

**Port Security Form**

Passenger Ship Booking Request Form

SEC\_FM\_018

Please complete this Form to secure the berth and email the completed Form to

[cruiseoperations@portofnewcastle.com.au](mailto:cruiseoperations@portofnewcastle.com.au)

Please Note:

- Port of Newcastle will confirm the booking on a first request basis for the Channel Berth only.
- Any vessel not able to be accommodated at the Channel Berth will be considered for another berth; all other berths are turn of arrival; the booking will be confirmed closer to the date.
- This form does not replace the Vessel Booking Application (**VBA**) in cPorts; a VBA is still required to be submitted closer to the Confirmed Arrival date).

<b>Ship Name</b>			
<b>Vessel IMO No.</b>			
<b>Form submitted by:</b>	<b>Name:</b>		
	<b>Company:</b>		
<b>Shipping Agent</b>			
<b>Vessel Operator</b>			
<b>Date of Arrival</b>		<b>Date of Departure</b>	
<b>Berth Arrival Time</b>		<b>Berth Departure Time</b>	
<b>LOA</b>		<b>Beam</b>	
<b>Gross Tonnage</b>		<b>Draft</b>	
<b>PAX Capacity</b>		<b>Crew Capacity</b>	
<b>Previous Port</b>		<b>Next Port</b>	
<i>Newcastle is not approved for first port of arrival or departure for passenger ships.</i>			
<i>ABF approval will need to accompany any request for international arrival or departure.</i>			
<b>Screening equipment on board</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Maiden visit to Newcastle</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If Yes, please attach a copy of the Ship Particulars</b>	
<i>Maiden Visits require Harbour Master navigational approval, Port of Newcastle will arrange &amp; advise.</i>			
<b>Additional Comments:</b>			
<b>Please tick to acknowledge:</b>			
<input type="checkbox"/> By submitting this Passenger Ship Booking Request Form, either directly or through its Shipping Agent, the Vessel Operator of the Passenger Ship and its Shipping Agent jointly and severally agree to accept, and to be bound by, the terms and conditions of this Passenger Ship Booking Request Form, including, in consideration of PON accepting the booking request, paying any Booking Cancellation Fee or Administrative Change Fee which may become payable in accordance with the terms and conditions set out below.			
<input type="checkbox"/> Passenger Ships are daylight movements only.			

- If this form is being submitted by a Shipping Agent of any other person, the Shipping Agent or such other person represents and warrants to PON that they have full power and authority to complete and lodge this Form for the Vessel Operator.

*PON Office Use Only (Bookings to be approved by Security or Operations Manager only):*

Booking Approved: \_\_\_\_\_  
*(Name of approver) (Signature of approver)*

Additional Comments: \_\_\_\_\_

- Entered in Master List A65667

**Terms and conditions**

- a) A Passenger Ship Booking Request Form must be lodged by the Vessel Operator or its Shipping Agent with PON for each proposed visit of a Passenger Ship Vessel to the Port.
- b) No Booking Fee is payable by Vessel Operators of Passenger Ships (or their Shipping Agents) to secure a berth.
- c) The Vessel Operator or its Shipping Agent must provide written notice to PON at least 14 days before the Confirmed Arrival Date of any change to the Berth Arrival Time of the Passenger Ship Vessel (which changed arrival time must still fall within the Confirmed Arrival Date). No changes to the Berth Arrival Time of a Passenger Ship Vessel may be made within 14 days of the Confirmed Arrival Date, except in the case of an emergency and PON consents to the change (which consent may be subject to such conditions as PON may prescribe, including payment by the Vessel Operator of PON's administrative and other costs of implementing the change).
- d) If the Passenger Ship Vessel will not arrive at its allocated berth on the Confirmed Arrival Date, the Vessel Operator or its Shipping Agent must provide written notice of cancellation of the booking to PON as soon as possible after becoming aware of the same and pay to PON the applicable Booking Cancellation Fee in accordance with the terms set out below.
- e) A Booking Cancellation Fee will be payable to PON by the Vessel Operator of the Passenger Ship (or its Shipping Agent) for cancellations or failure to berth at the Port on the Confirmed Arrival Date. Booking Cancellation Fees will be payable to PON as follows:
  - (i) **(Cancellation less than 365 days, and not later than 180 days, before the Confirmed Arrival Date):** if the Vessel Operator or its Shipping Agent provides written notice of cancellation of a Confirmed Arrival Date less than 365 days, and not later than 180 days, before that Confirmed

Arrival Date, a Booking Cancellation Fee of AU\$7,000 will be payable to PON by the Vessel Operator or its Shipping Agent;

- (ii) **(Cancellation less than 180 days, and not later than 90 days, before Confirmed Arrival Date):** if the Vessel Operator or its Shipping Agent provides written notice of cancellation of a Confirmed Arrival Date less than 180 days, and not later than 90 days, before that Confirmed Arrival Date, a Booking Cancellation Fee of AU\$14,000 will be payable to PON by the Vessel Operator or its Shipping Agent;
  - (iii) **(Cancellation less than 90 days before Confirmed Arrival Date):** if the Vessel Operator or its Shipping Agent provides written notice of cancellation of a Confirmed Arrival Date less than 90 days before that Confirmed Arrival Date, a Booking Cancellation Fee of AU\$28,000 will be payable to PON by the Vessel Operator or its Shipping Agent;
  - (iv) **(Failure to provide written notice of cancellation):** if the Passenger Ship Vessel does not arrive at its allocated berth on the Confirmed Arrival Date (irrespective of the reason for such failure (other than PON default)) and written notice of cancellation was not provided to PON by the Vessel Operator or its Shipping Agent, a Booking Cancellation Fee of AU\$28,000 will be payable to PON by the Vessel Operator or its Shipping Agent;
  - (v) **(Cancellation for weather or emergency events):** if, due to a weather or an emergency event, the Passenger Ship Vessel is not granted entry into the Port and consequently does not berth on its Confirmed Arrival Date, a Booking Cancellation Fee of AU\$14,000 will be payable to PON by the Vessel Operator or its Shipping Agent.
- f) PON may waive the Booking Cancellation Fee if, having cancelled the booking for a Passenger Ship Vessel at least 14 days prior to Confirmed Arrival Date, the Vessel Operator of the Passenger Ship (or its Shipping Agent) submits a new Passenger Ship Booking Request Form for an equivalent Passenger Ship (by vessel size) for the same arrival date and time.
- g) In this Form:

**Berth Arrival Time** means the time of day on the Confirmed Arrival Date that the Passenger Ship Vessel has been scheduled by PON to arrive at its berth at the Port.

**Confirmed Arrival Date** means the date that PON, following receipt of a Passenger Ship Booking Application, confirms to the Vessel Operator or its Shipping Agent as the booked date for arrival of the relevant Passenger Ship Vessel in the Port Channel.

**PON** means Port of Newcastle Operations Limited (ACN 165 332 990) as trustee for the Port of Newcastle Unit Trust (ABN 97 539 122 070) trading as Port of Newcastle.