



Lay-Up Concession Application / Approval Form

Vessel **IMO**

Berth **Agency**

AGENT - PART ONE *Send to Duty Officer 24 hrs prior to actual first line or once delay known*

Estimated First Line Date: Time:

Estimated Cargo Start Date: Time:

Estimated Last Line Date: Time:

Signed: Date:

FAILURE TO PROVIDE INFORMATION WITHIN THE SPECIFIED TIME LINES MAY RESULT IN REJECTION OF THE APPLICATION

Reason for lay-up	Please tick	Please provide specific details:
Internal Movement (50%)	<input type="checkbox"/>	
Pilotage Availability/Efficiency	<input type="checkbox"/>	
Tidal Constraints	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

DUTY OFFICER MARINE SERVICES

Received at least 24 hours before first line: YES / NO

Received and no other vessel is waiting to berth: YES / NO

Lay-up Concession Approval: **Approved** / **Not Approved**

Operations & Logistics Manager: Signed: Date:

After signing, send back to agent to complete Part 2 and attach to berth application.

AGENT - PART TWO *Send to Duty Officer within 24 hours of last line*

Actual First Line Date: Time:

Actual Cargo Start Date: Time:

Actual Cargo Finish Date: Time:

Actual Last Line Date: Time:

Signed: Date:

Duty Officer Times Confirmed: YES / NO Signed: Date:

Revenue Officer Concession Processed: YES / NO Signed: Date:

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Berthage Discount	Layup Concession reason
No Concession	<ul style="list-style-type: none"> ◆ Vessel is able to exchange cargo as normal ◆ Vessel is delayed due to weather conditions ◆ Vessel is delayed due to issues with loading/unloading operations ◆ Vessel waiting for additional cargo ◆ Vessels detained by AMSA ◆ Vessels conducting repairs / awaiting crew / stores or bunkering
50%	<ul style="list-style-type: none"> ◆ Vessel is not exchanging cargo (laid-up) and waiting for another berth to become available (internal movement) for cargo work. <p>Note: lay-up period must be a minimum of six (6) hours & conditional to not impacting other shipping (unless agreed by parties).</p>
100%	<p>Vessel has not commenced cargo or has completed cargo operations, and arrival or departure is delayed for port operational reasons including:</p> <ul style="list-style-type: none"> ◆ Pilotage availability/efficiency, including vessel movement time changes overnight. <p>Note: where vessel movement times are changed overnight with limited notice (i.e. <6 hours), a case by case consideration will occur depending on reasons for the vessel time change.</p> <ul style="list-style-type: none"> ◆ Tidal constraints where departure is delayed for less than 24 hrs.
<p>Conditions</p> <ol style="list-style-type: none"> 1. Approval of lay-up concessions does not provide a guarantee of, or priority use of; a berth, mooring or wharf except to the extent granted by Port of Townsville Ltd. 2. Lay-up concessions will only be considered where they do not have a detrimental impact on other port users or use of the relevant berth (unless agreement with other parties impacted). 3. Written submissions (via approved form) for lay-up concession needs to be submitted to the Duty Officer at least 24 hours prior to the vessel first line, or as soon as it is known that a lay-up concession may be applicable. 4. POTL will respond and confirm the decision on lay-up concession approval ASAP, noting that if for reasons outside of these guidelines this may not be within 24 business hours. 5. No lay-up concessions will be granted if the application form (Part 1) is submitted after vessel departure (unless extraordinary circumstances exist). All information on the layup concession application form (Part 1 and 2) must be submitted within the required timeframe (as stated on the form) for a concession to be granted. 6. Lay-up Concessions apply to time at berth charges only for the period of delay/disruption. In some limited circumstances, other POTL charges may be considered (i.e. security) on a case by case without precedence basis. 7. Applications for lay-up concessions for limited extraordinary circumstances outside of these guidelines may be granted and will be adjudicated on a case by case basis at the discretion of Port of Townsville Ltd. 8. Berth allocation for lay-up is at the discretion of Port of Townsville Ltd. 	

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