

# PORT OF LIVERPOOL MARINE EVENT APPLICATION



<b>Application for the approval of a marine event within the Port of Liverpool</b>		<b>Date of Application:</b>	
<b>INSTRUCTIONS:</b>	Please refer to "Instructions, Terms and Conditions for Marine Events within the Port of Liverpool" at the end of this form.		
<b>1. Name of event</b>			
<b>2. Date of event</b>			
<b>3. Time</b>	From:	To:	
<b>4. Location</b>			
<b>5. Name and address of the Event Sponsor</b>			
<b>6. Event Sponsor's contact details</b>	Tel.:	Email:	
<b>7. Estimated number of participating vessels and people</b>			
<b>8. Types of participating vessels</b>			
<b>9. Range of sizes of participating vessels</b>			
<b>10. Description of the event</b>			
<b>11. Estimated number of spectator craft:</b>			
<b>12. Will this event interfere with or impede the natural flow of traffic?</b> If Yes, explain			
<b>13. What extra or unusual hazards (to participants and non-participants) will be introduced into the event area?</b>			

**The Mersey Docks and Harbour Company Limited**  
 Maritime Centre  
 Port of Liverpool  
 L21 1LA  
 T : +44 (0)151 949 6000

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## Application for the approval of a marine event in the Port of Liverpool (cont.)

<b>13. Have any objections been received from other interested parties?</b> If YES, please explain		
<b>14. Number and description of dedicated event safety boats</b>		
<b>15. Does the Event Sponsor deem their patrol adequate for safety purposes?</b> If NO, explain		
<b>16. Name of person(s) in charge of the event</b>		
<b>17. Where will person(s) in charge be during the event?</b>		
<b>18. How can the person(s) in charge be contacted during the event?</b> Dedicated mobile telephone number and VHF channel (if applicable)		
<b>The person named below has the authority to represent the Event Sponsor and make this application</b>		
<b>19. Name</b>		
<b>20. Title</b>		
<b>21. Address</b>		
<b>22. Phone number and e-mail address</b>	Tel.:	Email:
<b>23. Return the completed application (including any supporting documentation by e-mail to:</b> <a href="mailto:Kiran.Nair@peelports.com">Kiran.Nair@peelports.com</a> and c.c. <a href="mailto:MerseyMarineManagers@peelports.com">MerseyMarineManagers@peelports.com</a>		

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## Instructions, Terms and Conditions for Marine Events within the Port of Liverpool

The following instructions, terms and conditions apply to marine events taking place in the Port of Liverpool.

1. The Event Sponsor must supply to The Mersey Docks and Harbour Company Limited ("MDHC") the following information at least 60 days before the planned date of a recurring event (i.e. an event previously approved by MDHC) or at least 135 days before the scheduled date of a new event:
  - Completed Port of Liverpool Marine Event Application
  - Risk assessments and method statements for the event
  - Public liability insurance certificate, confirming cover for at least £5 million
  - Event safety plans
  - Emergency plans
  - Chart or scale diagram of the event area showing, as appropriate, boundaries, courses and any temporary markers
2. The Event Sponsor is responsible for the proper organization, supervision, conduct, and safety of the event, including the control of participants and spectator vessels.
3. The Event Sponsor must ensure that:
  - training relevant to the event (to an acceptable standard as required by law or applicable codes of practice) is available for all participants;
  - safety equipment inspections have been carried out;
  - rescue and first aid facilities are available during the event;
  - activities are controlled by safety boats;
  - unless approved by MDHC, course markers or buoys will not be deployed;
  - any course markers that are approved by MDHC and deployed do not hinder other vessels and are removed upon completion of the event;

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- any obstructions to navigation are reported to the Harbour Master (via Mersey VTS or the relevant Dockmaster) and removed; and
  - any litter produced during the event (by participants or spectators) is cleared and disposed of correctly upon completion of the event.
4. The Event Sponsor must ensure that all participants are briefed regarding the event and that participants' vessels are equipped as required by law or the relevant codes of practice.
  5. The Event Sponsor must ensure that all participants are aware of and comply with MDHC's Byelaws, Directions and Guidelines applicable to the event (the latest versions of which can be found on the Peel Ports Group website: [Marine information for the Port of Liverpool](#)).
  6. During the event, regular communication with Mersey VTS or the relevant Dockmaster, as appropriate, must be maintained. Communications should be made via telephone or VHF radio.
  7. Any accident involving personal injury or death, property damage or environmental spillage must be reported to the Harbour Master (via Mersey VTS or the relevant Dockmaster) and the appropriate authorities.
  8. The Event Sponsor is responsible for taking appropriate steps for the prevention, containment and clean-up of any spills. Fuel, oil, solid, human waste, or other polluting substances must be handled away from the water whenever possible, and any spilt substance or residue must be removed completely.
  9. The Event Sponsor must consider the forecasted and prevailing weather and water conditions during the event. If any adverse conditions arise that could jeopardise participants' safety, the Event Sponsor must take the necessary steps to cancel or postpone the event. Any cancellation or postponement of an event must be notified without delay to the Harbour Master and the relevant Dockmaster or Mersey VTS, as appropriate.

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10. The Harbour Master (including their deputies and assistants) or a Dockmaster may direct a delay to or cancellation of the event if, for example, vessel traffic conditions at the time of the event would render it unsafe to proceed.
11. MDHC reserves the right to send a representative to view the event (including any pre- or post-event activities). Furthermore, if the event is not in compliance with these instructions, terms and conditions, any additional condition specified from time to time by MDHC, or any environmental standards and stipulations, MDHC may direct that the event be cancelled or the starting time be delayed.

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