

ALLIKLEPA PORT RULES



Adopted by resolution of the Management Board of Alliklepa Sadam OÜ (the port authority) of 1 May 2020.

I GENERAL PROVISIONS

The rules shall remain applicable in the entire water and land territory of the Alliklepa Port (hereinafter referred to as the **port area**) for an unspecified term and shall be binding to all persons and vessels, incl. floating crafts (hereinafter together referred to as the **water craft**) entering the port area and in the port area. By entering the port area, a person shall be deemed to have expressed their consent to following the rules and to the liability applied in the event of violation of the requirements of the rules.

The rules shall be applicable to water crafts irrespective of their flag state. The law of the Republic of Estonia shall be applicable in the port.

The port authority and the harbour master may apply further rules in the port area at any time and issue orders which are required for ensuring safety and order in the port and for fulfilling the rules of the port.

1. The basic information of the port

Name of the port: Alliklepa Port

Registry code of the port: EE ALI

Purpose of the port: provision of port services to water crafts of the total length of under 24 metres (a small-craft harbour) as a guest port.

Website: www.alliklepasadam.ee

E-mail: info@alliklepasadam.ee

Telephone: +372 5258735

2. The form of enterprise of the port authority

Business name: Alliklepa Sadam OÜ

Registry code, seat: 14226707, Naeri 4, Tallinn, 10138

3. The location of the port, the land territory and water territory (the water area)

The location of the port: the Alliklepa Port is located on the southern shore of the Gulf of Finland, west from Pakri Islands. Harju County 7618, Lääne-Harju Parish, Alliklepa Village, registered immovable of Päärbi (43101:001:0501)

The shore line point of the port: 59°17'06.29" N - northern latitude (B); 23°47'37.06" E - eastern longitude (L)

The surface area of the land territory: 2.84 ha

The surface area of the water territory: 0.5 ha

The exact borders and details of the water territory are provided on the navigational chart included in annex 1 to the rules.

4. The technical specifications of the port

The navigational chart of the port is enclosed in **annex 1**.

The part of the water area of the port between the breakwaters (jetties) (the so-called closed water area) is surrounded by 2.5 metres high granite cliff breakwaters with a 10 metres wide opening for entry. The fairway is 18 m wide and 180 m long and is marked with 4 buoys and 2 lights at the end of the jetty.

The minimum depth of the water area of the port at the entry as well as by the quay is 2.6 m based on the BK77 system and 2.4 m based on the EH2000 system.

5. The quays

The port has one monolithic floating quay with the length of 36 m. The quay is 0.3 m above the water surface. The quay is equipped with three illuminated service posts for providing water and electricity (240 V) to the berthed water crafts.

There are up to 24 boat booms and mooring fingers available on the western and eastern sides of the quay for the berthing of water crafts of different sizes. The quay is closed with a locked gate. The dimensions and markings of the berths are provided in the layout of the port which is available on the website of the port and on the message board in the port.

In the northern end of the floating quay there is a ladder (length: 1.5 m) attached to the quay in the water which can be used to climb on the quay from the water and a rescue equipment post with a lifebuoy, boat hook, mobile ladder, and a fire extinguisher. This equipment may only be used to assist those in need.

The inclination of the ramp is 1:7. The height on the ground is +1.5 m and in the water -2.5 m, the width 6 m. There is a ramp quay next to the ramp for the berthing of water crafts.

6. The restrictions to the maximum dimensions of the water crafts

The maximum draft of the water crafts serviced in the port is -2.3 m, the maximum width up to 4 m, and length up to 12.2 m, the total volume under 500.

There are places for berthing for the following vessels in the port basin:

- a vessel of the length of 12.2 m, width 3.7 m, draft 1.9 m;
- a vessel of the length of 9.1 m, width 2.8 m, draft 1.9 m;
- a vessel of the length of 6.1 m, width 2.5 m, draft 1.0 m.

The level of free water under the keel must form at least 10% of the draft of the water craft.

The driver of the water craft shall assess the weather conditions and shall be responsible for the safety of entering the port, as well as sailing in the water area of the port, and berthing, and for any hazards which may arise from the water craft in the period of being docked in the port.

7. The restrictions arising from environmental protection rules, hazardous cargo

There are no goods processed or no hazardous cargo loaded or unloaded in the Alliklepa Port.

There is no stationary lifting equipment in the port. The restrictions to the operation of any ordered lifting equipment shall be established by the specific contract for ordering the equipment.

The port does not receive cargo residues, bilge water.

The receipt and treatment of domestic waste are regulated with the pollution response plan. **Annex 2.**

8. The operating hours of the port

In the navigation period, the port operates from Monday to Sunday from 10 AM to 8 PM.

Through the electronic registration system, the ramp and the quay can also be used outside of the operating hours under the responsibility of the captain and based on an agreement with the harbour master.

The office of the port is open for entry into contracts and for other operations based on the schedule which is available on the website of the port and on the message board in the port.

9. The navigation season of the port

The navigation season of the port runs from 1 May to 30 September.

The port authority reserves the right to limit the duration of the navigation season or limit the amount of port services provided due to unfavourable weather conditions or other justified reasons.

Outside of the navigation season, the port may only be used with the harbour master's prior consent provided in a format which can be reproduced in writing (e.g. by e-mail or a text message).

No port services are provided outside of the navigation season and the port can be used under exceptional circumstances with the harbour master's permission solely under the responsibility of the person who has been granted the respective permission.

The port can always be used in an emergency situation, i.e. in the event of an immediate and actual threat to the life or health of a human being or property.

10. Difference of the local time from UTC

The difference of the local time from UTC is +2 hours.

11. The general details of the companies operating in the port

Alliklepa Sadam OÜ, registry code 14226707, Naerit 4, Tallinn 10138 – the port authority

AS G4S, registry code 10022095, Paldiski mnt 80, Tallinn 10617 – surveillance and security services

A company organising waste management in Lääne-Harju Parish based on the procurement contract.

12. The rules regarding traffic and parking on the territory of the port

For the purposes of the Traffic Act, the territory of the port is so-called "calm traffic area" (in EST: õueala) with the restrictions arising from the law applicable. The maximum permitted speed of vehicles is 5 km/h.

Parking is only permitted for the users of the port services and in the area designated for this purpose in the layout of the port and marked with parking signs.

In order to use the ramp, one vehicle may enter the port area (with the trailer carrying the water craft) which may be parked in the port area until the water craft is returned on the shore, but not longer than for 24 hours. The parking fee is included in the price of using the ramp.

A person renting a berth may park one vehicle per one berth in the port area for the entire duration of the tenancy contract. The parking fee is included in the monthly rent for the berth.

The floating quay can be accessed by the persons who rent berths and the persons authorised by them or accompanying them.

The rest area of the port is open for the visitors on foot for walking or cycling from dawn to sunset. The harbour master may restrict the access of the persons who are not using the port services to the port area.

13. The order and security in the port

The port area and the port buildings are under video surveillance. The video recordings may be used to inspect events or identify persons with the harbour master's permission and pursuant to the procedure provided for by law by observing the rules of the protection of personal data.

Any person present in the port area shall immediately report and accidents, damages to the equipment of the port, fires, falling of people in the water, or other events observed to the harbour master, the rescue service, the ambulance, or other relevant authorities. The emergency telephone numbers are provided in the information board.

The floating quay may only be used for accessing a water craft and for using the port services from the floating quay. The quay shall be unblocked for movement and no objects which prevent movement, incl. fuels or lubricants may be stored on the quay.

It is only permitted to smoke in the designated places which are marked as such. All waste must be disposed of in the waste containers.

It is not permitted to climb on the granite cliffs of the breakwaters (jetties) of the port.

Swimming and fishing in the water area of the port are only permitted with the harbour master's permission and may not block the movement of water craft or prevent the provision of port services.

14. Limitation of the port authority's liability

The port authority's liability in the provision of port services as well as with regard to any hazards arising from the port or the port structures shall be limited to grave carelessness or intention. The port authority shall only be held liable for direct proprietary damage caused by violation of their obligations.

II ENTRY OF WATER CRAFTS INTO THE PORT, DOCKING IN THE PORT, AND THE PROCEDURE FOR DEPARTING FROM THE PORT

15. Entry into the port, departure

Entry into the port shall only be permitted for the purposes of using port services.

A water craft arriving from outside of the Schengen area shall visit the nearest border crossing point – the ports of Pirita or Dirhami – to pass border control. The same requirement applies to all other water craft for the duration of the period in which all persons arriving in the country must pass border control. The harbour master shall immediately notify the Border Guard of arrival of a water craft which has not passed border control. The persons of the water crafts shall not be permitted to disembark.

Water crafts which require the services of a pilot are not served by the port.

Port services shall only be provided to seaworthy water crafts which have been properly registered (e.g. in the register of recreational crafts), which have a name and other identification marks, and which are compliant with the limits of the overall dimension of the water craft specified under the general provisions of the rules.

The water crafts which rent a berth in the port and use the ramp service shall not be required to notify the port of their intention to enter or exit the port without a good reason.

It is only permitted to depart from the port after payment for the port services.

16. Organisation of the entry formalities, the quarantine, customs, and border guard regime

The port has no procedure for issuing entry or exit permits. If necessary, the harbour master shall establish the procedure.

The port does not organise any entry formalities arising from the quarantine, customs, or border guard regime. No free zone is applied, there are no state supervision contact persons, or supervisory authorities present. The port does not provide customs inspection, veterinary inspection, plant protection inspection, or port state control services.

The port is not a border crossing point.

The port does not formalise any documents related to the quarantine, customs, or border guard formalities.

17. Communication with water crafts

The port does not have a radio channel. The communication with the water crafts entering the port, docked in the port, and exiting the port is organised over the contact phone of the port and by e-mail.

18. The requirements for the berthed water crafts

Water crafts may only be docked in the port in the places allocated upon berthing. The quay and electric power and water from the quay may only be used on the basis of a tenancy contract for a berth. The cost of electricity and water is included in the rental price of the berth. The terms and conditions and procedure for entry into a tenancy contract are available on the website of the port and on the notice board at the gate of the quay, as well as on the message board in the port.

Using of the ramp shall not grant the right to berth at the quay.

A water craft may only be located at the berth allocated by the harbour master. Any water craft which has been relocated without permission shall be placed back in the allocated spot at the expense of the driver (captain) of the water craft.

The mooring lines of a water craft shall be attached to the spots designed for this purpose in a manner which ensures the safety of other water crafts and port structures in any weather conditions.

The driver of a water craft shall be liable for safe docking of the water craft at the quay, as well as for safe boarding of and disembarking from the water craft.

A person who detects any hazards which may result in a damage (unattached lines of a water craft, a misplaced fender, damages to or breaking of the quay equipment, hydrotechnical equipment, navigation aids, or other water crafts, etc.) shall immediately notify the harbour master.

It is not permitted to continue to use the shore current if the wind speed in the port basin exceeds 15 m/s.

For unloading toilets and septic tanks, an unloading pump shall be rented from the port and any waste water shall be discharged to the sewage tank of the port.

Any waste shall be sorted and disposed of in the waste container.

The persons using the port may not:

- store oils or fuels and other objects on the quay which may block movement;
- wash a water craft, incl. the decks, tanks, etc., if the washing water contains substances which would pollute the water area of the port;
- perform works which are accompanied by a fire hazard;
- use an anchor without the harbour master's permission;
- use the toilet of a water craft if there is no sewage collection tank;
- unload toilets of septic tanks in the water of the port;
- dispose of waste anywhere other than the waste containers designed for this purpose;
- keep animals who have not been vaccinated on the board of a water craft or leave pets unattended;
- leave minors unattended;
- climb on the jetty of the port;
- board a water craft without permission;
- swim or fish in the water area of the port without the harbour master's permission;
- make noise (e.g. play loud music) or disturb peace between 10 PM and 8 AM;
- consume alcohol, except with the harbour master's permission in a designated place and under permitted conditions;
- behave against good manners and stay in the port area with obvious signs of being under the influence of alcohol;
- violate other orders established by the harbour master in order to ensure security and safety in the port.

The water crafts docked by the quay may only use a propeller at the minimum level of revolutions in order to warm up the engine before departure.

The harbour master may apply special water traffic requirements to a water craft driver who has violated the requirements of the port rules or failed to pay for port services, to prohibit the entry or exit of the water craft, to claim compensation for damages caused, to ask that a person entering the port has a liability insurance policy, etc.

19. Internal and deck works on the berthed water crafts (performance of works which generate noise or debris, welding works and works involving direct flames, works under the board, launching of boats or barges, pumping of the ballast and washing of tanks, repairing of the main engine)

Large-scale repair and painting works shall not be performed in the port. Any unavoidable repair or maintenance works shall be coordinated with the harbour master.

III ORGANISATION OF THE VESSEL TRAFFIC IN THE WATER AREA OF THE PORT (THE PORT BASIN)

20. The water craft traffic in the water area of the port (the port basin), incl. relocation and manoeuvres

“The Convention on the International Regulations for Preventing Collisions at Sea” (RT II 2005,19,64) shall be applicable to the traffic of water crafts in the port.

In the event of concurrent entry and exit of water crafts to and from the port, the water craft exiting the port shall have the preferential right to move on.

The maximum permitted speed of a water craft in the water area of the port is 3 knots. Freestyle driving and towing for the purposes of joyriding are prohibited.

Relocation of water crafts is only permitted with the harbour master’s consent.

20. The requirements for water crafts for movement under normal and special conditions

There is no water craft traffic in the water area of the port if the wind speed exceeds 12 m/s, the waves are over 1 m high, or the visibility is under 50 m. The harbour master shall decide on the action in the event of an emergency.

21. Berthing

The berthing place shall be allocated by the harbour master separately on each occasion or by a contract.

The good maritime practice shall be observed in berthing. Other water crafts or port structures may not be damaged in the course of berthing.

The mooring lines and fenders shall be placed so that safe docking of the water craft as well as the adjoining crafts is ensured in any weather conditions. If ordered by the harbour master, the captain of a water craft shall use further fenders and shore lines in order to ensure safe docking of other water crafts.

22. Towing

Towing is not available on the water area of the port.

23. Traffic in icy conditions

There is no traffic in icy conditions.

24. Special requirements

The harbour master may apply special requirements to various water crafts in order to ensure safe and efficient water traffic, as well as safe and efficient provision of port services.

IV THE PORT SERVICES PROVIDED, THE RELATED SERVICES, AND THE ORGANISATION OF PROVISION THEREOF AND THE TARIFFS

25. The main services provided at the Alliklepa Port

The following main services are provided at the Alliklepa Port:

- berthing of water crafts;
- access to a ramp;
- potable water and electricity on the quay;
- free Wi-Fi;
- shower, laundry;
- three toilets – a handicap toiler and two regular toilets;
- a car park;
- septic tank unloading pump rental;
- receipt of waste water and waste from water crafts.

The list above shall not restrict provision of other services by the port authority which are listed or the procedure for provision of which is specified on the website of the port and/or on the message board in the port.

The services are provided by the port authority: Alliklepa Sadam OÜ, registry code 14226707, Naeri 4, Tallinn 10138, board member Märt Rask

The contact person and harbour master: Märt Rask info@alliklepasadam.ee tel. +372 5258735

26. The port dues

The price list of the port services is drawn up by the harbour master for each navigation season. The list of the port services and the price list of the port dues can be found on the website of the port and, in the required extent, on the message board in the port.

The harbour master may change the amount and extent of the services provided in the middle of the season and the price list depending on the number of vacancies in the port and the market situation. Any valid tenancy contracts shall be amended pursuant to the terms and conditions thereof.

27. The following services are not provided in the port, among others:

- stevedore work;
- receipt of ship-generated waste and cargo residues;
- processing of cargo (no terminal);
- supplying with fuel or lubricants;
- diving work;
- repair and painting works;
- connection of the water craft with communications, power, or other on-shore systems;
- no railway connection;
- the road of the port is a road of local importance.

V SERVING OF PASSENGERS IN THE PORT

The port does not serve passengers. Tickets are not sold.

VI ORGANISING OF MEDICAL ASSISTANCE IN THE PORT

MEDICAL ASSISTANCE IS NOT PROVIDED IN THE PORT. THERE IS NO MEDICAL POST. THE AMBULANCE: 112.

VII THE FIRE SAFETY REQUIREMENTS IN THE PORT AND THE ORGANISATION OF RESCUE WORKS

It is not permitted to use open fire or make a fire in the port area.

It is only permitted to smoke in the places marked as such.

The harbour master shall decide whether or not to grant permission for using fire to cook food, organise fireworks (red signal rockets are prohibited), etc.

Fire extinguishing equipment can be found in the port building and on the rescue post on the quay. There shall be free access to this equipment.

The water crafts docked in the port shall have compliant, functional rescue and fire extinguishing equipment.

In the case of liquidation of a fire:

- the extinguishing operations shall be headed by the driver of the water craft;
- a general emergency shall be announced on the adjoining water crafts;
- all water crafts docked at the quay shall prepare for evacuation;
- the person who detected the fire shall immediately notify the harbour master and call the rescue service (112) if help is needed.

If a person falls in the water:

- the person who notices the person in the water first shall throw a lifebuoy to them and use other equipment on the rescue post to assist the casualty;
- if necessary, first aid shall be provided, the ambulance shall be called (112), and the harbour master shall be notified.

Liquidation of pollution from the water area of the port shall be organised pursuant to the pollution response plan. Annex 2

VIII THE PROCEDURE FOR CALLING A RESCUE SERVICE AGENCY OR ANOTHER SUPERVISORY AUTHORITY

The surveillance service and assistance are organised by the port authority: Alliklepa Sadam OÜ. Contact person: Märt Rask tel. +372 5258735 Surveillance regime – video surveillance, no permanent manned surveillance.

Security services, guarding, and signalling: G4S. Telephone: 1911.

The alarm centre for the Police and Border Guard Board, Rescue Board, and Ambulance: 112.

The Environmental Inspectorate: 1313.

The sea and air rescue: 61191224.

The Maritime Administration: 6205500.

IX THE LIABILITY OF A PERSON WHO VIOLATES THE RULES

A person who violates the port rules shall be held liable without restrictions for the entire damage caused by their actions, incl. for any loss of earnings.

The port authority may apply any legal remedies against a person who has violated the port rules, incl. demand that the violation is immediately brought to an end, compensation for any damages caused by the violation, payment of a contractual penalty, and request the violator to leave the port area immediately and prohibit further entry of the person or the water craft to the port area. The harbour master shall notify the police of a violation of law in the port.

A contract for provision of port services shall be deemed entered into by entering the port area.

In the event of a violation of the requirements of the port rules, the port authority may claim a contractual penalty of 500 euros from the violator for each infringement or, in the event of an ongoing infringement, 500 euros for each hour in which the infringement continues. Before claiming the contractual penalty, the port authority shall grant to the violator a reasonable chance to remedy the infringement. Claiming of the contractual penalty shall not exclude application of other legal remedies by the port authority with regard to the violator, incl. claiming of compensation for damages for any amounts exceeding the amount of the contractual penalty.

List of ANNEXES:

1. The navigational chart
2. The pollution response plan