

TALVESADAM
Port rules

Pärnu Haldusteenused
Suur-Sepa 16, Pärnu

2013

Declaration by the port authority:

These rules are mandatory and extend to all the vessels visiting the port irrespective of their flag state.

Port rules are mandatory and extend to all the natural and legal persons on the territory and water area of the port.

Persons, who have violated these rules, shall be brought to justice pursuant to the laws in force in the Republic of Estonia. Material harm suffered by the port shall be compensated for in accordance with the legislation in force.

Ignorance of these rules shall not release from liability in case of violation of these rules.

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1. General information

1.1. Port authority

- Pärnu Haldusteenused;
- National registration number of the state and local authorities: 75038471;
- Address: Suur-Sepa 16, Pärnu.

1.2. Location, area and waters of the port

- Coordinates: 58°23'71"N; 24°29'32' E;
- Postal address: Suur-Sepa 16, Pärnu;
- Port is located at the Pärnu moat and its waters are accessible from all sides. Port area is the cadastral unit 62510:001:3920, address Sadama 2, Pärnu;
- Port basin includes the entire water area of the Pärnu moat from the line between border checkpoints (58° 23' 12.660"N; 24° 29' 30.730"E) and 7 (58° 23' 12.270"N; 24° 29' 29.400"E). (Annex 1).

1.3. Territorial plan of the port and a map of navigation marks and marker buoys

- Territorial plan of the port is included in Annex 2;
- There are no navigation marks at Talvesadam.

1.4. Technical data of the port

- Port basin can be entered via waters of the Port of Pärnu (see Annex 1) and entering Pärnu Vallikäär requires passing under the pedestrian bridge. Height between the lower constructions of the bridge and the zero water level is 3 meters. Taller vessels must order the bridge to be raised. Harbour Master organises raising of the bridge. The decision on passing under a bridge (or through a raised bridge) is always made by the captain of the vessel making this maneuver, taking into account current water level, wind and other important weather conditions;
- Port includes 28 floating berths with walking beams (berth no. 1, see Annex 2);
- Lengths of the lateral berthing places: berth 1 – 35 m; berth 2 – 33 m; berth 3 – 106 m;
- Height of the floating berths from the water level is 0.6 m;
- Port basin also includes a 36 m long floating berth that belongs to the commercial building at Sadama tn. 4, Pärnu (berth no. 4, see Annex 2). The conditions of use for this berth are stated by the owners of the commercial building at Sadama tn 4 and Talvesadam does not provide services at this berth.
- A suitable mooring shall be assigned by the Harbour Master depending on the dimensions of the ship. Minimum underkeel clearance (free water) must be at least 10% of the recreational craft draught.

1.5. Dimension limits of vessels

- Floating vessels with the following maximum dimensions are permitted to enter the port: length 18 m, width 6 m and draught 2,5 m (L=18 m, B=6 m, T=2,5 m);
- Underkeel clearance (free water) must be 10% of the recreational craft draught;
- Larger floating vessels (maximum length 24 m) are permitted to enter the port upon agreement with the Harbour Master.

1.6. Restrictions on environmental protection requirements, hazardous cargo etc.

- General environmental protection requirements are based on the current legislation;

- Loading, unloading or processing of dangerous substances is not permitted on the port territory.

1.7. Business hours

- During navigational period the port is open 24/7.
- Working time of the Harbour Master from September 15 to May 1 is Monday–Friday (except holidays) 08.00 – 17.00 and from May 1 to September 1 the Harbour Master or his/her replacement is on call 24/7. The respective procedure shall be established by the decision of the port authority.
- Additional information on all the issues concerning the organisation of work of Talvesadam can be obtained from the website www.talvesadam.ee and by telephone + 372 50 377 32

1.8. Navigation season

- Navigational period lasts from May 1 to November 1, but it also depends on ice conditions. In case the waters are covered with ice the navigational period ends or is shortened.

1.9. Local time difference from UTC

- Local time differs from universal time (UTC) by +2 hours. Summer time (from last Sunday of March to last Sunday of October), which is established by the legislation of the Republic of Estonia, differs by +3 hours.

1.10. General information about the operators at the port

- Pärnu Haldusteenused – port services;
- Commercial building at Sadama 4, Pärnu – floating berth (see Annex 2, berth no. 4) management

2. Procedure for vessels entering the port, staying in port and leaving the port

2.1. Notification procedure for entry and departure intentions

- In order to enter or leave Talvesadam the vessel flying the flag of a foreign country or Estonia must inform the Harbour Master or duty officer at least 1 hour before the estimated time of arrival or departure. It is possible to agree on a different notification procedure with seasonal contracts.
- Port does not have a call sign.
- Harbour Master's telephone: + 372 50 377 32

2.2. Procedure for issuing entry and departure permits

- Entry and departure permit shall be issued by the Harbour Master of Talvesadam or his/her official replacement.
- It is possible to agree on a different notification procedure with seasonal contracts.
- Vessels that are flying the flag of Estonia, mooring at the berth at Sadama tn. 4 and are shorter than 8 m and lower than 3 m do not need the permission of the Harbour Master of Talvesadam.

2.3. Procedure for arrival and departure notifications and required information

Arrival and departure of a ship must be registered in the entry and departure log of the port. The following information has to be provided in order to receive a permit:

- Vessel name and number, flag, type
- Time of arrival
- Time of departure

- Vessel length, width, draught
- Number of people on board
- Port of departure
- Name of the captain and contact information

Entry and departure log is located at the following address: Suur-Sepa 16, Pärnu

2.4. Organisation of entry formalities and required documents concerning quarantine, customs and border guard regime

- Talvesadam is not a border checkpoint open for international traffic and it does not perform border control duties. Recreational craft arriving from foreign waters must fulfil border guard and customs formalities in another port that includes a border checkpoint, which is open for international vessel traffic and where border checks are carried out.
- Upon leaving Talvesadam, vessels heading outside the Schengen area must pass through border control in another port that includes a border checkpoint, which is open for international vessel traffic and where border checks are carried out.
- Quarantine and sanitary surveillance is called to the port in case a vessel arrives from an infectious area or there is a person suspected of being infected or an infected person on board.

2.5. Preparation of quarantine, customs and border guard formalities and documents

- Quarantine, customs and border guard formalities and documents shall be prepared by authorised agencies.

2.6. Organisation of communications with vessels entering the port, staying in port and leaving the port

- Communications is organised by telephone.

2.7. Requirements for moored vessels

2.7.1. Obligations and restrictions

- Orders issued by the Harbour Master pertaining to the stay or relocation of vessels, shall be mandatory for both vessel owners and captains.
- All vessels must have the required marking.
- Docking lines must be secured only to the appropriate bollards or loops and fenders must be used.
- Vessels staying alongside berths is allowed with the permission of the Harbour Master.
- Vessel's crew must adjust the docking lines and fenders if necessary, to ensure safe staying in the port in changing conditions.

2.7.2. Prohibitions and other terms

- Relocation of water crafts and lifting them into / out of water without a permission from the Harbour Master or the duty officer
- Pollution of the territory and waters
- Performance of works that cause environmental pollution
- Swimming
- Storage of fuels and oils on berth
- Fueling of floating vessels from canisters
- Unauthorised connection of a floating vessel to onshore supply system
- Toilet usage on board of a recreational craft without a holding tank
- Listening to loud music or disturbance of piece from 22.00 to 09.00.

- Port is not liable for damages that may occur on unguarded territory and waters or due to concealed thefts, a storm or a fire accident

2.8. Deck operations on moored vessels

- Deck operations that do not cause environmental pollution are allowed
- Repair works that produce loud noise and debris require approval from the Harbour Master

3. Organisation of vessel traffic in the port basin

3.1. Vessel traffic in the port basin

- "International regulations for preventing collision at sea" apply for vessel traffic.

3.2. Requirements for vessels during traffic in normal and special conditions, maneuvering and relocation

- Leaving vessels have the right of way over arriving vessels
- Only engine-assisted navigation is permitted for vessels in the port basin
- Speed must not exceed 5 km/h and/or the selected speed must not create a stern wave
- In case of limited visibility (less than 50 m) or wind speed of 15 m/s, a traffic clearance in the port basin shall be issued by the Harbour Master
- It is not permitted to navigate with a lowered anchor in the port basin.
- Relocation of the vessels is allowed only with the permission of the Harbour Master

3.3. Mooring

- Mooring shall be assigned by the Harbour Master
- Rules of good seamanship must be followed upon mooring
- Mooring must not endanger other floating vessels or port facilities
- Vessel must be equipped with adequate amount of docking lines and fenders with sufficient strength.
- Anchoring in the port basin requires approval from the Harbour Master

3.4. Towing

- Towing on the port territory is allowed only with the permission of the Harbour Master.

3.5. Traffic in icy conditions

- There is no traffic in icy conditions

3.6. Special requirements depending on vessel class, cargo characteristics

- Special requirements are set for a vessel by the Harbour Master as needed

4. Provision of port services, related services and organisation of the provision of services

4.1. Loading, unloading, storage and warehousing of goods (incl. dangerous goods)

- The following services are not provided at the port: loading, unloading, storage and warehousing of goods (incl. dangerous goods)
- Port does not have stationary loading equipment

4.2. Stevedore works

- Stevedore works are not performed at the port

4.3. Water supply

- Water supplies can be replenished on berth no. 1 (see Annex 2)
- Water supplies are permitted to be replenished upon agreement with the Harbour Master

4.4. Reception of the ship-generated waste and cargo residues

- Ship-generated waste shall be accepted only from the vessels of hobby seafarers
- Port does not accept ship-generated waste and cargo residues from vessels performing economic activities

4.5. Fuel and lubricants supply

- Port does not include fuel and lubricants supply

4.6. Diving operations

- Port does not provide diving services
- A permit from the Harbour Master is required for performing underwater operations

4.7. Repair and painting works

- Small scale repair works can be performed at the port, but the port does not provide these services
- Repair and painting works require approval from the Harbour Master

4.8. Connection of vessels to communications, energy and other onshore supply systems

- Possibility for connecting a vessel to communications systems is not available at the port
- Connection to energy and other onshore supply systems requires permission of the Harbour Master

4.9. Other services provided by the port

Talvesadam is oriented to providing services to hobby seafarers
Port and operators at the port provide the following services:

- leasing of berthing places
- reception of pre-sorted domestic waste
- toilets
- leasing of rowing boats and motorboats

Price list of services can be found at www.talvesadam.ee and/or in the Pärnu Haldusteenused office at:
Suur-Sepa 16, Pärnu

5. Passenger service regulations at the port

5.1. Boarding and unboarding the ship

- Vessels that service passengers shall organise boarding and unboarding on their own

5.2. Organisation of ticket sales

- Ticketing for vessels that service passengers is organised by the owner or operator of the vessel

5.3. Safety requirements

- Captains of the vessels that service passengers must ensure safe staying in port, protection of property on the vessel and also safe boarding and unboarding
- Vessel that services passengers must have a safe gangway equipped with a security net and a lifebuoy with heaving line nearby. Gangway has to be illuminated during night-time

5.4. Passenger services

- Port does not provide special passenger services

6. Organisation of medical care at the port

6.1. Medical post at the port

- Port does not include a medical post
- Harbour Master has a first aid kit at his/her disposal
- Nearest medical post is located at: Ristiku 1, Pärnu

6.2. Options for calling medical help

- Nearest telephone is in the Viiking SPA Hotel building at: Sadama 15, Pärnu and in the Pärnu Yacht Club (Pärnu Jahtklubi) building.
- Emergency number is 112

7. Fire safety requirements at the port and organisation of rescue works

7.1. Fire safety requirements at the port

- All the port facilities must have free access
- Operations involving open fire are prohibited at the port
- Welding works require a permit from the Harbour Master
- In case of a fire, Rescue Board (112) and Harbour Master have to be informed immediately

7.2. Fire safety requirements on vessels staying in port

- Rescue and fire-fighting equipment of the vessels staying in port must be in working condition and ready for use
- Vessel captain is responsible for fire safety on the vessel
- Operations on the vessel that involve a fire-risk require approval from the Harbour Master
- In case of a fire at the port or on a vessel staying in port, all other vessels must prepare their rescue and fire-fighting equipment, including main engines, to help extinguish the fire or evacuate the vessel to a safe location, if necessary.

7.3. Location of the rescue and fire-fighting equipment

- Berths are equipped with rescue posts (life buoy with heaving line, boat-hook, ladder) at visible locations and with free access
- Basic fire extinguishing equipment is located at the office of the Harbour Master or his/her replacement

7.4. Pollution abatement plan

- Upon discovery of a dangerous pollution, the Environmental Inspectorate must be called immediately on the number 1313.

8. Procedure for calling the Rescue Board or other granting or supervisory authority

8.1. Rescue Board

- Rescue Board shall be called independently or through the Harbour Master
- Rescue Board telephone: 112

8.2. Police

- Police shall be called independently or through the Harbour Master
- Police telephone: 110 or 112

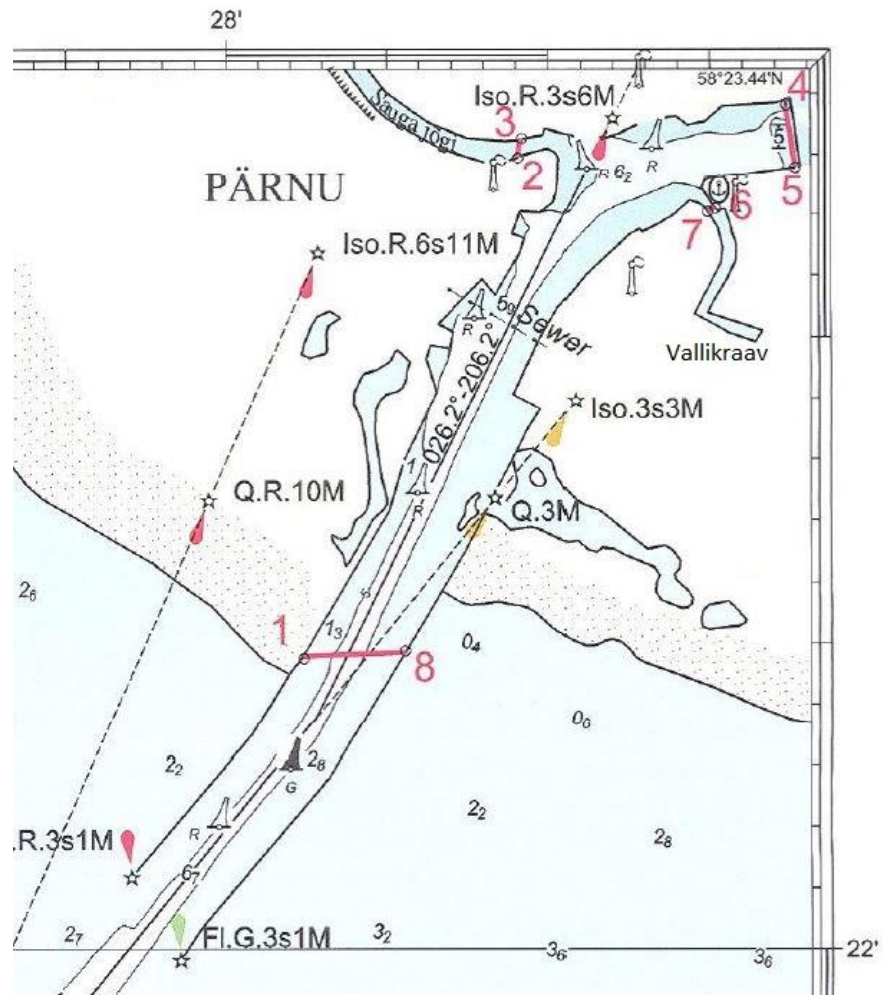
9. Traffic regulation on port territory

- Parking on berths and outside the marked parking area is prohibited, except when it is necessary for providing services to vessels

10. Annexes

Annex 1

Locations of the water areas:



Annex 2

Territorial plan of Talvesadam

