

December 7, 2020

## Customer Notice

### CHRISTMAS AND NEW YEAR HOURS AT LYTTELTON PORT COMPANY

Season's Greetings from the team at Lyttelton Port Company. This notice outlines the hours of operation for LPC Port Services over the Christmas and New Year holiday period.

During the Christmas and New Year holiday period, operators are encouraged to take advantage of this opportunity to avoid possible congestion and delays following this period.

Typically, immediately after public holidays there are heavier than normal volumes. To prevent experiencing any delays it is recommended that trucking companies may like to consider spreading their operational requirements by using LPC services over the Christmas and New Year holiday period.

If the following changes are likely to cause any inconvenience to you, please advise us as soon as possible so that we can do our best to ensure your needs are met.

#### LYTTELTON CONTAINER TERMINAL

Date	R & D** Kiosk	Empty Gate /ECY	LCT Vessel Operations
Thursday 24 December	As per VBS until 2300	0700-2300	to 2300
Friday 25 December	<b>CLOSED</b>	<b>CLOSED</b>	<b>CLOSED</b>
Saturday 26 December	0700 – 2359	<b>CLOSED</b>	From 0700
Sunday 27 December	24 hrs	<b>CLOSED</b>	24 hours
Monday 28 December	24 hrs	0700-1500	24 hours
Tuesday 29 December	24 hrs	0700-2300	24 hours
Wednesday 30 December	24 hrs	0700-2300	24 hours
Thursday 31 December	24 hrs	0700-2300	24 hours
Friday 1 January	24 hrs	<b>CLOSED</b>	24 hours
Saturday 2 January	24 hrs	<b>CLOSED</b>	24 hours
Sunday 3 January	24 hrs	<b>CLOSED</b>	24 hours
Monday 4 January	24 hrs	0700-1500	24 hours
Tuesday 5 January	24 hrs	0700-2300	24 hours

\*R & D hours are subject to change, depending on your requirements. Please contact the Operations Supervisors on 03 328 7912 or loms@lpc.co.nz to discuss your needs.

## MARINE SERVICES

Normal services 24 hours a day, seven days a week, will be provided throughout the Christmas and New Year period. However, there will be a period from 1200 – 1400 hours on Christmas Day when services will be suspended so that marine staff can enjoy Christmas lunch with their families.

## LPC CITYDEPOT

Date	R & D*
Thursday 24 December	CLOSE at 1430
Friday 25 December	CLOSED
Saturday 26 December	CLOSED
Sunday 27 December	CLOSED
Monday 28 December	<b>TBC – Please call to confirm requirements before 11/12/20</b>
Tuesday 29 December	24 hours from 0600
Wednesday 30 December	24 hours
Thursday 31 December	CLOSE at 1430
Friday 1 January	CLOSED
Saturday 2 January	CLOSED
Sunday 3 January	CLOSED
Monday 4 January	<b>TBC – Please call to confirm requirements before 11/12/20</b>
Tuesday 5 January	Normal hours resume from 0600

\*R & D hours are subject to change, depending on your requirements. Please contact Cam Finlayson on 027 836 3818 or [cam.finlayson@lpc.co.nz](mailto:cam.finlayson@lpc.co.nz) to discuss your needs at your earliest convenience.

## MIDLAND PORT

Date	R & D*
Thursday 24 December	0600 – 1700
Friday 25 December	CLOSED
Saturday 26 December	CLOSED
Sunday 27 December	CLOSED
Monday 28 December	<b>TBC – Please call to confirm requirements before 11/12/20</b>
Tuesday 29 December	0600-2100
Wednesday 30 December	0600 - 2100

Thursday 31 December	0600 – 1700
Friday 1 January	CLOSED
Saturday 2 January	CLOSED
Sunday 3 January	CLOSED
Monday 4 January	<b>TBC – Please call to confirm requirements before 11/12/20</b>
Tuesday 5 January	Normal business hours resume from 0600

\*R & D hours are subject to change, depending on your requirements. Please contact Mikey Pollock 021 1918185 or Mikey.Pollock@lpc.co.nz to discuss your needs at your earliest convenience.

#### CUSTOMER SERVICES AND VENUS GATE OUT

Date	R & D*
Thursday 24 December	Close 1800
Friday 25 December	CLOSED
Saturday 26 December	0630 – 1500
Sunday 27 December	0630 – 1500
Monday 28 December	0630 – 1500
Tuesday 29 December	0600 - 2359
Wednesday 30 December	24 hrs
Thursday 31 December	Close 1800
Friday 1 January	0630 – 1500
Saturday 2 January	0630 – 1500
Sunday 3 January	0630 – 1500
Monday 4 January	0630 – 1500
Tuesday 5 January	Normal business hours resume from 0600

\*Customer Services hours are subject to change, depending on your requirements. Please contact Abbey Clapp on 021 194 4216 or Abbey.Clapp@lpc.co.nz to discuss your needs at your earliest convenience.

#### ADMINISTRATION – MAIN OFFICE / RECEPTION

Our main office and reception will close at 1700 on Christmas Eve and reopen at 0830AM on Tuesday January 5<sup>th</sup>, 2021.

## CONTACT

Please contact us if you have any queries or concerns. We can be contacted by phone or email:

<b>Main Reception</b>	(03) 328 8198
<b>Harbour Control</b>	(03) 328 7806
<b>For Container enquiries</b>	Operations Supervisors (03) 328 7912 or <a href="mailto:loms@lpc.co.nz">loms@lpc.co.nz</a> Joe Smedley Head of Container Terminal Operations 027 444 7805 or <a href="mailto:Joe.Smedley@lpc.co.nz">Joe.Smedley@lpc.co.nz</a>
<b>For CityDepot enquiries</b>	Cam Finlayson, CityDepot Site Manager – CityDepot 027 836 3818 or <a href="mailto:Cam.Finlayson@lpc.co.nz">Cam.Finlayson@lpc.co.nz</a>
<b>For MidlandPort enquiries</b>	Mikey Pollock, Midland Site Manager –MidlandPort 021 191 8185 or <a href="mailto:Mikey.Pollock@lpc.co.nz">Mikey.Pollock@lpc.co.nz</a>
<b>For VBS, VENUS or Customer Service enquiries</b>	Abbey Clapp, Customer Services and R&D Manager, 021 194 4216 or <a href="mailto:Abbey.Clapp@lpc.co.nz">Abbey.Clapp@lpc.co.nz</a>
<b>For Port Services enquires</b>	Tony Simpson, Senior Manager Bulk Cargo, 027 416 7478 or <a href="mailto:Tony.Simpson@lpc.co.nz">Tony.Simpson@lpc.co.nz</a>

Thank you for your support throughout 2020; we look forward to working with you again in the New Year. Until then, have a safe and enjoyable holiday.

Kind regards

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**LPC Customer Services Unit**