This form must be completed and submitted at least one working day prior to the vessel’s arrival to the following email addresses :-

Rosyth: rosythcruiseoperations@forthports.co.uk

Leith: leithcruiseoperations@forthports.co.uk

Dundee: dundeecruiseoperations@forthports.co.uk

Newhaven: newhavencruiseoperations@forthports.co.uk & ftns@forthports.co.uk

Hound Point: ftns@forthports.co.uk

|  |  |
| --- | --- |
| Name of vessel and agent | Click here to enter text. |
| Port and berth | Click here to enter text. |
| Pilot on board - date and time | Click here to enter text. |
| Arrive berth / anchorage – date and time | Click here to enter text. |
| Depart berth / anchorage – date and time | Click here to enter text. |
| Towage requirement | Click here to enter text. |
| Total number of pax on board for transit | Click here to enter text. |
| Total number of pax disembarking / embarking for turnaround | Click here to enter text. |
| Baggage handling required and time | Click here to enter text. |
| Forklift required and time  | Click here to enter text. |
| Shore gangway required  | Click here to enter text. |
| Fresh water required and quantity | Click here to enter text. |
| Has vessel booked shore tender? | Click here to enter text. |
| **Additional information from Forth Ports:*** Skips will be provided as per tariff and any additional skips to be arranged and paid for by agent (not at Newhaven)
* A forklift will be provided for moving skips only in normal hours (not at Newhaven)
* Any special waste to be arranged and paid for by agent and no pallets or other material to be left on quayside

**Additional information from the agent:**Click here to enter text. |