**Project Cargo Enquiry Pro Forma**

Port of Southampton

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| **Contact:** | **Email:** | **Telephone:** | **Availability:** |
| Project Cargo | [projectcargosouthampton@abports.co.uk](mailto:projectcargosouthampton@abports.co.uk) | - | Monday –Friday  09:00 – 17:00 |
| Berthing Officer | [berthingofficers@abports.co.uk](mailto:berthingofficers@abports.co.uk) | 02380 608230 | 24/7 |
| Port Duty Manager | [sotonpdm@abports.co.uk](mailto:sotonpdm@abports.co.uk) | 07718 600895 | Monday–Friday  05:00 – 22:00 |
| VTS | [southamptonvts@abports.co.uk](mailto:Southamptonvts@abports.co.uk) | 02380 608208 | 24/7 |
| Water and Gangways | [SouthamptonFreshWaterandGangways@abports.co.uk](mailto:SouthamptonFreshWaterandGangways@abports.co.uk) | - | Monday –Friday  09:00 – 17:00 |

1. **Agency and POC details**

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| **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** | | | |
| **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** | | | |
| **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** | | | |
| **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** | | | |
| **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. | | | |