



**Schedule of Charges, Fees and Dues for the Period
1st April 2018 to 31st March 2019**

*Approved by the Littlehampton Harbour Board and made in amendment
to parts I to VI of the Third Schedule of the Littlehampton Harbour and
Arun Drainage Outfall Act 1927.*

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Part 1: Introduction

- All charges, fees and dues are subject to the current / appropriate value added tax (VAT) which is included in the price, except where indicated.
- Harbour due charges relate to the period 1st April to 31st March.
- Seasonal charges only, where applicable relate to the periods:

Summer	-	1 st April – 30 th September
Winter	-	1 st October – 31 st March
- Payment terms, as stated on all account invoices are 30 days from the date of issue. Payment of the charges may be required in advance of the service being taken up. Credit and debit cards facilities and online facilities are available either online, at the harbour office or over the phone.
- All annual payments connected with these conditions are made for the year commencing as listed above.
- No refund is made for a part of a year whether the facility or service ceases to be used or enjoyed during the relevant year.
- The appropriate rate shown on the Littlehampton Harbour Board's (LHB) schedule of charges will be applicable to all services rendered, whether or not made known specifically to the customer prior to rendering the service.
- **Penalty for evading payment of charges** – Section 43 (Harbour, Docks and Pier Clauses Act 1847), if the master of any vessel or the owner of any goods evades payment of the rates payable to the undertakers in respect of such vessel or goods, or any part thereof, he shall pay them three times the amount of rates of which he so have evaded the payment, and the same shall be recovered from such master or owner respectively in the same manner as penalties imposed by this Act are directed to be recovered, or by action in any court of competent jurisdiction.
- Failure to notify the harbour office of arrival or departing the harbour without paying harbour charges will be construed as an attempt to evade the payment of harbour charges.
- All lengths are referred to a length overall (LOA). This includes bowsprit, pushpit, stern davit and / or bumpkin etc as determined by the Harbour Master or authorised officers.
- Application for and acceptance of a mooring, berth, compound space or other facility, is at the discretion of the Harbour Master and implies the acceptance of the rate of charge currently in force and of the conditions of issues including that the Board and its staff indemnified against any claims arising from or in connection with such berth or facility, save only as the authority may be liable under the Unfair Contracts Terms Act 1977.

- The lawful orders or Directions of the Harbour Master and any other authorised officers of the Littlehampton Harbour Board must always be obeyed promptly.
- No facility granted may be shared, assigned or sub-let without the prior consent of the Harbour Master in writing and further charges may apply.
- The LHB has the right to exercise a general lien upon any vessel, and/or her gear and equipment, whilst in or upon the harbour premises, or afloat, until such time as the monies due to the Board from the applicant in respect of such vessel whether on account of storage or mooring charges or otherwise, shall be paid.
- No person shall use a mooring to place a vessel of a different size than that applied for without the applicant obtaining the approval of the Harbour Master in writing.
- In the event of the applicant selling or otherwise disposing of the vessel authorised to use the mooring, the Harbour Master must be notified in writing.
- The Harbour Master may vary these charges and / or levy additional charges in respect of anything done or provided by, or on behalf of, the harbour authority in accordance with the Harbour Act 1964 and all powers delegated to the Harbour Master by the Littlehampton Harbour Board.

Part 2: Definitions

- *Limits of the Harbour.* The area of jurisdiction for the Littlehampton Harbour Board as the statutory harbour authority extends from the old road bridge in Arundel to approximately one hundred feet due south of the western pier at the harbour entrance and extending five hundred yards east and west of the breakwaters, as defined in the Littlehampton Harbour Revision Order of 2015.
- *Pilotage.* Pilotage is compulsory within the area of jurisdiction defined in the Littlehampton (Pilotage) Harbour Revision Order 1988 for vessels 60 gross tonnes and over, vessels of 20 metres or more in overall length carrying more than 12 passengers, any vessel engaged in towing or pushing where the combined tonnage exceeds 60GT and any vessel greater or equal than 20m suffering from a defect or deficiency that effects its ability to navigate or comply with the requirements of the COLREGGS or STCW requirements.
- *Pilotage exemption certificates (PEC).* Under section 8 of the Pilotage Act 1987 the Harbour Master has delegated powers to issue pilotage exemption certificates.
- *Work within the Harbour.* The loading, discharging, transport, carriage, storing or accommodation of goods, cargo, dry, liquid or gaseous commodities, livestock or passengers. The carrying out of any project for any purpose including but not limited to photographic, film or other artistic work on or by any vessel. Dredging, bed levelling, diving, pile driving or removal, laying or recovering an underwater cable or pipeline. Laying, maintenance, survey or

recovery of mooring anchors, ground tackle, risers or buoys. Surveying, scientific research, water sampling or core sampling and drilling in to the river bed for any purpose. Any other project resulting in the construction or removal of any structure or the alteration of the harbour bed or infrastructure. Operations carried out by HM Customs, Immigration, UKBF, Police and fisheries patrols but excluding fire fighting and search and rescue operations.

- *Passenger.* Any person carried that is not essential to the running of the vessel or any person who has paid to be transported, accommodated or trained on the vessel on which he/she is embarked.
- *Commercial vessels.* Recreational vessels of 50m LOA and over. Vessels used for the carriage of cargo and all other vessels, including Navy vessels, dredgers, workboats, tugboats, barges, and pilot boats used for any purpose other than recreation except motor fishing vessels as defined below.
- *Recreational vessels.* Any vessel <50m LOA used solely for the purpose of recreation and leisure use.
- *Motor fishing vessels.* A registered motor fishing vessel licensed by the Government department responsible for fisheries and displaying a bona fide fishing number, the owner/master/operator of which is engaged in commercial fishing for his sole or main income.
- *Boats in club compounds.* Vessels associated with a recognised club, association or other organisation in the Littlehampton Harbour limits which are permanently stored in compound storage ashore at the premises of that club and do not have a permanent mooring in the harbour.

Part 3: Harbour Dues

- Harbour Dues are payable on all vessels entering, within or leaving the Harbour. Harbour Dues relate to a particular vessel and are not transferable. It is not Board policy to give refunds or partial refunds for Harbour Dues. An adhesive valid plaque and/or receipt is supplied as evidence that Harbour Dues have been paid. This valid plaque must be prominently displayed on the vessel for which it is issued. Vessels not displaying an appropriate plaque will be deemed not to have paid Harbour Dues.
- Harbour Due plaques that are lost, mislaid or stolen must be reported to the Harbour Office as soon as practical. Replacement plaques will be charged at the full rate applicable to vessels up to 5m.
- Bona-fide tenders up to 3m in length are covered by the payment of Harbour Dues on the parent vessel. Such tenders must be clearly and uniquely identifiable. Only one tender per vessel is covered in this way. Tenders may only be used for transport to and from the parent vessel and/or mooring. Craft of 3.0m and under which are not bona fide tenders will attract Harbour Dues at the rate appropriate to their length, as specified in the Board's scale of charges.

- Small vessels of 5m LOA or under for which the only means of propulsion is either oars or paddles and which are not normally berthed within the limits of the Harbour are exempt from the payment of Harbour Dues.
- Safety and or rescue vessels may be exempted from Harbour Dues by agreement with the Harbour Master. Except that all RNLI vessels will be exempt from the payment of Harbour Dues and mooring fees. HM Ships, Customs, UKBF and Excise vessels and craft in the service of Trinity House may be exempt from the payment of harbour charges.
- At the discretion of the Harbour Master, harbour charges may be offered at concessionary rates for the vessels taking part in organized events within the harbour limits if permission is sought and granted in advance of the event and the names and lengths of the vessels involved are made available to the Harbour Master.
- All rates of Harbour Dues are made payable in advance, no refunds will be given. To qualify for daily rates, payment must be made at the time of launch. Failure to pay daily or monthly Dues in advance will automatically result in owners being charged at the annual rate.
- All harbour plaques assigned to a vessel are non-transferable are to be affixed to the port side aft of the vessel.
- Time spent chasing harbour dues costs the Harbour Board time, effort and money. The Littlehampton harbour board reserves the right to make a charge for debt recovery administration.



Part 4: Non commercial vessels

- Charges are levied according to length per annum thereof expiring 31st March the following. Prices are inclusive of VAT unless otherwise stated.
- Payment of Annual Harbour Dues must be signified by the display of the Harbour Board 'Plaque' for the appropriate term which will be issued when payment is made. Failure to display a valid plaque or displaying a plaque issued in respect of another vessel will be taken as an attempt to evade the payment of Harbour Dues.
- Boats in club compounds will be liable for the full annual rate if moored in the Harbour without the prior consent of the Harbour Master.

- Boats moored north of the Old Town Bridge in Arundel are not liable for Harbour Dues.
- Visiting vessels up to 6.3M LOA taking part in open races organized by a local club will be charged at the rate of £2.00 for up to two days or £3.50 for up to one week (Inc VAT).

Annual pleasure craft harbour dues (inc VAT)	£
Pleasure craft < 5m	74.68
Pleasure craft 5.01-8m	149.99
Pleasure craft 8.01m-11m	222.67
Pleasure craft 11m >	297.31
Dinghies in club compound	21.59

Monthly pleasure craft harbour dues (inc VAT)	£
Pleasure craft < 5m	37.44
Pleasure craft 5.01-8m	67.39
Pleasure craft 8.01m-11m	90.04
Pleasure craft 11m >	120.05

Daily pleasure craft harbour dues (inc VAT)	£
Pleasure craft < 5m	12.28
Pleasure craft 5.01-8m	12.28
Pleasure craft 8.01m-11m	12.28
Pleasure craft 11m >	15.02

- All charges listed are inclusive of vat at 20%
- Charges listed above will not apply to bona fide charter fishing vessels.
- Vessels used for charter or hire will be charged the following harbour dues, all information listed above remains applicable.

Annual charter vessel harbour dues (inc VAT)	£
Vessel <5m	111.36
Vessels 5.01 - 8m	223.02
Vessels 8.01m - 11m	334.17
Vessels 11.m>	445.34

Monthly charter vessel harbour dues (inc VAT)	£
Vessel <5m	37.37
Vessels 5.01 - 8m	74.28
Vessels 8.01m - 11m	111.43
Vessels 11.m>	178.55

Daily charter vessel harbour dues (inc VAT)	£
Vessel <5m	17.85
Vessels 5.01 - 8m	17.85
Vessels 8.01m - 11m	17.85
Vessels 11.m>	24.32

Part 5: Visitor charges, slipway use

- This section applies to non-commercial vessels visiting Littlehampton Harbour and to vessels launching and recovering into or out of Littlehampton Harbour.
- All charges quoted within this section are inclusive of VAT unless otherwise stated. These charges are combined charges and include Harbour Dues, mooring fees and other charges where applicable.
- No refunds or partial refunds will be given.

- No refund or allowance will be made for vessels changing from the daily to the annual tariff.
- Visitor berths are charged on a per night basis.
- Visitor short stay berth may be used with prior consent of the Harbour Master up to a maximum of four hours.
- Harbour Dues / slipway usage does not include trailer parking charges. Vehicles and trailers are not permitted to park on the Harbour premises without prior consent of the Harbour Master. Nearest car and trailer parking facility for the Fisherman's Quay slipway can be found on Surrey Street behind the Littlehampton Lifeboat station.
- Vessels launching from slipways in other facilities around Littlehampton Harbour must ensure they hold a valid daily or annual Harbour Due plaque.

Daily visitor mooring inc vat and daily harbour dues	£
Vessels <8m	26.63
Vessels 8.01m - 11m	29.59
Vessels 11.01 - 13m	35.65
Vessels 13m >	41.65
Short stay berthing > 4hours	Harbour Dues + 1.68 ph
Use of slipway	Daily Harbour Dues

Daily visitor mooring excluding Harbour Dues	£
Vessels <8m	14.35
Vessels 8.01m - 11m	17.32
Vessels 11.01 - 13m	20.63
Vessels 13m >	26.63
Short stay berthing > 4hours	Harbour Dues + 1.68ph

Part 6: Personal water craft (PWC) and flyboards

- All PWC must be registered with the Littlehampton Harbour Board
- PWC are only permitted to use the harbour with the consent of the Harbour Master or authorised officers of the board.
- The Board's PWC policy states that craft launching in the Harbour must have valid annual Harbour Dues, provide evidence of insurance, the owner/user must show evidence of a RYA training course or equivalent, have a valid data tag registration number and attend a safety briefing from the Harbour Master or authorised officer regarding Harbour Byelaws, Directions and the International Regulations for Preventing Collisions at Sea.
- Flyboards are permitted in the harbour and on application to the Harbour Master.

PWC harbour dues (inc VAT)	£
Daily	12.28
Annual	74.68

Part 7: Annual berthing and storage

- The allocation of moorings and facilities is entirely at the discretion of the Harbour Master.
- All Littlehampton Harbour Board berth holders by making payment accept the terms on and conditions of the licence agreement for the current year.
- Permanent moorings and berthing facilities are allocated on an annual basis, 1st April to 31st March the following.
- No refund of mooring fees will be given.
- The hirer must obtain insurance against third party claims for at least the minimum sum recommended by leading marine insurers.
- Owners must ensure that the vessel is provided with a sufficient number of fenders and warps adequate for the size of vessel, so as to prevent damage to other vessels, quays or other property.
- Owners will be allocated a space with a minimum of 0.75m space fore and aft of the vessel. This should always be maintained and never reduced.
- For tidal moorings, it is the responsibility of the licensee to ensure that the mooring and all mooring aids are maintained at all times and in a fit and safe condition for its purpose.

Annual mooring charges (inc VAT) per metre	£
Pier Road	315.83
Pier Road – seasonal and pro-rata rate	347.42
Town Quay - Higher	351.58
Town Quay - Lower	299.24
Dukes Wharf - Inner	299.24
Dukes Wharf - Outer	351.58
Workshop Wharf	299.24
Bridge Hard < 2 hours afloat	72.57
Bridge Hard 2 > hours afloat	108.83
Winter berthing on Town Quay (1 st Oct – 31 st March) per meter per week, min 5m LOA, 2 weeks duration	5.80

- All prices listed are inclusive of VAT at 20%
- All prices exclude the appropriate harbour dues required for individual craft.
- Charges listed within this document for annual mooring fees are for the Littlehampton Harbour Board pontoons and berths only.
- Vessels using the Board's premises for boat storage do so at their own risk and subject to the terms for storage available from the Harbour Master.
- The storage of trailers in the board's compound is at the discretion of the harbour master.
- No charge levied for storage on Littlehampton Harbour Board property for LHB berth holders for up to 14 days.

Compound storage (inc VAT)	£
Hard standing per metre per week (min 5m)	3.59
Hard standing LHB berthholder (2 week FOC)>	1.77
Tender storage: annual	84.59
Tender storage: daily	7.06
Trailer storage: annual	141.01
Car and trailer: daily	8.43

Part 8: Services and miscellaneous charges

- There is no charge for water taken by small vessels.
- There are vessel length, breadth and weight restrictions for services carried out by the Littlehampton Harbour Board. Customers must ensure their vessel is fit for the work to be carried out. Works are carried out at the discretion of the Harbour Master.
- Use of a mobile crane / commercial crane on harbour property / estate is at the discretion of the Harbour Master. A charge may be made for permitting this equipment to be used on the premises.
- Enhanced rates will be charged, out of ordinary working hours, where overtime is required to be worked. If staff called out, a minimum of 2 hours overtime will be charged per person.
- Littlehampton Harbour Board personnel and equipment (subject to availability) are charged out at the following rates, all including VAT. Use of these facilities is at the Harbour Master's discretion.
- Towing services are provided at the discretion of the Harbour Master
- Commercial filming or photographic shoot permits are permitted in the Harbour limits at the discretion of the Harbour Master.
- The Littlehampton Harbour Board office is available for hire at the discretion of the Harbour Master.
- Consultancy/Administration. Charges may be made for administration and/or consultancy undertaken for a third party at the hourly rates published in this schedule.

Labour and Equipment (inc VAT)	£
Electricity cards	2.00
Boat for hire inc crew per hour (min 15 mins)	146.61
Works vehicle for hire inc driver (min 15 mins)	112.80
Workshop staff per hour	51.95
Clean and anti foul vessel	POA
Crane hire, charges depend on number of vessels lifted	POA
Consultancy/Administration (per hour carried out by HM or Clerk)	80.20
Consultancy/Administration (per hour carried out by Finance and Accounts Officer or DHM)	64.20
Debt recovery administration (per hour)	64.20
Debt recovery correspondence (per letter, email or notice affixed to vessel)	25.00
Use of Scrubbing Dock facilities booked through Harbour Office for vessels with annual Harbour Dues (per tide)	2.50
Use of Scrubbing Dock facilities booked through Harbour Office for vessels without annual Harbour Dues (per tide)	12.50
Unbooked and overstaying use of Scrubbing Dock	£25.00

Misc. Harbour and Passenger Dues (inc. VAT)	£
Tug per entry	144.35
Tug per week after the 1st calendar month in harbour	29.14
River or fuelling barge	318.68
Speed boat plying for hire per annum	867.91
Speed boat plying for hire 6 months	608.19
Ferry operating in harbour	At the Board's discretion, Annual Charter Harbour

	Dues or Passenger Dues per passenger at rate agreed in advance by the LHB
Filming in harbour limits	from 450.00

Part 9: Commercial Vessels

- This section applies only to commercial vessels; prices are exclusive of the current VAT rate.
- Commercial vessels remaining in the Harbour for longer than seven days on any one visit will be charged at the 'per visit rate' for every week or part thereof exceeding the first seven days in the Harbour.
- Commercial vessels laid up and not working within the Harbour will be charged the per visit GRT rate and a compulsory pilotage fee. Arrangements to lay up in Littlehampton Harbour must be agreed by the Harbour Master in advance.
- Commercial vessels entering the Harbour due to stress of weather, not remaining more than 48 hours and neither loading nor unloading, no dues are payable, however pilotage is a compulsory charge.

Harbour dues (ex VAT)	Pence
per gross ton - per visit	50.59

- Cargo (Goods) dues. Cargo dues are levied as follows (VAT exempt for vessels over 15 GRT)
- Cargo dues apply to both import and export cargoes
- Charges for cargo other than shown below on application to the Harbour Master.

Cargo dues (ex VAT)	Pence
Marine aggregates (ballast)	36.34
Stone	41.52
Marble, lime peatmoss, salt, wheat, oats, barley	64.87
Animal feed, potatoes	64.87
Timber	93.42
Iron & steel	82.82
Cargo other than listed	discretion of HM

Part 10: Pilotage

- Services of a Pilot and/or Pilot Boat are zero rated for VAT.
- The Littlehampton Harbour Board is the Competent Harbour Authority for Littlehampton Harbour and under the Pilotage Act 1987 undertakes all functions relating to Piloting within the Harbour. Pilot Boarding place 50° 46.60' N, 000° 32.60' W.
- Pilotage is compulsory within Littlehampton Harbour area of jurisdiction for vessels over 60 gross tones and over and vessels of 20 metres or more in overall length carrying more than 12 passengers.
- Pilotage Exemption Certificates (PEC) under section 8 of the Pilotage Act 1987: the Harbour Master has delegated powers to issue Pilotage Exemption Certificates.
- Vessels in Government service except when berthing or un-berthing at any non-Ministry of Defence facility are exempt from Compulsory pilotage.
- Vessels under tow: for the purpose of this direction, the length of a tug and tow shall be the distance from the forward end of the towing vessel to the stern of the last vessel towed and this length will be considered the length overall.
- For commercial vessels entering the Harbour the GRT charges listed above are applicable alongside those listed in the table below.
- Pilotage charges are applicable for up to six calls made by any commercial operator. For a greater number of calls the LHB reserves the right to modify charges upon application to Harbour Master.

Pilotage charges (VAT exempt)	£
Pilot boat and pilot per act	409
Mooring and un mooring vessel per act	409
Attend / shift vessel	134.88
Cancellation if due to sail	208
Fresh water supply per unit	3 x unit rate (currently 1.31)
	(Pence)
Pilotage rate per GT per act: with pilot	77
Pilotage rate per GT per act: without pilot	12.40