



Newhaven Port Authority

Event Notification Form



Event name:	Event organiser/organisation names, address, phone, email and website:
Dates and times:	
Location/s:	
Brief description:	Main Contact Person for the event (1):
	Secondary contact for the event (2):
Event Route from launching/arrival/start to recovery/departure/finish. (Plan to be attached):	Mobile Tel (1):
	Mobile Tel (2):
	Email (1):
	Email (2):
How many vessels/vehicles/persons participating in each location:	
Type or design and size of the vessels/vehicles participating:	
How many Spectators expected and where:	
Fueling/refueling details if applicable (location, quantities, frequency, type, fire/safety/pollution control measures and procedures:	

Details of Safety Vessels/Vehicles/Marshals - types/numbers/locations/communication methods and callsigns:

Any other information:

Organisers need to provide evidence they have considered the hazards, including, but not limited to; collision, contacts, grounding, capsizing, sinking, flooding, pollution, fire or explosion, adverse weather, restricted visibility, drowning, personal injury, floating or submerged debris, fouled propellers, tidal streams. Organisations will have to submit formal risk assessments and procedures for larger events at the discretion of the Harbour Master.

As well as potential conflicts between participating vessels and other small craft, it should be well noted that Newhaven has frequent ferry, cargo vessel, fishing vessel and workboat activity, which will take priority over event vessels.

The primary responsibility for the safety of participants lies with the participants themselves, unless those participants are children. However, the organising club/main organiser owes a duty to ensure that the event is reasonably safely managed.

The Port Authority is under a statutory duty to manage safety within its jurisdiction and has rules and procedures in place that organisers need to be aware of and they need to ensure the participants are aware of. The Harbour Master's assistants, which include Port Control Officers and Pilot Vessel crews, have the delegated authority of the Harbour Master to regulate and direct vessels and port users to facilitate the safe operation of the port and to uphold the Harbour Legislation. The Port Authority wish this to be an enjoyable and successful event, but the safety of all is paramount.

Newhaven Port Control is a 24/7 operation and the main contact during the event / in emergencies:

VHF channel 12: callsign "Newhaven Radio".

Phone: 01273 612926

Email: vts@newhavenport.com

This form and all pre-event communications, including plans and risk assessments to be sent to admin@newhavenport.com FAO the Harbour Master.