

# RULES AND INFORMATION FOR VESSELS VISITING LPC

## LPC Contact Details

<b>Lyttelton Harbour Radio:</b>	Contactable 24 / 7 via VHF Radio Channel 12, Channel 16 (Emergency), and Channel 63 (use if no response on other Channels)
<b>Marine Team:</b>	Ph. (03) 328 7804   Email: <a href="mailto:pilot@lpc.co.nz">pilot@lpc.co.nz</a>
<b>Harbour Control:</b>	Ph. (03) 328 7806 or VHF Channel 12
<b>Security Team:</b>	Ph. (03) 328 7917

## Use of Engines and Propulsion System Testing

**Use of a Vessel's Engines** while alongside shall be in accordance with the Harbourmaster's Direction 16-1. No propulsion system (of any vessel, at any berth) shall be operated / tested without approval from LPC.

**Testing of a Vessel's Propulsion System** – at all times the Master shall, immediately prior to testing, ensure that;

- Harbour Control has been advised 15 min ahead of testing and approval to proceed has been given.
- Sufficient mooring lines have been run and crew are available to attend to them.
- All crew on board the vessel and all persons ashore involved in mooring operations have been advised.
- Any tugs involved in mooring operations, and any other vessels in the immediate vicinity, have been advised.

**For all Departing Vessels** – the propulsion system is not to be tested until the LPC Pilot is on the bridge and authorises initiation of testing.

## Engine Immobilisation

- The vessel's Master must submit a Request for Engine Immobilisation to the Duty Pilot and have received approval prior to commencement.
- The form is available via the vessels shipping agent, [www.lpc.co.nz/our-services/marine/](http://www.lpc.co.nz/our-services/marine/), or email [pilot@lpc.co.nz](mailto:pilot@lpc.co.nz) to request a copy.

## Mooring Procedures and Lines Key Principles

- All mooring lines should be in good condition i.e. fit for purpose.
- One line per bollard whenever possible.
- Two lines on one bollard **only** if there is no other option, or when there is one line each from adjacent vessels and they are Head or Stern Lines of sufficient length.
- Avoid placing two lines from a single lead to a single bollard.
- Shorted lines e.g. "Breast lines" should never share a single bollard due to very high potential loads.
- Vertical mooring line angles exceeding 45° are to be avoided.
- Spring lines should be run long and at shallow angles. Maximum angle from horizontal 30°.
- The Pilot and Master may agree on a lines configuration tie up that varies from the Key Principles so long as both are satisfied that the vessel will be secure alongside.

## Pilot Ladders

- Ladders must be rigged to meet all applicable IMO Regulations.
- They must be fit for purpose i.e. in good condition and have a current Test Certificate.

## Heaving Line Requirements

- Refer to [www.lpc.co.nz/our-services/marine/](http://www.lpc.co.nz/our-services/marine/) for the LPC Heaving Line Standard.
- The thickness of the heaving line should be 8mm - 12mm.
- The "Monkey's Fist" should be made with rope only and not contain any weighting material.
- Safe alternatives to a Monkey Fist include; a small hi-visibility soft pouch (filled with fast draining pea shingle or similar) with a weight of not more than 0.5kg, or a soft rubber weight of less than 0.5kg.
- Under no circumstances is a line to be weighted with items such as shackles, bolts or nuts, or twist locks.

## Tug Tow Lines

- LPC tugs will use their own tow line.
- When the Tug is making fast, follow the instructions of the Pilot and the Deck Staff on the Tug to ensure the heaving line is thrown at the right time and to the correct position on the Tug.
- When the Tug is retrieving its line, lower the line slowly using a turn on the ships mooring bitt to maintain control. Example:



## Protecting Lyttelton Harbour

- There should be no excessive funnel smoke emissions while in port.
- Avoid discharges of black and grey water (if this must be done, all relevant rules must be followed).
- Discharge of Wastewater from Open Loop Scrubbers is prohibited under the Regional Coastal Environmental Plan.
- Generators should be turned down to minimum level, required between 2100hrs – 0700hrs.

## Hot Work Notification

- Approval is required to carry out "hot work" i.e. burning, cutting, welding, grinding or other similar work involving heat sources on board vessels in the harbour.
- If Hot Work is to be undertaken, please contact your Shipping Agent, or the Lyttelton Harbourmaster directly via email: [harbourmaster@ecan.govt.nz](mailto:harbourmaster@ecan.govt.nz) Ph. (03) 328 9168.

## Procedures for Crew Exiting and Entering LPC

### For all Vessels Berthed at Cashing Quay (1, 2, 3, and 4)

- There is no pedestrian access to any vessel on Cashing Quay. You must contact the Security Team to request the shuttle bus.

### For all Vessels Berthed in the Inner Harbour at Number 2, 3, and 7 Wharves

- All crew must wear a hi-vis vest, available in the yellow bin at the bottom of the ship's gangway.
- Follow the marked walkways to exit at the pedestrian gate at the inshore end of the wharf.
- When returning, make your way to the Port's Main Gate where a shuttle bus will take you back to your vessel.
- **Caution** – when leaving your vessel, watch for any vehicles moving around the wharf.

## Biosecurity Information

- New Zealand has **very strict biosecurity procedures** at our international borders to prevent the introduction of harmful pests and diseases. Lyttelton Port of Christchurch is an MPI (Ministry for Primary Industries) approved 'Port of First Arrival' (PoFA) for Bulk carriers, container vessels, general cargo, naval/military, project craft (i.e. dredges, oil rigs), passenger, recreational (i.e. yachts), tankers, other vessels (i.e. fishing, research) and vehicle carriers carrying Bulk cargo, bulk liquids, containers, general cargo, live animals (zoo animals only), passengers (fare and non-fare paying passengers, crew and baggage), vehicles and machinery.
- All vessels arriving at Lyttelton Port must comply with minimum requirements, no matter the length of stay or the ports they are visiting.

As a minimum, all vessel operators **MUST**:

- Comply with the requirements for the type of vessel. This may require preparatory actions such as exchange of ballast water in a mid-ocean location, offshore inspection for certification of freedom from Asian gypsy moth, and (from 2018) management of biofouling on the hull.
- Plan to arrive at and only visit places of first arrival that are approved for your vessel type and cargo, and where relevant the numbers of passengers on board (for cruise ships)
- Complete and send all documentation to Customs and border agencies at least 48 hours before arrival.
- Treat or exchange any ballast water intended for discharge to the standard required unless using a shipboard treatment system

- Manage all biosecurity hazards including keeping decks and holds free of pockets of standing water (mosquito habitat), spills and residues from cargo, and debris that may harbour pests such as vermin and insects
- Keep food stores and garbage well secured and ensure nothing is disposed of overboard unless in compliance with international conventions (MARPOL Annex V)
- Meet the Requirements for Vessels regarding stores, dunnage (wooden packaging) and garbage on board
- Try to keep your vessel pest-free and report any pests or insects such as ants, bees, wasps or beetles on board to MPI
- Be aware of special controls in place to prevent the spread of Asian gypsy moth and other specific pests of current concern.
- Make sure any passengers and crew comply with New Zealand entry requirements.
- Ensure passenger and crew are aware that New Zealand's biosecurity law prohibits the removal of certain food items from vessels.
- Food items that cannot be removed include: fresh fruit and vegetables, meat of any kind prepared meals (including sandwiches) dairy products, eggs and honey.

Further information is available at:

- <https://www.mpi.govt.nz/importing/border-clearance/vessels/arrival-process-steps/>
- <https://www.biosecurity.govt.nz/importing/border-clearance/places-of-first-arrival/seaports/>

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### Other Services

- When required, an LPC Shore Phone will be left on or near the gangway / platform by the Lines Supervisors. On departure, vessel's crew to place Shore Phone on the wharf or platform prior to retrieving the gangway.

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### Health and Wellbeing

#### Lyttelton Seafarers Centre

Address: 18 Norwich Quay, Ph: 021 222 0240

Hours: Mon – Fri 0700 - 2200hrs, Sat 1400 - 1700hrs & 1900-2200hrs, Sun 0700-2200hrs

Free Wi-Fi: Available 24 / 7 outside the Centre. Network – Seafarers / Password – TimeBall

#### Lyttelton Library

Address: Corner London and Dublin Streets

Free Wi-Fi: Available 24 / 7 outside the library via the Christchurch City Libraries website