

GENERAL NOTICE TO VESSELS - RULES AND INFORMATION FOR VESSELS VISITING LPC

LPC Contact Details

Lyttelton Harbour Radio: Contactable 24 / 7 via VHF Radio Channel 12, Channel 16 (Emergency), and Channel 63 (use if no response on other Channels)

Marine Team: Ph. (03) 328 7804 | Email: pilot@lpc.co.nz
Website: <https://www.lpc.co.nz/our-services/marine/>

Harbour Control: Ph. (03) 328 7806 or VHF Channel 12

Security Team: Ph. (03) 328 7917

COVID-19

LPC has a responsibility to protect our staff and make every effort to keep our business running. We are a critical link for Canterbury and the South Island, supplying our region with the goods we need every day.

A declaration of on-board health status in relation to notifiable diseases is required of the Vessel Arrival Information Sheet (VAIS).

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.

LPC Infrastructure Services teams and engineers conduct maintenance and inspections below **all** wharves daily.

The teams navigate the areas using punts which are small craft and are subject to swamping if a vessel starts an engine when close by.

Testing of a Vessel's Propulsion System – The Master **MUST**, ensure that prior to testing:

- 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.

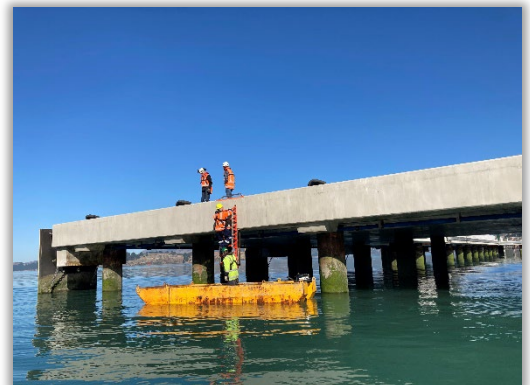
For all Departing Vessels – the propulsion system is **NOT** to be tested until the LPC Pilot is on the bridge and authorises initiation of testing.

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 or the following link: <https://www.lpc.co.nz/wp-content/uploads/2020/06/Request-for-Engine-Immobilisation-at-the-Port-of-Lyttelton.pdf>
- Alternatively, please email pilot@lpc.co.nz to request a copy.

Hot Work Notification

- Notification and approval is required by the Lyttelton Harbourmaster to carry out "hot work" i.e. burning, cutting, welding, grinding or other similar work involving heat sources onboard vessels in a harbour.
- If Hot Work is to be undertaken, please contact your Shipping Agent, or the Lyttelton Harbourmaster directly:



- Email: harbourmaster@ecan.govt.nz / Ph. (03) 328 9168 / or <https://www.ecan.govt.nz/do-it-online/harbourmasters-office/commercial-shipping/hot-work-notification/>

Oil Transfer Notification

- Notification is required to carry out fuel transfer or removal from vessels.
- Please fill out the following form to notify the Lyttelton Harbourmaster about your activity: <https://www.ecan.govt.nz/do-it-online/harbourmasters-office/commercial-shipping/oil-transfer-notification/>

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 vessel 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. Vessels MUST monitor their lines while in port.
- Spring lines should be run long and at shallow angles. Maximum angle from horizontal 30°.
- The Pilot and Master may agree on a line’s configuration tie up that varies from the Key Principles so long as both are satisfied that the vessel will be secure alongside.
- If additional mooring lines, or mooring lines configuration changes are required, please contact Harbour Radio who will co-ordinate with the Duty Pilot and the Lines Supervisors.
- If you require to access the container wharf for any reason, you must contact the Operations Supervisor on 021 210 8614 to request access.

Pilot Ladders

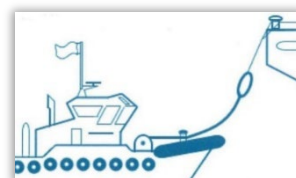
- Ladders must be rigged to meet all applicable IMO Regulations and comply with ‘MNZ Rule 53: Pilot Transfer Arrangements’.
- Further information can be found at: <https://www.maritimenz.govt.nz/rules/part-53/Part53-maritime-rule.pdf>
- They must be fit for purpose i.e., in good condition and have a current Test Certificate.

Heaving Line Requirements

- Refer to <https://www.lpc.co.nz/wp-content/uploads/2020/06/20190520-LPC-Heaving-Lines-Standard.pdf> 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. Follow the instructions from the Tug Crew and do not drop the tow line into the water.



Protecting Lyttelton Harbour

- There should be no excessive funnel smoke emissions while in port.
- If there is a discharge of oil or other contaminants into the harbour, please immediately call the Environment Canterbury Pollution Hotline, 0800 765 588.

- 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. Refer to: <https://www.ecan.govt.nz/document/download/?uri=3814161>
- Generators should be turned down to minimum level, required between 2100hrs – 0700hrs.

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 Cashin Quay. You must contact the Security Team to request the shuttle bus.
- If you require to access the container wharf for any reason, you must contact the Operations Supervisor on 021 210 8614 to request access.

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** adhere to the information in the following New Zealand Government links:

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/>

Health and Wellbeing

- **Lyttelton Seafarers Centre**

Address: 18 Norwich Quay
 Ph: 021 222 0340
 Website: <https://www.lytteltonseafarerscentre.com/>
 Email: lyttelton.seafarers.centre@gmail.com

- **Lyttelton Library**

Address: Corner London and Dublin Streets
 Ph: 03 941 7923
 Free Wi-Fi: Available 24 / 7 outside the library via the Christchurch City Libraries website