**Over-Carriage Request**

Port of Southampton

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact:** | **Email:** | **Telephone:** | **Availability:** |
| Port Planning | port.planning@abports.co.uk | 02380 608208 | Office Hours |
| VTS | southamptonvts@abports.co.uk | 02380 608208  | 24/7 |

**Information**

Arrangements can be made for a pilot to remain onboard a ship (over-carriage) subject to the provision of adequate notice and availability of pilots. Over-Carriage requests are to be submitted as a contingency plan for occasions when it is unsafe for the pilot launch to disembark the pilot.

Charges for this service are outlined in the [Southampton Pilotage Tariff](https://www.southamptonvts.co.uk/Port_Information/Commercial/Southampton_Tariff/).

Vessels overcarrying pilots must provide suitable accommodation, sustenance, and lifesaving equipment for the pilot. An agent will be required to arrange and pay all associated costs. Hotel and transportation should reflect the pilot’s status as a senior marine professional. Pilots will need to be returned to an agreed location with Southampton VTS.

Vessels agents will be responsible for:

1. Providing ABP with adequate notice and requesting pilot availability
2. Arranging transport for pilots as agreed with Southampton VTS
3. Managing ship ETA/ETDs and time changes
4. Where required, confirming availability of 3rd party pilot launch providers and booking the launch
5. Keeping Soton Pilots updated in regard to progress and arrangements
6. Resolving all charges associated with over-carriage

Southampton VTS will assist with any queries and are available to advise on logistics. ABP will allocate and supply a suitably qualified pilot but are unable to make transport or 3rd party pilot launch arrangements on behalf of the agent.

**Agency and POC details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency Name:** | *Agency Name*  | **Agency Contact:** | *Agent Name*  |
| **Agency Contact No.** | *Phone Number*  | **Enquiry Date:** | *Click to select*  |
| **Reason:** | *Adverse Weather, Ship Defect, Pilot boarding arrangements*  |
| **Requested Pilot Boarding Date/Time:** | *Select date/ Type time* |
| **Requested Pilot Boarding Location:** | *Pilot Station, Berth, Port* |
| **Requested Pilot Disembark Location:** | *Pilot Station, Berth, Port* |

**Ship and Voyage Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ship Name:** | *Name*  | **IMO Number:** | *Number*  |
| **LOA:** | *LOA*  | **Voyage Draft:** | *Decimal Number*  |
| **Vessel Deficiencies:** | *List Deficiencies*  |
| **Voyage Origin & Destination:** | *Last Port of Call, Next Port of Call, Route*  |
| **Special Characteristics:** | *Overhangs, Non-Conforming Pilot boarding arrangements*  |

**Pilot Transport Checklist (ABP to complete)**

|  |  |  |
| --- | --- | --- |
| **Item** | Detail | Confirmed |
| **Pilot Name:** | *NameOn/Off Block*  |[ ]
| **Pilot Start Time & Location:** | *Origin Pilot StationDate / Time*  |[ ]
| **Agreed Return Location:** | *Designated Return Pilot Station or other suitable location – As agreed with the vessels Agent* |[ ]
| **Pilot outside of CHA:** | *Date/Time pilot exits CHA onboard vessel*  |[ ]
| **Pilot disembarks Vessel** | *Date/Time pilot disembarks the vessel onto quayside or 3rd party pilot boat*  |  |
| **Pilot Repatriation Details:** | *3rd Party Launch ProviderAgreed Disembarkation PointTaxi / Flight detailsExpected time of return to ABP pilot station*  |[ ]
| **Pilot Return time and Location:** | *Date/Time pilot returns to agreed Location*  |  |
| **Chargeable Hours:** | *Hours Pilot is outside CHA. From designated pilot station to agreed return point* |[ ]
| **ABP Charges:** | *Transport, Repatriation, Accommodation (if arranged and paid by ABP)*  |[ ]
| **ABP Billing Informed:***For billing and invoice queries please contact* *abpbillingqueries@abports.co.uk* | *Details given to ABP Billing (if any)Date/Time email sent*  |[ ]
| **Additional Notes:** | *Notes*  |[ ]