?

6.2	How will shore party communicate with barge?	
6.3	Name and contact number for responsible person ashore including emergency contact:	
6.4	Have linesmen been organised?	
6.5	How will mooring be tendered whilst alongside?	
6.6	How will the barge/vessel be accessed from the dockside?	
6.7	Name and 24-hour contact number of person responsible for barge/towed vessel while alongside:	

9.0 Sign off

Person completing the form

I confirm all the details provided are accurate and correct to the best of my knowledge

Signature

Name (print)

Date & Time

Duty Harbour Master

I confirm all the details have been discussed and agreed with relevant Harbour Master, Duty Pilot and Berth Operator

Signature

Name (print)

Date & Time

Annex G - West India and Millwall Dock System

Not to be used for navigation.

