



# Port User Information Book

January 2016

---

# Contents

<b><u>PORT USER INFORMATION</u></b>	<b>Page</b>
Marine Safety Advice Notice - Ardglass	1
- Kilkeel	2
- Portavogie	3
- Ardglass, Kilkeel and Portavogie	4
Health and Safety Policy Statement of Intent	5
Code of Practice for Safe Working	6 - 16
Slipway Declaration Form	17
Authorised Contractors Declaration Form	18
Code of Practice for Fuelling Vessels	19 - 21
Code of Practice for Ardglass Fish Market	22 - 24
Code of Practice for Kilkeel Fish Market	25 - 28
Code of Practice for Portavogie Fish Market	29 - 32
Sale Guidelines for Kilkeel Fish Market	33
NIFHA Market Rules	34
Safe Operating Procedure for Loading Ice	35
Port Waste Management	36
Rules on 'Redding Up' in the Harbour	37
Safe and Operating Instructions for Fish Market Doors	38
Pontoon Facility – Kilkeel and Portavogie	39
Landing Declaration Form	40
Vessel and Owner Detail Sheet and 2016 Annual Declaration Form	41
<b><u>SCHEDULE OF DUES AND CHARGES</u></b>	42 - 58
<b><u>HARBOUR BYE-LAWS</u></b>	59 - 68
Contact Details	69

---

# Ardglass Harbour (54° 16'N, 5° 36'W)

---

## Marine Safety Advice Notice

<b>Admiralty Chart 2093, 633</b>	Designated Fisheries Landing Port
<b>Harbour Master</b>	John Smyth
<b>Telephone:</b>	Office: 028 4484 1291 Mobile: 079 9064 8274
<b>Normal Working Hours:</b>	Mon - Fri 8am to 4.30pm (Excludes Statutory Holidays)
<b>Radio Watch (vessel to vessel)</b>	<b>VHF Channel 12 must be used on entry to or exit from harbour entrance to avoid collision</b>
<b>South Pier Berthing</b>	<b>Caution at quayside during gales from E to S due to overtopping waves and swell</b>
<b>Tide Time</b>	Belfast + 20 minutes
<b>Navigation Lights</b>	Outer Pier Head Fl R 3.0 sec Lighthouse ISO WRG 4.0 sec Ardtole Beacon Synthetic AIS transmission
<b>Water depth MLWS</b>	1.8 m at Fishmarket
<b>Fish Auction</b>	n/a
<b>Bye Laws</b>	Posted on NIFHA Website and available from Harbour Master
<b>Codes of Practices</b>	Safe Working Fishmarket Fuelling Vessels Loading of Ice
<b>Waste Management</b>	See separate notices

Further information is available on our website – [www.nifha.co.uk](http://www.nifha.co.uk)

# Kilkeel Harbour (53° 03'N, 5° 59'W)

---

## Marine Safety Advice Notice

<b>Admiralty Chart 2800</b>	Designated Fisheries Landing Port
<b>Harbour Master:</b>	Michael Young
<b>Telephone:</b>	Office: 028 4176 2287 Mobile: 077 0257 3879
<b>Normal Working Hours:</b>	Mon - Fri 8am to 4.30pm Sat 8am to 12noon (Excludes Statutory Holidays)
<b>Radio Watch (vessel to vessel)</b>	<b>VHF Channel 12 must be used on entry to or exit from harbour entrance to avoid collision</b>
<b>Harbour Entrance</b>	<b>Access dangerous during winds force 5 or above from 105°N to 225°N i.e. from E to SW due to need to turn across the sea on entering harbour when there is a risk of 'broaching'. Entry or exit is not recommended in these conditions.</b>
<b>Tide Time</b>	Belfast + 10 minutes
<b>Navigation Lights</b>	South Pier Fl WR 2 sec North Breakwater Fl G 3 sec
<b>Water depth MLWS</b>	1.0 m subject maintenance dredging
<b>Fish Market Hours</b>	Mon to Sat from 7am
<b>Bye Laws</b>	Posted on NIFHA Website and available from Harbour Master
<b>Codes of Practices</b>	Safe Working Fishmarket Fuelling Vessels Loading of Ice
<b>Waste Management</b>	See separate notices

Further information is available on our website – [www.nifha.co.uk](http://www.nifha.co.uk)

# Portavogie Harbour (54° 27'N, 5° 26'W)

---

## Marine Safety Advice Notice

<b>Admiralty Chart 2156</b>	Designated Fisheries Landing Port
<b>Harbour Master</b>	Edward Robinson
<b>Telephone:</b>	Office: 028 4277 1470 Mobile: 077 1207 4609
<b>Normal Working Hours:</b>	Mon – Fri 8am to 4.30pm Sat 8am to 12noon (Excludes Statutory Holidays)
<b>Radio Watch (Vessel to Vessel)</b>	<b>VHF Channel 14 must be used on entry to or exit from harbour entrance to avoid collision.</b>
<b>Harbour Entrance</b>	<b>Approach with caution in onshore winds force 5 and above.</b>
<b>Tide Time</b>	Belfast + 15 minutes
<b>Navigation Lights</b>	South Pier Head Fl GWR 5 sec West Breakwater Fixed G
<b>Water depth MLWS</b>	2.4 m Outer Basin 3.0 m Inner Harbour
<b>Fish Auction</b>	Mon - Thur 7pm Fri 3pm
<b>Bye Laws</b>	Posted on NIFHA Website and available from Harbour Master
<b>Codes of Practices</b>	Safe Working Fishmarket Fuelling Vessels Loading of Ice
<b>Waste Management</b>	See separate notices

Further information is available on our website – [www.nifha.co.uk](http://www.nifha.co.uk)

# Marine Safety Advice Notice

for

## Ardglass, Kilkeel and Portavogie Harbours

---

- Vessels must not lie in the approaches to the harbour to avoid risk of collision and must at all times obey the International Regulations for Preventing Collisions at Sea.
- Maximum speed in harbour limits is 3 knots.
- Jet Skis (Personal Water Crafts are not permitted within harbour limits).
- Enter / exit the harbour on the starboard side of the channel.
- Berthing / Sailing limits must be assessed by the Harbour Master with due regard to: length of vessel, draft, beam, present weather, weather forecast, number of times vessel / Master has been in the port, availability of berthing space.
- Harbour Master's decision is final on limits to entry.
- Ensure safe access across vessels, especially those with shelter decks.
- No berthing at Fish Market or Ice Plant berths without the Harbour Masters permission.
- Ensure that up to date details concerning the vessel, including contact names and numbers are with the Harbour Master.
- No dumping of any waste in harbour - waste to be handled as per local instructions.
- All waste oil to be collected in drums and transferred to the tank in the harbour yard.
- Vessel owners are responsible for disposing of redundant gear in a proper manner.
- Minimum of 2 competent persons to refuel vessels. No re-fuelling at fish market berths.
- Mooring procedures:
  - moor only to bollards ashore;
  - no mooring to ladders or other vessels
  - always re-moor outside vessels
  - do not cast vessels adrift
- Only the appropriate navigation lights/shapes should be exhibited.
- Warning notices are displayed on the Harbour LED sign (Ardglass Harbour only)
- The Authority will not accept liability for any damage to hull mounted equipment (e.g. sensors, transducers, keel coolers), or for any consequential costs which may arise from damage to hull mounted equipment, on any vessel which berths in an Authority harbour.
- The Authority will endeavor to keep the harbours clear of submerged and semi-submerged objects. No liability will be accepted for damage caused by collision with underwater objects.

# Health and Safety Policy Statement of Intent

---

The Health and Safety At Work (NI) Order 1978 highlights the duty of all concerned in Industry and Commerce to play their part in securing the Health, Safety and Welfare of persons at work, and protecting the community at large against risks to Health or Safety arising out of or in connection with the activities of persons at work.

The Northern Ireland Fishery Harbour Authority accepts its responsibility under Health and Safety legislation and it is the Authority's policy to do all that is reasonably practicable to ensure the Health, Safety and Welfare of employees whilst at work and those who may be affected by the Authority's activities.

The Northern Ireland Fishery Harbour Authority is committed as a minimum to meeting all Health and Safety legislative requirements and in many cases exceeding them and we have a policy of continuous improvement.

Our objectives are to ensure:-

- Adequate control of the health and safety risks arising from our work activities;
- All statutory requirements and inspections are identified and complied with.
- Provision of suitable selection, instruction, information, and training to ensure competence of our staff and anyone working for us.
- Suitable and sufficient risk assessment and reviews, as required
- Suitable supervision, inspection, audit, monitoring and review of work activities, procedures and policies to ensure identification of improvement needed.
- The identification and timely implementation of Health and Safety aims and objectives.
- Suitable investigation and analysis of all accidents and incidents to prevent recurrence.
- Health surveillance, for employees as required by legislation or identified by risk assessment.
- Provision of suitable welfare facilities for all staff and persons using our site.
- Provision of suitable protective clothing and equipment and ensuring it is worn.
- All plant, or work equipment provided is safe to use and is regularly maintained.
- All articles and substances are handled, stored, transported and used safely.
- Emergency procedures are in place, and fully understood by all persons using the premises.
- Adequate information is made available to and consultation is carried out with employees and others with respect of health and safety.
- We engage and consult with employees on day to day Health and Safety issues.

The Northern Ireland Fishery Harbour Authority is committed to the effective management of Health and Safety throughout its operation and to providing the necessary resources and framework to ensure that persons working for the Authority or who may be affected by its activities do not suffer injury or ill health. This can only be achieved by its Board Members, Managers and Employees all working together on a programme of continuous improvement, putting in place effective systems to identify hazards and eliminating them before injury or ill health occurs.

Kevin Quigley - Chief Executive	- has overall and final responsibility for Health and Safety
Line Managers & Harbour Masters	- have day-to-day responsibility for ensuring this Policy is put into practice

Signed: 

Kevin Quigley  
Chief Executive

## Revision History

Reviewed	31 Dec 2015
Next Review	31 Dec 2016

# Code of Practice for Safe Working

---

## 1.0 PURPOSE

The Authority regards Health and Safety as being of paramount importance. It recognises the need to ensure that all people who work around the Harbour do so in a way which will maintain their own safety as well as the safety of those around them.

In preparing this Code of Practice the Authority is aiming to give general guidance on safe working practice to vessel owners, skippers, contractors, self-employed craftsmen or any other person who undertakes a work activity on Harbour Authority property.

Detailed guidance is available from the website of the Health and Safety Executive for Northern Ireland at [www.hseni.gov.uk](http://www.hseni.gov.uk)

## 2.0 SCOPE

This Code of Practice is applicable to any person carrying out a work activity on Harbour Authority property or within harbour limits.

It is primarily concerned with on shore work activities which are controlled by the Health and Safety Executive for Northern Ireland. Work activities on board vessels are controlled by the Maritime and Coastguard Agency (MCA) and are the responsibility of skippers.

Marine safety is separately managed under the Authority's Marine Safety Management System which is based on the Port Marine Safety Code.

This document does not constitute a "permit to work" or a contractual relationship with any contractor nor does it convey Authority approval or recommendation of any contractor.

## 3.0 DEFINITIONS

The Authority	-	The Northern Ireland Fishery Harbour Authority.
Contractor	-	Any person conducting work of any kind on Harbour Authority property. <b>(N.B. THIS INCLUDES VESSEL OWNERS AND CREW MEMBERS)</b>
Hazard	-	Any situation which could result in injury or damage.
Risk	-	The likelihood of a particular hazard causing injury or damage.
Workplace Precautions	-	Measures put in place to reduce the risk of an accident.
HSENI	-	Health and Safety Executive for Northern Ireland.

## 4.0 RESPONSIBILITIES

- 4.1 All contractors must carry out a Risk Assessment in advance of doing any work on Harbour Authority property. This Risk Assessment should be relevant and proportionate to the work they propose to do. Details should be recorded for inspection.

- 4.2 Based on their Risk Assessment all contractors must implement suitable and sufficient safety precautions at all times during the works to comply with Health and Safety Regulations and 'best practice guideline'.
- 4.3 The contractor is responsible for complying with the Authority's Bye-Laws and this Code of Safe Working Practice.
- 4.4 The contractor is responsible for all the consequences of his work and any harm, injury or damage caused to any other person or to property.
- 4.5 The contractor is responsible for his personal safety; the safety of his employees (if any) and the safety of any other person coming into contact with his work or its by-products.
- 4.6 The contractor is responsible for ensuring he and his staff follows workplace precautions particularly to ensure Authority regulations regarding the wearing of PPE are adhered to.
- 4.7 The contractor is responsible for ensuring that equipment used meets the PUWER (PUWER = Provision and Use of Work Equipment) Regulations 1998 i.e. that all equipment used is suitable and safe for the intended use, is maintained in a safe condition and where necessary is certified; is only used by people who have received adequate training and in situations where suitable safety precautions are in place.
- 4.8 The contractor is responsible for ensuring that lifting equipment used meets the LOLER (LOLER = Lifting Operations and Lifting Equipment) Regulations 1998 i.e. that lifting equipment is strong and stable enough for the intended use, is marked with a Safe Working Load (SWL), is suitably positioned and is operated in a planned manner by competent persons.
- 4.9 Mobile Cranes and lifting equipment used on harbour property must have a current Thorough Examination Certificate and must only be operated by a certified operator.
- 4.10 The contractor is responsible for obtaining a Permit to Work for the activities detailed in Section 10 below.
- 4.11 Individuals have a responsibility to follow workplace precautions, to wear Personal Protective Equipment and to bring deficiencies in equipment to the attention of their immediate supervisor or to a member of the Authority's staff.

## **5.0 AUTHORISED CONTRACTOR SCHEME AND REQUIRED LEVELS OF INSURANCE COVER**

For safety reasons the Authority operates an Authorised Contractor Scheme. This scheme requires contractors who wish to work on Harbour Authority property to provide the Authority with a signed Declaration Form together with copies of their current insurance cover i.e. their Public Liability and where applicable their Employers Liability.

All Contractors working on or around Harbour Authority property or anywhere within harbour limits must have the following minimum levels of Liability Insurance cover.

<b>Employers Liability</b>	<b>Indemnity Limit;</b>	<b>£10,000,000</b>
<b>Public/Products Liability</b>	<b>Indemnity Limit;</b>	<b>£ 5,000,000</b>

**Evidence of current insurance cover must be provided to the Authority on request.**

In addition contractors must be prepared to provide equipment certificates on request e.g. Thorough Examination Certificates for fork lift trucks or for cranes, a load test certificate for chains or shackles.

Contractors who wish to carry out work at an Authority Harbour must complete an Authorised Contractor Declaration Form and forward it to the Authority along with copies of your current Public Liability and Employers Liability Insurance cover.

## **6.0 RISK ASSESSMENT**

The contractor must conduct a Risk Assessment to identify hazards and to put in place avoidance or precautionary measures before undertaking any work. This should include consideration of:-

- 6.1 Hazards which may lead to personal injury to the contractor or any of his employees while conducting the job.
- 6.2 Hazards which may be created by the contractor during the conduct of the job and which could lead to harm or injury to other persons.
- 6.3 Hazards which could pollute the environment i.e. the harbour waters or air-borne pollution which could contaminate the food processing factories in the Harbour Estate.
- 6.4 The need for and extent of a safe working area.
- 6.5 Based on the Risk Assessment the contractor must adopt suitable and sufficient precautionary and preventative measures to ensure safe working.

**N.B. A Risk Assessment template for work activities which are carried out on the slipway is available from the Authority on request.**

## **7.0 APPROACH TO RISK CONTROL (the Risk Control Hierarchy)**

Risk control measures should be considered in the following order: -

- Can the hazard be eliminated at source?
- Can the hazard be reduced at source?
- Can the person be removed from hazard?
- Can the hazard be contained by enclosure?
- Can the employee's exposure to the hazard be reduced?
- What are the safe systems of work?
- What Personal Protective Equipment (PPE) can be provided?

## **8.0 FORK LIFT TRUCKS**

Due to the high accident rate associated with fork lift trucks it is essential that they are only driven by trained operators and that they are properly insured and well maintained.

A fork lift truck is only allowed to operate on Harbour Authority property on the following conditions:-

- that the owner/operator has current Employers and Third Party Liability Insurance cover (to be renewed annually)
- that the driver has a current certificate of competency (refresher training recommended at least every 4 years)
- that the owner/operator has a current Thorough Examination insurance certificate (to be renewed annually)

**Seat belts must be worn and under no circumstances should passengers be carried on a fork lift truck.**

**Fork Lift Truck Attachments** – all attachments and especially man carrying cages must be secured to the fork lift truck in accordance with the manufacturer’s recommendations and the fork lift truck must be operated in accordance with HSE Guidance note PM28.

All Working Platforms / man carrying cages are subject to the LOLER regulations and should be examined every 6 months.

**Only trained Authority employees are permitted to drive an Authority fork lift truck.**

## **9.0 COMMON HAZARDS ON AUTHORITY PROPERTY AND RECOMMENDED WORKPLACE PRECAUTIONS**

The following section includes some examples of hazards which exist on Authority property and details some recommended workplace precautions. This list is provided as general guidance only. It is not exhaustive and is not a substitute for conducting a Risk Assessment for each job or for following HSENI detailed guidance or the instructions of equipment suppliers.

- 9.1 **Water** - The risk of drowning is significant. A suitable life jacket should be worn when working over water or on the quayside as determined by Risk Assessment.
- 9.2 **Working at height** - Falls from working at height are one of the commonest industrial injuries. Special precautions must be taken when working at height. All mobile towers and scaffolding must be fully braced and erected by competent persons in accordance with appropriate codes of practice. In addition, scaffolding must be checked by a competent person on a regular basis and a record kept of these checks.

Mobile elevating platforms should only be used by trained operators and the equipment must have a current Thorough Examination Certificate. A safety harness may also be needed for working on mobile towers, scaffolds or elevated platforms.

- 9.3 Ladders are to be used for access purposes only, unless the work is of very short duration (e.g. using stepladders to change a light bulb). They should never be used as working platforms. Always check the physical condition of any ladder before using it and note the following general guidelines:-

### **Ladders**

- You should have at least 3 points of contact on a ladder at any one time, i.e. two feet and one hand or two hands and one foot.
- Do not carry items/ materials up ladders (unless in a waist tool belt).
- Do not use a ladder if it is visibly damaged.
- All ladders should be tied into position. If this is not possible, get someone to ‘foot’ it for you.
- Make sure that the ladders you use extend to a suitable distance above the stepping-off point - you will need a secure handhold at the top.
- Never use a ladder on top of a mobile scaffold tower.

### **Stepladders**

- Where possible mobile scaffold towers or other suitable working platforms must always be used in place of stepladders when other platforms cannot be used.

- If you must use stepladders ensure that the treads, stiles, hinges and restraints (including restraining rope on wooden stepladders) are not damaged.
- Don't work higher than 2/3 the height of the steps - you need the remaining steps to act as a handhold.
- Don't be tempted to lean out/ sideways from steps or ladders.

### **Trestles**

Trestles should not be used on Authority property.

- 9.4 **Electricity** - All power tools should be operated at 110V by using a suitable 'step down' transformer. Power tools should be P.A.T. tested annually i.e. Portable Appliance Tested. This is most important in relation to working near water.

Contractors must ensure that all leads are constructed of armoured cable, are in sound condition, are capable of taking the load of heavy traffic in the harbour estate (as required by the PUWER regulations) and are electrically safe (with RCD fitted where appropriate).

**Power boxes must not be opened - ask harbour staff for assistance. If power boxes are tampered with they will be disconnected.**

- 9.5 **Fire** - The following precautions should be taken to prevent fire:-

- Don't hang clothing over heating equipment.
- Never smoke near flammable substances and only smoke in permitted areas on site.
- Remove all debris regularly and don't let it 'build up' (either inside or outside buildings).
- Don't overload electric sockets.
- Don't let flammable liquids sit in open containers or in areas where they are likely to be knocked over.
- Before using burning, cutting or welding gear, ensure that you have obtained a Permit to Work from the Harbour Master and that you remove all flammable materials (papers, cloths, plastic wrapping etc) from the working area.
- Only trained welders should work with gas welding gear - never interfere with gas cylinders on site.
- Don't keep gas cylinders in enclosed areas - they need to be kept in very well ventilated areas, but away from direct sunlight if possible.
- All gas cylinders must be kept upright and moved around in purpose - built trolleys - they can be damaged if 'rolled' around the site.
- Never smoke in the vicinity of gas welding cylinders on site. A naked flame or spark could cause an explosion.
- A fire extinguisher should be kept at hand.

- 9.6 **Slips and Trips** - There are numerous slip and trip hazards present around the harbour; careful note should be made of these. Port Users and Contractors should not create trip hazards and should ensure that all access routes and work areas are kept clear and tidy at all times. Spillages and waste materials should be cleared up immediately and disposed of properly.

- 9.7 **Unguarded Quay Edges** - There is a risk of persons or vehicles falling into the water or onto the vessels in the Harbour. Life jackets should be worn for quayside working. Vehicles should be parked in designated parking spaces in the Harbour Estate and special attention made to ensure that vehicles are left in gear with the handbrake on.
- 9.8 **Vehicles** - These must be in a roadworthy condition, taxed and insured and driven only by qualified drivers. The seat belt must be worn at all times. Drivers should adhere to the speed limit of 20 m.p.h. and follow the traffic signs around the Harbour Estate. Vehicles should be parked in the designated parking spaces and not parked on top of Fire Hydrants. Clear access to ice plants, fishmarkets, slipways and entrances should be maintained at all times.
- N.B. 25% of all plant/vehicle accidents on site happen as a result of someone reversing.
- 9.9 **Falling Objects** - There is a high risk of tools or equipment being dropped from the quayside or from vessels dry docked on the slipway. Contractors are advised to wear protective head gear at all times in slipway area. Scaffold should be erected with kick boards to reduce this risk.
- 9.10 **Moving Machinery** - The commonest hazards are forklift trucks, other vehicles and slipway cradles. Forklift trucks must be in good working order, properly insured and only driven by trained personnel. Only authorised personnel may operate the slipway winch, see Slipway Safe Working Code of Practice.
- 9.11 **Fork Lift Trucks** - See Section 8 above.
- 9.12 **Crushing** - There is a small risk of being crushed by a vessel stored on dry land. However, working between berthed vessels or between the vessel and quay is extremely hazardous and this should be avoided. Other crushing hazards exist from lifting and maneuvering heavy objects such as screw propellers. At all times contractors shall ensure that lifting gear is inspected before use and is in sound condition and suitable for the job (LOLER and PUWER Regulations apply).
- 9.13 **Toxicity** - Many paints and anti-foul components are extremely toxic and oils, fuels and cleaning chemicals are hazardous. All chemicals should be handled according to data sheet instructions and COSHH regulations.
- 9.14 **Noise** – Prolonged exposure to loud music can cause hearing damage. Noise which is loud enough to make a normal conversation difficult at two metres can be enough, over a long period of time, to damage your hearing.

It is important to monitor noise levels. There are two action levels - 80 db and 85 db. Above 85 db, ear defenders must be worn but these must be in good condition, fit properly and be of the correct type for the noise.

Key actions are to keep your exposure time to the minimum, keep as far away as possible from the noise source, to wear suitable ear defenders and to take expert advice if in doubt.

- 9.15 **Painting and Paint Spraying (including use of thinners and solvents)** – Paints can contain large proportions of toxic materials such as lead or isocyanates which can be dangerous if breathed in or if there is direct contact with the skin or eyes. 2 pack paints should be avoided and should not be sprayed.

The use of paints falls under the COSHH Regulations. Safety Data Sheets should be consulted and the specified workplace precautions taken.

Paint Spraying operations produce an over-spray of particles which may be toxic, an irritant

and a chemical contaminant to food processors around the harbour. In addition paint overspray can be harmful to other port users and can cause damage to property and equipment. Paint spraying must only be carried out on the slipway and under specified conditions. Effective screening must be erected around the working area to the satisfaction of the Harbour Master. Only contractors who agree to abide by the specified conditions will be allowed to carry out spray painting operations.

- 9.16 **High Pressure Water Spraying (HPWS)** - This operation also produces an over spray which may be an irritant and a chemical contaminant. HPWS must only be carried out on a slipway with an environmental trap. Effective screening must be erected around the working area to the satisfaction of the Harbour Master.

#### **SPECIAL PRECAUTIONS FOR PAINT SPRAYING AND HIGH PRESSURE WATER SPRAYING**

For Paint Spraying and High Pressure Water Spraying the contractor must ensure effective screening is installed around the work area which will prevent any emissions to the atmosphere which may be hazardous. Contractors shall ensure that while working inside screened off areas they wear suitable personal protective equipment which includes breathing apparatus as necessary and have a helper standing by in case of emergency. Protection must also be provided for the Authority's cradles; in particular the wheels/wheel bearings and hydraulic equipment.

Paint Spraying and High Pressure Water Spraying of vessels must only be carried out on the slipways and High Pressure Water Spraying is restricted to slipways with an environmental trap.

**Dry shot, Grit or Wet Aggregate blasting is not permitted on Authority property or anywhere within harbour limits.**

- 9.17 **Welding** – this is known as 'Hot Work' which has risks of personal injury and of fire. Electric arc welding flash presents a serious risk to both the welder and anyone observing the flash.

Contractors must ensure that all necessary personal protective equipment is worn and that all necessary precautions are taken to prevent injury to persons or property. This may involve the creation of a 'safe working area'. All welding operations should be screened off with adequate warning signs to prevent accidental eye damage to other people and checks should be carried out for a period of time after completing the work to ensure there are no unexpected consequences e.g. smoldering material which could cause a fire.

- 9.18 **Confined Space Working** - Never carry out work in a confined space unless you have had the right training for the job. Do not start work in a confined space unless a risk assessment has been carried out and a safe system of work has been drawn up. A Permit to Work must be issued for all confined space working on Authority property.

For work on board vessels contractors are advised to always seek vessel owner's permission before entering a confined space. Establish what the space has been used for and whether flammable liquids/gases or toxic gases could be present. Only enter confined spaces wearing suitable personal protective equipment and only with a helper / watchman standing by for emergencies.

- 9.19 **Manual Handling** - this is one of the most common causes of injury at work. Lifting operations should be carefully planned and if possible a suitable lifting device should be used. Consideration should be given to the type of load, the ground conditions and the capability of the individual. All persons involved in manual handling (e.g. lifting fish boxes) should be trained in safe lifting techniques and sensible handling of loads.

- 9.20 **Chemical Substances** - these include liquids, solids and gases. Chemical substances can harm you if they get on to your skin or in to your body. You should only use chemicals from clearly labeled containers and when you have read and understood the Safety Data Sheet which should also provide First Aid advice. Where necessary protective equipment such as gloves or goggles should be used. Do not smoke when using chemicals and wash your hands thoroughly after working with chemicals and before eating. The COSHH regulations apply to the handling and use of all chemical substances.
- 9.21 **Floating Work Pontoons** - The use of work pontoons is subject to specific Conditions of Use which are available from the Harbour Master. A 'Permit to Work' is required and all persons using a work pontoon must wear a lifejacket.
- 9.22 **Vessel Refuelling** – this requires two competent persons; one on the vessel to control the filling of the tank and the tanker driver on the quayside to control the flow of fuel. The Authority has a specific Code of Practice for Fuelling Vessels which must be followed.
- 9.23 **General Equipment Guidelines**
- Make sure that you have been shown how to use the equipment and have read the operating instructions.
  - Never use a piece of equipment unless you have been authorised to do so - some items can be very dangerous in the wrong hands e.g. cartridge tools.
  - Do not leave any engines, machinery or tools running unattended.
  - Never use an item of equipment if the guards are damaged (e.g. on concrete saws, portable circular saws).
  - If you are using electrical equipment, ensure that all connections, cables and sockets are free from damage. Don't use electrical equipment that has been 'taped up'.
  - If necessary wear suitable Personal Protective Equipment - this is often already indicated on the equipment.
  - Only use equipment which has a current 'Thorough Examination' certificate or which has been electrically tested i.e. 'PAT tested'.

## 10.0 PERMIT TO WORK

Written *Permit to Work* systems are normally reserved for occasions when the potential risk is high, and where at the same time the precautions needed are complicated and need written reinforcement. These systems will often be found where the activities of groups of workers or multiple employers have to be coordinated to ensure safety.

*Permit to Work* systems normally use pre-printed forms, listing specific checks and/or actions required at specific stages of the work. These may include isolation of supply systems (e.g. electrical work), and the fitting of locking devices to controls, (e.g. Ice plant).

**A *Permit to Work* is required on Harbour Authority property for the following work activities:- diving, hot work, mobile crane lifting operations, floating work pontoons, underground excavation and confined space working. Other activities may be added from time to time.**

***Permit to Work* Forms are available from the Harbour Master.**

## **11.0 ACCIDENT REPORTING**

- 11.1 In accordance with the Bye-Laws all accidents which cause injury to any person or damage to any property must be reported immediately to the Harbour Master.

All reported accidents will be recorded in the Harbour Master's Diary, the Harbour Accident Book and an Accident Report Form will be completed.

- 11.2 It is the duty of the Authority to notify the Health and Safety Executive of accidents and near misses in accordance with the RIDDOR Regulations. (In the case of marine accidents the MAIB and the Maritime and Coastguard Agency will be advised).

## **12.0 DISCLAIMER**

The Northern Ireland Fishery Harbour Authority does not accept responsibility for any loss or damage to property howsoever caused, occurring on Northern Ireland Fishery Harbour Authority property or as a result of any activity carried out by the Northern Ireland Fishery Harbour Authority, its servants or agents or those using the Harbour facilities.

## **REFERENCES**

- Health and Safety at Work (Northern Ireland) Order 1978.
- The Management of Health and Safety at Work Regulations (Northern Ireland) 2006.
- The Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003 - (COSHH).
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 2013 - RIDDOR.
- The Provision and Use of Work Equipment Regulations 1998 (PUWER).
- The Lifting Operations and Lifting Equipment Regulations (NI) 1999 (LOLER).
- Diving at Work Regulations 1997.
- Personal Protective Equipment at Work Regulations (NI) 1993.
- The Construction (Design and Management) Regulations (NI) 2007.
- Confined Spaces Regulations (NI) 1999.
- The Manual Handling Operations Regulations (NI) 1992.
- The Control of Asbestos at Work Regulations (NI) 2012.
- The Guide to Workplace Health and Safety HSENI (Third Edition).
- Health and Safety in Construction in Northern Ireland HSENI 0406.
- N.I.F.H.A. Ice Plant Safe Working Code of Practice.
- N.I.F.H.A. Risk Assessments.
- N.I.F.H.A. Permit to Work Form.

## **Safety Precautions for Slipway Working**

Due to the wide range of repair activities which take place on the slipways there is a need for vessel owners, crew members and their contractors to be particularly careful. The following is a list of key safety points for slipway working; this list is not exhaustive and if there is any doubt the HSENI should be contacted for advice.

1. A **Slipway Declaration Form** must be signed before any vessel will be permitted to use an Authority Slipway.
2. Use a Risk Assessment to assess the job or range of jobs to be carried out and then implement suitable safety precautions. A Risk Assessment template is available from the Harbour Master.
3. Hard Hats and appropriate Personal Protective Equipment must be worn.
4. Use the access equipment provided to board / disembark the vessel.
5. All tools and equipment must be tested and suitable for the task.
6. Working at Height - The correct scaffolding / working platform must be used properly and erected by a competent person. For any work at height special precautions must be taken e.g. the scaffolding or working platform should have handrails and kickboards and where appropriate a safety harness should be used.
7. The workplace precautions as outlined in section 9.2 of the Code of Practice for Safe Working must be followed.
8. Electrical leads must use armoured cable and portable equipment P.A.T. tested.
9. Report any defects in equipment, etc. to Authority staff immediately.
10. **NO SMOKING** in the slipway area.
11. **FIRE PREVENTION** – Coordinate with contractors working on an adjacent slipway to ensure risks are minimised, e.g. hot work, painting, lifting operation, launching a vessel. Take appropriate precautions. **NO HOT WORK** near painting operations. Ensure portable fire extinguishers are at hand. The precautions detailed in section 9.5 of the Code of Practice for Safe Working should be implemented.
12. Painting Operations – the COSHH Regulations apply and the precautions detailed in sections 9.15 and 9.16 of the Code of Practice for Safe Working should be implemented.
13. No refueling of vessels on the slipway.
14. Alert others to dangers, know where the emergency exit is.
15. Ensure that structural alterations to the vessel do not adversely affect the stability of the vessel on the slipway cradle.
16. All mobile cranes and lifting equipment must have a current test certificate and be operated only by a certified operator.

17. Specific measures for High Pressure Water Spraying (HPWS) and Spray Painting:-

- For High Pressure Water Spraying and Spray Painting the contractor shall erect safe scaffolding or provide a safe platform for working at height.
- Effective screening around the working area to prevent over spray must be provided to the satisfaction of the Harbour Master.
- Effective protective covers must be placed over the wheels and hydraulic units of the cradle to prevent damage. This must be done to the satisfaction of the Harbour Master.
- Spray painting and pressure cleaning will not be permitted in windy/gusty conditions - i.e. force 4 and above.

18. All waste shall be cleaned up and properly disposed of by the contractor when the job is finished in line with the Bye-Laws and/or the Harbour Master's instructions. Failure to do so will result in a charge for cleaning up and waste disposal.

**SHOT BLASTING OR WET AGGREGATE BLASTING IS NOT PERMITTED ON AUTHORITY PROPERTY OR ANYWHERE WITHIN HARBOUR LIMITS. ANTI-FOUL PAINT CONTAINING TBT MUST NOT BE USED.**

# Northern Ireland Fishery Harbour Authority

## SLIPWAY DECLARATION FORM

Vessel Name: \_\_\_\_\_ Reg No: \_\_\_\_\_

Owner: \_\_\_\_\_

Skipper: \_\_\_\_\_

Length: \_\_\_\_\_ Breadth: \_\_\_\_\_

Displacement: \_\_\_\_\_

NIFHA Reg Vessel:	Yes/No
<b>NIFHA only</b>	
<b>For NIFHA Reg Vessels</b> Confirm a current Annual Declaration Form is held.	
<b>For Non NIFHA Reg Vessels</b> Confirm the full address and details of the owner and skipper are held.	<i>Initials</i>

Date onto Slipway: \_\_\_\_\_ Time: \_\_\_\_\_ Slipway No: \_\_\_\_\_

✓ to note covered with Skipper

1.	I will abide by the Authority's bye laws, Health and Safety policy and Codes of Safe working Practice.	
2.	The rules regarding the wearing of PPE have been explained to me and I will ensure that my crew and I abide by these. If I do not have all the PPE required I will use equipment provided by NIFHA and accept the standard charge.	
3.	I will ensure that other than crew members I will employ only NIFHA Authorised Contractors to work on the vessel.	
4.	I confirm that I have current Employers Liability and Public Liability insurance for the above vessel.	
5.	I will ensure that all necessary risk assessments will be carried out for the maintenance and/or repair work which is planned for this slipway visit.	
6.	I will ensure the means of access to the vessel is safe once it has been brought up on the slipway. I will not permit any person to board the vessel if I am not satisfied the means of access is safe.	
7.	I will ensure that all crew are made aware of safe ladder use - that is maintaining three points of contact and that carrying of items when climbing a ladder is banned on the slipway and within the wider harbour.	
8.	I will indemnify the Authority against all claims and losses including claims arising from personal injury which may result from work to the vessel while on the slipway except where due to the negligence of the Authority, its servants or agents.	
9.	I declare that the above vessel has been prepared for the slipway, is in a safe condition for slipping and that the gross weight does not exceed the limit advised to the Harbour Master or his deputy.	

Signature of Skipper/Owner: \_\_\_\_\_

I have explained all the above to the skipper. I am content that he understands what is expected of him and his crew.  
Signature of NIFHA Employee: \_\_\_\_\_

Date off Slipway: \_\_\_\_\_ Time: \_\_\_\_\_

I declare that the above vessel has been relaunched satisfactorily

Signature of Skipper/Owner : \_\_\_\_\_

For Authority Use only:			
Readings	Up	Down	Units
Electricity:			
Water:			
Inv No:		Amount:	

# Northern Ireland Fishery Harbour Authority Appendix II

## AUTHORISED CONTRACTOR DECLARATION FORM

No. \_\_\_\_\_

**HARBOUR:** ARDGLASS / KILKEEL / PORTAVOGIE\* (*delete as necessary*)

Business Name: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile: \_\_\_\_\_

On behalf of the above contractor I declare that:

1. I hold Public Liability insurance cover and a copy of the policy is attached. And:
2. I have no employees and do not require Employers Liability insurance
- Or
- I require Employers Liability Insurance and a copy of the policy is attached
3. I will abide by the Authority's Bye-Laws, Health and Safety Policy and Code of Practice for Safe Working
4. Should I require subcontractors to work on any job I will ensure they are Authority Authorised Contractors before letting them work on Authority property.
5. I will ensure that all necessary risk assessments will be carried out for any work conducted on Authority property including the slipways and that Permit to Work forms will be completed for work activities specified in the Code of Practice for Safe Working.
6. I will ensure that all necessary workplace precautions will be taken to prevent injury to persons or damage to property.
7. I will ensure that I and all my staff follow good practice (HSE INDG455) when using ladders, and will adhere to the Authority's ban on carrying items when climbing a ladder which is in place on the slipway and across the wider harbour.
8. I will ensure that all equipment provided by myself for use on Authority property has current appropriate safety certificates and these will be provided to the Authority on request e.g. Thorough Examination or SWL Certificates.
9. I will indemnify the Authority against all claims and losses including claims arising from personal injury which may result from any work undertaken by my organisation on Authority property except where these are due to the negligence of the Authority, its servants or agents.
10. I will remove all hazardous and non-hazardous waste arising from any work undertaken on Authority property and dispose of it in a proper and legal manner.
11. I grant the Authority permission to include my details on the Authority's authorised contractors list for public distribution.

Signature of Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position in Company: \_\_\_\_\_

# Code of Practice for Fuelling Vessels

---

## AT LEAST 2 COMPETENT PERSONS ARE REQUIRED TO FUEL VESSELS

### **Fuel Delivery Vehicles:**

- All fuel delivery vehicles must be roadworthy, have evidence of maintenance to PSV certificate standard and insurance.
- All drivers must be ADR trained with a current ADR Certificate and photographic identification.
- Fuel delivery vehicles / tankers must not be parked-up on Authority property unless they are in a secure storage facility as required under the ADR regulations.

### **Safe Access to / from Vessels**

- The tanker operator should ensure that he / she has safe access to and from the vessel.
- This is especially important when the vessel is in a tiered berth i.e. it is not berthed at the quayside.
- The Authority recommends that all fuel delivery operators carry out a risk assessment to identify hazards and to put in place precautionary measures.

### **Prior to Fuel Transfer:**

- Skipper / Competent Crewman to ensure sufficient tank space for fuel ordered.
- Competent Crew Member(s) must be available on board vessel to oversee operation.
- Absorbent material available / deployed in case of spillage.
- No smoking / other sources of ignition (Galley stoves etc.) isolated.
- Fuel tank vents are open and free.
- Tanker positioned as close as possible to vessel being refuelled.
- Tanker hose delivery nozzle shut off facility to be fully operational.
- Number of tanks to be filled and proposed stoppages advised to Tanker Operator.
- Full view and communication procedure with Tanker Operator established.
- Crewman to place and then open nozzle in tank and advise the Tanker Operator.
- Tanker Operator to set delivery amount and start pump only on advice from Crewman.
- Hoses are not to be run through Fish Market or along the Market Quay.

### **During Fuel Transfer:**

- During delivery, Tanker Operator must stand in a position where he can stop delivery immediately and be in clear sight of the Crewman at all times.
- Competent Crewman to remain on board vessel and constantly monitor fuel tanks while refuelling.
- For larger vessels or vessels with shelter decks at least 2 Competent Crewmen may be required.
- Monitor closed tanks in case of isolation valves leaking.
- Sufficient notice given to Tanker Operator to reduce rate or stop operation.
- On completion of transfer, close nozzle, ensure delivery pump has stopped.
- On completion, the Tanker Operator should rewind the delivery hose slowly with assistance of Crewman to avoid snagging of nozzle.

### **In Case of Spillage:**

- Stop fuelling operation. Clean up area and prevent oil running into harbour or drains.
- Inform Harbour Master immediately.
- Only oil absorbent material should be used for clean-up. Do not use detergents.
- Inform Harbour Master for safe disposal of oil impregnated absorbent material.

**NO SMOKING before, during or after fuelling operations**

#### **Revision History**

Original	13 Mar 2013
Reviewed	13 Mar 2015
Next Review	31 Mar 2018

# Audit of Code of Practice for Fuelling Vessels

Fuel Supplier: \_\_\_\_\_ Tanker Reg No: \_\_\_\_\_

Vessel: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

	Yes	No
At least 2 persons to fuel vessel		
Confirmation vessel has space in tanks for amount of fuel to be delivered		
No smoking or hot work during fuelling operations		
Tanker positioned as close as possible to vessel		
Full view and communication between vessel and tanker driver		
Crewman on vessel and tanker driver on quayside		
Spill kit on tanker		
Tanker registered with NIFHA and Driver ADR qualified		
NIFHA informed of any spillages, either into water or onto quayside		
Confirm no fuelling through fishmarket		
If Tanker is reversing are warning lights/audible alarms working?		
Additional comments/notes		

Audit carried out by: \_\_\_\_\_ Date \_\_\_\_\_

# Code of Practice for Ardglass Fishmarket

---

## 1.0 INTRODUCTION

This Code of Practice is designed to ensure the safe, hygienic and efficient operation of the Ardglass Fishmarket which is a licensed food handling area monitored and controlled by the local Council Environmental Health Officer.

Ardglass Fishmarket is a 'Designated Auction Site for First Sale Fish' under the Registration of Fish Buyers and Sellers and Designation of Auction Sites (Northern Ireland) Regulations 2005.

The Fishmarket is subject to the Authority's Bye-Laws, Code of Practice for Safe Working and to the Market Rules as published by the Authority.

The Harbour Master operates and maintains an approved cleaning schedule for the fishmarket.

## 2.0 ACCESS TO MARKET BUILDINGS

Access shall be restricted to the following times and people.

Time	Access Restricted To:
24 hour access, controlled by ILOQ electronic key system which tracks persons using the key to enter the Fish Market	Skippers, crew and vessel owners while unloading their catch Fishing Vessel Agents NIFHA Personnel Fisheries Officer Environmental Health Officer

## 3.0 OPERATING PROCEDURES

- All product shall be removed from the market within 24 hours of landing.
- Any product which remains in the chillroom after 12.00 hours on the day following the day of landing will be charged at the rate of £1.44 per box per hour or part thereof commencing at 12.00 hours each day.
- All materials and product left at any time in the Market shall be left at the owner's risk.
- No Unauthorised Personnel are permitted in the Market.
- Access to the toilets and showers areas to be kept locked at all times.

### 3.1 PERMITTED ACTIVITIES

The following activities are permitted in the market building:-

- Primary sale of catch.
- Weighing, sorting and grading prior to primary sale.

- Interim storage of clean empty boxes in designated storage areas in market subject to a Licence to Occupy agreement being in force.
- Transit storage of fish not being offered for sale, with permission and subject to fee.
- Rinsing boxes in the designated area - (cleaning boxes is not permitted within the market and a charge will be made for use of resources).
- Taking on of Drinking Water from designated standpipes.
- Tipping of fish or shellfish from Auctioneer's box to buyer's box.

The Authority may consider applications for other activities providing they are complimentary to the principal activities of the fish market and in consideration of an appropriate fee.

### **3.2 ACTIVITIES NOT PERMITTED**

The following activities are not permitted (which includes any activity not specified as permitted) in the market building:-

- Operating a business from the market without licence from the Authority.
- Sorting, grading, packing of fish after primary sale.
- Cleaning boxes, vehicles, trucks etc.
- Refuelling of vessels while berthed at the market quay.
- Repair of vessels while berthed at the market quay.
- Secondary sale of catch.
- Using resources or utilities beyond those associated with the agreed permitted activities.
- Giving free product to visitors or general public.
- Activities noted in the NIFHA Market Rules (see attached).
- Storage of bait, including dog fish, in the fishmarket.

### **3.3 HYGIENE AND HOUSEKEEPING**

- Clean empty fish boxes may be stored in designated areas by written agreement with the Authority. Storing boxes in the chill rooms is not permitted.
- Any boxes outside the agreed area or dirty boxes shall be removed from the market. Dirty Boxes must not be left on the loading bays.

### **3.4 FORK LIFT TRUCKS (FLT's)**

- For safety and insurance reasons the Authority will only approve a limited number of FLT's to operate in the market building. No FLT can operate in the fishmarket without specific approval from the Authority.
- The operators of this truck must provide evidence of a current FLT operator's certificate, current Public Liability insurance to a value of £10m and Employers Liability insurance to £5m and a current Thorough Examination Certificate.
- All FLT's must adopt the Authority's 'Safe System of Working' as per attached schedule.
- Only gas or electric fork lift trucks shall be permitted in the market building

### 3.5 FISHMARKET DOORS

- Chill Room doors must be closed immediately after use and kept closed as much as possible.
- Electrically powered doors - safety instructions
  - These doors must be treated with caution as they open/close automatically.
  - Doors must not be obstructed e.g. kept open by fish boxes.
  - Controls, wiring or any door equipment must not be tampered with.
- Electrically powered doors - operating instructions
  - These are posted in the fishmarket and advice is available from harbour staff.
  - If there is a problem please report it promptly to a member of harbour staff.

### 4.0 DISCLAIMER

The Northern Ireland Fishery Harbour Authority does not accept responsibility for any loss or damage to property howsoever caused, occurring on Northern Ireland Fishery Harbour Authority property or as a result of any activity carried out by the Northern Ireland Fishery Harbour Authority, its servants or agents or those using the Harbour facilities.

### 5.0 DEFINITIONS

Primary Sale	-	The first sale of fish or shellfish
Secondary Sale	-	Subsequent sale of a catch following its primary sale.
Market building	-	This is the whole raised area of the Market Quay and Vehicle loading bays.

# Code of Practice for Kilkeel Fishmarket

---

## 1.0 INTRODUCTION

This Code of Practice is designed to ensure the safe, hygienic and efficient operation of the Kilkeel Fishmarket which is a licensed food handling area monitored and controlled by the local Council Environmental Health Officer.

Kilkeel Fishmarket is a 'Designated Auction Site for First Sale Fish' under the Registration of Fish Buyers and Sellers and Designation of Auction Sites (Northern Ireland) Regulations 2005.

The Fishmarket is subject to the Authority's Bye-Laws, Code of Practice for Safe Working and to the Market Rules as published by the Authority.

The Harbour Master operates and maintains an approved cleaning schedule for the fishmarket.

## 2.0 ACCESS TO MARKET BUILDINGS

Access shall be restricted to the following times and people.

Time	Access Restricted To:
16.00 to 06.30	Skippers, crew and vessel owners while unloading their catch NIFHA personnel Fisheries Officer Environmental Health Officer PO's Grading Staff Licensed Salesmen  (Once cargo is off loaded, vessel crew members should vacate the building)
06.30 to 12 noon	Skipper, vessel owners or nominated representative (to observe sale or tend goods; Crew members while unloading) Licensed salesmen Registered buyers NIFHA staff Fisheries Officer PO's grading staff Environmental Health Officer Drivers and transport personnel collecting product shall only enter the market whilst collecting goods
12 noon to 16.00	NIFHA Staff Environmental Health Officer Fisheries Officer

### **3.0 OPERATING PROCEDURES**

- The market will operate in line with the attached Sale Guidelines.
- The market shall be closed between 12 noon and 4.00 p.m. each day to allow cleaning and maintenance.
- All product shall be removed from the market by 12 noon each day.
- Any product which has been through primary sale and is still in the market at 12 noon shall be removed from the building. If the product owner wishes to store the product in the chill room he may do so after obtaining permission from the Harbour Master and providing space is available. A storage charge of £1.44/box per hour or part thereof will be charged to the product owner commencing at 12.00 hours each day.
- All materials and product left at any time in the Market shall be left at the owners' risk.
- No Unauthorised Personnel are permitted in the Market.

### **3.1 PERMITTED ACTIVITIES**

The following activities are permitted in the market building:-

- Primary sale of catch.
- Weighing, sorting and grading prior to primary sale.
- Interim storage of clean boxes for issue to vessels with permission and subject to fee.
- Transit storage of fish not being offered for sale, with permission and subject to fee.
- Rinsing boxes in the designated area - (cleaning boxes is not permitted within the market and a charge will be made for use of resources).
- Taking on of drinking water from designated standpipes.
- Tipping of fish or shellfish from Auctioneer's box to buyer's box.

The Authority may consider applications for other activities providing they are complimentary to the principal activities of the fish market and in consideration of an appropriate fee.

### **3.2 ACTIVITIES NOT PERMITTED**

The following activities are not permitted (which includes any activity not specified as permitted) in the market building:-

- Operating a business from the market without licence from the Authority.
- Sorting, grading, packing of fish after primary sale.
- Cleaning boxes, vehicles, trucks etc.
- Refuelling of vessels while berthed at the market quay.
- Repair of vessels while berthed at the market quay.
- Secondary sale of catch.
- Using resources or utilities beyond those associated with the agreed permitted activities.
- Giving free product to visitors or general public.
- Activities noted in the NIFHA Market Rules (see attached).
- Storage of bait, including dog fish and offal, in the fishmarket.

### 3.3 HYGIENE AND HOUSEKEEPING

- Clean empty fish boxes may be stored in designated areas by written agreement with the Authority. Storing boxes in the chill rooms is not permitted.
- Any boxes outside the agreed area or dirty boxes shall be removed from the market. Dirty Boxes must not be left on the loading bays.
- Any individual wishing to keep clean boxes in the market for issue to vessels must apply in writing to the Harbour Master. Provision of storage space shall be charged at a rate of £10.00/m<sup>3</sup>/month or part thereof for port users other than Licensed Salesmen. Space allocated will be subject to availability.
- To facilitate full cleaning of the market all boxes and equipment (with the exception of scales) shall be cleared from the market by 12 noon each day.

### 3.4 FORK LIFT TRUCKS (FLT's)

- For safety and insurance reasons the Authority will only approve a limited number of FLT's to operate in the market building. No FLT can operate in the fishmarket without specific approval from the Authority.
- The operators of this truck must provide evidence of a current FLT operator's certificate, current Public Liability insurance to a value of £10m and Employers Liability insurance to £5m and a current Thorough Examination Certificate.
- All FLT's must adopt the Authority's 'Safe System of Working' as per attached schedule.
- Only gas or electric fork lift trucks shall be permitted in the market building
- All forklift trucks, pallet trucks or similar shall be removed from the market by 12 noon each day and they shall not return before 06.30am.

### 3.5 FISHMARKET DOORS

- Chill Room doors must be closed immediately after use and kept closed as much as possible.
- Electrically powered doors - safety instructions
  - These doors must be treated with caution as they open/close automatically.
  - Doors must not be obstructed e.g. kept open by fish boxes.
  - Controls, wiring or any door equipment must not be tampered with.
- Electrically powered doors - operating instructions
  - These are posted in the fishmarket and advice is available from harbour staff.
  - If there is a problem please report it promptly to a member of harbour staff.

## 4.0 DISCLAIMER

The Northern Ireland Fishery Harbour Authority does not accept responsibility for any loss or damage to property howsoever caused, occurring on Northern Ireland Fishery Harbour Authority property or as a result of any activity carried out by the Northern Ireland Fishery Harbour Authority, its servants or agents or those using the Harbour facilities.

## 5.0 DEFINITIONS

- Primary Sale - The first sale of fish or shellfish
- Secondary Sale - Subsequent sale of a catch following its primary sale.
- Market building - This is the whole raised area of the Market Quay and Vehicle loading bays.

# Code of Practice for Portavogie Fishmarket

---

## 1.0 INTRODUCTION

This Code of Practice is designed to ensure the safe, hygienic and efficient operation of the Portavogie Fishmarket which is a licensed food handling area monitored and controlled by the local Council Environmental Health Officer.

Portavogie Fishmarket is a 'Designated Auction Site for First Sale Fish' under the Registration of Fish Buyers and Sellers and Designation of Auction Sites (Northern Ireland) Regulations 2005.

The Fishmarket is subject to the Authority's Bye-Laws, Code of Practice for Safe Working and to the Market Rules as published by the Authority.

The Harbour Master operates and maintains an approved cleaning schedule for the fishmarket.

## 2.0 ACCESS TO MARKET BUILDINGS

Access shall be restricted to the following times and people.

Time	Access Restricted To:
Midnight to 08.00 and 11.00 to Midnight	Skipper, crew and vessel owners while unloading their catch NIFHA personnel Fisheries Officer Environmental Health Officer  (Once cargo is off loaded the vessel crew members should vacate the building)
08.00 to 11.00 (Market closed for cleaning)	NIFHA staff Environmental Health Officer
16.00 to 21.00	Skipper, vessel owners or nominated representative (to observe sale or tend goods; Crew members while unloading) Licensed salesmen Registered buyers NIFHA staff Fisheries Officer PO's grading staff Environmental Health Officer Drivers and transport personnel collecting product shall only enter the market whilst collecting goods

### **3.0 OPERATING PROCEDURES**

- The market shall be closed between 08.00 and 11.00 am each day to allow cleaning and maintenance.
- All product shall be removed from the market by 21.00 hours each day.
- Any product which has been through primary sale and is still in the market at 21.00 hours shall be removed from the building. If the product is stored in the chillroom a storage charge of £1.44/box per hour or part thereof will be charged to the product owner, commencing at 21.00 hours each day.
- All materials and product left at any time in the Market shall be left at the owner's risk.
- No Unauthorised Personnel are permitted in the Market.

### **3.1 PERMITTED ACTIVITIES**

The following activities are permitted in the market building:-

- Primary sale of catch.
- Weighing, sorting and grading prior to primary sale.
- Interim storage of clean boxes for issue to vessels with permission and subject to fee.
- Transit storage of fish not being offered for sale, with permission and subject to fee.
- Taking on of drinking water from designated standpipes.
- Tipping of fish or shellfish from Auctioneer's box to buyer's box.

The Authority may consider applications for other activities providing they are complimentary to the principal activities of the fish market and in consideration of an appropriate fee.

### **3.2 ACTIVITIES NOT PERMITTED**

The following activities are not permitted (which includes any activity not specified as permitted) in the market building:-

- Operating a business from the market without licence from the Authority.
- Sorting, grading, packing of fish after primary sale.
- Cleaning boxes, vehicles, trucks etc.
- Refuelling of vessels while berthed at the market quay.
- Repair of vessels while berthed at the market quay.
- Secondary sale of catch.
- Using resources or utilities beyond those associated with the agreed permitted activities.
- Giving free product to visitors or general public.
- Activities noted in the NIFHA Market Rules (see attached).

### 3.3 HYGIENE AND HOUSEKEEPING

- Clean empty fish boxes may be stored in designated areas by written agreement with the Authority. Storing boxes in the chill rooms is not permitted.
- Any boxes outside the agreed area or dirty boxes shall be removed from the market. Dirty Boxes must not be left on the loading bays.
- Any individual wishing to keep clean boxes in the market for issue to vessels must apply in writing to the Harbour Master. Provision of storage space shall be charged at a rate of £10.00/m<sup>3</sup>/month or part thereof for port users other than Licensed Salesmen. Space allocated will be subject to availability.
- To facilitate full cleaning of the market all boxes and equipment (with the exception of scales) shall be cleared from the market by 21.00 hours each day.

### 3.4 FORK LIFT TRUCKS (FLT's)

- For safety and insurance reasons the Authority will only approve a limited number of FLT's to operate in the market building. No FLT can operate in the fishmarket without specific approval from the Authority.
- The operators of this truck must provide evidence of a current FLT operator's certificate, current Public Liability insurance to a value of £10m and Employers Liability insurance to £5m and a current Thorough Examination Certificate.
- All FLT's must adopt the Authority's 'Safe System of Working' as per attached schedule.
- Only gas or electric fork lift trucks shall be permitted in the market building
- All forklift trucks, pallet trucks or similar shall be removed from the market by 21.00 hours each day and they shall not return before 16.00 hours unless permission has been obtained from the Harbour Master.

### 3.5 FISHMARKET DOORS

- Chill Room doors must be closed immediately after use and kept closed as much as possible.
- Electrically powered doors - safety instructions
  - These doors must be treated with caution as they open/close automatically.
  - Doors must not be obstructed e.g. kept open by fish boxes.
  - Controls, wiring or any door equipment must not be tampered with.
- Electrically powered doors - operating instructions
  - These are posted in the fishmarket and advice is available from harbour staff.
  - If there is a problem please report it promptly to a member of harbour staff.

## 4.0 DISCLAIMER

The Northern Ireland Fishery Harbour Authority does not accept responsibility for any loss or damage to property howsoever caused, occurring on Northern Ireland Fishery Harbour Authority property or as a result of any activity carried out by the Northern Ireland Fishery Harbour Authority, its servants or agents or those using the Harbour facilities.

## 5.0 DEFINITIONS

- Primary Sale - The first sale of fish or shellfish
- Secondary Sale - Subsequent sale of a catch following its primary sale.
- Market building - This is the whole raised area of the Market Quay and Vehicle loading bays.

# Sale Guidelines for Kilkeel Fishmarket

---

- Order of Sale to proceed from Chill end of Market seaward i.e. from the west end to the east end.
- \*Authority Fish to be auctioned before \*\*Non-Authority Fish and Late Landers
- Non-Authority Fish and Late Landers to be stocked towards the seaward end of Market
- No jumping of Sale order by Buyers
- No jumping of Sale order by Late Landers
- The Authority to manage door closure during Auction
- Prawn sale to start at 7.00am sharp and subsequent sales to follow on promptly in above order.
- Late Landings to be stocked at East end of Market and doors left open to facilitate this.
- Late Landings to be auctioned at the end of the Sale.
- Market Rules and Code of Practice to apply.
- Safe System of Working for Fork Lift Trucks to apply (see attached)
- All product to be removed from Market by 12 noon on the day of sale.
- All Market Users to be responsible for keeping Loading Bay Doors closed as much as possible.
- Trading weight is Kilograms.
- Auctioneers to 'consolidate' boxes of same or similar species.

\* Authority Fish – fish or shellfish landed at one of the Authority's 3 Ports i.e. Ardglass, Kilkeel or Portavogie

\*\* Non Authority Fish – (or Overlanded Fish) – fish or shellfish which is not landed at an Authority Port.

# NIFHA Market Rules

---

- Authorised Users only allowed in Market Hall
- All Market Users must wear clean protective clothing
- Eating, Drinking, Smoking or Spitting are totally forbidden
- Animals and Pets are not permitted in the Market
- No tipping boxes onto Market floor
- No walking on boxes
- Feet must not be used to inspect catch
- Catch must not be washed in the Harbour
- Vessels must not refuel whilst berthed at the Market Quay
- Market floor must be cleared by 12 noon for cleaning

# Safe Operating Procedure for Loading Ice

---

A Risk Assessment has been carried out for the delivery of Ice to vessels.

## **THE LOADING OF ICE IS A TWO MAN OPERATION.**

It is recommended that vessels use the following procedure when loading Ice:-

- One person on the quayside to control the position of the vessel and flow of Ice.
- The second person on the vessel to control the intake of Ice.

30 April 2015

# Port Waste Management

---

- Keep your harbour clean for the safety and benefit of all Port Users
- Place all garbage on the quayside for collection
- Store nets and gear safely as directed by the Harbour Master

## Waste Oil and Oil Filters

- Please put your waste engine oil and hydraulic oil in the clearly marked drums provided specifically for this purpose.
- Used oil filters should also be placed in these drums.
- Please do not dump any waste oil or used oil filters in the harbour. This causes severe pollution which may mean we will be unable to obtain dredging licences in the future which would stop all dredging.
- If you have an oil spill contact the Harbour Master immediately

**Please help the Authority to help you**

30 April 2015

# Rules on 'Redding Up' in the Harbour

---

- No 'redding up' within harbour limits except in bad weather
- No Washing of prawns or any fish with water taken from the harbour
- Quayside tap water may be used to wash prawns or fish in bad weather only
- No 'redding up' or tailing at the North Harbour, Ardglass, the Outer Harbour, Kilkeel or at the Outer Pier, Portavogie
- No 'redding up' at any fishmarket or ice loading berth
- No dumping of heads or fish waste or waste of any kind in harbour water
- Prawn or fish waste can be taken back to sea for disposal provided it never leaves the vessel. Otherwise it should be brought ashore and taken to an approved disposal site - it must not be dumped on harbour property
- Environmental Health Officers will seize any product washed in harbour water as this is prohibited under the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations (NI) 1998
- As per Bye-Laws the Harbour Master's decision is final and binding
- These rules will be reviewed on a regular basis

30 April 2015

# Safety and Operating Instructions for Fishmarket Doors

## SAFETY

- These doors can close automatically, treat with caution.
- Keep doors clear from obstructions at all times.
- Do not push fish boxes or other objects against the doors or the walls directly beside the doors.
- Do not in any circumstances tamper with any of the controls, wiring or equipment.
- If there is a problem report it as soon as possible to NIFHA staff.
- **In an emergency press the Red Stop Button** ●

## OPERATING INSTRUCTIONS FOR ROLLER SHUTTER DOORS (RSD)

<b>Loading Bay Doors (Inside)</b>	<i>Push buttons located inside (3 button type).</i>
Open	Press the top button ↑ – door will open to a pre-set limit.
Close	Press the bottom button ↓ – door will close to a pre-set limit.
Stop Button	Press the red button ● to stop door travel. To reset stop turn the red button.
<b>Quayside Doors (Inside)</b>	<i>Push buttons located inside (3 button type).</i>
Open	Press the top button ↑ – door will open to a pre-set limit.
Close	Press the bottom button ↓ – door will close to a pre-set limit.
Stop Button	Press the red button ● to stop door travel. To reset stop turn the red button.
<b>(Outside) – Kilkeel &amp; Portavogie</b>	<i>Push buttons located outside (2 button type).</i>
Open	Press the single green button ● – door will open to a pre-set limit.
Stop	Press red button ● for door to stop.
<b>Ardglass</b>	RSD controls can only be accessed from inside the market. Only Authorised Users can gain access to the market with a security key.

Automatic Closing	-	Doors inside and outside will close automatically 4 minutes after the last person or vehicle has passed through. In Ardglass Fishmarket this time is increased to 10 minutes.  Time is reset when someone passes through the door.
Door Not Working	-	Report to NIFHA and / or gain alternative access.
Power Cut	-	Contact NIFHA to engage manual operation or use alternative access.
Locked Doors	-	For security, operational or safety reasons NIFHA may disengage power to some or all of the doors.

## CHILL ROOM DOORS

Sliding Doors must be closed immediately after use. If door is not working report to NIFHA.

31 December 2015

# Pontoon Facility – Kilkeel and Portavogie

---

## General Condition of Use

1. Authority Bye-Laws and Codes of Practice apply.
2. All berths to be paid for in advance in accordance with separate schedule of charges.
3. Vessel weight limit is 10 tonnes and vessels must only use berths suitable for their overall length.
4. Vessels to use allocated berths. Berths may not be lent or transferred without the permission of the Authority
5. Vessels to approach and depart from berths at very low speed i.e. 1 knot or less. N.B. Harbour speed limit is 3 knots.
6. Damage to pontoon or any associated facilities will be recoverable from the vessel owner to whom the berth is allocated.
7. All pontoons, access ramps and walkways to be kept clear at all times. No gear or equipment or waste to be stored on pontoons, access ramps and walkways.
8. All waste to be disposed of by vessel owner / user / skipper.
9. Only temporary berthing i.e. up to one hour is permitted at base of access ramp.
10. All vessels using the facility must be adequately fendered.
11. Only minor running repairs or minor routine maintenance is permitted at the pontoon facility. Painting, varnishing or similar or associated work on the outside of vessel hulls is not permitted at the facility.
12. Dogs, pets or other animals are not permitted on the facility.
13. The Authority will terminate any berthing arrangement and/or will remove a vessel from the pontoon facility if any of the above conditions are not met.
14. Berths are provided on the basis that the facility will periodically require dredging. Disruption will be kept to a minimum and advance notice will be given.
15. The Harbour Master's decision on berthing arrangements and the use of the facility is final.



# Northern Ireland Fishery Harbour Authority

## Vessel and Owner Detail Sheet and 2016 Annual Declaration Form

Harbour			
Name of Vessel			
Reg. No of Vessel			
Length of Vessel		Gross Tonnage ( <i>Pontoon only</i> )	
Owners Name			
Address for correspondence /invoices:			
Telephone (landline)		Mobile	
E-mail address			
Skippers Name		Mobile	
<b>Please note any change of ownership should be notified to the Harbour Authority immediately</b>			

### Port User Information Book 2016

I acknowledge receipt of the Authority's Port User Information Book dated **January 2016** and confirm acceptance of the charges detailed in the Schedule of Dues and Charges contained therein. I also confirm that I will adhere to the Bye-Laws, the various Codes of Practice and all guidelines contained in the Information Book.

### Insurance Declaration

As owner of the above vessel I confirm that I will maintain Third Party Liability Insurance cover, and where appropriate, Employers Liability Insurance cover, to levels recommended by a reputable insurance company and/or broker. I will supply proof of insurance to the Authority on request.

### Data Protection and Freedom of Information

The Authority takes Data Protection and Freedom of Information issues seriously. It takes care to ensure that any personal information supplied to it is dealt with in a way which complies with the requirements of the Data Protection Act 1998. This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, the Authority may use it for other legitimate purposes in line with the Data Protection Act 1998 and the Freedom of Information legislation.

Signed:	
Date:	

<b>FAILURE TO FULLY COMPLETE AND RETURN THIS FORM WILL RESULT IN SERVICES BEING WITHDRAWN AND IS CONSIDERED A BREACH OF BYE-LAWS AND WILL BE TREATED AS SUCH.</b>	<b>FOR OFFICE USE ONLY</b>	
	Date Paid:	
	Amount Paid:	

# **Schedule of Dues and Charges**

**Ardglass Harbour**

**Kilkeel Harbour**

**Portavogie Harbour**

Head Office  
3 St Patrick's Avenue  
DOWNPATRICK  
BT30 6DW  
Tel: 028 4461 3844  
E-mail: [info@nifha.co.uk](mailto:info@nifha.co.uk)  
Web Site: [www.nifha.co.uk](http://www.nifha.co.uk)

**Effective 1 January 2016**

# 1. Port Charges for Vessels

---

## 1.1 Fishing Vessels

### 1.1.1 Composition Rate Dues for Licensed Fishing Vessels Regularly Landing Fish

For licenced fishing vessels normally and Regularly Landing Fish in NIFHA harbours a Composition Rate of Dues will apply according to the length of the vessel and subject to the payment of a Minimum Level of Landing Dues.

For the purposes of the paragraph above, the term "Regularly Landing Fish" refers to active fishing vessels only and is defined as landing at least two cargo of fish per month. Any vessel which has paid a Composition Rate of Dues and which has no landings for a 3 month period and is not a Workboat will forfeit the right to Composition Rate Dues and will be charged on a "per metre per week" basis as per section 1.1.5. for the balance of the calendar year.

The Harbour Authority reserves the right to waive the automatic removal of Composition Rate of Dues in its absolute discretion. Such discretion will take into account the circumstances of each individual case and will include consideration of the reasons for non-compliance with the above criteria which should be provided in writing to the Authority.

Vessels paying Composition Rate Dues will be subject to a Minimum Level of Landing Dues in a calendar year. The level of Minimum Landing Dues is determined on the basis of the overall length of the vessel (in metres) and is detailed in the table below:-

<b>Vessel Length</b>	<b>Harbour Dues £ per Annum</b>	<b>Minimum Landing Dues £ per Annum</b>
0 - 6.0m	£101.00	£200.00
over 6.0m - 12.0m	£123.00	£336.00
over 12.0m - 18.0m	£200.00	£662.00
over 18.0m	£236.00	£1,323.00

Composition Rate Dues are payable in advance, for each calendar year, and the term Minimum Landing Dues refers to the same calendar year.

If after paying the composition fee, the vessel owner fails to achieve the stated level of Minimum Landing Dues within that calendar year then the vessel owner will be invoiced for the difference between the appropriate level of Minimum Landing Dues as specified in the table above and the actual landing dues received by the Authority for that vessel in the calendar year. This invoice will

be for payment by 31 March following the calendar year for which the shortfall of Landing Dues has been determined.

A pro-rata adjustment to the Minimum Landing Dues will be made when a licensed fishing vessel is sold or acquired during the year. Full details must be supplied in writing to the Authority and the responsibility for Minimum Landing Dues rests with the vessel owner.

Vessel owners may be required, on demand, to furnish proof of the payment of Landing Dues as specified under Section 2.1 below.

Vessels which have paid a Composition Rate of Dues and which lease out either all or part of their fishing quota or their allocation of “days at sea” will be charged on a “per metre per week basis” as per section 1.1.5 for any period when they are berthed in an Authority harbour during the period of lease of their quota or “days at sea” allocation. Minimum Landing Dues for these vessels will apply on a pro-rata basis for any period in the calendar year when landings are being made into an Authority Harbour.

Any vessel which leases out its quota or “days at sea” allocation and which is berthed in an Authority Harbour must advise the Harbour Master in writing of the start and end date of the leasing arrangement.

Owners of more than one licensed fishing vessel will be entitled to the following abatements on their Minimum Landing Dues:-

Vessel 1	-	<b>0%</b>	Vessel 3	-	<b>15%</b>
Vessel 2	-	<b>10%</b>	Vessel 4+	-	<b>20%</b>

In order to maximise these abatements, the highest abatement can be set off against the largest vessels which have the highest level of Minimum Landing Dues.

### 1.1.2 Pontoon Berths

<i>Contract Period</i>	<i>Annual</i>	<i>6 monthly</i>	<i>Monthly</i>
<b>Kilkeel Harbour – Pontoon Berths</b>			
Composition Rate Vessel	£580.00	£365.00	£64.00
Non Composition Rate Vessel	£948.00	£498.00	£87.00
<b>Portavogie Harbour – Pontoon Berths</b>			
Composition Rate Vessel	£310.00	£163.00	£28.50
Non Composition Rate Vessel	£740.00	£389.00	£68.00

Payment of Annual contracts must be made in advance by a single payment, 2 half yearly payments or monthly by standing order.

Berths are allocated to individual vessels and for that vessels use only. Where the owner changes his vessel approval must be sought from the Authority before the new vessel can use the Pontoon berth.

Unauthorised vessels berthed at the Pontoon will be subject to a daily charge of £10. Repeat offenders will be subject to a daily charge rising to £50 per day.

Charges may be subject to VAT (see General Condition 12).

### **1.1.3 Visitor Fishing Vessels**

Visitor Vessels which are Licensed Fishing Vessels and which are landing fish at an Authority Harbour will be charged Harbour Dues at the rate of **£35.00** per week or part thereof payable on entering the harbour and weekly in advance thereafter. Landing dues are payable as per Section 2 below. Visitor Vessels which do not land fish will be charged as per section 1.1.5 below.

### **1.1.4 Small Fishing Vessels less than 8.0m**

Small Fishing Vessels less than 8.0m in length may opt to pay a fixed fee of **£35.00 + VAT** per month or part thereof payable in advance for non-pontoon berths. Landing dues are payable as per Section 2 below.

### **1.1.5 Fishing Vessels not 'Regularly' Landing Fish**

Fishing Vessels which are not Regularly Landing Fish as per section 1.1.1 above or do not hold an official fishing licence or which are laid up or parked up will pay Harbour Dues according to the length of the vessel and on the basis of a per metre per week charge, payable in advance, as specified in the following table:-

<b>Vessel Length</b>	<b>Charge per metre per week (or part thereof)</b>	
	<b>First 6 months</b>	<b>Over 6 months</b>
0 - 6m	£1.73	£2.60
6 - 12m	£2.02	£3.03
over 12m - 18m	£2.32	£3.48
over 18m	£2.90	£4.35

## 1.2 Cargo Vessels and Other Commercial Craft

### 1.2.1 For vessels arriving from inside the EC

(For each period of 7 days or part thereof during which the vessel is in the Harbour)

£0.45

### 1.2.2 For vessels arriving from outside the EC

(For each period of 7 days or part thereof during which the vessel is in the Harbour)

£0.51

**1.2.3 For vessels remaining in the harbour** for any cause there will be paid in advance for each week or part thereof in which such vessels will remain in the harbour after the expiration of 7 days from their arrival.

£1.05

## 1.3 Yachts and Pleasure Craft (Non Pontoon Charges)

Harbour Dues will be charged at the rate of **£8.60** + VAT per 24 hours or part thereof payable on entering the harbour and daily in advance thereafter.

NB: Berthing space for these vessels is subject to availability and is at the discretion of the Harbour Master.

## 1.4 Guard Duty Vessels / Workboats

1.4.1 Fishing Vessels engaged in guard duty activities will be charged Harbour Dues in the first instance as per 1.1.1. Thereafter a charge of £15.00 per week will be levied for each week spent on guard duty. This invoice will be raised annually. These vessels will also be subject to Minimum Landings Dues as per 1.1.1.

1.4.2 Workboats which are not registered Fishing Vessels will be charged Harbour Dues as per section 1.1.5.

## 1.5 All Other Vessels

Any vessel other than those specified in sections 1.1 to 1.4 above will pay Harbour Dues at the rates detailed in section 1.1.5.

## 2. Port Charges for Goods

---

### 2.1 Fish

	<b>Paid By</b>	<b>Rate</b>	<b>per £ value</b>
Fish landed by vessel into the Harbour	Vessel	2.20%	of 1st sale
Fish overlanded into the Harbour	Vessel	1.10%	of 1st sale
Fish purchased through the Harbour (1st sale)	1st buyer	0.55%	of 1st sale

The '*Rate*' is the 'ad valorem' rate charged on the gross value of the fish landed at the quayside.

The overlanded rate will only be applicable when proof of landing at a non-Authority port is provided.

Minimum purchase dues are **£2.00**.

In line with Bye Law number 5 any subsequent trading of fish i.e.: 2nd, 3rd sale on Authority Property is subject to a charge of 0.55% of the gross value of each transaction, details of which must be submitted to the Harbour Master within 7 days.

Full responsibility for payment of dues (both vessel and buyers) remains with the vessel owner.

### 2.2 Goods landed or loaded (other than specified in 2.1)

The greater of the following with the charge on each class of goods to be calculated separately:-

Measured by Weight **£1.51** per tonne

Measured by Volume **£1.51** per cubic metre

## 2.3 Storage

### 2.3.1 General

Except where licence or permission is obtained to store Goods under Bye-Law 20 all Goods, including fish, located on harbour property for more than 24 hours will be charged at 25% of the appropriate rate for landing or loading goods of that type for each 12 hour period until removed. All storage charges are the responsibility of the owner of the goods.

### 2.3.2 Chillroom Storage

Fish stored in a chillroom will be charged at the rate of **£1.51** per box per hour or part thereof if it is not removed as follows:-

<b>Ardglass</b>	-	By 12.00 hours on the day following the day of landing
<b>Kilkeel</b>	-	By 12.00 hours on the day of the primary sale
<b>Portavogie</b>	-	By 21.00 hours on the day of the primary sale

### 2.3.3 Hardstanding Storage

Hardstanding area for storage will be charged at the rate of **£0.60** per square metre (or part thereof) per day (or part thereof) payable weekly in advance. The Harbour Master's decision on which areas can be used, and the period and terms and conditions of usage is final.

### 2.3.4 Small Boat Storage Rates

In Kilkeel and Portavogie there are designated areas for the storage of 12m and under boats. The charge is **£32.00** per vessel per month or part thereof payable in advance and space is subject to availability.

## 2.4 Vessel to Vessel Transfer of Goods

The transfer of goods from one vessel to another within the harbour will be charged at 50% of the appropriate rate for landing goods of that type.

### 3. Slipway Charges

---

#### 3.1 Charges for Composition Rate Vessels

<b>Kilkeel Harbour</b>			
<b>Length</b>	<b>1st 24 hours including slipping and unslipping</b>	<b>Each succeeding 24 hours or part thereof up to 3 Days</b>	<b>Each succeeding 24 hours or part thereof after 3 days</b>
0 - 11.99m	£232	£93	£130
12 - 17.99m	£280	£104	£138
18 - 24.99m	£296	£114	£141
25 - 29.99m	£453	£137	£146
> 30m	£528	£146	£146

<b>Portavogie Harbour</b>			
<b>Length</b>	<b>1st 24 hours including slipping and unslipping</b>	<b>Each succeeding 24 hours or part thereof up to 3 Days</b>	<b>Each succeeding 24 hours or part thereof after 3 days</b>
0 - 11.99m	£214	£86	£120
12 - 17.99m	£259	£97	£126
18 - 24.99m	£273	£106	£131
25 - 29.99m	£419	£125	£136
> 30m	£489	£136	£136

For "one day" slips the 1st 24 hours rate will apply provided the vessel comes off the slip no later than the same high tide on the following day.

#### 3.2 Charges for Non-Composition Rate Vessels

Rates as per 3.1 above plus 10%.

### 3.3 Slipway Cancellation Charges

In the event that a slipway booking is cancelled within 24 hours of its pre-arranged date, the Authority reserves the right to charge a cancellation fee of 50% of the first 24 hours slipping/unslipping charge.

### 3.4 Advance Deposit for Use of Slipway

At the discretion of the Authority a deposit of up to **£2,500** may be requested and must be paid by a vessel owner before the Authority will agree to take a vessel up on the slipway. Reasons for requesting a deposit may include, but are not limited to, concerns about payment for the slipway service, concerns that Slipway Rules and Codes of Practice may not be followed, or the risk of potential damage to the slipway and/or the slipway equipment.

The deposit may be forfeited, either in full or in part, at the discretion of the Authority if the vessel owner or any person or contractor working for the vessel owner has damaged the slipway or the slipway equipment or has carried out any unapproved or unsafe activity. In this respect the Authority's decision will be informed by, but not limited to, the Authority's Bye Laws and Code of Safe Working Practice. The deposit may also be set off against any invoice outstanding to the Authority and any balance owing will be returned to the vessel owner. The vessel owner will be notified of any set-off in writing.

If an unapproved or unsafe activity is carried out on the slipway, then the person or persons who carried out this activity and the owner of the vessel involved will be notified in writing that they are banned from the slipway facility forthwith for a period of time determined by the Authority. Further, the vessel owner will be deemed liable for any actual or consequential damage or costs occasioned by their actions.

### 3.5 Kilkeel Slipway Cradle Extension

In Kilkeel the charge for extending a cradle to provide additional keel support will be as follows:-

One vessel - single use	£2,900 per vessel
Consecutive use by two vessels	£1,450 per vessel
Consecutive use by three or more vessels	£970 per vessel

For out of hours slipping/unslipping an additional charge will be applied. This will be at the rate of **£79.00** per hour with the minimum charge being one hour and thereafter charges will be for minimum half hour periods at the rate of **£39.50**.

Normal Working Hours are as follows:-	<b>From</b>	<b>To</b>
Monday – Friday	08.00	16.30

No overtime charge will be made for unslipping a vessel on a Saturday Morning (subject to agreement with Harbour Master).

### **3.6 Slipway Water Use**

Water usage at the slipway will be charged as per Section 7 below.

### **3.7 Damaged Keel Blocks**

Damaged keel blocks or new keel blocks will be charged at cost plus 10% (cost on application to Harbour Master)

### **3.8 Slipway Waste Charges**

Waste charges at the slipway will be charged as per Section 8 below.

### **3.9 Slipway Payment Terms**

Specific arrangements apply for the payment of slipway services. These arrangements require that payment is to be made before a vessel is released from the slipway. Full details are available on request from the Harbour Master's office.

### **3.10 Slipway Payments in Euros**

Any payment of Slipway Charges in Euros (€) may incur an additional charge of €30.00 to cover bank charges.

## **4. Ice Sales**

---

Cost per Tonne of Ice Supplied

**£66.00 + VAT**

## 5. Hire of Fork Lift Trucks (as available)

---

Charged at the rate of **£5.00** + VAT per 15 minutes or part thereof including certified Authority Driver.

## 6. Electricity Charges

---

Electricity meters card charges are as follows:-

5 Unit Card      **£1.76** + VAT

10 Unit Card     **£3.52** + VAT

Supplies of electricity on the slipway will be on the basis of units used at the rate of **25.00p** per unit + VAT.

## 7. Water Charges

---

### 7.1 Quayside Supplies of Water

All vessels using Kilkeel or Portavogie Harbour will be levied a fixed annual charge to cover the use of quayside supplies of water. Charges per year or part year are as follows:-

Vessel Length	Charge per Annum
0 - 6m	£36.00
over 6m - 12m	£62.00
over 12m - 18m	£95.00
over 18m	£125.00

Composition Rate vessels will be invoiced for water charges along with their Harbour Dues.

Water supplies to the Pontoon Berths in Kilkeel Harbour is on a usage basis only. Top-ups are available from the Harbour Office.

Supply of water in Ardglass Harbour is on a usage basis only and Top-ups are available from the Harbour Master.

Visitor vessels will pay a water charge of **£31.00** per week or part thereof while berthed in an Authority harbour.

## 7.2 Slipway Supplies of Water and Waste Water Removal

All vessels using an Authority slipway will be charged water at the following rates:-

'One Day' Slip            **£3.30** per m<sup>3</sup> or part thereof + VAT based on the volume of water used.

Over One Day Slip    **£1.65** per m<sup>3</sup> or part thereof + VAT based on the volume of water used.

## 7.3 Fishmarket Supply of Water

**£9.52** + VAT per hour or part thereof.

## 7.4 Miscellaneous Water Charges

Vessels which have on-board Ice Making Equipment will be charged an additional amount depending on usage to be determined by the Harbour Master.

Any sewerage charge levied by Water Service will be passed on if applicable.

All other supplies of water will be charged at the rate of **£1.65** per m<sup>3</sup> or part thereof + VAT.

# 8. Waste Removal and Disposal

---

## 8.1 Quayside Waste

Harbour staff will remove the following waste from the quayside provided it is properly packaged:-

- galley waste is in black plastic bags
- waste oil in sealed containers
- waste oil filters in sealed containers.

With the exception of the above wastes, and waste generated on the slipway where a specific waste charge applies, it is the responsibility of the vessel owner to dispose of all waste which arises from the use, maintenance or repair of his/her vessel or from any other activity for which he/she is responsible.

The charge for removing items of **non-hazardous waste** e.g.: fishing gear or scrap metal will be **£85.00** per fork lift truck bin load or part bin load or as charged by an external contractor.

It is the responsibility of the vessel owner to remove from the harbour any **hazardous waste** which arises from the use, maintenance or repair of his/her vessel or from any other activity. Any hazardous waste which is removed by the Authority will be charged at cost from a specialist waste contractor plus 10%.

Examples of **hazardous waste** are:- paint tins, tyres, oil drums (plastic and metal), solvents, aerosols, oil filters and oil rags.

## 8.2 Slipway Waste

The following waste charges apply to vessels using an Authority slipway.

Vessel length	Kilkeel	Portavogie
0 - 11.99m	£29.00	£24.00
12 - 17.99m	£57.00	£35.00
18 - 24.99m	£67.00	£45.00
25 - 29.99m	£90.00	£67.00
> 30m	£112.00	£90.00

**There will be no waste charge for 1 day inspection slips when no waste is produced.**

In accordance with the Bye-Laws vessel owners are responsible for cleaning up the slipway after their use and for ensuring that all their waste is segregated and deposited correctly in the Authority's waste reception and recycling facilities.

If a vessel owner fails to clean up a slipway after use to the satisfaction of the Harbour Master an additional charge of **£50.00** for labour will be levied.

The slipway should be kept reasonably clear of waste during works.

For slipway stays in excess of 2 weeks an additional charge of **£10.00** per week will be levied.

### 8.3 Fixed Waste Charges

All vessels will be levied a fixed annual charge to cover Waste Charges. Charges per year or part year are as follows:-

Vessel Length	Charge per Annum
0 - 6m	£24.00
over 6m - 12m	£24.00
over 12m - 18m	£35.00
over 18m	£47.00

## 9. Charges for the Removal of Equipment or Gear

---

Equipment or gear which is not stored in accordance with the Harbour Master's instructions will be removed to a compound and the charge for release of the equipment will be **£75.00** per item.

After 1 week in the compound, storage will be charged on the equipment at the rate of **£20.00** per item per week or part thereof up to a maximum of 2 months from the date of removal. If not claimed after 2 months the equipment will be considered abandoned and may be disposed of as the Harbour Master thinks fit (see Bye Law 8).

## 10. Use of Quayside Hardstanding for Vessel Repair (10m and under vessels only)

---

Areas of hardstanding for vessel repair are limited and are only available with prior permission of the Harbour Master.

The charge is **£5.00** per vessel per day for this first 21 days and thereafter **£10.00** per day. Specific terms and conditions apply, details of which are available from the Harbour Masters office.

## 11. Use of Lorry / Box Wash Facility

---

Charges for use of the Lorry or Box Wash facility in Kilkeel Harbour are as displayed in the Harbour Masters office.

## **12. Charges for the Issue of Breach of Bye-Law Notice**

---

Failure to comply with Authority Bye-Laws will result in the issue of a Breach of Bye-Laws Notice. The charge for issuing a Breach of Bye-Law Notice is **£85.00** payable by the vessel owner by the Friday of the week following the week in which the Breach of Bye-Law Notice was issued.

## **13. Charges for Oil Spill Materials and Labour**

---

Oil spill pollution control and clean-up materials will be charged at cost plus 10%. Harbour labour to contain or clean up an oil spill will be charged at **£10.00** per man per hour or part hour.

## **14. Payment Terms**

---

All charges as defined in the Harbours Act (Northern Ireland) 1970 are payable on demand which is defined as payment in full by the Friday of the week following the week in which the service was supplied.

Rents payable under a Lease Agreement or a Licence to Occupy Agreement are payable according to the terms of the relevant Agreement.

Late payments will be charged interest in accordance with the Late Payment of Commercial Debts (Interest) Act 1998.

## General Conditions applying to all Dues and Charges

1. All rates, dues and charges are payable on demand.
2. The term "Fish" shall include shellfish, crabs, lobsters, etc. Other terms e.g.: vehicles, Goods are as per the Authority Bye-Laws (see following section).
3. **Declarations**
  - 3.1 Skippers of vessels landing or loading cargo at any of the Authority's harbours must declare the value, and the weight or volume of the cargo to the Harbour Master directly or through the vessels agent.
  - 3.2 Skippers of Fishing Vessels paying Harbour Dues under any of the above rates must declare the value of the catch landed to the Harbour Master and pay the full Port Charge for Goods (as per Section 2.1) either directly to the Authority or through the fish salesman or purchaser.
  - 3.3 Owners of any vessels using an Authority Harbour must complete a Vessel and Owner Detail Sheet and Declaration Form each year. Failure to complete this form will be considered a Breach of Bye-Law and treated as such.
4. All charges will be valid for all harbours under the control of the Authority unless stated otherwise.
5. Fishing Vessels not paying the composition fee in advance will be charged as per section 1.1.5 until payment is made.
6. Annual charges relate to each calendar year and retrospective payments will be charged in January of the following year.
7. Composition Rate Dues are based on the calendar year (or part thereof) and are non-refundable.
8. Gross tonnage is defined as Gross Registered Tonnage as determined in accordance with the requirements of the International Convention on Tonnage Measurement of Ships 1969.
9. Length is Length Overall as detailed in the Certificate of Registry, an authoritative Industry Reference Book or as measured by the Harbour Master. The decision of the Authority is final.

## 10 **Insurance Cover**

It is a condition of berthing in an Authority harbour that a vessel has adequate insurance against liability, loss or damage. This includes cover for Hull and Machinery, Third Party/Public Liability and Employers/Crew Liability. Vessel owners will be required to sign a declaration to this effect. Vessel owners who wish to use an Authority slipway must also confirm that they have the above Insurance covers in place before using the slipway.

## 11 **Safety Risk Assessments**

Safety Risk Assessments should be prepared for all repair work carried out on Authority property and must be provided to the Harbour Master on request.

12. Fishing vessels of under 15 tonnes gross are subject to VAT at the appropriate rate. Where gross tonnage has not been ascertained under the Merchants Shipping Acts it will be calculated in accordance with the VAT regulations.
13. Dues and charges on yachts and pleasure craft will be charged VAT at the appropriate rate.

# Northern Ireland Fishery Harbour Authority

## Harbour Bye-Laws

The Northern Ireland Fishery Harbour Authority in exercise of the powers conferred upon it by Article 9(1) of the Northern Ireland Fishery Harbour Authority Order (Northern Ireland) 1973 hereby make the following Bye-Laws for the harbours of Ardglass, Kilkeel and Portavogie.

The Harbour Bye-Laws made under the Common Seal of the Northern Ireland Fishery Harbour Authority on 24th Day of December, 1974 and confirmed by the Department of Agriculture for Northern Ireland on the 2nd Day of January, 1975 are hereby revoked.

### 1. **Interpretation**

In these Bye-Laws the following words and expressions shall have the several meanings hereby assigned to them respectively, viz:-

“Harbour” means those areas at Ardglass, Kilkeel and Portavogie respectively within which the Harbour Authority has authority by virtue of Article 24 of the Northern Ireland Fishery Harbour Authority Order (Northern Ireland) 1973.

“Harbour Authority” means the Northern Ireland Fishery Harbour Authority.

“Harbour Master” means the person appointed by the Harbour Authority to perform the duties of Harbour Master and Collector of Rates and shall include any of his Assistants.

“Harbour Property” means the land, quays, wharfs, buildings, machinery, life-buoys, lamp posts, railings, lights, slipways and other property and structures at the harbour provided by and under the control of the Harbour Authority.

“Vehicle” includes Motor Car, Motor Lorry, Horse drawn Lorry, Car, Cart, Carriage, Caravan, Trailer and Motor Cycle.

“Master” when used in relation to any vessel, means the person having the command or charge of the vessel for the time being.

“Owner” when used in relation to Goods, includes Consignor, Consignee, Shipper or Agent for sale or custody of any goods or articles, and when used in regard to a vessel, includes the Owner, Agent, Master, Manager or other person in charge of such vessel.

“Goods” includes wares and merchandise of every description and fish, animals and livestock of all descriptions.

“Vessel” includes ship, boat, lighter and craft of every kind whether navigated by sail or steam or otherwise.

2. **Obstruction of Officers & Workmen**  
No person while in the Harbour shall obstruct, impede, molest, threaten or interrupt the Harbour Master or any other officer, workman, agent or person whosoever employed by the Harbour Authority in the pursuance of his duties or in the execution of any works or use offensive or obscene language to the annoyance of any person.
3. **Compliance with Orders and Directions**  
All persons in or at the Harbour shall obey the lawful orders and directions of the Harbour Master and every person having charge of any vehicle while on Harbour Property shall at all times comply with any directions of the Harbour Master with respect to the Loading, discharging, maneuvering and removal thereof and shall not, without the permission of the Harbour Master, leave the vehicle unattended anywhere within the Harbour.
4. **Speed of Vehicles**  
No person having charge of a vehicle shall allow that vehicle to proceed on Harbour Property at a speed greater than 20 miles per hour.
5. **Trading**  
Any person who shall purchase, sell, convey or deal in goods in, or across the Harbour, shall report the total gross value of such transaction to the Harbour Master when required for the purpose of calculation the amount of any such charges as may be due to the Harbour Authority.
6. **Payment of Harbour Dues, etc.**  
The rates, tolls, dues and charges payable to the Harbour Authority shall be paid on demand to the Collector of Rates and in such manner as the Harbour Authority may direct.
7. **Dumping Prohibited**  
No person shall deposit or discharge any oil, rubbish, garbage, offal or other waste material whatsoever or permit or allow such material to be deposited or thrown, dropped, pumped, discharged, shoveled, or to flow onto harbour property or into the waters of the harbour.
8. **Placing Gear on Harbour Property**  
No person shall place ropes, nets, trawls, machinery or any other type of vessel's equipment on Harbour Property or allow such gear to remain on Harbour Property without the prior consent of the Harbour Master. Any property so placed without permission may be removed by the Harbour Master at the cost of the owner and if not claimed within two months of such removal will be considered abandoned and may be disposed of as the Harbour Master thinks fit.

9. **Obstruction of Quays, Roads and Slips**  
The roads, quay, slipways and other approaches on Harbour Property shall at all times be kept entirely free from every obstruction that may in any way affect free passage thereon.
10. **Interfering with Harbour Property**  
No person shall misuse, interfere, deface, disfigure or tamper with any Harbour Property nor unless for a legitimate purpose remove from its place any life buoy, ladder, chain, lifeline, or apparatus for saving life.
11. **Access to Buildings**  
No person shall enter any building provided by the Harbour Authority unless he has lawful business therein.
12. **Accident to be reported**  
Any person involved in an accident whilst in the Harbour whereby injury is caused to any person or property shall immediately report the accident to the Harbour Master.
13. **Removal of material**  
No unauthorised person shall remove rocks, stones, sand, gravel or other material from the harbour.
14. **Laying moorings and other tackle**  
No person shall cast any net, line, creel, mooring buoy, stake or other tackle in the waters of the harbour without the prior consent of the Harbour Master.
15. **Bathing in Harbour**  
Bathing shall not take place in any part of the waters of the Harbour without the consent of the Harbour Master.
16. **Meetings**  
No part of the Harbour shall be used for the purpose of demonstrations or meeting for political or other purposes or amusement without the sanction in writing of the Harbour Authority.
17. **Launching Vessels**  
No ship builder or other person shall launch or allow to be launched any vessel into the Harbour without giving to the Harbour Master three days previous notice and obtaining his permission to launch such vessel at such time and place as the Harbour Master shall determine.

18. **Refuelling**  
When a vessel is taking on liquid fuel of any description, smoking or the use of naked flame either on board or in the immediate vicinity is strictly prohibited and the Master of such vessel shall provide suitable and efficient fire extinguishers on board and ready for immediate use.
19. **Fires and use of Naked Flame**  
Every person who shall have, or cause to be had, any Fire or Naked Flame of any description on Harbour Property or on board any vessel in the Harbour shall cause such fire or Naked Flame to be tended at all times by a responsible person who must have suitable and efficient fire extinguishing equipment readily available for immediate use.
20. **Storage**  
No person shall, except with the written licence or permission of the Harbour Authority, store or allow to be stored any Goods or other commodity or thing whatsoever on Harbour Property.
21. **Gutting, Curing and Packing of Fish**  
No person shall, except with written licence of the Harbour Authority gut, pack, or cure fish of any kind on Harbour Property, or allow to be placed thereon empty packages except for the purpose of being, and unless they shall be instantly, filled and taken away.
22. **Control of Animals**  
No person shall allow any animal belonging to him or under his control to cause a nuisance on Harbour Property.
23. **Discharge and Shipment of Goods**  
The Master of any vessel and the Consignees and Consignors of any cargo shall use proper and effective means for preventing any goods from falling into the waters of the Harbour and shall not allow goods for shipment or discharge to remain on the quays for a longer period than 24 hours unless permitted to do so by the Harbour Master.
24. **Depth of Water**  
No vessel shall attempt to enter or leave the Harbour or navigate within the Harbour unless there shall be sufficient depth of water for the draught of such vessel.

25. **Movement of Vessels**

A vessel shall not be propelled, towed or moved within the Harbour at a greater speed than three nautical miles per hour and such vessel shall regulate its propeller in such a manner as not to endanger any other vessel or displace the harbour bottom or quay foundations.

26. **Availability of Crew**

The Master of a seagoing vessel whilst in the Harbour shall cause a competent person to be readily available at all times to receive any order or direction from the Harbour Master and shall immediately on receiving such order or direction find sufficient men to carry it into effect.

27. **Sufficiency of Crew**

Except with the permission of the Harbour Master, the Master of a vessel shall at all times when his vessel is alongside the Fish Market in any Harbour have sufficient crew or other competent persons onboard to comply with any directions of the Harbour Master for unmooring, mooring or moving of the vessel.

28. **Harbour Master may remove Vessel**

Where the Master of any vessel shall, after being directed by the Harbour Master, refuse or delay to remove his vessel from the berth or lying place at which it may be for the time, to any other berth or lying place within the Harbour, the Harbour Master may remove such vessel, and the Master and Owners shall be liable in the expense of such removal, and that without prejudice to the liability of all concerned for the penalty for such refusal or delay.

29. **Willfully cutting Moorings**

Every person other than the Harbour Master, or other person authorised by him, who shall willfully cut, break, destroy, or cast off or loose the mooring or fastening of any vessel lying in the Harbour, shall forfeit and pay for the damage thereby occasioned, in addition to any fine on conviction.

30. **Access and Egress for Vessels**

The Master of every vessel shall allow free passage across or over the deck of such vessel for discharging or loading the cargo of any other vessel or vessels lying further off from the quay, and for conveying to and from such other vessel or vessels all articles or things for ballasting, refueling, storing or repairing the same; and shall, for any of the said purposes, give on such vessel of which he is the Master, every facility for the placing by the Master of such other vessel or vessels of gangways, planks, or ladders, and also, if required by the Harbour Master, for the rigging on any tackle.

31. **Vessels to be properly berthed**  
Every vessel shall be berthed and moored by the Master to the satisfaction of the Harbour Master and the Master shall ensure that the said vessel is securely moored and provided with proper fenders so as to prevent damage to Harbour Property and to persons, vessels or goods within the Harbour.
32. **Not to make fast to unauthorised objects**  
No vessel shall make fast any rope, chain, or tackle to any lamp-post, ladder or to anything on Harbour Property other than the bollards, mooring posts, or rings provided for the purpose.
33. **Repair of Vessels**  
A vessel shall not be repaired, dismantled or broken up in the Harbour except in such position as the Harbour Master may appoint for that purpose and subject to such terms and conditions as he shall impose.
34. **Abandonment of vessels prohibited**  
Any vessel which in the opinion of the Harbour Master is laid by, neglected or abandoned as unfit for sea service, in the Harbour, shall be removed or dealt with as directed by the Harbour Master and the expense of removal may be recovered from the Owner.
35. **Vessels to be kept in moveable condition**  
The Master of a vessel shall not, except where his vessel is lying aground, take any action to render his vessel incapable of movement without first notifying the Harbour Master and giving him any further information which the Harbour Master may reasonably require.
36. **Inspection Facilities**  
The Master of a vessel shall so far as may be required by the Harbour Master in the exercise of his duties, afford the Harbour Master access to any part of the vessel and provide all reasonable facilities for its inspection and examination.
37. **Reporting address etc.**  
The owner of any unmanned vessel in the Harbour will furnish the Harbour Master with the name, address and telephone number of a competent person readily available at all times to receive any order or direction from the Harbour Master.
38. **Vessels not to cause obstruction**  
No vessel shall lie or moor in the entrance to the harbour or in the entrance to any basin dock or slipway in such manner as to cause obstruction to any other vessel or impede the free passage of any lifeboat station in the Harbour.

39. **Placing of Posters, etc.**

No person shall fix, display, exhibit or paint any placard, poster, notice, banner, flag, decoration, emblem or sign whatsoever on or in Harbour Property without the previous consent in writing of the Harbour Authority.

**FOR REGULATING THE USE OF THE SLIPWAYS**

40. **Booking of Slipway by vessels regularly landing fish**

For all vessels for which the composition rate of Harbour Dues apply and has been paid a booking list of vessels wishing to make use of the slipway will be compiled by the Harbour Master. The Master of the vessel should inform the Harbour Master of the approximate date he wishes to make use of the slipway, the period he wishes to use thereof and the nature of work to be undertaken.

41. **Booking of Slipway by other vessels**

For all vessels for which the composition rate of Harbour Dues does not apply a separate booking list of vessels wishing to make use of the slipway will be compiled by the Harbour Master. Such vessels may be called for slipping only in the event of the slipway not being booked for use by vessels under Bye-Law 40.

42. **Change of booking list**

Masters of vessels may by mutual agreement exchange places on the booking list by informing the Harbour Master accordingly.

43. **Neglect to come forward when called**

Should a vessel neglect to come forward for slipping when called it will be at the discretion of the Harbour Master to rearrange its position on the booking list by taking into account all the relevant facts.

44. **Repairs to be expedited**

No vessel shall be slipped other than for the purpose of being examined, graved or repaired, and the work, whatever it may be, shall be commenced immediately after the vessel is placed in position on the slipway, and if it is not so, and another vessel is placed in position on the slipway, and if it is not so, and another vessel has been booked and is awaiting use of the slipway, the vessel that is on it shall not be allowed to remain, but shall be removed there from by the Owners, or by the Harbour Master at their expense, so as to allow the vessel next in turn to be taken on the Slipway; and in every case the work shall be done with proper dispatch.

45. **Delays in repairing vessel**  
If at any time it shall appear to the Harbour Master that graving or repairs shall take longer than was originally estimated for, the Harbour Master shall have the power to order the Owners or Master to effect such temporary repairs as shall make the vessel watertight and to remove the vessel from the Slipway within twenty-four hours of such order being given or such longer period as the Harbour Master may allow.
46. **Urgent and essential repairs**  
Where it can be demonstrated to the Harbour Master's satisfaction that a vessel requires to be slipped for urgent and essential repairs affecting its sea-going qualities such slipping will take priority over all bookings.
47. **Clearing rubbish**  
The Owners or Master of all vessels taken onto the Slipway shall be bound to remove from it the rubbish occasioned by the repairing of such vessel.
48. **Replacement of cut timber shores and blocks**  
If all or any timbers for supporting vessels on the Slipway, supplied by the Harbour Authority, are cut, lost or destroyed, the Owners of the vessel using the Slipway at the time shall be liable for such loss and shall be charged replacement costs of such timber.
49. **Ebbing-out and obstructing slipway**  
No vessel shall ebb-out on the slipway works or in any way obstruct the operations or use of the slipway.
50. **Fuelling**  
No vessel shall refuel whilst on the slipway works.

#### **FOR REGULATING THE USE OF THE FISHMARKET**

51. **Vessels to be ready to land**  
No fishing vessel shall, without the permission of the Harbour Master approach the Fish Market for the purpose of discharging its catch until the catch is in all respects ready for landing.

52. **Unloading**  
The Master of every fishing vessel, after his vessel is berthed at the Fish Market, shall cause the unloading of his vessel to commence immediately and be carried on continuously unless the Harbour Master may allow or permit the goods to be discharged otherwise. The Master of every such vessel shall also cause the vessel to be removed from the Fish Market immediately after discharge has ceased unless permitted by the Harbour Master to remain there.
53. **Articles not to be left in Fish Market**  
No person shall leave on any part of the Fish Market or quay, any fish or any box, barrel, tub or other article for a longer period than permitted by the Harbour Master.
54. **Animals not allowed in Fish Market**  
No person shall allow any dog or other animal belonging to him, or under his control to enter into or remain in the Fish Market.
55. **Conduct in the Fish Market**  
No person shall throw fish, ice or any other missiles, or hinder any officer of the Fish Market or employee of the Harbour Authority while in the execution of his duties or otherwise behave in a disorderly manner.
56. **Preserving Order**  
Every person using the Fish Market shall promptly obey the directions of the Harbour Master for the purpose of preserving order and regularity and facilitating the dispatch of business of the Fish Market.
57. **Not to interfere with lighting, doors, etc.**  
No person shall deface or disfigure any part of the Fish Market or interfere in any way with the lighting arrangements, doors, locks or other things provided at the Fish Market.
58. **Prevention of litter and contamination**  
Except with the permission of the Harbour Master no person shall bring into the Fish Market, nets, creels, oils or fuels of any description.

Given under the common seal of the Northern Ireland Fishery Harbour Authority on the fourteenth day of December 1988.

**F. LEDWIDGE**  
CHAIRMAN

**R. FITZSIMONS**  
CHIEF EXECUTIVE / SECRETARY

The Department of Agriculture hereby confirms the foregoing Bye-Laws. Sealed with the Official Seal of the Department of Agriculture for Northern Ireland this 31st day of January 1989.

L. SINCLAIR  
ASSISTANT SECRETARY

**NOTE: EVERY PERSON WHO OFFENDS AGAINST ANY OF THE FOREGOING BYE-LAWS IS LIABLE ON SUMMARY CONVICTION TO A FINE.**

# Contact Details

---

Head Office	3 St Patrick's Avenue Downpatrick Co. Down BT30 6DW	028 4461 3844 info@nifha.co.uk
Chief Executive	Kevin Quigley	kevin.quigley@nifha.co.uk

Ardglass	The Harbour Ardglass Co. Down BT30 7UB	028 4484 1291
Harbour Master	John Smyth	john.smyth@nifha.co.uk

Kilkeel	The Harbour Kilkeel Co. Down BT34 4AX	028 4176 2287
Harbour Master	Michael Young	michael.young@nifha.co.uk

Portavogie	The Harbour Portavogie Co. Down BT22 1EA	028 4277 1470
Harbour Master	Eddie Robinson	edward.robinson@nifha.co.uk

Up to date information may be found at our website – [www.nifha.co.uk](http://www.nifha.co.uk)