

THREE FESTIVALS TALL SHIPS REGATTA 2018
Captains' Manual for Liverpool
Friday 25 – Monday 28 May 2018

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**Three Festivals Tall Ships Regatta 2018
Liverpool
Captains Manual**

Message of Welcome from the Mayor of Liverpool

It is my pleasure to warmly welcome you, your crews and sail trainees to Liverpool for the Three Festivals Tall Ships Regatta organised by Liverpool City Council in partnership with Sail Training International.

This year is very special as it marks ten years since Liverpool held the title of European Capital of Culture – a transformational milestone in the city's history.

To celebrate this unrivalled renaissance the city is staging a bumper year of events, and one of 2018's highlights will undoubtedly be the arrival of your Tall Ships fleet on the Mersey.

We are expecting hundreds of thousands of people to head to our World Heritage waterfront to enjoy four days of activity on and off the water.

You will be the centrepiece of a packed programme of events running across the city, both day and night, which will showcase Liverpool and highlight exactly why we have a global reputation for staging outstanding, unforgettable events.

I look forward to meeting with you all and I wish you, your crew and sail trainees an exciting and enjoyable stay and hope that your experience will ensure that you return again in the future.

Joe Anderson, Mayor of Liverpool

Liverpool

1 CONTACT ADDRESSES AND TELEPHONE NUMBERS

1.1 PORT AND SAIL TRAINING INTERNATIONAL CONTACTS

<p>Port Committee (Map Ref) LCC Marine & Maritime Projects / Events Peter Murney. Cruise Terminal, Princes Parade, L3 1DL</p>	<p>Telephone No: 0151 233 3777 / 07876 844 626</p>
<p>Liaison Offices (Map Ref) Mermaid House, Albert Dock, Liverpool</p> <p>Chief Liaison Officer – Pam Brown</p> <p>Albert Dock Asst Chief Liaison Officer/ Ships Agent – David Gilmore</p>	<p>Pamela Brown Direct 07778 422 578</p> <p>David Gilmore Direct 07768 010 084</p>
<p>Harbour Office (Map Ref) Peel Ports Ltd Port Control Office: Maritime Centre, Port of Liverpool, L21 1LA</p> <p>Port VTS (Address as above)</p> <p>Albert Dock, Liverpool: Andy Goudie</p>	<p>Telephone No. 0151 949 6112 Fax No. 0151 949 6090</p> <p>Telephone No. 0151 949 6134 / 6135</p> <p>Telephone No. 0151 709 6558</p> <p>Email: Andrew.Goudie@canalrivertrust.org.uk</p>
<p>Sail Training International Race Office Holiday Inn Express Albert Dock Liverpool L3 4AD</p>	<p>Telephone Number: 0844 875 7575</p> <p>Fax number: +44 (0) 709 1144</p>
<p>Sail Training International Mobile Race Office (Map Ref) Mermaid Courtyard Albert Dock Liverpool Contact Name: TBC</p>	
<p>Press & Media Centre Contact Name: Emma Dewar</p>	<p>Telephone Number: 07702 898 780</p>

Map references refer to the Town Plan which can be found in section 4 Page 18

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1.2 CONSULAR ADDRESSES AND TELEPHONE NUMBERS	
<p>French Hon Consulate Liverpool By Appointment only Tel: +44 (0) 07890 515 254 email: consul.fr.liverpool@gmail.com</p>	<p>French Hon Consulate Chester Universite of Chester, Binks Bldg, 2nd Floor Parkgate Road Chester CH1 4BJ Tel: +44 1244 51 12 06 Email: consul.france@chester.ac.uk</p>
<p>Spanish Honorary Consulate in Liverpool Gladstone House, 2 Church Road Liverpool L15 9EG Tel: +44 (0) 151734 6532 Fax: Email: onsulado.honorario@spanishlawyerliverpool.com</p>	<p>Netherlands Hon Consulate in L'pool Room 105, Cotton Exchange Bldg Old Hall Street Liverpool L3 OLQ Tel: +44 77 2435 3464 +44 151 2271162 Fax: +44 151 236 622` Email: nlconsul.liverpool@gmail.com</p>
<p>Bulgarian Embassy 186-188 Queens Gate, London SW7 5HL Tel: +44 20 7581 3144 & +44 20 7584 9400 E-mail: N/A</p>	<p>Irish Embassy in London 19 Grosvenor Place, SW1X 7HR Tel: +44 20 7235 2171</p>
<p>Portuguese Embassy in London 11 Belgrave Square, London SW1X 8PP Tel: 020 7235 5331 Email: london@portembassy.co.uk</p>	

2 ARRIVAL ARRANGEMENTS

2.1 Charts

Port of Liverpool Chart – Admiralty Number 3490
River Chart Approach to Liverpool - Admiralty Number 1951
Great Orme's Head to Liverpool – Admiralty Number 1978

Tide Times (BST)(UT+1)

Thursday 24 May

00:55 – 2.5m
06:38 – 8.0m
13:34 – 1.9m
19:22 – 8.0m

Friday 25 May

02:07 – 2.2m
07:47 – 8.3m
14:40 – 1.6m
20:23 – 8.3m

Saturday 26 May

03:07 – 1.9M
08:43 – 8.6M
15:43 – 1.3M
21:13 – 8.7M

Sunday 27 May

03:59 – 1.5m
09:32 – 8.9m
16:22 – 1.1M
21:58 – 8.9M

Monday 28 May

04:43 – 1.3m
10:16 – 9.0m
17:04 – 1.1m
22:38 – 9.1m

Liverpool

2.2 Frequencies / Call Signs

VHF RADIO

Liverpool Pilots

Vessels wishing to communicate with the Liverpool Bar Pilot VHF should call, "Liverpool Bar Pilot" on Channel 11, or Channel 12. Channel 16 may be used to establish initial contact.

Vessels wishing to communicate with the Lynas Pilot Station by VHF should call "Lynas Pilot" on Channel 9. Channel 16 may be used to establish initial contact.

Port Operations Control –

Frequency - VHF RT Channel 72 (back up CH 77)

Port Operations Control has the following telephone numbers:

Duty Officers: 0151 949 6134 / 6135

Booking of Pilots: 0151 949 6137

To assist arrival arrangements ETA's and updates should also be sent to the Harbour Sub-Committee Marine Operations controller Peter Murney e-mail peter.murney@liverpool.gov.uk and or David Gilmour david.d.gilmour@btinternet.com

Liverpool Cruise Terminal

The working VHF channel for vessels berthing at City of Liverpool Cruise Terminal shall be decided by the Pilot.

Call Sign – Liverpool Cruise Terminal

Canning Dock River Entrance

Frequency – VHF RT Channel 37

Call Sign – Canning River Entrance

Liverpool Coastguard

Frequency VHF Channel 16

Call Sign – Liverpool Coastguard

BELOW IS FOR INFORMATION ONLY AS NO VESSELS WILL BE ENTERING THESE LOCKS

Gladstone Lock River Entrance

Frequency - VHF RT Channel 5

Call Sign – Gladstone Lock

Langton Lock River Entrance

Frequency – VHF RT Channel 21

Call Sign – Langton Lock

2.3 Call Signs

As above

Liverpool

2.4 Procedures

Under commercial operations Pilotage is compulsory for:

- vessels 82m and above in length
- vessels carrying fare-paying passengers

Boarding and Disembarking Stations

The sea stations for the boarding and disembarking of Pilots from and to pilot boats shall be as follows:

- (i) Liverpool Bar Station, which is situated in the vicinity of the Bar Buoy which is positioned at a point approximately 53 32'N 3 21'W, or such other location as may be nominated from time to time by the Company;
- (ii) In the case of bad weather or at the request of the master of a vessel; Lynas Station which is situated off Point Lynas, Anglesey at a point approximately 53 25'N 4 17'W

Estimated Time of Arrival

- (i) An Estimated Time of Arrival message ("ETA") shall be sent to the Port Operations Control for each inward bound vessel for which a Pilot is required. The ETA must be received at the Port Operations Control at least 24 hours before the expected time of arrival of the relevant vessel at the Pilot Station at which the Pilot is to be boarded, and shall be prefixed by **THREE FESTIVALS SHIPS REGATTA VESSEL** and include:

Ship's name, draft, gross tonnage, overall length, date and time of expected arrival of the vessel, the Pilot Station at which the Pilot is to be taken, last port of call and origin of message. The ships destination and berth will be confirmed by Port Control.

(ii) If a vessel will not arrive within 3 hours after the time specified in the ETA, an amended ETA must be sent to the Port Operations Control at least 8 hours before the time stated in the original ETA (and at least 12 hours before the new ETA).

(iii) If a voyage is of less than 24 hours duration, a vessel shall be required to give the ETA to Port Operations Control immediately on leaving its last port prior to arriving at the Port.

Please also refer to Section 3.1.1 – Docking and Berthing Notes.

2.5 Pilots

Requests for assistance by Pilot must be made at least 24 hours in advance of ETA

2.6 Tugs

All vessels are requested to advise Mersey Radio of their ETA as soon as possible prior to arrival at the Bar lighted buoy, no later than 24 hours in advance with their requirements if any for tugs are required.

Tugs or Ribs will be provided to ships requiring this assistance for docking and undocking. This will be arranged by The Tall Ships Harbour Sub Committee. (Please complete pre arrival arrangements form in Liverpool's captain's manual Section 11 and submit to Ship's Liaison Officer and/or Ships Agent

2.7 Customs and Immigration

(Forms available in Section 10)

Please note the following information on Customs and Port Health is only applicable to vessels entering the port from a foreign voyage outside the European Union.

Immigration

Immigration will require an International Maritime Organisation type Crew/ Passenger list which should be handed to the Ship's Agent/Liaison Officer on arrival. An IMO Crew sheet can be found in Page 28 of this manual, or alternatively the officially STI crew list will be acceptable if completed correctly.

An Immigration Officer will attend if any crew members or passengers are landing or requiring repatriation. It is essential to notify the Ship's Agent or Liaison Officer if this is the case.

Note it is the responsibility of the individuals concerned to obtain any visas that may be necessary and failure to be in possession of such documents may have implications for the host ship and operator.

Regulations governing visas are liable to change but in general:-

Everyone should have a passport

Failure to be in possession of a valid visa may render the person liable to removal from the UK at the vessels expense.

Professional Seamen working on their Ship in an official capacity do not require a visa but should be in possession of a Seaman's Identity Document.

All other persons on board will be treated as passengers.

Customs Requirements for Port Entry Liverpool from outside the EU

On arrival in the Port of Liverpool you will be required to complete formal customs declarations for your vessel, Form C13 (Ship's Declaration) and C142 (Crew Declaration). Completed forms should be handed to the Ship's Liaison Officer and/or Ships Agent with a copy retained on board for inspection in case Customs Officers wish to board the vessel.

Masters are to detail their bonded stores on the reverse of form C142.

You will also be required to provide details of any livestock carried on your vessel on arrival in Liverpool.

If you have Duty Free Stores on board, eg spirits, wines, tobacco goods etc you should ensure that none are taken ashore by you, your crew or any visitors to your vessel. The only exception to this rule will be for crew members leaving your vessel permanently at Liverpool: they will be allowed to land the unconsumed portion of their statutory Duty Free Allowance.

Should you require further information; the Officer visiting your vessel on arrival in Liverpool will be able to assist.

Please note that the Master is totally responsible for bonded stores. HM Customs may not seal lockers.

2.8 Security

All visiting vessels are responsible for their own security arrangements.

Vessels berthed in the Canning, Canning Half Tide, Albert Dock should also note that public have free access to the quaysides at all times.

One member of the crew should remain on board at all times. Regrettably, as in most ports of the world it is necessary to ensure that all cabins etc are locked when not in use and that all valuables belonging to the vessel or crew are securely locked away.

Access to Liverpool Cruise Terminal is controlled by an ISPS Security Guard 24/7 when vessels are berthed alongside. All visitors should be notified in advance to the security guard who will liaise with the appropriate vessel via Radio which will be issued on arrival.

Crew must wear their ID badges or wristbands at all times in order to access the site. Access to the berth is via Gate 4 on Princes Parade.

International Ship and Port Security (ISPS)

At present in the United Kingdom Tall Ships fall outside of the requirements of the ISPS Code. However, ships that wish by the requirements of their ship's security plans to comply with the Code should send their declaration to the Liaison Officer or Ships Agent not less than twenty four hours before the Ship arrives in port.

At the port's discretion ships that are exempted from the ISPS Code may be asked to complete a "Declaration of Security" before arrival in port.

Please note that the ISPS Code is currently not applicable to Albert, Canning and Canning Half Tide Docks.

ISPS Code is applicable at Liverpool Cruise Terminal.

Cruise Security and Ships Gangway will be in possession of a Cruise Terminal radio set to Channel 1.

The radio offers 24hr contact for any situation requiring assistance.

All visitors should be notified in advance to Cruise Security. Cruise Security will notify gangway of any unexpected ship visitors – access to the cruise berth will not be granted until gangway has acknowledged and approved.

There are NO parking facilities provided on the Cruise Terminal for any passengers, crew or visitors.

Any vehicle parked on the berth without a vehicle pass on display will be towed. There is a 'Pay and Display' car park adjacent to Mal Maison Hotel for passengers, crew and visitors.

Stores, waste and maintenance vehicles will have access to the cruise berth outside of the hours when open to the public.

Liverpool

3 BERTHING

3.1 Special Berthing Instructions

Vessels are advised to make use of the low water periods for proceeding up the Queens and Crosby Channels and thereby avoiding the strong ebb flows, unless adequately powered.

Albert Dock

- The quay height in Canning and Albert Dock is approximately 3.00 metres above normal retained water level.
- Pontoon berths will be available in Albert Dock only for smaller vessels (ie up to approximately 20.00 metres LOA)
- There is no rise and fall in water levels in Albert Dock, however water levels in Canning/Canning Half-Tide Dock vary according to operational requirements and could fluctuate over a range of approximately 2.00 metres.
- Your nominated agent and/or Liaison Officer will supply Customs/Immigration documentation and other requirements such as stores, fresh water etc.
- A Liaison Officer will advise on social events and general attractions.
- At Albert Dock, Canning/Canning Half-Tide Dock the Liaison Officer will require you to sign a berthing agreement issued by Canal and River Trust upon arrival at your berth or at a time convenient to your arrival time.

Docking Procedures for Canning River Entrance

It is anticipated that Canning River Entrance will be opened when the tide is level with the normal retained water level of Albert and Canning Docks (8.50m above Chart Datum), at which time there will be a strong run across and into the entrance. Larger vessels are requested to land on the river wall to the south of the entrance and spring round on the starboard helm if docking only. By half hour to high water, handy vessels should be able to steam in. Canning River Entrance cill is 3.50m above chart datum, siltation can be a problem at this entrance so please check, drying height of silt before arrival.

Three Festivals Tall Ships Regatta

Canning River Entrance Operating Times

All times BST (UT+1) (Gladstone)

Date	High Water	Height (m)	Time Level	Be ready to enter Canning
Wed 23 rd May	0624	8.20	0600	0600
Wed 23 rd May	1909	8.00	1900	1900
Thur 24 th May	0738	8.20	0715	0715
Thur 24 th May	2021	8.10	2000	2000
Fri 25 th May	0845	8.30	0830	0830
Fri 25 th May	2121	8.40	2100	2100
Sat 26 th May	0943	8.60	0930	0930
Sat 26 th May	2212	8.60	2200	2200
Sun 27 th May	1032	8.80	1000	1000
Sun 27 th May	2255	8.90	2215	2215
Mon 28 th May	1115	8.90	1015	Parade of Sail

Liverpool

Note:-

Canning River Entrance is staffed by prior arrangement only. Personnel will be in attendance at the dock entrance from approximately thirty minutes before the “time level” stated in the above table. A “listening watch” will be maintained on VHF Channel 37 from this time and docking instructions will be given via this frequency. The Call Sign is “Canning River Entrance”.

A minimum of twenty four hours notice of your ETA is to be given to Mersey Radio for entry. Port Operations staff will forward this information to the Canning Dock Master.

The above table is a guide to operating times for Canning River Entrance, but note that the entrance must be closed by High Water. There will be no exceptions to this requirement.

Vessels have been allocated a berth in Canning and Canning Half Tide Dock or in Albert Dock (See Berthing Plan).

Vessels allocated a berth in Canning and Canning Half Tide Docks should proceed directly to their berth and make fast when they have been instructed to enter from the River.

Vessels allocated a berth in Albert Dock will be directed to a suitable lay by berth in Canning or Canning Half Tide Dock where they should secure alongside. If vessels lay alongside another ship they should only do so if no risks are posed by rigging or yard arms and with the consent of the master of that ship.

Vessels waiting in Canning and Canning Half Tide Dock to move to their allocated berth in Albert Dock must maintain a listening watch on VHF Channel 37, and tend their mooring lines as water levels are equalised. (Crew members must not go on the quayside at this time, especially if alongside the North quay of Canning Half Tide Dock, and must remain on board their vessel until time to move to their berth). When Canning and Albert Docks are level, Albert Passage Dock Gate will be opened and vessels will be instructed via VHF Channel 37 to proceed to their allocated berth within Albert Dock.

Note that the “levelling” process could take an hour to complete dependent on the water differential.

Liverpool

Docking Procedures

Cruise Liner Facility

- The berth is comprised of 4 floating pontoons – 258 metres in length.
- The berth deck is a constant 2.1metre above the water line

Prior to all vessel arrivals at Liverpool Cruise Terminal, the Cruise Terminal Marine Operations Manager will formulate a mooring plan which must be implemented. The Mooring Plan will be distributed to the following persons/ organisations:

- The Pilot
- The Ships Agent (for provision to the ships Master)
- Pilotage Manager
- Cruise Terminal Manager

Cruise terminal rope handlers will moor and slip all vessels operating from the cruise berth.

3.2 Formalities

All ships are requested to fly their national flag from sunrise to sunset.

Ships will be encouraged to dress ship whilst in port and if practicable illuminate during the hours of darkness. Ships overnighing on the cruise berth are to shine appropriate navigational lights.

Please note that all non UK ships are requested to fly a Courtesy Ensign whilst in port.

It would be very much appreciated if the ship's crews wear their uniforms when they are ashore.

3.3 A Berthing Plan and an overview of the Port

Berthing Plans and an overview of the Port are included as an indication of the possible layout. **See Page 29-30**

For Vessel berthing in the Albert Dock each vessel will receive a berthing number and under the instruction of Port Control will be requested to attend the berth allocated. Please follow the instructions of the harbour staff accordingly.

For vessels berthing at the cruise berth a mooring plan and an allocated time will be sent to the vessels via the Liaison officer or ships agent.

3.4 Port Health

In most cases it will not be necessary for vessels to request free pratique and there will be no restrictions on persons boarding and leaving vessels.

However, there will be cases where it will be necessary for the pratique procedure to be followed and Masters should make themselves familiar with the requirements as detailed in the Maritime Declaration of Health.

In some cases, it may be possible to grant "free pratique" by radio, otherwise a port health officer will meet the vessel on arrival. Vessels requiring pratique should show the appropriate signal as described in the Maritime Declaration of Health.

3.5 Pollution

Discharging bilge water, oil, greywater, wastewater or black water into the harbour and docks is prohibited.

Arrangements are to be made via the Liaison Officer or appointed ships agent if disposal of liquid waste is necessary. If required this must be completed before 09.30hrs and arrangements made for access to the quaysides arranged with the Site Manager:

In case of significant pollution, please report to

All incidences to Mersey Radio (VHF Channel 12) and
 Andy Goudie – if in Albert / Canning Dock/ Canning Half Tide
 Duty Cruise Berth Manager – if on the cruise berth

4 TOWN PLAN

4.1 List of in port Facilities:	Town Plan Page 18
Post Office	Liverpool One, WHSmith (1 st Floor), 1-3 St John St, Liverpool L1 8BN (P18 Approx B2 Orange 29) Corn Exchange Post Office (P18 Approx B2 Pink 14) India Building, Water Street, Liverpool L2 0RR
Banks	Lord St/Church St – (P18 various B2 & C2)
Crew Centre	Cruise Liner Passenger Lounge (P18 A2 Orange 27)
Liaison Centre	Mermaid House, Albert Dock, Liverpool (P18 Approx A3 Orange 56)
Venues for Events	
Crew Parade Route	See Map Page 19
Prize Giving Venue	Pier Head, Liverpool L3 1AH (P18 B2 Orange 5)
Captains' Dinner Venue	Wallasey Town Hall, Brighton Street CH44 8ED (not on map)
Laundry facilities	See Liaison Officer re details
Showers & Toilets	Holiday Inn Express, Albert Dock, Liverpool (P18 B3 Orange 4)
STI Mobile Race Office	Mermaid Courtyard, Albert Dock, Liverpool (P18 Approx A3 Orange 56)
STI Race Office	Holiday Inn Express, Albert Dock, Liverpool (P18 B4 Pink 27)
Port Office	
Churches	Liverpool Parish Church – Our Lady & St Nicholas 5 Old Church Yard, Chapel St, L2 8GW (P18 A1 Orange 33)

Liverpool

4.2 Town Information

City Centre	Various times – check individual stores
Primark:	Mon – Sat 8am -8pm Sun: 10.30hrs – 5pm
Marks and Spencer:	Mon – Thu 9am – 8pm Fri: 8.30am – 8pm Sat: 8.30am – 7pm Sun 11am – 5pm
Liverpool One	Mon – Fri 9.30am – 8pm Sat 9am – 7pm Sun 11am – 5pm https://www.liverpool-one.com/ Retail, Odean Cinema, Bars and Restaurants Liverpool 1 and Everton 2 Football Club Souvenir Shops
Albert Dock	Various bars and restaurants, retail and activity http://www.albertdock.com/ (P18 B3 Orange 1)
Maritime Museum (Free Entry)	Albert Dock Open 10am – 5pm (P18 B3 Orange 39)
Museum of Liverpool (Free Entry)	Mann Island/Pier Head Open 10am – 5pm (P18 A2 Orange 42)
Beatles Museum (Entry Fee)	Albert Dock Open 9am – 7pm (Last admission 6pm) (P18 B3 Orange 4)

4.3 A Town Plan – See page 18 (P18)

Liverpool



Hotels & Serviced Apartments

- 1 30 James Street and Capella
- 2 67 Carls Street
- 3 Adagio Aparthotel
- 4 Adel Hotel and VIC Restaurant & Bar
- 5 Best Serviced Apartments - Old St
- 6 Best Serviced Apartments - Cumberland St
- 7 Best Serviced Apartments - 9 Thomas St
- 8 Best Serviced Apartments - The Dock
- 9 The Block
- 10 Budgetbase Liverpool ONE
- 11 Britannia Adelphi
- 12 Campanile
- 13 Crown Plaza Liverpool City Centre
- 14 Daphin
- 15 Doubletree by Hilton & Sea Liverpool
- 16 Dream Apartments
- 17 EPRC Aparthotel - Seel Street
- 18 EPRC Aparthotel - Old St Street
- 19 EPRC Aparthotel - Campbell Street
- 20 Euro Hotel
- 21 Harbour Inn Liverpool
- 22 Harbour Inn Hilton
- 23 Harbour Inn Light Hotel
- 24 Heaton Hotel
- 25 Heywood House Hotel
- 26 Hilton Liverpool City Centre
- 27 Holiday Inn Liverpool - Albert Dock
- 28 Holiday Inn - Liverpool City Centre
- 29 The London Campaign Wharf
- 30 Hotel Indigo
- 31 Hotel Liverpool Albert Dock
- 32 The Spire - Old St Street
- 33 International Inn - Concor
- 34 International Inn - Serviced Apartments
- 35 Jays Inn
- 36 The Lane Hotel
- 37 Marston
- 38 Liverpool Marriott Hotel City Centre
- 39 Marston Liverpool Historic Tower Hotel
- 40 The Naylor Liverpool
- 41 Novotel Liverpool Centre
- 42 Park Hotel
- 43 Premier Suites
- 44 Premier Inn - Albert Dock
- 45 Premier Inn - Liverpool Street
- 46 Premier Inn - Victoria Street
- 47 Pullman Hotel
- 48 Regency Club
- 49 Radisson Blu
- 50 The Richmond Hotel
- 51 The Southfield
- 52 Beacon Bar and Restaurant
- 53 Spinnaker Inn - Bold Street
- 54 Spinnaker Inn - Mathew Street
- 55 Spinnaker Inn - Water Street
- 56 Staybridge Suites
- 57 Staybridge Suites
- 58 Staybridge Suites
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Places of Interest

- 1 Albert Dock
- 2 ACC Liverpool
- 3 Afreromoo Street
- 4 The Beatles Story
- 5 Beatles Story Statue
- 6 Beatles Inn House
- 7 Beatles Community Centre
- 8 The Beatles
- 9 The Beatles Experience
- 10 Camp & Furness
- 11 Carrs Brewery Village
- 12 Carrs Club
- 13 Crown Wilds
- 14 Crown Wilds
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5 CAPTAINS' PROGRAMME

5.1 Captains' Dinner

- Date, Time – Friday 25 May 2018 at 19.00hrs tbc
- Location – Wallasey Town Hall, Brighton Street CH44 8ED
- Transport arrangements – transport provided details tbc
- Invitation (+ 1 guest)

5.2 Afterguard (Ships' Officers') Party

- **Date, Time** – Sunday 27 May 2018 at 19.00hrs tbc
- **Location** – On board TBC at TBC Cruise Liner Terminal (P18 A1)
- **Transport arrangements** – Ship is berthed at the Cruise Liner Terminal
- **Invitation** (1 + 1 guest)

5.3 Captains' Briefing

- **Date, Time:** Sunday 27 May 2018 at 15.00hrs
- **Location:** Cunard Building, Cunard Room, 6th Floor, Liverpool L3 1AH
Entrance via Water Street **(P18 A2 Orange 9)**
- **Transport arrangements:** Not required

Liverpool

6 CREW PROGRAMME

6.1 Crews' Party

- **Date, Time** – Saturday 26 May 2018 at 19.00hrs
- **Location** (see map) – Liverpool Town Hall (**P18 B1 Orange 35**)
- **Transport arrangements** – walking distance
- **Entry System** (wristbands)

6.2 Crew Parade

- **Date, Time** – Saturday 26 May 2018 at 16.00hrs
- **Route** (see map) **Page 19**
- **Transport arrangements** – none required, walking distance

6.3 Prize Giving

- **Date, Time** – Saturday 26 May 2018 at 17.00hrs
- **Location** (see map) – Bandstand, Pier Head, Liverpool (**P18 A2 Orange 5**)
- **Procedure & Format** – Muster Clayton Square at 15.30hrs

6.4 Crew Activities

A list of activities and details will be confirmed on arrival. TBC

Liverpool

CITY CULTURAL PROGRAMME TO BE INSERTED

Liverpool

8 LIAISON SYSTEM

8.1 Liaison System (Explanation of system)

The Liaison Officers will board ships upon arrival at the berth to assist you with your requirements and provide further information on the social programme.

In order to provide maximum assistance your Liaison Officer will spend as much time as possible on board and will in any case have an office located close to the berth as a greeting.

In the event that the ship arrives late at night the Liaison Officer will come aboard and the next morning after his or her daily briefing which will take place at 08.00hrs each day.

The Liaison Officers will be available daily from 09.00 hrs until 20.00hrs.

Ships may wish to appoint their own agent to provide services: please provide the contact details in advance of arrival in port.

8.2 Name and contact details of Chief Liaison Officer

Chief Liaison Officer (CLO) – Pam Browne 07778 422 578

Assistant Chief Liaison Officer (ACLO) – David Gilmore 07768 010084

8.3 Location of Liaison Office (see map)

Event HQ

Mermaid House, Albert Dock, Liverpool (**P18 Approx A3 Orange 56**)

Liverpool

9 SHIP SERVICES

9.1 Fuel

All vessels will be encouraged to refuel prior to arrival at Liverpool. If you require fuel at Liverpool you will need to complete and return the form TSVR1 (Vessels Pre-Arrival Requirements Form) to Three Festivals Tall Ships Regatta –Early notification is essential. Can Be e-mailed to keith.rice@liverpool.gov.uk or susan.mcadam@liverpool.gov.uk.

Please give the form to your Liaison Officer on arrival in Liverpool. Form TSVR1 can be found in Section 11 of this Manual.

In Albert, Canning and Canning Half Tide Dock bunkering must also be completed by 10.00hrs each day and access to the quayside for bunker vehicles must be arranged via the Site Manager.

For smaller vessels berthed in Albert Dock, fuel is available, delivered by boat from Liverpool Marina. Please call 0151 707 6777 to arrange. Quantities up to 400 litres can be delivered. **MONDAY – FRIDAY ONLY** . No weekend deliveries.

Fuelling at the cruise berth is to be completed by 10.00hrs each day. Vessels / liaison officers or ships agents are to inform LCT staff of any fuel deliveries 24 hours in advance.

Fuel Providers:

Paula Seedhouse MICS

Mersey Bunkering

Tel: +44 (0) 1928 575926

Mob: +44 (0) 7736 002186

www.armitt.co.uk

9.2 Water

Fresh water will be provided to the fleet free of charge.

Fresh water filling should be completed before 09.30 hours each day.

In Albert Dock fresh water is supplied to the pontoons and will be available for use by vessels as required. Vessels berthed in Canning and Canning Half Tide Docks will be provided on arrival with hoses and stand pipes to connect with quayside hydrants. Please note that you may need to share.

At Liverpool Cruise Terminal, fresh water can remain connected for the duration of the stay. Connections to the supply should not be made until a member of cruise terminal staff is present.

Liverpool

9.3 Electricity

In Albert, Canning and Canning Half Tide Docks please complete Form TSVR1 which can be found in Section 11 of this Manual.

Every effort will be made to supply Vessels in Albert Dock with electricity. This cannot be guaranteed because of the demand and some vessels may be requested to share supplies during their stay.

There is a limited supply of leads, and vessels are encouraged to use their own leads where possible.

There is no electricity supply at Liverpool Cruise Terminal

9.4 Waste Management

The Regulations require that ships must provide notification before entry to a port of the waste they will discharge including information on types and quantities.

On arrival the Liaison Officers or Ship's Agent will hand to the Master of each ship a Waste Reception Form to comply with regulations which the Master must complete and return before departure. This form can be found in Section 11 of this Manual.

Catering waste from outside of the European Community must be bagged and identified as such and disposed of separately. This will be arranged via the Liaison Officer or Ships Agent – please see the Guidance notes for Ships Waste in Section 13.

In Albert, Canning and Canning Half Tide Docks bagged dry ships waste will be collected at 08.00hours daily. The waste will be collected from each vessel and must not be left on pontoons or on access ways to them. Garbage must not be left out overnight or after the daily collection has been made.

At Liverpool Cruise Terminal, any waste to be landed must be notified 24 hours in advance via the appropriate Waste Notification Form in order for the appropriate receptacle to be arranged on site. Waste not declared in advance will not be landed. If any waste is left on the berth, the vessel will be subject to penalties

Within Albert Dock liquid waste can be collected by Liverpool Marina's pump out barge (small vessels only), please call 0151 707 6777 to arrange. This service is only available Monday and Friday.

Plastic bags will be provided by the Liaison Officer.

For liquid waste (grey or black water) the relevant section of Waste Reception Form should be completed. Arrangements for the disposal of liquid waste are to be made via the Liaison Officer or Ships Agent. If this service is required it must be completed before 10.00hrs and arrangements for access to the quayside must be made with the Site Manager (Stuart Stalker)

9.5 Gas

Please complete Form TSVR1 with your requirement and hand to your Liaison Officer.

9.6 Repairs

Repairs should be notified to the Liaison Officer/Ships Agent who will make the necessary arrangements.

9.7 Stores

These can be arranged through the Liaison Officer or Ship's Agent. Any deliveries to the cruise berth, LCT Management should be informed a minimum of 24hours in advance

9.8 Ships Agent

David Gilmour : david.d.gilmour@btinternet.com Mobile: **07768 010 084**

Liverpool

10 CREW SERVICES

10.1 Crew Centre

- Location (P18 A2 Orange 27) – Cruise Liner Terminal
- Facilities – wifi, tuck shop, relaxation area
- Opening Times: Friday 25 – Sunday 27 May 10.00hrs – 21.30hrs
- Wristband must be worn to gain access

10.3 First Aid

On site medical cover provided by St John Ambulance during event hours.

City Centre – Liverpool City Centre NHS Walk in Centre
6 David Lewis Street, Liverpool L1 4AP

Opening Times: 8am – 8pm Monday – Sunday

10.4 Laundry Facilities

- Your Liaison Officer will deal with any laundry requirements i.e. direct you to the nearest laundry facility. This is a paid facility.

10.5 Toilets and Showers

- Location (**P18 B4 Pink 27**) – Holiday Inn Express, Albert Dock, Liverpool
- Toilets and showers provided for all vessels at this location. Key for showers can be collected from the Liaison Office in Mermaid House, Albert Dock A3 Orange P18 approx

Liverpool

11 FORMS

To Include:

- Customs and Immigration
- Crew Activities
- Ship Services

Liverpool

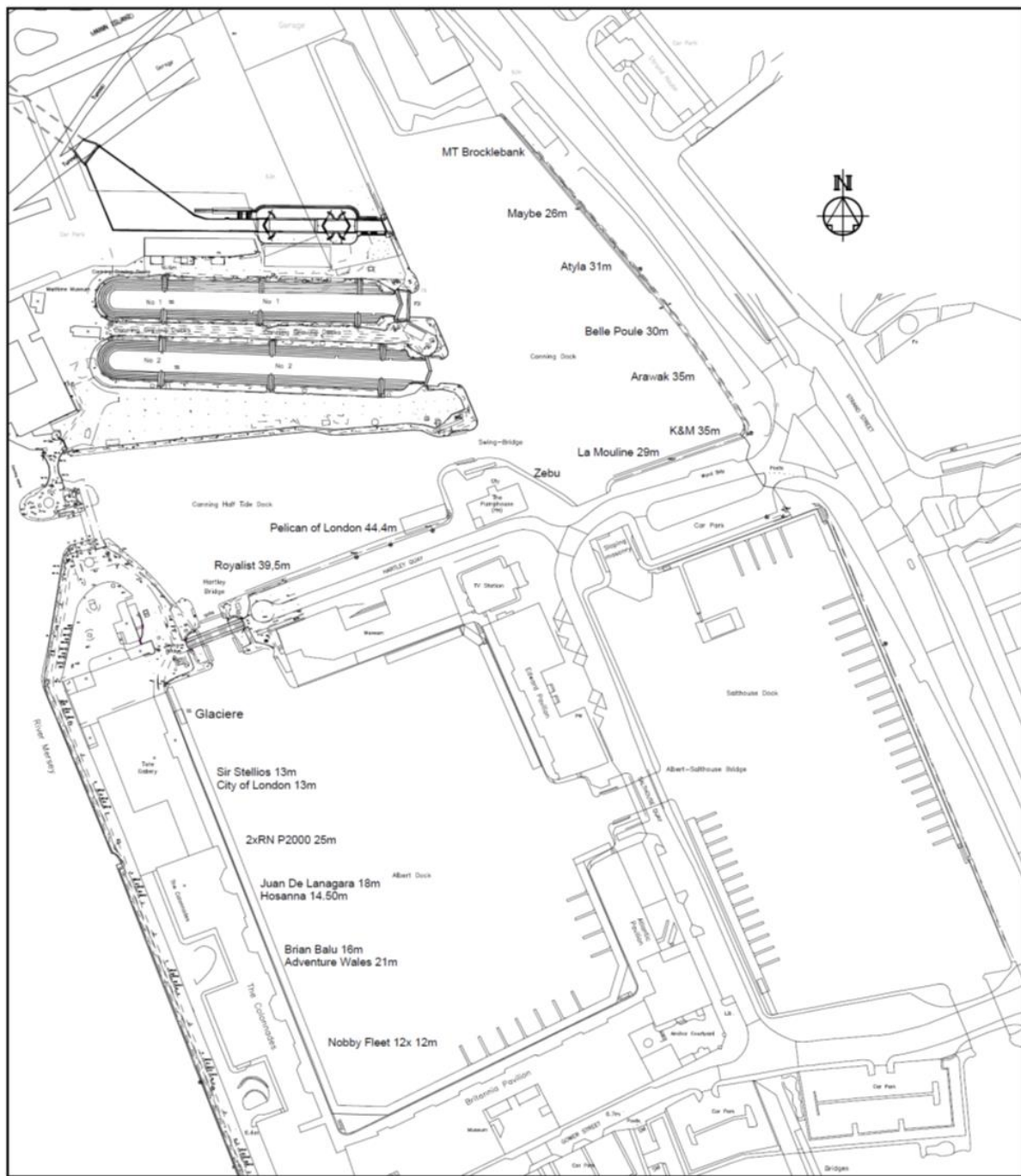
Three Festivals Tall Ships Regatta 2018 Liverpool Captain's Manual

Crew Declaration form – IMO Crew List – Form IMO FAL 5

1. Name of Ship	2. Port of Arrival	3. Dates: Arrival Departure
4. Nationality of Ship	5. Port Arrived From	
6. Family Name, Given Names	Nationality	Date and Place of Birth

Liverpool

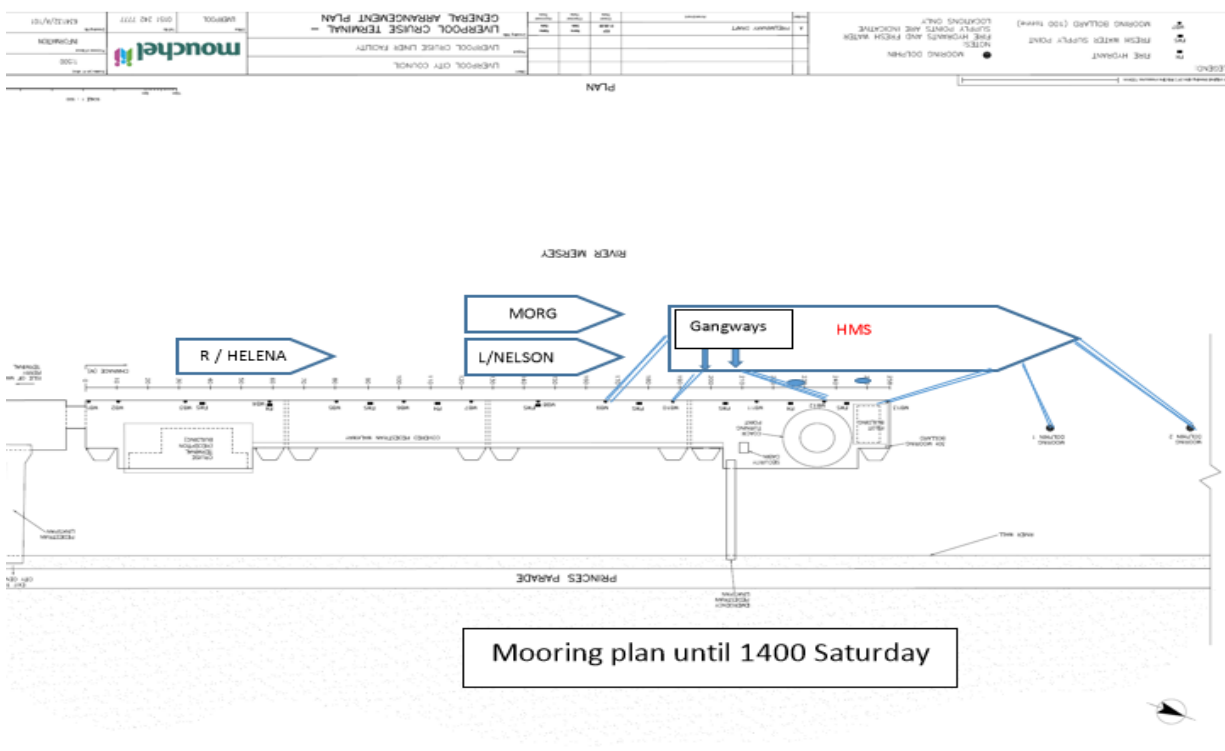
ALBERT, CANNING AND CANNING HALF TIDE DOCKS BERTHING PLAN



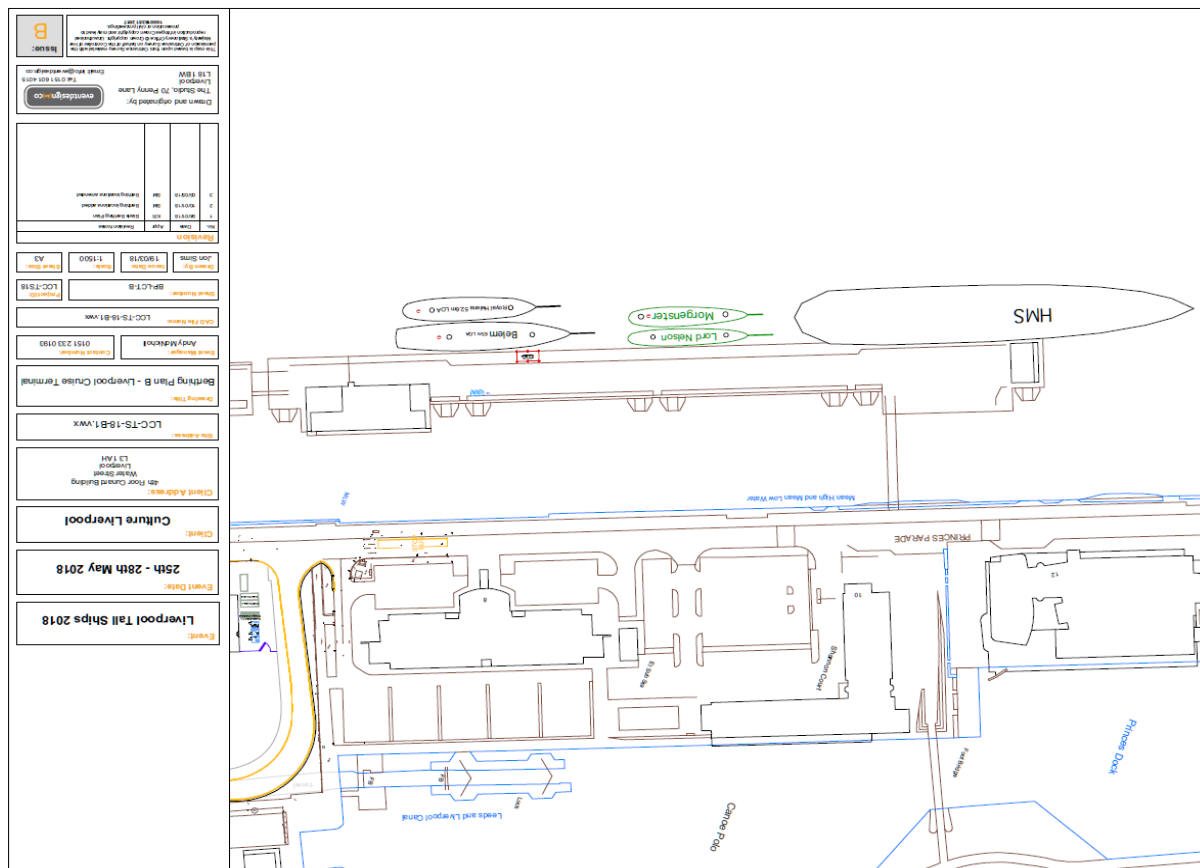
Liverpool

		TITLE			
		LIVERPOOL SOUTH DOCKS PONTOONS AT ALBERT AND SALTHOUSE DOCKS			
REVISIONS					
 Canal & River Trust		British Waterways North West Waterways Waterside House, Waterside Drive, Wigan, WN3 5AZ Tel: 01942 405700			
		DRAWN BY	DJG	DESIGNED BY	
		CHECKED BY		APPROVED BY	
		DATE	Mar 2012	SCALE	1:2500@A4
		DRG. No.	REVISION		

Cruise Liner Terminal Berthing Plan up to 2pm on Saturday 26 May 2018



Cruise Liner Terminal Berthing Plan after 2pm on Saturday 26 May 2018



Liverpool

**PORT WASTE RECEPTION FACILITIES REGULATIONS 2003
WASTE PRE-NOTIFICATION FORM
ALBERT, CANNING, CANNING HALF TIDE AND SALTHOUSE DOCKS**

VESSEL:	BERTH:
PREVIOUS PORT:	ARRIVAL DATE:
NEXT PORT OF CALL:	LEAVE DATE:
HAS THE VESSEL EVER VISITED NON-EUROPEAN UNION PORTS? (Yes/No)	

WASTE TYPE	WASTE NOTIFIED FOR DELIVERY (m³)	WASTE ACTUALLY DELIVERED (m³)	WASTE RETAINED FOR DELIVERY AT ANOTHER PORT (m³)
1. Waste Oils			
Sludge			
Bilge Water			
Others (specify)			
2. Garbage			
Mixed general waste inc. food waste from vessels that have not been outside of the EU			
3. Sewage			
5. International Catering Waste (food waste from vessels that have ever visited non-European Union ports)			
6. Other Waste (specify)			
I declare that the types and quantities of waste shown in the "Waste Actually Delivered" column will be landed in Liverpool		Master's Signature	

NOTE:

ALL SECTIONS OF THIS FORM MUST BE FULLY COMPLETED BY THE MASTER OF EACH VESSEL ENTERING ALBERT, CANNING AND SALTHOUSE DOCKS THAT IS REQUIRED BY LAW TO COMPLETE A PRE ARRIVAL NOTIFICATION FORM.

THE ORIGINAL IS TO BE HANDED TO THE HARBOUR MASTER PRIOR TO THE VESSELS DEPARTURE. THE MASTER MUST RETAIN THE COPY IN THE ALBERT DOCK OFFICE.

Liverpool

Department for Environment, Food and Rural Affairs
Scottish Government
Welsh Government



The Animal By-Products (Enforcement) (England) Regulations 2011
The Animal By-Products (Enforcement) (Scotland) Regulations 2011
The Animal By-Products (Enforcement) (No. 2) (Wales) Regulations 2011

Declaration Regarding the Disposal of Catering Waste from a Means of Transport Operating Internationally

Name of vessel:

Identification number:

Name of Ship's Master/Aircraft Pilot:

Business owning/operating the vessel:

I am the/a* person responsible for the disposal of catering waste from the above identified vessel/aircraft* and am authorised by the Ship's Master or the business owning/operating the vessel/aircraft* and generating the waste.

I declare that all of the ship's stores*/aircraft galley and stores* have been completely emptied, cleaned and disinfected following our last international voyage/ journey and that the above named vessel/aircraft* has not left the EU since stores were replenished.

**delete where appropriate*

Signed:

Print name:

Job description:

Dated:

Contact Details

Address:

Telephone/Fax number:

Email address:

Alternatively, please give details of your shipping agent, management office or other contact.

Please return this form to your local regional/divisional Animal Health and Veterinary Laboratories Agency (AHVLA) office (www.defra.gov.uk/animalhealth) or to the port/base operator in circumstances where an audit procedure has been agreed with AHVLA.

N.B. This form is not required for commercial aircraft.

Please keep a copy of this document for your own records.

FAIR PROCESSING NOTICE

Defra, the Scottish Government, the Welsh Government and the Food Standards Agency are data controllers in common in respect of relevant personal data processed by the Animal Health and Veterinary Laboratories Agency (AHVLA). For the purposes and usage of the data and the data sharing arrangements, please see the full Data Protection Statement on the AHVLA website. A hard copy of this information can be provided if required; please contact your local AHVLA Office/Laboratory. AHVLA will not permit any unwarranted breach of confidentiality or act in contravention of their obligations under the Data Protection Act 1998.

The Animal Health and Veterinary Laboratories Agency is an Executive Agency of the Department for Environment, Food and Rural Affairs working across Great Britain on behalf of Defra, the Scottish Government and Welsh Government

Declaration (Rev. 11/11)

Liverpool



Canal &
River Trust

Waste Reception Facilities - Liverpool South Docks

Port Waste Management Plan

Under the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003, masters of certain vessels must notify the Harbour Master of the waste it is carrying, and intends to land, whilst in Liverpool South Docks, in advance of arrival.

This pre-notification requirement does NOT apply to fishing vessels (of whatever size), recreational craft authorised to carry, or designed to carry, no more than 12 passengers, or those vessels that fall outside the scope of the regulations, such as Royal Navy and HMRC vessels. If you are required by law to complete a pre arrival pre-notification form please inform the Harbour Master before arrival and a form will be provided to you for completion.

A description of the waste reception facilities at Liverpool South Docks is provided below:

- **Garbage:** Canal & River Trust (CRT) authorised contractor collects bagged garbage directly from vessels at 0800 on weekdays, and some weekends during events.
- **Sewage and Oily Waste:** Sewage and Oily waste can be collected directly you're your vessel by the vessels authorised contractor. Please inform the Harbour Master before collection.
- **Food Waste:** Food waste from vessels that have not ever been outside the EU is handled in the same way as garbage.
- **International Catering Waste (ICW):** Galley waste (including food wrappings and including food purchased in the EU) must be treated as ICW if you have visited non-European Union ports (no matter how long ago*). If the vessel has ever visited non-EU ports please inform the Harbour Master before, or immediately upon, arrival. CRT can arrange for ICW to be collected and disposed of via a CRT authorised contractor.

Contacts:

- Harbour Master, Canal & River Trust, Unit 7m Atlantic Pavilion Albert Dock Liverpool L3 4AE
Tel 0151 709 6558 Fax 0151 709 6559
Andrew.Goudie@britishwaterways.co.uk
- Mersey Port Health Authority, Trident House, 015 Derby Road, Liverpool, L20 8LZ
Tel 0151 233 2583/84 Fax 0151 233 3580
port.health@liverpool.gov.uk

Any comments regarding the waste reception facilities should be made directly to the Harbour Master.

*If you wish Catering Waste to be considered non ICW after a voyage outside of the EU you must ensure that the ship's stores have been completely emptied, cleaned, disinfected and re-stocked in the EU. A declaration to this effect must be sent to the Mersey Port Health Authority.

CANAL & RIVER TRUST LIVERPOOL SOUTH DOCKS

Canal & River Trust Unit 7m Atlantic Pavilion Albert Dock Liverpool L3 4AE
T 0151 709 6558 F 0151 709 6559

Liverpool