

# FORTH PORTS LIMITED

NtM No 08 of 2018

24<sup>th</sup> January 2018

## NOTICE TO MARINERS FIRTH OF FORTH

### New Cruise Booking Process

With the continued growth of the cruise business within the Forth Ports Group, please note that changes will be made to the enquiry and booking structure to assist in making this process as smooth and efficient as possible.

The changes will take effect from **Monday 29<sup>th</sup> January 2018**.

All cruise booking and amendment emails should now be sent to [bookings.scotland@capitalcruising.co.uk](mailto:bookings.scotland@capitalcruising.co.uk) ONLY. Please do not copy in other parties within the Forth Ports Group – this email address will direct your query to the appropriate people.

The process can be broken down into 3 main areas, as follows: -

#### **Enquiry**

Going forward, any booking enquiries must be sent to the generic email above and to ensure clarity, the subject of the email must contain the Port, vessel name and month/year of enquiry. Each enquiry must be for one port only and one ship only but may be for multiple dates. Enquiries for multiple ports and dates in one email will not be processed.

You will now receive a standard reply for each date and enquiry in word format, an example of which is attached.

#### **Booking**

Should you wish to proceed with the booking of an enquiry, then a further email should be sent to the same generic email address attaching a PVM with the completed details. Note: the email must also have the appropriate subject header and again must be for one port only and one ship only, but may be for multiple dates. PVM's for multiple ports and dates in one email will not be processed.

#### **Amendments**

Once a booking has been placed, should any amendments be required, then an email should be sent to the generic email address above, with the subject of the email being "Amendment –

Vessel – Port – Date” On this occasion you should cc. this email to [FTNS@forthports.co.uk](mailto:FTNS@forthports.co.uk) as well.

**Note: – amendments to bookings of vessels within 48 hours of the call should also be copied to the specific generic Port email address (detailed below).**

All other communications in relation to cruise vessel services such as Scope of Works should continue to be sent to one of the following, as applicable: -

[LeithCruiseOperations@forthports.co.uk](mailto:LeithCruiseOperations@forthports.co.uk)

[RosythCruiseOperations@forthports.co.uk](mailto:RosythCruiseOperations@forthports.co.uk)

[DundeeCruiseOperations@forthports.co.uk](mailto:DundeeCruiseOperations@forthports.co.uk)

[NewhavenCruiseOperations@forthports.co.uk](mailto:NewhavenCruiseOperations@forthports.co.uk)

**Status of previously published notices:**

No 26 of 2009

No 47 of 2015

No 12 of 2016

Nos 01, 24 and 25 of 2017

Nos 01, 03, 06 and 07 of 2018

**Ashley Nicholson**  
**Senior Harbour Master**

## Cruise Return Form – Rosyth



Vessel	Click here to enter text.		
IMO Number	Click here to enter text.		
Requested Arrival (Date/Time)	Click here to enter text.		
Requested Sailing (Date/Time)	Click here to enter text.		
Transit/Turnaround	Click here to enter text.		
Length	Click here to enter text.	Beam	Click here to enter text.
Draft	Click here to enter text.	Air Draft	Click here to enter text.

### Notes:

Restricted by Bridges or Berth Share etc.

### Tidal Windows:

Rosyth – DD MM YYYY

### Tides:

High/Low Water (Delete as appropriate)	Click here to enter text.	High/Low Water (Delete as appropriate)	Click here to enter text.
High/Low Water (Delete as appropriate)	Click here to enter text.	High/Low Water (Delete as appropriate)	Click here to enter text.
High/Low Water (Delete as appropriate)	Click here to enter text.	High/Low Water (Delete as appropriate)	Click here to enter text.

	Earliest		Latest		Earliest		Latest	
Pilot	Click here to enter text.	Until	Click here to enter text.		Pilot	Click here to enter text.	Until	Click here to enter text.
Bridges	Click here to enter text.	Until	Click here to enter text.		Bridges	Click here to enter text.	Until	Click here to enter text.
Berth	Click here to enter text.	Until	Click here to enter text.		Berth	Click here to enter text.	Until	Click here to enter text.
	Earliest		Latest		Earliest		Latest	
Sail	Click here to enter text.	Until	Click here to enter text.		Sail	Click here to enter text.	Until	Click here to enter text.
Bridges	Click here to enter text.	Until	Click here to enter text.		Bridges	Click here to enter text.	Until	Click here to enter text.