Where possible, this form should be completed and submitted **two** working days prior to the vessel’s arrival, or at least one full working day where this is not possible. If the arrival falls on a Weekend or Monday, please aim to submit the form by COP on Thursday evening where possible, or by 10am at the latest on Friday.

Forms must be submitted to the corresponding Port email address below:

|  |  |
| --- | --- |
| Rosyth | [rosythcruiseoperations@forthports.co.uk](mailto:rosythcruiseoperations@forthports.co.uk) |
| Leith | [leithcruiseoperations@forthports.co.uk](mailto:leithcruiseoperations@forthports.co.uk) |
| Newhaven | [newhavencruiseoperations@forthports.co.uk](mailto:newhavencruiseoperations@forthports.co.uk) |
| Dundee | [dundeecruiseoperations@forthports.co.uk](mailto:dundeecruiseoperations@forthports.co.uk) |
| South Queensferry (Hound Point) | [ftns@forthports.co.uk](mailto:ftns@forthports.co.uk) |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Vessel |  | | |
| Ship’s Agent |  | | |
| Port/Anchorage and Berth | Choose Port/Anchorage | Choose Berth | |
| Pilot on Board - date and time | Click here to enter a date. | | Time: |
| Arrive Berth / Anchorage – date and time | Click here to enter a date. | | Time: |
| Depart Berth / Anchorage – date and time | Click here to enter a date. | | Time: |
| Towage Requirement (No. in and out)  NOTE: This is not a booking. Tugs must be booked as per instructions in the Targe Towing Tariff | In: | | Out: |
| Total number of PAX on board for transit |  | | |
| Breakdown of PAX nationality attached | Yes  No  *Please provide where possible* | | |
| Total number of PAX disembarking / embarking for turnaround | Disembarking:  Embarking: | | |
| Turnaround calls only- Baggage Handling | Yes  No | | |
| Disembarking | Embarking | |
| From to Until | From to Until | |
| Shore Gangway required | Yes  No  Shell door: | | |
| Forklift required and time *(exc. Skip positioning)* | From to Until | From to Until | |
| Fresh Water required and quantity |  | | |
| Bunkering | Yes  No  *Please specify full details in below section (additional services)* | | |
| Yokohama Fenders required | Yes  No  *Additional costs will apply.*  How many: Positioning: | | |
| Has Vessel booked Shore Tender?  *Anchorages Only* | Yes  No  Details: | | |
| Any additional skips required?  *Two general waste skips provided in tariff, alongside only* | Yes  No  *Please specify details in the below section (additional waste requirement)* | | |
| Stores Delivery | Yes  No  *Please specify number of expected deliveries, driver details and stevedore requirements in the below section (additional stores delivery information)*  Note: Stevedoring services may not be guaranteed if less than 48hrs notice is provided | | |
| Check-in process | Shoreside  Onboard  *Please be aware ID checks must be carried out by ship personnel in the terminal prior to security screening* | | |
| Any Visitors expected? | **Yes  No**  ***Please attach visitors list*** | | |
| **Additional information from Forth Ports:**   * Skips will be provided as per tariff. Any additional skips or specialised waste uplift should be organised directly through the Ship’s Agent. A forklift will be provided for moving skips only in normal hours (n/a at anchorages) * No pallets or other material to be left on quayside or at anchorages. | | | |
| **Crew change information;**   |  | | --- | | Click here to enter text. | | | | |
| **Additional stores delivery information;**  Fresh food  Frozen Food  Mechanical  Hazardous  Other   |  |  |  |  | | --- | --- | --- | --- | | Driver / Vehicle details | Type of delivery | No of stores / pallets expected | Stevedores required/ Time | | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | | | |
| **Additional Check-in Information:**  Please provide embark/debark schedule with timings;  Colours/ Deck No. for baggage offload;  Setup requirements for shoreside check-in;  How passengers are arriving– coaches or independently;   |  | | --- | | Click here to enter text. | | | | |
| **Additional waste requirement:**   |  | | --- | | Click here to enter text. | | | | |
| **Additional services information:**   |  | | --- | | Click here to enter text. | | | | |