

VESSEL AND AGENT DETAILS

<i>Ship name</i>		<i>IMO Number</i>		<i>MMSI number</i>		<i>Callsign</i>	
Notification Type	New <input type="checkbox"/>	Amended <input type="checkbox"/>		Voyage Reference (If Any)			
Agent (Plymouth)			Sender's name			Date/Time	(dd/mm/yy hh:mm)

For updated notifications, unchanged data below may be omitted, or changed data should be indicated by encircling the data (manuscript) or boldening (electronic):

NOTIFICATION OF ARRIVAL, DEPARTURE or MOVEMENT

<i>Date & time of arrival at port limits</i>	(dd/mm/yy hh:mm)
Date/time departure from Plymouth	(dd/mm/yy hh:mm)
<i>Last port & ETD if known</i>	(Port & dd/mm/yy hh:mm)
Berth To/From (or UNKWN)	UNKWN
<i>Next port</i> (or UNKWN)	UNKWN
ETA next port (not if UNKWN)	UNKWN (dd/mm/yy hh:mm)
ISPS Level	Persons on board
Where applicable DANGEROUS or POLLUTING GOODS ¹	
DPG - Contact Name ¹	
DPG Manifest URL ¹	HTTPS:\\
Tel number ¹ (include country and regional code)	+ 00 44
Fax number ¹ (include country and regional code)	+ 00 44
Email	
DSHA Notification (if insufficient space, provide aggregated details as an addendum)	
Product	IMO
	UN No's
	Tonnage
(✓) It is confirmed that a dangerous or polluting goods manifest is held onboard <input type="checkbox"/>	
<i>For tankers only</i>	
Hull Configuration	Single Hull <input type="checkbox"/>
	Segregated ballast Tanks <input type="checkbox"/>
	Double Hull <input type="checkbox"/>
Condition of Cargo & Ballast Tanks	Empty <input type="checkbox"/>
	Full <input type="checkbox"/>
	Inerted <input type="checkbox"/>

NOTIFICATION OF PILOT REQUIREMENTS AND/OR PEC

Type of Notification	Pilot Request <input type="checkbox"/>	PEC <input type="checkbox"/>	Not subject to Pilotage <input type="checkbox"/>	
Pilot Required Y <input type="checkbox"/> N <input type="checkbox"/>	PEC No.	Tripping No.		
ETA/D @ Berth or Anchorage	(dd/mm/yy hh:mm)			
GT Tonnes	NT Tonnes	DWT Tonnes		
LOA m	Beam m	Arr Draught m	Sailing Draft Est m	
Cargo status	<input type="checkbox"/> Discharge	<input type="checkbox"/> To load	<input type="checkbox"/> R.O.B	<input type="checkbox"/> Ballast
Vessel Speed	Passage	kts	Manoeuvring	kts
No of Tugs Required	0	Any Vessel Defects	Nil	
If not DPG – Type & Quantity of cargo				
Berthing Prospects / Instructions				
Additional information				
Bunkers on Arrival / Departure	Fuel Oil	Diesel	Lube Oil	Dirty Ballast
<i>Delete applicable</i>	mt	mt	mt	mt
Planned Statutory Survey Inspections & Substantial Maintenance / Repair work to be carried out in port				
Date of last expanded inspection in the Paris MoU region			(dd/mm/yy)	

All fields in bold are mandatory for initial notifications.
Fields in italics are mandatory by CERS:

1 Required for DPG loaded at Plymouth or imported from outside E.E.A

Notes to accompany the QHM Plymouth Notification Form

Notification – piloted and non-piloted voyages.

Please use a separate form for each arrival, departure or movement voyage.

For general arrival notifications, the Estimated Time of Departure (ETD) must always be passed as part of the arrival notification recognising that this may, in some instances, be only a rough estimate. The best estimate of time must always be given and 'AM' or 'PM' is not acceptable. The reported times may be refined the closer they are to departure or arrival.

The time must be updated if the original ETA or ETD changes by more than 6 hours.

The departure notification must include the next port of call and the ETA at the next port (except when no orders have been received where the next port should be indicated as "UNKWN" and no time reported). In addition, vessels arriving from outside the European Economic Area (EEA) with Plymouth as the first port of call are required to make an arrival notification to Plymouth **on leaving the loading port** or, for ships without orders, as soon as Plymouth is identified as the first port of destination within the EEA.

Ships carrying dangerous or polluting goods must notify QHM Plymouth of cargo information. The minimum notification requirements for dangerous or polluting goods are for the contact details. For vessels loading DPG in Plymouth or bringing DPG in from outside EEA the DPG Manifest URL will be required to be passed to CERS by the port authority. It is important to note that the contact details provided must link through to a person who is contactable at any time, day or night, and able to transmit the appropriate dangerous or polluting manifest details to the MCA electronically on request in the event of an incident or accident. Care should be taken, therefore, in providing contact details that they link through to a person capable of fulfilling this role. The nominated contact will be required to hold the dangerous or polluting manifest details at least until the ETA at next port plus 7 days.

There is a requirement for the owner, operator, agent or master to confirm that a dangerous or polluting goods manifest is held onboard and this must be confirmed to QHM Plymouth as part of the notification process.

Voyages requiring a pilot

Provisional notice must be given in accordance with Pilotage Directions at least 24 hours before the anticipated ETA or on departure from previous port if later.

Vessels carrying dangerous goods are to give 48Hrs notice including description of cargo, substance id number, quantity/weight and appropriate classification in accordance with the Dangerous Substances in Harbour (DSHA) Regulations 1987

Confirmed notice is required 1 hour and again 10 mins before ETA/ETD – please refer to ALRS Vol 6(1) for full details.

Important – An accurate draught is essential to enable passage planning and/or anchorage allocation and must be supplied with confirmed notice. Any subsequent changes must be communicated to QHM Plymouth as soon as known.

Failure to provide this may affect the provision of a pilot as requested.

**This form may be faxed to QHM Plymouth,
Longroom Port Control Station
+44 (0)1752 836401
or emailed to**

NAVYNBCD-QHMLONGROOM@MOD.UK

(You are reminded that email is not always instantaneous).

This Form should also be copied to Cattewater Harbour Commissioners and the Plymouth Pilots when Pilotage service is required