**Pre-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](mailto:southamptonvts@abports.co.uk) | 02380 608208 | 24/7 |

**Information**

Arrangements can be made for a pilot to board a ship early (pre-carriage), subject to the provision of adequate notice and availability of pilots. Pre-Carriage would typically require the destination berth to be available, this can be confirmed with Southampton VTS.

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

Vessels pre-carrying 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.

Vessels agents will be responsible for:

1. Providing ABP with adequate notice and requesting pilot availability
2. Where required, contacting 3rd party pilot service providers and arranging pilot boarding
3. Arranging transport for pilots as agreed with Southampton VTS
4. Managing ship ETA/ETDs and time changes
5. Keeping Soton Pilots updated in regard to progress and arrangements
6. Resolving charges associated with over-carriage and pre-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 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:** | *Name On/Off Block* |  |
| **Pilot Pickup Location:** | *Pickup Location Pickup Date / Time* |  |
| **Pilot Transport Arrangements:** | *Transport from designated pickup point to embarking the vessel. Details of 3rd Party Launch Provider and boarding point.* |  |
| **Pilot Embarks Vessel:** | *Date/Time pilot embarks vessel.* |  |
| **Date / Time ship enters CHA:** | *Date/Time ship enters the CHA* |  |
| **Date / Time Pilot act commences:** | *Date/Time pilot act commences* |  |
| **Pilot Return time and Location:** | *Date/Time pilot returns to agreed Location* |  |
| **Chargeable Hours:** | *Hours from embarking the Vessel to passing the NAB tower* |  |
| **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*](mailto:abpbillingqueries@abports.co.uk) | *Details given to ABP Billing (if any) Date/Time email sent* |  |
| **Additional Notes:** | *Notes* |  |