

VESSEL AND AGENT DETAILS

Ship name		IMO		MMSI number		Callsign	
Notification Type	New <input type="checkbox"/>	Amended	<input type="checkbox"/>				
From (Company)		Sender's name		Date/Time	(dd/mm/yy hh:mm)		

For updated notifications, unchanged data below may be omitted, or changed data should be indicated by encircling the data (manuscript) or boldening (electronic):

NOTIFICATION OF ARRIVAL, DEPARTURE or MOVEMENT

<i>Date & time of arrival at port limits</i> ^{1,3}	(dd/mm/yy hh:mm)		
Date/time of departure from London	(dd/mm/yy hh:mm)		
Last port			
Berth To/From (or UNKWN)			
<i>Next port</i> ² (or UNKWN)			
ETA next port ² (not if UNKWN)	(dd/mm/yy hh:mm)		
ISPS Level ¹		Persons on board	
(✓) The vessel does not carry dangerous or polluting goods <input type="checkbox"/> or complete next section.			
Where applicable HAZARDOUS AND POLLUTING GOODS			
Haz & Pol Contact Name	1st		Last
Contact address ^{2,3} (UNLOCODE)			
Tel. number ^{2,3} (include country and regional code)		+ 00	
Fax. Number ^{2,3} (include country and regional code)		+ 00	
Email	@		
DSHA Notification (if insufficient space, provide aggregated details as an addendum)			
Product	IMO	UN No's	Tonnage
(✓) It is confirmed that a dangerous or polluting goods manifest is held onboard ^{2,3} <input type="checkbox"/>			

NOTIFICATION OF PILOT REQUIREMENTS AND/OR PEC

Type of Notification	Pilot Request <input type="checkbox"/>	PEC <input type="checkbox"/>	Not subject to Pilotage <input type="checkbox"/>						
Is this? ...		<input type="checkbox"/> Provisional or <input type="checkbox"/> Confirmed notice							
Date & time pilot required ⁴		(dd/mm/yy hh:mm)							
Where pilot required ⁴									
ETA/D @ Berth or Lock		(dd/mm/yy hh:mm)							
Draught		m							
Cargo status	<input type="checkbox"/> Discharge	<input type="checkbox"/> To load	<input type="checkbox"/> R.O.B	<input type="checkbox"/> Ballast					
Vessel Speed	Passage	kts	Manoeuvring	kts					
Boatmen							No of Tugs Ordered		
Additional information									
PEC areas									
PEC numbers	1	2	2a	3	3a	4	Til	BCZ	5
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trip 1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trip 2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LNC			West		Central		East		
LNC number			<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		

All fields in bold are mandatory for initial notifications. Fields in bold italics are mandatory under the circumstances indicated below:

By CERS
¹ General Arrivals ² Haz & Pol Departures ³ Haz & Pol Arrivals by PLA ⁴ Mandatory with initial notification if pilot is required.

Notes to accompany the PLA Notification Form

Notification – piloted and non-piloted voyages.

Please use a separate form for each arrival, departure or movement voyage.

Extract from Notice to Mariners No 25 of 2007.

For general arrival notifications, the Estimated Time of Departure (ETD) must always be passed as part of the arrival notification recognising that this may, in some instances, be only a rough estimate. The best estimate of time must always be given and ‘AM’ or ‘PM’ is not acceptable. The reported times may be refined the closer they are to departure or arrival. The time must be updated if the original ETA or ETD changes by more than 6 hours.

The departure notification must include the next port of call and the ETA at the next port (except when no orders have been received where the next port should be indicated as “UNKWN” and no time reported). In addition, vessels arriving from outside the European Economic Area (EEA) with London as the first port of call are required to make an arrival notification to London **on leaving the loading port** or, for ships without orders, as soon as London is identified as the first port of destination within the EEA.

Ships carrying dangerous or polluting goods must notify the PLA of cargo information. The minimum notification requirements for dangerous or polluting goods are for the contact details to be passed to CERS through the port authority. However, it is important to note that the contact details provided must link through to a person who is contactable at any time, day or night, and able to transmit the appropriate dangerous or polluting manifest details (see Annex A para B.3.d) to the MCA electronically on request in the event of an incident or accident. Care should be taken, therefore, in providing contact details that they link through to a person capable of fulfilling this role. Attention is drawn to the mandatory requirement to provide the location of the contact in UNLOCODE. The nominated contact will be required to hold the dangerous or polluting manifest details at least until the ETA at next port plus 7 days.

There is a requirement for the owner, operator, agent or master to confirm that a dangerous or polluting goods manifest is held onboard and this must be confirmed to the PLA as part of the notification process.

Voyages requiring a pilot

Provisional notice must be given in accordance with Pilotage Directions at least 24 hours before the anticipated ETA.

Confirmed notice is required 8 hours before ETA for and inward voyage, and 4 hours before departure – please refer to Pilotage Directions for full details.

Important – An accurate draught is essential to enable passage planning and must be supplied with confirmed notice. Any subsequent changes must be communicated to PLA as soon as known.

Failure to provide this may affect the provision of a pilot as requested, or invoke a penalty charge.

Liability

The PLA employs pilotage resources to provide a high level of service. However, there will be a limited number of occasions when, for operational reasons, a pilot is not immediately available. The provision of pilotage services is accordingly subject to availability, and the PLA does not accept any responsibility for delay, damage or economic loss attributable to the lack of a pilot in such circumstances. In the event that a pilot is not supplied due solely to the PLA’s negligence, then the PLA’s liability for any loss or damage directly attributable to the failure to provide a pilot is limited to the amount which would have been charged for his services.

**This form may be faxed to PLA Port Control
+44 (0)1474 352996
or emailed to shipcon@pla.co.uk (you are reminded that email is not always instantaneous).**