

**PORT ORDER REGULATIONS IN THE PORT OF
«MARINE KAŠTELA d.o.o.»**

APPLICATION AREA: **MARINE KAŠTELA d.o.o. / Ltd.**

PREPARED BY: **LL.B. Ivona Smoljić**

APPROVED BY:

APPROVAL ISSUED BY: **Harbourmaster's Office Split**

Pursuant to Art. 3 section 2, 3 and 4 of the Regulations on the terms and methods of maintaining order in ports and other parts of the internal sea waters and the territorial sea of the Republic of Croatia (Official Gazette No. 90/2005)

Board of MARINE KAŠTELA d.o.o. Šetalište Kralja Tomislava bb, Kaštel Gomilica, ID No. 1693328 adopts these Regulations.

1. BASIC PROVISIONS

- 1.1. These Regulations lay down the terms and methods of maintaining order in the special-purpose port MARINE KAŠTELA d.o.o. (hereinafter: marina).
- 1.2. These Regulations apply to the whole area being used by marina (land and sea) pursuant to Concession agreement for the maritime property to build and use the port for nautical tourism – marina, at the section of cadastre municipality Kaštel Gomilica, region Giričić and the Concession agreement for the maritime property to build and use the special-purpose port – service base, at the section of cadastre municipality Kaštel Gomilica, region Giričić, signed with the Government of the Republic of Croatia on 15 January 2005.
- 1.3. The Board of the company MARINE KAŠTELA d.o.o. carries out the order in the marina.

2. DETERMINING THE LOCATION FOR BERTHING OF VESSELS

- 2.1. The place for berthing (hereinafter: berth) of the boats, yachts and ships (hereinafter: vessels) in the marina - quay and pontoons from A1-A60, B1-B60, C1-C60, D1-D60, E1-E60, F1-F60, LUA 1-24, LUB1-72 and LUC1-25.
- 2.2. The pontoons from B1-F60, LUA 1-24 and LUC 1-25 are designated for berth of transit vessels and berth of charter boats.
- 2.3. Permanent berth is determined by the marina receptionist and in agreement with the harbour master.
- 2.4. Permanent berth in the marina is determined by the agreement with the owner i.e. the user of the vessel, as per General business terms of Marine Kaštela.
- 2.5. Berth for the vessel aimed for commercial purposes (charter) is determined by the person authorised by the Board of marina (harbour master) and with submitted documents for performing the charter activities regulated by law.
- 2.6. Transit berth for the vessel not having permanent berth in marina is determined by a sailor.
- 2.7. Land berth is determined as per the area plan as follows: areas KOP-1 to KOP –160.
- 2.8. A vessel being in the port has to be berthed by the suitable and correct mooring lines on the mooring machinery (mooring bits, rings and similar).
- 2.9. The Croatian Hydrological Service issues the valid weather forecast to the sailors at the marine reception.

3. VESSEL'S CALL AT PORT

- 3.1. The speed of the vessel entering the marina should not exceed 2 knots.
- 3.2. Each time a vessel calls at marina the master of the vessel has to notify the marina in advance (by phone or by VHF station at channel 17).

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- 3.3. The master of the vessel is obliged to have a valid sailing licence (vignette) and a list of persons certified by the Harbourmaster's Office.
- 3.4. The master of the vessel is obliged to declare without delay the arrival at the marina's reception submitting personal documents, documents for the vessel and list of the staff aboard (excepting the master of the vessel having the Contract on permanent berth in marina).
- 3.5. The master of the vessel is obliged to keep the waste and waste oil till the arrival in the port where he is obliged to deliver the same.
- 3.6. Should some emergency occurrence arise aboard the vessel concerning the persons, hull of the vessel, equipment, engine or cargo, or if the environmental pollution is noticed, the person operating the vessel is obliged to notify marina about that without delay.
- 3.7. Upon the distress call concerning pollution, the maintaining and protection service for the environment, providing the means and equipment for preventing the sea pollution within its area will start removing the results of the sea pollution.
- 3.8. The vessels entering or leaving the port and during the navigation in the port have to decrease the speed so that the waves resulting by their sailing do not damage other sailing objects, coast or devices in the port.

4. BERTHING AND ANCHORING

- 4.1. The vessels in the marina are berthed as per the directions of the staff (harbour master and sailors). Berthing of the vessels should be done in a safe way, by correct mooring lines of appropriate dimensions. Mooring lines should in no way obstruct the navigation of other vessels.
- 4.2. Anchoring vessels in the marina is forbidden.
- 4.3. Connecting the vessels to the electrical wiring and water plumbing of the marina is allowed only if the vessel has the correct installations suitable for that.

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5. STAY OF THE VESSELS IN THE PORT

5.1. In the port it is forbidden:

- 1) to obstruct access to the mooring machinery;
- 2) to replace, change or remove moorings, anchors or machinery of other vessel, unless it is necessary for preventing the immediate and obvious damage or when it is necessary because of the vessel's arrival or departure;
- 3) to moor the vessels to navigating and other signs, devices and gears not designed for mooring and to walk across them;
- 4) to put, replace, change, remove or damage the navigating or other signs or mooring machinery without authorisation;
- 5) to cause damage to quay, stowing various objects (antennas, plastic containers, carpets etc.), driving wedges into the quay structures, or carry out any other action causing damage to the quays;
- 6) to weld, or light an open fire on the quay, on the vessel or on the mooring machinery;
- 7) to clean and scrub, and to paint the freeboard or under-water surface of the vessel's plating;
- 8) to pollute the air by the emission of dust, smoke and other gases exceeding permitted quantities specified by the special regulations;
- 9) to keep the vessel's propeller turning; except for the purpose of a necessary manoeuvre of the vessel;
- 10) to perform the repair works and reconstruction of the plate, board, equipment and engine besides the common jobs on the vessel;
- 11) to burn the waste on the vessel;
- 12) to imperil, in any way, the safety of navigation, of human lives and environment;
- 13) to do the works on the vessel that can endanger human lives, cause fire, pollute sea or cause damage on other vessels, as well as on the quay, port machinery, devices and plants;

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- 14) to have a 220V cable plugged in for electricity supply when the crew does not stay on the vessel. When leaving the vessel the cable must be unplugged or the same will be done by the sailors of marina Kaštela;
 - 15) to swim, dive, run speed-boats, windsurf, water-ski or train water-skiing;
 - 16) to use marine toilettes.

6. ARRIVAL OF VESSELS BY LAND

6.1. When arriving in the marina by land, by towing vehicle and with the vessel on the trailer, the master of the vessel is obliged to register his arrival at the reception of the service base in the marina.

6.2. When arriving by land for the transit, the master of the vessel is obliged at the reception of the service base in the marine to submit personal documents of the whole crew for residence register, and then at the same place to issue the work order for lowering down of the vessel into the sea, parking of the vehicle and trailer.

6.3. The master of the vessel is obliged to submit the vessel's documents at the reception of the service base and to get the prepaid card for entering and leaving the marina.

6.4. Master of the vessel with the issued work order takes over the personal documents at the reception of the service base, the receptionist being obliged to give him the obligatorily form-GUESTS REGISTRATION for every person.

6.5. When a new vessel arrives by land the master of the vessel is obliged to submit to the receptionist his own documents and vessel's documents- general customs declaration(*JCD*), and then to act as per instructions of the staff and pursuant to the procedure of performing the customs activities.

6.6. Master of the vessel contracting with marina the annual berth is obliged every time he comes on

board to register his arrival at the reception of the marina submitting the personal documents of the whole crew for registering the residence of the guests.

7. DEPARTURE FROM MARINA

- 7.1. On departure from the marina master of the vessel is obliged to cut off the electric, water and gas connections of the vessel.
- 7.2. On departure from the marina master of the vessel is obliged to leave the mooring in good condition. If the vessel remains at the annual berth in the marina the master of the vessel is obliged to hand over the keys of the vessel at the reception of the marina together with the valid documents of the vessel (“vignette” with belonging documents). He takes them over when he gets back to the vessel, and for the vessel, the keys of which are not at the reception, the marina is not responsible.
- 7.3. If the vessel that was in transit leaves the marina by land, all the activities for lifting up the vessel and loading it on the vehicle or trailer are done over the reception of the service base.
- 7.4. If the vessel for which there was a Berth Contract leaves the marina permanently, the master of the vessel is obliged to notify the reception of the marina concerning the vessel’s departure and to cancel the Berth Contract in writing.
- 7.5. If the vessel for which there was a Berth Contract leaves the marina by land, all the activities for lifting up the vessel and loading it on a vehicle are done over the reception of the service base in the marina.

8. REPORTING AND ACCEPTANCE OF WASTE AND THE REST OF CARGO FROM VESSELS

- 8.1. Reporting and acceptance of waste in the port are performed according to the special PLAN for acceptance and handling of the waste and of the rest of cargo from the vessels.

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9. **CONTROL METHODS**

- 9.1. Control of the implementation of these Regulations is done by the Board or by the person authorised by it, i.e. the harbour master.
- 9.2. The harbour master in the marina performs control of management, ship docking, berthing, anchoring and sailing off of the vessel.
- 9.3. The inspectors of the navigation safety and other authorized employees of the Harbourmaster's Office Split perform supervision of navigation safety and order implementation in the port.
- 9.4. Control stated in the second section of this article is performed from 0 to 24 h by visual observation and walking, by VHF and in future by video monitoring.

10. **FINAL PROVISIONS**

- 10.1. From the date of entering into force of these Regulations the provisions on maintaining order in ports and other parts of inland sea waters and territorial sea of the Republic of Croatia, for the special-purpose port and the port for nautical tourism MARINE KAŠTELA d.o.o. are applied.
- 10.2. These Regulations enter into force upon obtaining consent of the Harbourmaster's Office Split.
- 10.3. Harbourmaster's Office Split gave consent by its decree:

Class No.: 342-21/07-01/09

Reg.No.530-03-06-07-2 of 2007

Harbour master
Capt.Boris Matošić, B.Sc. (Eng.)
/signature illegible/

MARINE KAŠTELA d.o.o.
Mario Grilc, Head of Board
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Issued on: 06/2007
Entered into force on: