**Project Cargo Enquiry Pro Forma**

Port of Southampton

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| --- | --- | --- | --- |
| **Contact:** | **Email:** | **Telephone:** | **Availability:** |
| Project Cargo  | projectcargosouthampton@abports.co.uk | - | Monday –Friday09:00 – 17:00 |
| Berthing Officer | berthingofficers@abports.co.uk | 02380 608230 | 24/7 |
| Port Duty Manager | sotonpdm@abports.co.uk | 07718 600895 | Monday–Friday05:00 – 22:00 |
| VTS | southamptonvts@abports.co.uk | 02380 608208  | 24/7 |
| Water and Gangways | SouthamptonFreshWaterandGangways@abports.co.uk | - | Monday –Friday09:00 – 17:00 |

1. **Agency and POC details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency Name:** | *Agency Name*  | **Agency Contact:** | *Primary POC Name*  |
| **Agency Contact Details:** | *Email and Contact Numbers*  |
| **Enquiry Type:** | *E.g Layup / Cargo Ops*  | **Date of Enquiry:** | *Click to select date* |
| **Reason for Port Call:** | *E.g. Cargo Transfer, Lay-Up Due to Repairs, Weather Sheltering* |
| 1. **Vessel Details**
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| **Vessel Name:** | *Click to add* | **Vessel IMO:** | *Click to add* |
| **LOA:** | *Click to add* | **Beam:** | *Click to add* |
| **Estimated Draft:** | *Click to add* | **GT:** | *Click to add* |
| **ETA Pilot Station:** | *Select date/ type time* | **ETD Berth:** | *Select date/ type time* |
| **Port of Origin:** | *Click to add* | **Port of Destination:** | *Click to add* |
| **Total Cargo MT:** | *Click to add* |
|  1. **Cargo Requirements**
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| **Cargo Type(s):** | [ ] Yes [ ] No *E.g. 10 x 40ft Containers, 50 x Pallets, 4 x Yachts*  |
| **Cargo Description:** | [ ] Yes [ ] No *E.G Covered/Uncovered, Mafi Trailer, Pre-Slung*  |
| **Stevedoring:** | [ ] Yes [ ] No *R*equirements, Discharge Location |
| **Storage:** | [ ] Yes [ ] No *Requirements, Area Size, Secure Compound*  |
| **Receiver:** | *Company Name*  | **Onward Method:** | *E.g. Rail, Haulage* |
| **Hazardous Cargo:** | [ ] Yes [ ] No | **Cargo Dwell Time:** | *Click to add* |
| **Harbour Crane:** | [ ] Yes [ ] No | **Max Item MT:** | *Click to add* |
| **Mobile Crane:** | [ ] Yes [ ] No | **Max Item Dims:** | *Click to add* |
| **Ancillary Services:** | *E.g. Pallet Wrapping, Re-stow, Banding, Fencing, Inspections*  |
| 1. **Berthing Requirements**
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| **Berth Requested:** | *E.g East/West Docks*  | **Side to Quay:** | [ ] SSTQ [ ] PSTQ |
| **Fendering:** | *E.g required standoff, shell door locations*  |
| **Mooring Gang:** | *E.g ABP/SCPS*   |
| **Safe Access/Egress:** | Is the vessel able to maintain safe access to the quayside at all times? (Southampton Byelaw 21) [ ] Yes [ ] No |
| **ABP Gangway Required:** | [ ] Yes [ ] No *Gangway length requested*   |
| **Additional Information:** | *Click to add*  |
| 1. **Vessel Traffic Services**
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| **Non-Routine Towage:** | [ ] Yes [ ] No | **Hot Works:** | [ ] Yes [ ] No |
| **Diving Swimming:** | [ ] Yes [ ] No | **Bulk Liquid Transfer:** | [ ] Yes [ ] No |
| **Engine Immobilization:** | [ ] Yes [ ] No | **Cold Layup:** | [ ] Yes [ ] No |
| **Pilot Boarding:** | Are pilot boarding arrangements compliant with SOLAS Chapter V, Regulation 23?[ ] Yes [ ] No |
| **Atypical Pilotage Requirements:** | *E.g 24/7 pilotage for 5 days*  |
| **Tug Provider and number required:** | *E*.G 2x Svitzer |
| If answered yes to works above please see relevant information and forms on the [**Southampton VTS Website**](http://www.southamptonvts.co.uk/Port_Information/Navigation/Notices_to_Mariners/) and [**Southampton Byelaws**](https://www.southamptonvts.co.uk/Port_Information/Regulations/Byelaws/) |
| Please ensure any Voyages are booked through Agents Online and kept up to date as required. |
| ABP have established [**Port Rules**](https://www.southamptonvts.co.uk/Admin/content/files/Procedures/ABP%20Port%20Estate%20Safety%20Rules_v3_Online.pdf)to ensure everyone operating within the port estate works safely, maintains security and protects the environment. Please ensure these rules are adhered to. |