**ALL TOWAGE OPERATIONS IN GREAT YARMOUTH PORT REQUIRE APPROVAL OF THE HARBOUR OFFICE PRIOR TO THE TOW COMMENCING WITHIN OR BEFORE ENTERING THE PORT**

**INSTRUCTIONS**

1. Applicant(s) require to ensure Towage Notification (TN) form is FULLY completed. The form requires documented support is provided including a calculation of the minimum bollard pull for the proposed Towage Operation plus Method Statement and Risk Assessment.
2. The TN form must be signed by the Responsible Person (or representative/agent) and submitted to [GYMarineManagers@peelports.com](mailto:GYMarineManagers@peelports.com) for approval
3. Deadline for receipt of TN form:
   1. For non-Pilot barge/dead ship moves: the form must be submitted by 12:00 on the preceding working day, Monday to Friday, and by 12:00 on Fridays for weekend moves up to 12:00 on the Monday, or Tuesday if there is a Bank Holiday Monday.
   2. For moves requiring Pilot support: the form must be submitted 48 hours in advance of the move Monday to Friday, and by 16:00 on Thursdays for weekend moves up to 12:00 on the Monday, or Tuesday if there is a Bank Holiday Monday.
4. Port Authority will review the proposed towage and revert to the Applicant advising decision
5. The Tow is NOT approved until the TN form has been signed by all parties.
6. Pilotage requirements are detailed in General Port and Pilotage Information, Towage Guidelines and Pilotage Directions

NOTE:

THIS NOTIFICATION MUST BE COMPLETED IN FULL BEFORE SUBMISSION.

THE TOW WILL NOT BE APPROVED UNTIL THIS FORM HAS BEEN COMPLETED IN FULL AND HAS BEEN SUBMITTED FOR CONSIDERATION.

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| **VOYAGE** | | | | | | | | | |
| **From:** |  | | | | **To:** | |  | | |
| **ETD:** |  | | | | **ETA:** | |  | | |
| **Request Pilot ?** | | | | | Yes \* | | No \* | | |
| **Pilot Boarding / Disembarking Pt:** | | Great Yarmouth Inner / Great Yarmouth River\* @ | | Great Yarmouth and Lowestoft Outer\*  @ | | | Berth\*  @ | | |
| \* *Delete as required. Note: DTG is Date, Time, Group: ddhhmm MMM YY (All times local)* | | | | | | | | | |
|  | | | | | | | | | |
| **TOWAGE METHOD & DETAILS** | | | | | | | | | |
| Provide full details of each element of the voyage, Berth to Berth including Towing options as per the Guidance for Towage Operations in GYPC | | | | | | | | | |  |
|  | | | | | | | | | |
| **Towage Calculations**  (See Calculations Sheet page 3) | | | Bollard Pull Required of Towing Vessel | | | Calculated minimum bollard pull, as per calculation from calculation sheet page 3 | | | tonnes |
| As a minimum standard or another Industry accepted standard, Towing BP calculations are based on the formula described in Transport Canada TP11960E, Appendix A; Guidance for Tug and Barge Towing Systems. | | | |
| Full displacement of towed vessel / barge (**∆)** | | | | | | tonnes | | | |
| Depth of the exposed transverse section of the towed vessel / barge, including deck cargo measure above the waterline (metres) (**D1)** | | | | | | metres | | | |
| **Total LOA** (Tug(s) + Barge/vessel and including Tow line) | | | | | | | | metres | |

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| **BOLLARD PULL TOWAGE CALCULATION SHEET** | | | | | | | | | |
|  | | | | | | | | | |
|  | { | ∆⅔ | | **V**³ |  |  | } |  |  |
| **BP** = |  | | | + | (0.06 **B** x **D1**) | x **K** |  |
|  | 120 | x | 60 |  |  |  |  |
|  | | | | | | | | | |
| **BP** | = | Required bollard Pull (tons) | | | | | | | |
| **∆** | = | Full displacement of towed vessel / barge (tons) | | | | | | | |
| **V** | = | Tow Speed (knots) | | | | | | | |
| **B** | = | Breadth of Tow vessel / barge (metres) | | | | | | | |
| **D1** | = | Depth of the exposed transverse section of the towed vessel / barge, including deck cargo measure above the waterline (metres) | | | | | | | |
| **K** | = | A factor that reflects potential weather and sea conditions – The value should ordinarily be 0.5 | | | | | | | |
|  | | (K values at a towing speed of 6 knots maximum.) | | | | | | | |
| **CALCULATION** | | | | | | | | | |
| Calculation to be shown, as per formula above. | | | | | | | | | |

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| **Shoreside Mooring Arrangements** | | |
| **Mooring Configuration** | **Rope Material** | **Rope Diameter** |
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| **BARGE / VESSEL DETAILS** | | | | | | | | | | | |
| **Name / IMO Number** | |  | | | | | | | | | |
| **LOA** | **Beam** | | | | **Draught** | | **DWT** | | **Air Draught** | | |
| m | m | | | | m | | Tonnes | | m | | |
| **Barge / Vessel Bollard certificated SWL** | | | | | | | tonnes | | | | |
| **Description of General Arrangements** (Attach Spec Sheet if available) | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Barge Obstructions** (Obscuring visibility) (Attach Photograph if available) | | |  | | | | | | | | |
| **Who will be the Barge Master / Master on the Barge / Vessel for the movement?** | | | | Name: | |  | | Mobile Number: | |  | |
| Email: | |  | | | | | |
| **Number of Barge / Vessel Crew** (Required for mooring / unmooring operations) | | | | | | | | | | |  |
| **Confirm Crew are equipped for VHF communications** | | | | | | | | | | |  |

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| **CARGO and/or DECK EQUIPMENT (Cranes)** | |
| **Description** (Inc HAZMAT)  (Description or Nil) |  |
| **Cargo Obstructions \*\***  Obscuring visibility) (Attach Photograph if available) |  |
| **Cargo Overhangs \*\*** |  |
| \*\* (Description including dimensions or Nil) | |

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| **TUG / WORKBOAT DETAILS** | | | | | |
| **Name:** |  | | | | |
| **IMO Number:** |  | | | | |
| **Number of Crew:** |  | | | | |  |
| **LOA** | **Beam** | | **Draught** | **Bollard Pull** | |
| m | m | | m | Tonnes | |
| **Description of General Arrangements** (Attach Spec Sheet if available) | | | | | |
|  | | | | | |
| **Tug/Workboat Master/Skipper:** | Name: |  | | Mobile Number: |  |
| Email: |  | | | |

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| **2nd TUG / WORKBOAT DETAILS (if applicable)** | | | | | |
| **Name:** |  | | | | |
| **IMO Number:** |  | | | | |
| **Number of Crew:** |  | | | | |  |
| **LOA** | **Beam** | | **Draught** | **Bollard Pull** | |
| m | m | | m | Tonnes | |
| **Description of General Arrangements** (Attach Spec Sheet if available) | | | | | |
|  | | | | | |
| **Tug/Workboat Master/Skipper:** | Name: |  | | Mobile Number: |  |
| Email: |  | | | |

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| **WEATHER AND TIDAL LIMITS** | | | | | | | | | | | | | | | | | | |
| **Visibility** | ≥ 1.0nm Minimum permissible visibility forecast for tow period in GYPC’s jurisdiction | | | | | | Forecast | | | In the event of being caught in visibility of < 1.0nm, a dynamic risk assessment should be made to find a safe haven / location outside the main channels to halt towing operations, if safe to do so, until visibility improves. | | | | | | | | |
|  | | |
| **Wind** | Ϯ Maximum permissible mean wind speed (knots) | | | | | | Max Ϯ | | | F’cast Ϯ | | | Direction Ϯ | | | | | |
|  | | |  | | |  | | | | | |
| **Sea State** | Ϯ Maximum permissible sea state | | | | | | Max Ϯ | | | F’cast Ϯ | | | Wave Height in metres Ϯ | | | | | |
|  | | |  | | | m | | | | | |
| **Tidal Stream Flow** | Ϯ Maximum permissible tidal stream predicted (knots) | | | | | | Max Ϯ | | | Predicted Ϯ | | | Flood \* Ϯ | | | | | Ebb \* Ϯ |
|  | | |  | | | Springs \* Ϯ | | | | | Neaps \* Ϯ |
| **Day / Night Operations** | Day \* | | | | | | Night \* | | | | | | | | Both \* | | | |
| \* *Delete as required*  Ϯ *As determined by the Person Responsible for the Movement*  Ϯ *To be completed by GYPC Marine Managers* | | | | | | | | | | | | | | | | | | |
| **PILOT ACCESS EGRESS** | | | | | | | | | | | | | | | | | | |
| **Pilot Access / Egress alongside** | | Gangway \* | | | Pilot \* Ladder | | | | Quay \* Ladder | | | | | Other \* | | |  | |
| **Pilot Access / Egress afloat** | | Pilot Ladder \* | | | | | | Step Across \* | | | | Other \* | | | | |  | |
| \* *Delete as required.* | | | | | | | | | | | | | | | | | | |
| **CONTACT & COMMERCIAL DETAILS** | | | | | | | | | | | | | | | | | | |
| **Barge / Vessel Owner Responsible for the Operation** | | | | Name: | | | |  | | | | | | | | | | |
| Address: | | | | | | | |  | | | | | | | | | | |
| Position / Company | | | | | | | |  | | | | | | | | | | |
| Contact Number:  (as applicable) | | | Mobile: | | |  | | | | | Land Tel: | | | | |  | | |
| Email: | | |  | | | | | | | | | | | | | | | |
| **Barge Master / Master on board** | | | | Name: | | | |  | | | | | | | | | | |
| Position / Company | | | | | | | |  | | | | | | | | | | |
| Contact Number: | | | Mobile: | | | | |  | | | | | | | | | | |
| Email: | | |  | | | | | | | | | | | | | | | |

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| **CONTACT & COMMERCIAL DETAILS (continued)** | | | | |
| **Contract Form** | Bimco Towcon\* | UK Standard\* | | Owner\* |
| Other \*: |  | | | |
| **ATTACHMENTS** | | | | |
| **Attach Insurance Cover Notes for: the Barge/Vessel; Tug; Cargo**.  P&I (including Pollution and Wreck Removal) | | | | |
| **Risk Assessments** – References | | |  | |
| **Method Statements** – References | | |  | |
| **Other Documents** – References | | |  | |
| **ADDITIONAL COMMENTS** | | | | |
| **By Whom** | | | | |
| \* *Circle/Delete as required.* | | | | |

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| **DECLARATIONS** | | |
| Can this tow be achieved by the Tug / Workboat with 25% reserve power beyond the predicted conditions in the event of an emergency? | Y \* | N \* |
|  | | |
| Is the Towed vessel / barge’s bollard SWL ≥ the calculated Tug Bollard Pull? | Y \* | N \* |
|  | | |
| Is all towing equipment in date for testing and inspections in accordance with Class/MCA regulations and Industry Standards? | Y \* | N \* |
|  | | |
| Confirm that all the personnel involved (Tug/Workboat/barge/Mooring team) are suitably qualified, have seen the Risk Assessments and have been briefed on the method of the Operation? | Y \* | N \* |
|  | | |
| Have all the checks in the British Tugowners Association Coastal and Offshore Towage Plan Aide Memoire, been satisfied by the Towage Provider and the Responsible Person or equivalent? | Y \* | N \* |
|  | | |
| I have read and understand the contents of the Guidance for Towage Operations in GYPC | Y\* | N\* |
| \* *Declarations confirmed as required.* | | |

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| **Responsible Person for the Movement** | | | | | |
| Name: |  | | | | |
| Position: |  | | | | |
| Signature: |  | | | | |
| Date: |  | | | | |
|  | | | | | |
| Any changes in circumstances must be notified to all addressees.  On behalf to the Group Harbour Master, this Towage Operation is approved. | | | | | |
| **Senior Manager Marine Operations / Manager Marine Operations/ Manager Marine Services** | | | | | |
| Name: | |  | | Portlinks Booking No. |  |
| Signature: | |  | | | |
| Date: | |  | | | |
| **DISTRIBUTION** | | | | | |
| **Peel Ports Great Yarmouth** | | | **Other Parties** | | |
| [GYHarbouroffice@peelports.com](mailto:ClydeMarineManagers@peelports.com) | | | Responsible Person | | |
| [GroupPortControl.ShiftManagers@peelports.com](mailto:GroupPortControl.ShiftManagers@peelports.com) | | | Towage Provider | | |
| [GYMarine](mailto:GYMarine)Managers@peelports.com | | | Tug\* / Workboat\* Master / Skipper | | |
| [Matthew.Cockrill@peelports.com](mailto:Matthew.Cockrill@peelports.com) | | | Responsible Person’s Representative\* | | |
| [gypilotsgroup@peelports.com](mailto:gypilotsgroup@peelports.com) | | | Other (please specify): | | |
| \* *Delete as required.* | | | | | |

**GYPC (PILOT) CHECK CALCULATION (To Be Completed By GYPC Pilot)**

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| **BOLLARD PULL TOWAGE CALCULATION SHEET** | | | | | | | | | |
|  | | | | | | | | | |
|  | { | ∆⅔ | | **V**³ |  |  | } |  |  |
| **BP** = |  | | | + | (0.06 **B** x **D1**) | x **K** |  |
|  | 120 | x | 60 |  |  |  |  |
|  | | | | | | | | | |
| **BP** | = | Required bollard Pull (tons) | | | | | | | |
| **∆** | = | Full displacement of towed vessel / barge (tons) | | | | | | | |
| **V** | = | Tow Speed (knots) | | | | | | | |
| **B** | = | Breadth of Tow vessel / barge (metres) | | | | | | | |
| **D1** | = | Depth of the exposed transverse section of the towed vessel / barge, including deck cargo measure above the waterline (metres) | | | | | | | |
| **K** | = | A factor that reflects potential weather and sea conditions – The value should ordinarily be 0.5 | | | | | | | |
|  | | (K values at a towing speed of 6 knots maximum.) | | | | | | | |
| **CALCULATION** | | | | | | | | | |
| Calculation to be shown, as per formula above. | | | | | | | | | |