

NOTICE TO AGENTS, BERTH AND SHIP OPERATORS

NASBO No: 6 of 2024 - Date of issue: 17th September 2024

Port of Sheerness Ltd Vessel Booking Arrangements for Sheerness Berths

NOTICE IS HEREBY GIVEN that the vessel operations team at Sheerness have reviewed arrangements for the booking and confirmation of berth slots at Sheerness docks, please see the following release:

Dear Agents,

Following a thorough review of our vessel booking process, we would like to re-emphasise the revised procedures to enhance clarity and efficiency. Please see the updated outline below:

1. *ETA Received by Terminal*

Upon receiving the vessel's ETA, the terminal will assess the availability of berth and labour for discharge and advise accordingly.

2. *Berth Provisionally Booked*

A provisional booking will be indicated in our berth planning software, however, please note that the berth will not be held if a confirmed booking is not received via OBP (Online Booking Portal).

3. *Agent/Other to Book Vessel into OBP*

The agent or other relevant parties must ensure the vessel is booked into OBP. This process is managed by Medway VTS and Group Marine Planners at The Group Port Control Centre in Liverpool, who will then communicate with the terminal to confirm or decline the booking.

4. *Booking Confirmed on OBP*

Once confirmed in OBP, the booking will automatically secure the berth in our planning software.

PEEL PORTS LONDON MEDWAY

Sheerness Docks, Sheerness, Kent ME12 1RS
Main Telephone: +44 (0)1795 596596



Please continue to keep us informed of any changes to the ETA. however, kindly note that a confirmed OBP booking does not guarantee berthing or operations upon arrival if there are subsequent changes to the ETA if the change puts it into conflict with another secured/confirmed booking.

We appreciate your cooperation with this process, and we remain committed to ensuring smooth operations and clear communication. Should you have any questions or require clarification, please do not hesitate to contact us.

*Nick Gerrard
Business Unit Manager*

**Marine Operations Department
Peel Ports London Medway**

17th September 2024