This form must be completed and submitted at least one working day prior to the vessel’s arrival. If the arrival falls on a Weekend or Monday, please aim to submit the form by COP on Thursday where possible or 12 noon by the latest on Friday.

Forms must be submitted to the corresponding Port email address below:

|  |  |
| --- | --- |
| Rosyth | rosythcruiseoperations@forthports.co.uk |
| Leith | leithcruiseoperations@forthports.co.uk |
| Newhaven | newhavencruiseoperations@forthports.co.uk |
| Dundee | dundeecruiseoperations@forthports.co.uk |
| South Queensferry (Hound Point) | ftns@forthports.co.uk |

|  |  |
| --- | --- |
| Name of Vessel  |  |
| Ship’s Agent |  |
| Port/Anchorage and Berth | Choose Port/Anchorage |
| Pilot on Board - date and time | Click here to enter a date. | Time:  |
| Arrive Berth / Anchorage – date and time | Click here to enter a date. | Time:   |
| Depart Berth / Anchorage – date and time | Click here to enter a date. | Time:   |
| Towage Requirement (in and out) | In:  | Out:  |
| Total number of PAX on board for transit |  |
| Breakdown of PAX nationality attached  | Yes [ ]  No [ ]   |
| Total number of PAX disembarking / embarking for turnaround |  Disembarking:  Embarking:   |
| Turnaround calls only- Baggage Handling required and time | Yes [ ]  No [ ]   |
| Disembarking | Embarking |
| From to Until | From to Until |
| Shore Gangway required | Yes [ ]  No [ ]  Details:  |
| Forklift required and time | From to Until | From to Until |
| Fresh Water required and quantity |  |
| Yokohama Fenders required | Yes [ ]  No [ ]  *Additional costs will apply.* How many?  |
| Has Vessel booked Shore Tender? | Yes [ ]  No [ ]  Details:  |
| Any additional skips required?*Two general waste skips provided in tariff, alongside only* | Yes [ ]  No [ ] *Please specify details in the below section(Additional Information)* |
| Any Visitors expected? | Yes [ ]  No [ ] *Please attach visitors list* |
| **Additional information from Forth Ports:*** Skips will be provided as per tariff. Any additional skips or specialised waste uplift should be organised directly through the Ship’s Agent. A forklift will be provided for moving skips only in normal hours (n/a at anchorages)
* No pallets or other material to be left on quayside or at anchorages.

**Additional information from the agent:**  |