

FORTH PORTS LIMITED



# Forth Ports Limited

## Ports of Tilbury and Tilbury 2

# Marine Guidelines and Port Information

<b>FORTH PORTS LIMITED</b> <b>Port Marine Safety Code</b>	<b>Document ID</b> FP PMSC OP 09/02	<b>Authorised By</b> CHM	<b>Original Date</b> December 2017
Operating Procedure – Marine Guidelines and Port Information	<b>Date Revised</b> April 2020	<b>Revised By</b> Deputy HM	<b>Review Due</b> December 2020

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## PRE –AMBLE

This document contains procedures, guidelines and information for vessels operating on the River Forth and its Ports & Terminals within the jurisdiction. To determine the nature of the text it shall be labelled with a (P) – Procedure, (G) – Guideline or (I) – Information.

Any deviation from this document shall be conducted with the appropriate required consultation and with the permission of the Chief Harbourmaster or with his/her delegated authority.

Procedure (P) – a mandatory action to be conducted in a certain order or manner.

Guideline (G) – a general rule, principle or advise forming the basis of a sound decision.

Information (I) – informative material or facts.

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## RECORD OF AMENDMENTS

2 <sup>nd</sup> December 2019	Revised by Deputy Harbour Master
7 <sup>th</sup> December 2019	Authorised by Chief Harbour Master
26 <sup>th</sup> March 2020	4.2 Grey Water Discharge updated
20 <sup>th</sup> April 2020	5.4 PoT visitor information, 5.5 T2 visitor information, 6 contacts, 8 T2 terminal map - updated

### WEB LINK:

<https://www.forthports.co.uk/wp-content/uploads/2020/03/POTLL-PMSC-OP-09-02-Port-of-Tilbury-Information-and-Guidelines.pdf>

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## 2 DOCKING AND SAILING GUIDELINES

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### 2.1 INTRODUCTION (I)

The following guidelines and Port information have been drawn up for the Ports of Tilbury and Tilbury 2. Further information can be found on the Port of Tilbury website:

<https://www.forthports.co.uk/marine/tilbury-port-authority/>

Vessels berthed on the river berths of: Tilbury 2, Tilbury Landing Stage, Tilbury RoRo, London Container Terminal and Tilbury Grain Terminal will be subject to Port of London rules and regulations while moored, these will be referred to as 'Riverside Berths' throughout this document. Vessels berthed within Tilbury Dock will only be subject to the Port of Tilbury rules and regulations and will be referred to as 'within Tilbury Dock'.

The Marine Department Lock side office is manned 24/7 and can be contacted by:

- VHF 04 – Call sign TILBURY CONTROL
- Tel: (01375) 852256
- Email: [marine.department@potll.com](mailto:marine.department@potll.com)

### 2.2 USEFUL LINKS

#### 2.2.1 Notice to Mariners

All referenced and current Notice to Mariners can be found following the below link:

<https://www.forthports.co.uk/marine/tilbury-port-authority/>

#### 2.2.2 Weather

Site specific weather reports including any weather warnings can be found by scrolling to the bottom of the page on the below link:

<https://www.forthports.co.uk/marine/tilbury-port-authority/>

### 2.3 PRE ARRIVAL (I)

All Tilbury Lock and River Side berth bookings should be made through the Marine Department

Shipping traffic in the Thames Estuary and river Thames is managed by the Port of London Authority who have their own pre-arrival requirements. These are set out in the Port of London regulations. All information is available on the PLA website at:

[www.PLA.co.uk](http://www.PLA.co.uk)

### 2.4 BERTHING GUIDELINES (G)

The information below is applicable to all vessels using Tilbury Lock and/or Tilbury Riverside berths, regardless of size.

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### 2.4.1 Under Keel Clearance (UKC)

Riverside Berths and Entry/Exit Tilbury Lock

- Flood Tide 0.9 metres
- Ebb Tide 1.5 metres

Manoeuvring within Tilbury Dock

- 0.3 metres

## 2.5 TILBURY LOCK

### 2.5.1 General Guidelines (G)

The line of the lock is 97°/277° (True)

An arriving vessel has to turn through 130° to align with the lock before making the approach.

The following are maximum size guidelines, vessels can be individually assessed and approved by the Harbour Master outside of these guidelines.

<b>Inwards</b>	Flood Tide Max. Length 262.1m, beam 32.3m
	Ebb Tide Max. Length 156m (166m for 1st hour of ebb, subject to consultation)
<b>Outwards</b>	Flood Tide No restriction
	Ebb Tide Maximum length 189m & 29.5m beam

### 2.5.2 Inbound vessels (P)

- Must report to Tilbury Control on VHF 04 1 hour prior to arrival. Vessel must confirm ETA and docking information
- Vessel must report again when passing Tilbury Landing Stage

VHF 04 must be monitored throughout the locking in and berthing operation. When operating with the assistance of tugs VHF Ch15 is used proceeding out into the river and VHF Ch17 is used when proceeding into the dock

#### 2.5.2.1 Ebb Tide Approach (G)

Notice to Mariners No. 4 of 2017 refers.

Masters should be advised the above Notice to Mariners gives guidance on an ebb tide approach to Tilbury Lock. It is appreciated that in some circumstances there may be a requirement to deviate from these procedures. However, such circumstances should be fully discussed and agreed with the Duty Marine Officer before commencing the approach to the lock.

### 2.5.3 Outbound vessels (P)

Towards the end of cargo operations, Masters should confirm their ETD with Tilbury Control on VHF Channel 04 and in any event advise Tilbury Control 15 minutes prior to being ready to sail. Under no

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circumstances should they proceed to the lock without being granted permission by the Duty Harbour Master

The Duty Harbour Master must be informed when the vessel is actually leaving a berth and VHF Channel 04 should be monitored throughout the passage to the lock.

Where applicable, vessels must not move off a berth until any quay cranes are clear/boomed up.

#### 2.5.4 Tilbury Lock Departure (P)

The following procedure has been agreed with the Port of London Authority:

- A. Once the departing vessel is secure in the Lock and levelling down, the Master/Pilot must call VTS on VHF 68, call sign LONDON VTS
- B. The VHF transmission should include; maximum draught, Lock ETD and whether a Port or Starboard swing.
- C. VTS will broadcast the lock departure on VHF 68 including ETD, vessel/s departing and manoeuvre
- D. When the lock gates are open the vessel must report to London VTS on VHF68. London VTS will respond with a traffic report and clearance will be given to depart or the vessel will be held in the lock until traffic has been De-conflicted
- E. Once permission for departure is received from London VTS, the departing vessel will inform London VTS when movement out the lock is about to commence.
- F. London VTS will re-broadcast when the vessel is about to depart the lock.

## 2.6 TOWAGE (P)

### 2.6.1 Riverside Berths and Entry/Exit from Tilbury Lock

The Port of Tilbury has adopted the Port of London Authority ship towage code of practice. All vessels using Tilbury Riverside berths and/or arriving/ departing Tilbury Lock will be subject to PLA tug requirements as detailed in section 5 of the 2015 Ship Towage Code of Practice:

<https://www.pla.co.uk/assets/shiptowage2015q7web.pdf>

### 2.6.2 Vessels within Tilbury Dock:

Notice to Mariners No. 19 of 2013 refers.

A tug is required when wind speed is above 30 knots.

## 2.7 BERTHING ASSISTANCE AND PERMIT TO MANOEUVRE (P)

Notice to Mariners 22 of 2019 refers.

As of 1<sup>st</sup> July 2013 any vessel moving within Tilbury Dock requires a 'Permit to Manoeuvre' or is required to take Berthing Assistance from a Port of Tilbury authorised 'Berthing Advisor'. A list of authorised Berthing Advisors and contact details can be found on the company website at:

<https://www.forthports.co.uk/wp-content/uploads/2019/03/Mooring-Contractors-File-Index-1.pdf>

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## 2.8 BOATMEN (G)

There are a number of authorised mooring contractors that provide mooring services. These can be found on the company website using the link below or contact the Marine Department.

<https://www.forthports.co.uk/wp-content/uploads/2019/03/Mooring-Contractors-File-Index-1.pdf>

All mooring companies must be authorised by the Harbour Master before permission is granted to work within the Port or on the River berths associated with the Port. These approved mooring companies are required to adhere to the requirements of the Port's Mooring Manual which can be downloaded from the Port's marine website at:

<https://www.forthports.co.uk/marine/tilbury-portauthority/>.

Masters are always advised that the use of ship's crew to moor/unmoor their own vessels may contravene the requirements of Regulation 4(2) of the Merchant Shipping (Means of Access) Regulations 1988, if access to/from the shore is not provided in a safe manner.

## 2.9 MOORING LINES (G)

Notice to Mariners No. 12 of 2013 refers.

Masters of all vessels are requested to ensure that their moorings are distributed in such a way as to minimise loadings on any one bollard. Where possible, mooring lines should be placed on alternate bollards to reduce any risk of failure.

# 3 WEATHER PARAMETERS (G)

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## 3.1 RESTRICTED VISIBILITY

### 3.1.1 Riverside Berths

There are no restrictions on berthing at riverside berths due to restricted visibility. The towage companies that operate on the Thames will not accept a line if visibility is less than 2 cables. If tugs are required, berthing may be delayed until visibility is greater than 2 cables.

### 3.1.2 Tilbury Dock

Notice to Mariners No. 6 and No. 19 of 2013 refer.

All vessels >40m LOA must be equipped with operational radar to manoeuvre in conditions of restricted visibility within the dock. Vessels manoeuvring with tug assistance require a minimum of 1.5 cables and at the Tug Masters discretion. Vessels require minimum of 1.5 cables to enter the lock without tug assistance and 2 cables with tug assistance.

In conditions of poor/restricted visibility, only one vessel will be permitted to move at any one time within the impounded dock.

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## 3.2 WIND PARAMETERS

### 3.2.1 Riverside Berths

Maximum wind speed at the Master/Pilots discretion.

### 3.2.2 Tilbury Lock

Maximum wind speed without tug assistance is 30 knots. Maximum wind speed with tug assistance is 40 knots.

There are additional wind limits for P&O vessels.

## 4 PORT SERVICES AND OPERATIONS

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### 4.1 WASTE (P)

Ship's waste collection may be arranged through Marine Department on:

Collection is available seven days a week, 24 hour notice is required when possible. Food and Cabin waste only, will be received by the Marine Department.

All other waste such as Oil, Sludge, Cargo Residue, Hazardous or Medical waste must be through a Port Approved Waste Contractor, and can be arranged through Marine Department.

Port Of Tilbury's waste plan is located here: <http://tilbury-marine.co.uk/index.php/documents>

### 4.2 GREY AND BLACK WATER DISCHARGE (P)

The Marine Department must give permission for any intended Grey or Black water discharge on VHF 04 call sign TILBURY CONTROL or +44(0)1375 852217. The request should include berth, time, expected duration and if necessary the receiving vessel.

The Marine Department must be notified on VHF or phone prior to any Grey and/or Black water discharge taking place and again on completion of the operation.

#### 4.2.1 Black water

Black water discharge direct into the Dock or Tilbury riverside berths is not permitted under any circumstances. Any Black water discharge must be to an appropriate vessel for disposal.

#### 4.2.2 Grey Water

Grey water must be discharged into a receiving vessel unless compliant with MEPC 277 (64). Before authorising any grey water discharge direct into the water the Marine Department must be provided with the following:

- Certificates of plant
- Written statement from the Master stating all plant is operating correctly and compliant with MEPC 277 (64)
- Written confirmation the vessel is responsible for any clean-up costs if the plant malfunctions

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### 4.3 BUNKERING OPERATIONS (P)

Notice to Mariners No. 18 of 2012 refers.

Application for authorisation should be made to Marine Department.

This requirement applies to waterside transfers from tanker vessel / barge, or that by road tanker operation. The Port will carry out the checklist when personnel are available, therefore the more notice that can be given the better. Delays may be experienced if advance notice isn't given.

### 4.4 HOT WORKS PERMISSIONS (P)

Hot Works on board ships are dealt with by the Marine Department and must not take place without permission from the Harbour Master.

Requests for Hot Works Permits should be made to the Marine Department

### 4.5 DIVING PERMITS (P)

#### 4.5.1 Riverside Berths

A diving permit is required from both the Port of Tilbury and the Port of London

Requests for Diving Permits from Port of Tilbury should be made to Marine Department on:

- Tel. No: 01375 852456
- [Marine.department@pla.co.uk](mailto:Marine.department@pla.co.uk)

Requests for Diving Permits from Port of London during working hours should be made to:

- Tel No: 01474 562299
- [LowerDistrict@pla.co.uk](mailto:LowerDistrict@pla.co.uk)

Requests for Diving Permits from Port of London during working hours should be made to:

- Tel No: 01474 560311
- [Duty.portcontroller@pla.co.uk](mailto:Duty.portcontroller@pla.co.uk)

#### 4.5.2 Tilbury dock

Requests for Dive Permits should be made to the Marine Department. Dive contractors must be authorised, it is recommended a minimum of 24 hours' notice is given to avoid any delay.

### 4.6 DE-BALLASTING (P)

#### 4.6.1 Riverside Berths

Ballast water exchange require PLA permission and Port of Tilbury Permission. The same requirements as described in section 4.6.2 below.

#### 4.6.2 Tilbury Dock

If the vessel is D1 compliant then water discharge / exchange could take place.

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If the vessel is D2 compliant then a ballast water exchange must take place at sea before arrival.

Authorised contractors can be used to treat the water before discharge if D2, evidence must be provided to the Marine Department.

## 4.7 HULL SCRUBBING (G)

### 4.7.1 Riverside berths

Any form of underwater cleaning requires permission from the PLA

### 4.7.2 Tilbury Dock

Any form of underwater cleaning within the enclosed dock is strictly prohibited.

## 4.8 PAINTING OVER THE SIDE (G)

### 4.8.1 Riverside Berths

Permission must be sought from the PLA for any over the side painting.

### 4.8.2 Tilbury Dock

Permission must be sought from the Marine Department and must confirm:

- Crew members are equipped with PPE and safety lines
- Spill trays are used to ensure paint does not enter the water
- Safety boat is mandatory

## 4.9 IMMOBILIZATION (G)

### 4.9.1 Riverside berths

Permission must be sought from the PLA and the Marine Department notified prior to and on completion

### 4.9.2 Tilbury dock

Masters should contact Tilbury control by fax or email giving the nature of the work to be carried out and its estimated duration. We will check with the berth operator that vessel has sufficient time to complete the work. Permission to be granted by Duty Harbour Master.

## 4.10 DANGEROUS GOODS (P)

Notice to Mariners No. 22 of 2017 refers.

Vessel Masters, agents or Operators are required notice before bringing any dangerous goods into the Harbour area. There is a minimum of 24 hours' notice and a maximum of 6 months. This applies to import, export and transit.

Notice to Mariners No.2 of 2015 lists commodities not handled by Tilbury and restricted/prohibited items.

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#### 4.11 INCIDENTS (P)

All Marine incidents must be reported immediately to the Harbour Master by way of a telephone call or over VHF radio

- VHF04 – Call sign TILBURY CONTROL
- Tel No. (01375) 852456

This must be followed up by a written report on a Forth Ports Marine Report Form (MRF).

<https://www.forthports.co.uk/wp-content/uploads/2018/11/PMSC-Marine-Report-Form-Part-1.pdf>

#### 4.12 SAFE ACCESS (G)

The Master of the vessel is responsible for means of safe access and compliance with the relevant legislation. Further information can be found here:

<https://www.forthports.co.uk/wp-content/uploads/2018/11/Accommodation-ladders.pdf>

#### 4.13 USE OF SCRUBBERS (G)

The use of open scrubbers within Tilbury dock or Tilbury riverside berths is prohibited.

Scrubbers that feed directly to a holding tank (i.e no over side discharge) are permitted.

## 5 GENERAL INFORMATION

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### 5.1 TIDAL DATA (I)

The approximate tidal range of the river Thames is 6 metres.

Tide details at Tilbury dock entrance	Height above chart datum
Mean High Water Springs	6.41m
Mean High Water	5.88m
Mean High Water Neaps	5.36m
Mean Low Water Neaps	1.4m
Mean Low Water Springs	0.49m

### 5.2 HYDROGRAPHIC SURVEYS (I)

#### 5.2.1 Riverside Berths

Navigational charts available on the PLA website

- Chart 334 – Northfleet Hope
- Chart 335 – Gravesend Reach (Upper)
- Chart 336 – Gravesend Reach (Middle)

#### 5.2.2 Within Tilbury Dock

Navigational Chart available to view at Tilbury lock side office.

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### 5.3 QUAYSIDE (G)

Personal Protective Equipment is mandatory in all quayside areas. Ship's crew and visitors must comply with all Berth and signage requirements.

### 5.4 VISITORS TO THE PORT OF TILBURY (P)

No person is allowed within the Port of Tilbury unless on lawful business. All visitors must report to the ISPS office at the Port entrance to obtain a temporary visitor pass. **All Visitors must have their security pass visible at all times.**

Employees are asked to report any person, who either has no recognised form of ID or is behaving suspiciously, to their Line Manager, the Port of Tilbury Police or Port Facilities Security Officer (PFSO)

No one under the age of 16 is permitted within the Port of Tilbury.

#### 5.4.1 Visitors to Ship or Restricted Areas

All persons visiting the Port of Tilbury must notify the ISPS Pass Office prior to their arrival using the following email address: [visitorstoships@potll.com](mailto:visitorstoships@potll.com).

The Agent or Master of the vessel will notify the ISPS Pass office of the visitor's name, nature of visit and expected time of arrival. On arrival the visitor/s must enter the Port and collect their visitor pass from the ISPS Office using approved photographic identification. They will then be directed to the appropriate berth and must travel to the berth or restricted area by vehicle. On arrival, staff on duty will ensure that the visitor/s obtain safe passage to/from the vessel or restricted area.

#### 5.4.2 Visitors to Offices and other areas of the Port of Tilbury

All visitors to offices in the Port of Tilbury require an ISPS visitor pass. This can be issued at either the ISPS Pass Office or Leslie Ford House (LFH) Reception. The person who visitors have an appointment with will advise the ISPS Pass Office or LFH Reception of the visitors Name, nature of visit and estimated time of arrival. If this has not been received the ISPS Pass Office or LFH Reception can contact the person they have an appointment with before issuing a visitor pass.

All visitors must sign in/out of the visitor's book located at the office of visit on arrival / departure and not enter any unauthorised areas.

### 5.5 VISITORS TO TILBURY 2 RO/RO TERMINAL

No person is allowed within Tilbury 2 unless on lawful business. All visitors to the RoRo Terminal must report to the Plaza Building at the terminal entrance to obtain a temporary visitor pass.

#### **ALL VISITORS MUST HAVE THEIR SECURITY PASS VISIBLE AT ALL TIMES**

Employees are asked to report any person, who either has no recognised form of ID or is behaving suspiciously, to their Line Manager, the Port of Tilbury Police or Port Facilities Security Officer (PFSO)

No one under the age of 16 is permitted within Tilbury 2.

#### 5.5.1 Visitors to Ships

All persons visiting the Tilbury 2 RoRo Terminal must be advised using the following email address: [T2.supers@potll.com](mailto:T2.supers@potll.com).

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The Agent or Master of the vessel will notify the Terminal Supervisors of the visitor's name, nature of visit and expected time of arrival.

- Visitor to park within the designated car and van bays within the haulier park
- Visitor must use designated walkway to the Plaza building
- Visitor must bring photographic I.D each time they attend the Plaza building
- Visitor must attend the Plaza building and report to Tilbury2 staff to obtain a temporary pass and sign in
- Visitor to ensure the temporary vehicle pass is displayed on the dashboard of the vehicle
- Visitor to drive to lane 1 in the canopy and show the temporary pass to the security officer
- Visitor must be escorted by Tilbury2 personnel directly to the vessel
- On completion, the visitor must report back to the Plaza building to return to sign out
- Tilbury2 staff will stamp the temporary pass to confirm the visitor can exit the Terminal
- Visitor will proceed to the exit barrier and submit the temporary pass to the ISPS Officer in order to exit the Terminal

The above procedure applies to taxi's dropping off or collecting crew from the vessel.

#### 5.5.2 Visitors to Offices and other areas of the RoRo Terminal

- Visitor to park within the designated car and van bays within the haulier park
- Visitor must use designated walkway to the Plaza building
- Visitor must bring photographic I.D each time they attend the Plaza building
- Visitor must attend the Plaza building and report to Tilbury2 staff to obtain a temporary pass
- Visitor to ensure the temporary vehicle pass is displayed on the dashboard of the vehicle
- Visitor to drive to lane 1 in the canopy and show the temporary pass to the security officer
- Visitor to proceed through the barrier and park in the visitor's car park next to the Plaza building
- Visitor must be escorted by a Tilbury2 tour leader when on the Terminal
- On completion, the visitor must report back to the Plaza building to return to sign out
- Tilbury2 staff will stamp the temporary pass to confirm the visitor can exit the Terminal
- Visitor will proceed to the exit barrier and submit the temporary pass to the ISPS Officer in order to exit the Terminal

There is a separate procedure for contractors performing works on site.

## 5.6 SMOKING (P)

Smoking is only permitted in designated 'smoking area's' where notices are displayed.

## 5.7 SEAFARERS CENTRE (I)

Notice to Mariners No.2 of 2014 refers.

The Port of Tilbury actively supports and sponsors an Ecumenical Seafarers Centre in the port area, situated close to the main port entrance and port facilities block. The Centre, a not for profit charity, is open daily to provide welfare, comfort and shelter for seafarers visiting the port. In addition to a

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<b>Operating Procedure – Marine Guidelines and Port Information</b>	<b>Date Revised</b> April 2020	<b>Revised By</b> <b>Deputy HM</b>	<b>Review Due</b> December 2020

small bar, TV lounge and cafe, the Centre at Tilbury assists seafarers to phone or Skype their families around the world. The Centre also operates a bus service within the port area and from other terminals on the Lower Thames, meeting and transporting the seafarers in safety from gangway to the Centre or onto Asda or Lakeside.

## 6 CONTACT INFORMATION (I)

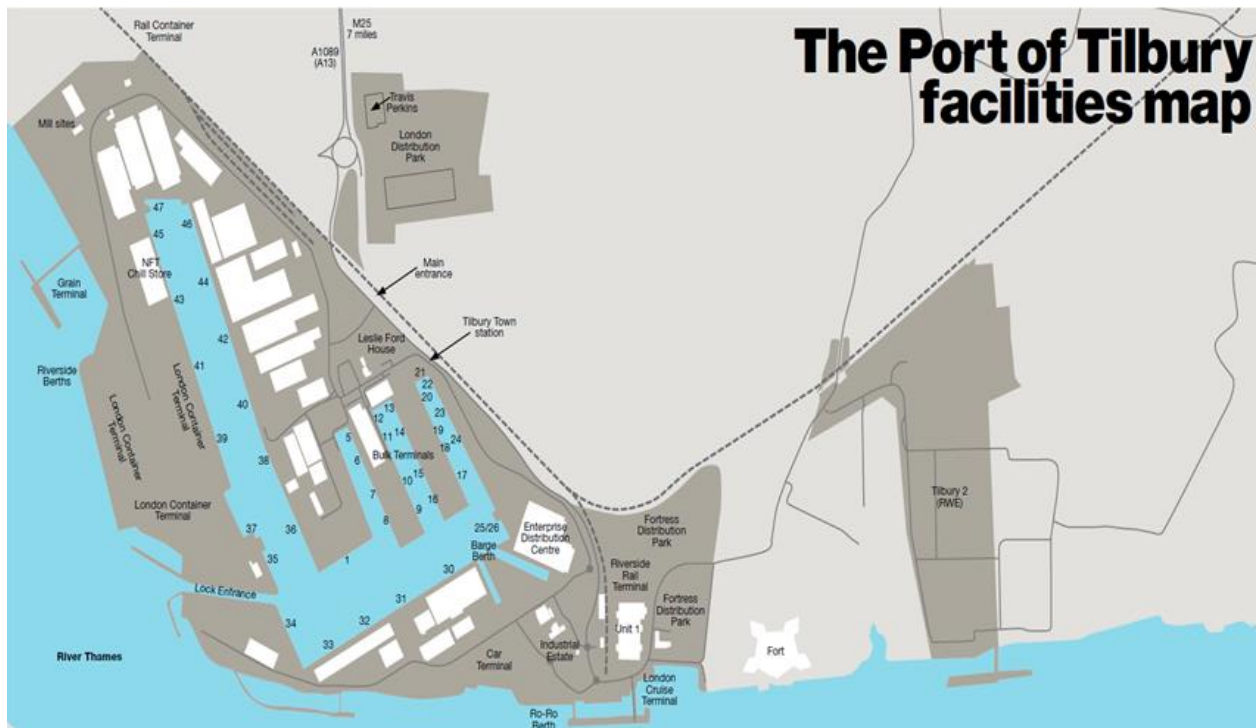
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### Port of Tilbury telephone numbers

Port of Tilbury Marine	VHF 04 +44 (0)1375 852 456 Email – <a href="mailto:Marine.department@potll.com">Marine.department@potll.com</a>
Port of Tilbury Police	+44 (0)1375 846 781
Emergency Services Fire / Ambulance	999
Port Health:	+44 (0)1375 842 663
Border Agency (Customs):	+44 (0)1375 844 121
Immigration:	+44 (0)1474 352 308
Port of Tilbury (Reception):	+44 (0)1375 852 200
Tilbury 2 Plaza Building	+44 (0)1375 852 400
Seafarers Mission	+44 (0)1322 382 317
Deutsche Seaman’s Mission (Tilbury)	+44 (0)1375 378 295
Tilbury Taxis:	+44 (0)1375 855 855
<b>6.1.1 Port of London contact Information</b>	
London VTS - Outer limits to Sea Reach 4	VHF 69
Sea Reach 4 to Margerethness	VHF 68
Duty Port Controller	+44 (0)1474 560 311
Shipcon (Vessel notification and Pilot orders)	+44 (0)1474 562 219 Email - <a href="mailto:shipcon@pla.co.uk">shipcon@pla.co.uk</a>
Pilot Co-ordinator	+44 (0)1474 562 342
Port of London Authority (Reception):	+44 (0)1474 562 200

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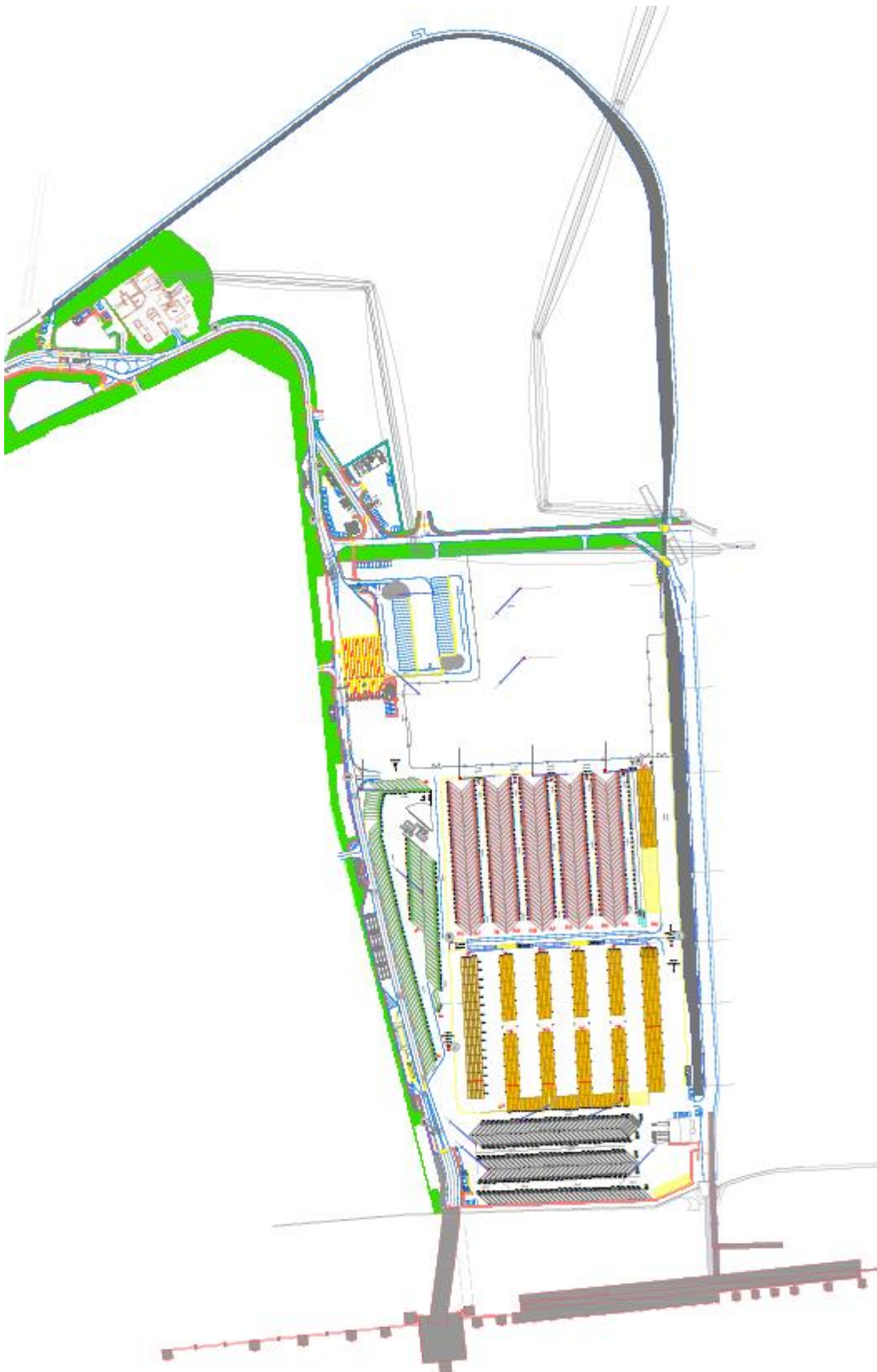
## 7 PORT OF TILBURY MAP



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## 8 TILBURY 2 TERMINAL MAP

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