

# 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](mailto: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

### Vessel On-Board Health Status

Lyttelton Port Company (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).

### Security and Procedures for Crew Exiting and Entering LPC

**Unless advised otherwise by LPC, Lyttelton Port operates under ISPS code Security Level 1.**

The Port Security Control Centre can be contacted on +64 3 3287917, [security@lpc.co.nz](mailto:security@lpc.co.nz) or VHF Ch12.

#### For all Vessels Berthed at Cashin Quay 1, Cashin Quay East, Cashin Quay West, or Cruise Berth:

- All crew must wear a hi-vis vest and closed footwear.
- There is no pedestrian access to any vessel on Cashin Quay or Cruise Berth. 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 Container Terminal Operations Supervisor on 021 302 890 to request access.

#### For all Vessels Berthed in the Inner Harbour at Jetties 2, 3, and 7:

- All crew must wear a hi-vis vest and closed footwear.
- Follow the marked walkways to exit at the pedestrian gate at the inshore end of the jetty.
- When returning, make your way to the Port Security Control Centre where a shuttle bus will take you back to your vessel. Photo ID must be provided.
- **CAUTION** – when leaving your vessel, watch for any vehicles moving around the wharf.

## 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/media/lqeftuua/part53-maritime-rule.pdf>
- They must be fit for purpose i.e. in good condition and have a current Test Certificate.

## Small vessel movements in Lyttelton Harbour (LOA < 40; GRT < 500)

- Vessel must contact Harbour Radio on VHF Channel 12 before arriving or departing Lyttelton.
- Vessel must contact Harbour Radio on VHF Channel 12 before operating vessel engines for any move within the harbour.
- Engagement of propulsion system is to be done in accordance with the following section.

## 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/2025/08/20250806-Request-for-Engine-Immobilisation-at-the-Port-of-Lyttelton.pdf>
- Alternatively, please email [pilot@lpc.co.nz](mailto:pilot@lpc.co.nz) to request a copy.

## 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.

## Mooring Procedures and Lines Key Principles

- The Master and Pilot to review mooring / unmooring plan upon pilot boarding. Master-pilot exchange to confirm mooring line arrangements and communication protocols between ship and shore.
- Deck Officer must establish positive communication with the Line Supervisor on the wharf prior to mooring or unmooring operations. Line Supervisors can be easily identified by their white helmets.
- 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 a mooring line parts/snaps while in port, please notify this immediately to Lyttelton Harbour Radio on VHF Channel 12.
- During let-go operations, ship’s winches must not be operated while lines people are in the process of removing mooring lines from the bollards. This is critical to ensure the safety of personnel ashore. Deck officers to follow lines supervisors’ instructions from the wharf.
- If you require to access the container wharf for any reason, you must contact the Operations Supervisor on 021 302 890 to request access.

## Wharf requirements for vessels berthing / unberthing

- All PCBU working on the wharf must ensure that the wharf is maintained free of obstructions that could impede safe mooring operations or restrict the movement of LPC vehicles before any planned vessel movements.
- Prior to any planned vessel movement, the area within a 5-metre radius of all bollards must be kept clear to provide a safe working zone and an unobstructed emergency escape route for line-handling personnel.

## 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.



## Access and Egress to and from Vessels

- It is the responsibility of the ship's Master to ensure a safe and compliant means of access and egress from the vessel to the berth and vice versa.
- Any gangways or ladders that are used shall be securely fixed and provide a safe and stable platform.

## 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 refer to:

<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/>

## Protecting Lyttelton Harbour

- There should be no excessive funnel smoke emissions while in port.
- If there is a discharge of oil or other contaminant into the harbour, please immediately call the Environment Canterbury Pollution Hotline, 0800 765 588.
- Discharge of black or grey water is not allowed.
- 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 with reactive silencers should be used (if fitted) and all generators should be turned down to minimum level, required between 2100hrs – 0700hrs.
- Exterior maintenance (such as painting) must have prior approval from LPC.

## 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).
- 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	Lyttelton Public Library (free WiFi)
Mobile: +64 22 311 4113 (Rev. John McLister) Address: 18 Norwich Quay Website: <a href="https://www.lytteltonseafarerscentre.com/">https://www.lytteltonseafarerscentre.com/</a> Email: <a href="mailto:lyttelton.seafarers.centre@gmail.com">lyttelton.seafarers.centre@gmail.com</a>	Phone: 03 941 7923 Address: Corner London and Dublin Streets Website: <a href="https://my.christchurchcitylibraries.com/">https://my.christchurchcitylibraries.com/</a> Email: <a href="mailto:library@ccc.govt.nz">library@ccc.govt.nz</a>
Seafarer's Centre Opening Hours: Mon – Sun 13:00 – 1600   18:00 – 21:00	Library Opening Hours: Mon – Fri 10:00 – 18:00   Sat 10:00 – 13:00