



**SAARTE LIINID**

# **NAISSAARE PORT**

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## 1. GENERAL PART

The rules shall apply on the territory and the water area of Naissaare Port (hereinafter referred to together as the port area) and they are obligatory for every enterprise operating in the port, including all persons staying in the port, and for ships visiting the port regardless of their Flag State.

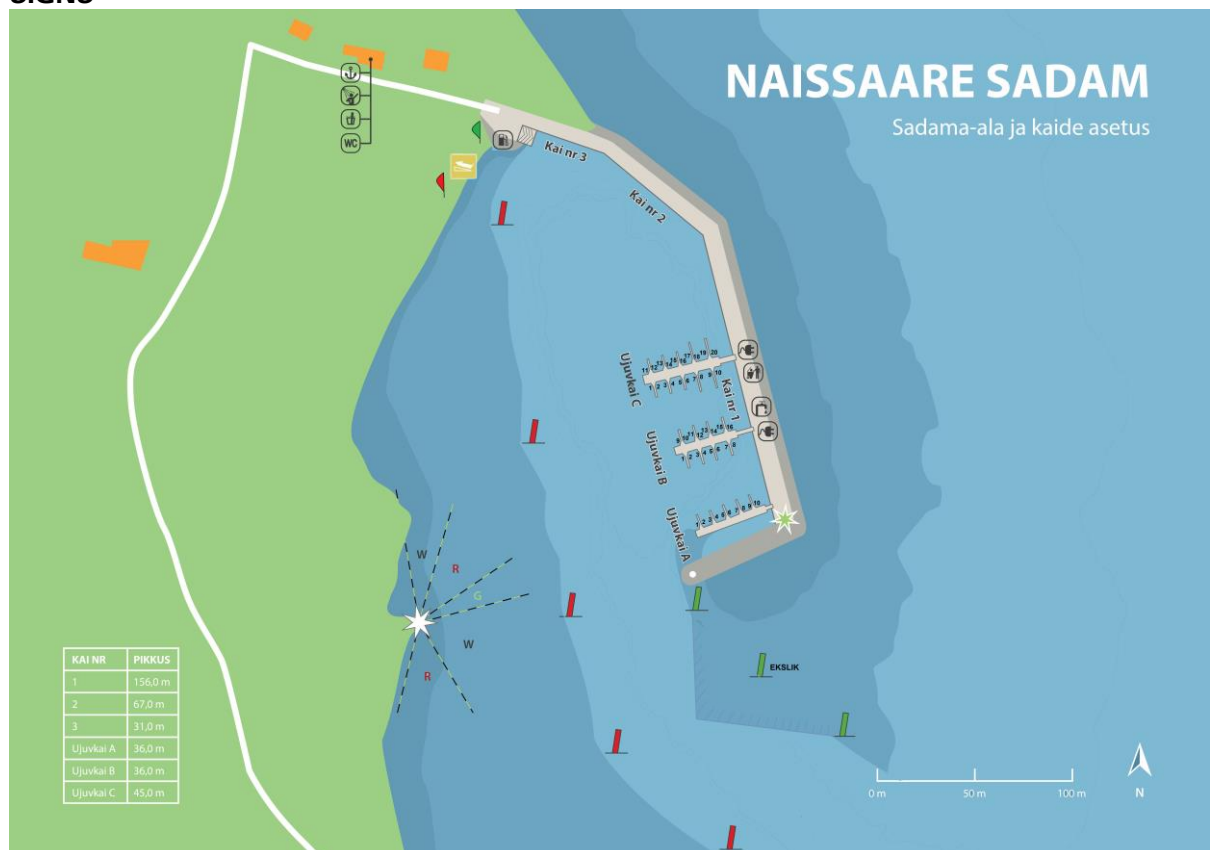
### 1.1. TYPE OF COMMERCIAL UNDERTAKING OF THE PORT AUTHORITY

- 1.1.1. The Port Authority is Saarte Liinid Ltd.
- 1.1.2. Saarte Liinid Ltd operates as a public limited company in compliance with the Commercial Code and legislation in force in Estonia.
- 1.1.3. The registry code of Saarte Liinid Ltd is 10216057.

### 1.2. PORT LOCATION, DELIMITING THE PORT LAND AND WATER AREA

- 1.2.1. Naissaare Port is located on the eastern shore of the Naissaare island in the parish of Viimsi, Harju County. The geographical coordinate of the port: latitude =  $59^{\circ}33'22.56''$  N and longitude =  $24^{\circ}33'14.94''$  E.
- 1.2.2. Total water area of the port is 4,4 ha.
- 1.2.3. Total land area of the port is 4,96 ha.

### 1.3. LAYOUT OF THE PORT AREA AND LOCATION PLAN OF NAVIGATION MARKS AND SIGNS



#### 1.4. TECHNICAL DATA OF THE PORT

- 1.4.1. The port water area is formed from east by a 260 m long and 20 m wide pier and westside there is a coastline. Innerside of the pier there are quays no 1, 2 and 3. On the sea side of the quays there is a metalwall covered with impregnated wood to defend the quay from wind, waves and ice. Behind the wall there is throughout the building concrete blocks and tetrapods shoredefence. From the S-side top of the shoredefence is running to WSW direction 50-m long breakwater of tetrapods.
- 1.4.2. The quays are equipped with pollars and rubbersenders.
- 1.4.3. Ships enter the port through the fairway marked with side marking.
- 1.4.4. The port has the next quays:

Quay No	Length (m)	Berthing places	Depth (m) EH2000	Depth (m) BHS-77
Quay No 1	154	-	4,0	4,2
Quay No 2	64	-	4,0	4,2
Quay No 3	40	-	4,0	4,2
Pontoon No A	36	10	4,0	4,2
Pontoon No B	36	16	4,0	4,2
Pontoon No C	45	20	4,0	4,2

- 1.4.5. The declared depths at quays are indicated at the zero of sea level. Depending on weather conditions, sea level in port may differ from the zero by +60 cm to -20 cm in average in the EH2000 height system.
- 1.4.6. Declared depth is the minimal depth measured at 1,5 m from a berth edge.
- 1.4.7. **NB! From January 1, 2018, the height system of Baltic 1977 (BHS-77) been used in Estonia so far was replaced with European Vertical Reference System, which is abbreviated in Estonia EH2000.**

#### 1.5. RESTRICTIONS TO VESSEL OVERALL DIMENSIONS

- 1.1.1. The biggest vessel received in the port may be of maximum 60 m long, 15 m wide and with 3.0 m of draught.
- 1.5.1. The main function of the port is providing services to ferryboats, passenger ships and small craft. At the W-side end of the quay no 3 there is located a concrete ramp for ferryboats.

#### 1.6. RESTRICTIONS ARISING FROM THE REQUIREMENTS OF ENVIRONMENTAL PROTECTION AND DANGEROUS CARGO

- 1.6.1. As the island Naissaar is a nature park area, where waste management is limited. Preferably should ships give up the shipgenerated waste in the mainland port.
- 1.6.2. Dangerous cargo conveyed by ferryboats must be located on duly marked vehicles.
- 1.6.3. In the port, there does not exist acceptance, storage and issuance of dangerous goods.

#### 1.7. BUSINESS HOURS

- 1.7.1. Entering and leaving of ships is available at any time. The Port Supervisor (+372) 5345 0651, the Harbour Master (+372) 5332 8095.
- 1.7.2. Passenger ships are handled in accordance with the contracts.

1.7.3. Operational info is obtained from Port Office (+372) 5345 0651.

## **1.8. PORT NAVIGATION SEASON**

1.8.1. The Port Office working period and additional services are available during period 1. may – 30. september. Information calling (+372) 5345 0651.

## **1.9. LOCAL TIME DIFFERENCE FROM UTC**

1.9.1. Since last Sunday in March +3 hours.

1.9.2. Since last Sunday in October +2 hours.

## **1.10. GENERAL INFORMATION ON BUSINESSES OPERATING IN THE PORT**

1.10.1. Information about the companies in port can be obtained from Port Office or calling (+372) 5345 0651.

## **1.11. TRAFFIC REGULATION ON PORT TERRITORY**

1.11.1. Traffic rules must be observed when travelling on the territory of the port.

1.11.2. The vehicles and mechanisms parking on quays and outside the respectively marked parking area is prohibited, unless so needed for servicing vessels. In the latter case, the driver shall not leave the vehicle without surveillance.

1.11.3. For all motor vehicles moving and parking within the port territory must have a valid traffic insurance.

## **1.12. CLEANLINESS ON PORT TERRITORY**

1.12.1. All operators and persons in port area shall ensure the cleanliness and order within its working area and in compliance with fire safety, health protection and environmental requirements.

1.12.2. No objects disturbing hauling shall be located at quays.

1.12.3. Smoking on the port territory is allowed in respectively allocated places.

1.12.4. Accidents with people or equipment on the port territory, any pollution of the port area, damages to ships or quays shall immediately be reported to the Port Supervisor.

## **2. REGULATION OF WATER CRAFT ENTERING, STANDING IN AND LEAVING THE PORT**

### **2.1. ANNOUNCING THE ENTERING AND DEPARTURE INTENTION**

2.1.1. The boarding and disembarkation of passenger ships and ferries shall be carried out in accordance with the port services agreement concluded with the shipowner..

2.1.2. Cargo ships, state fleet and others. shipowners or authorized representatives of vessels must agree in advance with the port on the vessel's intention to enter and the needs for landing-loading by e-mail to: [naissaar@saarteliinid.ee](mailto:naissaar@saarteliinid.ee)

2.1.3. The Skipper of the small craft shall notify Port Supervisor of leaving and formalise its leaving.

2.1.4. Crossing the state border, the small craft, which is not exempt from the border clearance requirements by the meaning of the Schengen border rules, before leaving internal waters of Estonia shall arrange leaving in an open for International traffic border point of some other harbour.

## **2.2. GRANTING OF ARRIVAL AND DEPARTURE PERMISSION**

- 2.2.1. The intention to enter can be notified by e-mail to: [naissaar@saarteliinid.ee](mailto:naissaar@saarteliinid.ee) and operational communication can be made by the Port Supervisor telephone 53450651.
- 2.2.2. The Port Supervisor assists in determining the quay place and mark up the ship data in a respective book.
- 2.2.3. Port administration may refuse from granting of the exit permit, in case:
- the established port fees and fines are unsettled;
  - a respectively authorised state agency issues such an order.

## **2.3. PROCEEDING AN ENTERING AND LEAVING NOTICE AND INFORMATION REQUIRED**

- 2.3.1. Upon entrance to port or leaving port, the ship's agent or Master shall present necessary documents.

## **2.4. ARRANGEMENT OF ENTERING FORMALITIES AND DOCUMENTATION REQUIRED ACCORDING TO QUARANTINE, CUSTOMS AND BORDER REGIME**

- 2.4.1. Ferries, passenger and cargo vessels regularly connecting destinations on domestic lines in Estonia as well as other vessels not leaving the Estonian economic zone may produce a general declaration (in case there are no amendments in the presented data) for up to 1 month.
- 2.4.2. Upon leaving the port, the documentation shall be submitted prior to the departure.

## **2.5. QUARANTINE, CUSTOMS AND BORDER GUARD FORMALITIES AND EXECUTION OF DOCUMENTATION**

- 2.5.1. Naissaare Port is not the border crossing point open for international traffic. Border and customs control is not available. When calling at Naissaare Port from a foreign country, the vessel shall prior to entering Naissaare Port pass border control in an open for international traffic border point of some other harbour where border control is performed.
- 2.5.2. The Skipper of the small craft shall hold during the stay in the port and at the request border guard officials performing the control submit the list of persons on board the small craft with a note verifying the border control having been passed.
- 2.5.3. The skipper of the small craft is obliged to register the entry into port with the vessel with port service or the corresponding web application within half an hour of entry.

## **2.6. ESTABLISHING COMMUNICATION WITH WATER CRAFT UPON ENTERING, STANDING IN AND LEAVING THE PORT**

- 2.6.1. Operational information exchange with the port takes place on the phone of the Port Supervisor (+372) 5345 0651.

Harbour e-mail is [naissaar@saarteliinid.ee](mailto:naissaar@saarteliinid.ee).

## **2.7. REQUIREMENTS TO THE MOORED WATER CRAFT (PROHIBITIONS, OBLIGATIONS, RESTRICTIONS AND OTHER CONDITIONS)**

- 2.7.1. All orders given by Harbour Master or Harbour Supervisor concerning laying the vessels and small craft shall be mandatory to their Masters. For the purpose to organize of safe water traffic, a harbour master has the right to demand compliance by persons staying in the port with the requirements arising from legislation, port rules and good seamanship.
- 2.7.2. Using an anchor on the port water area shall be approved by Harbour Master.
- 2.7.3. The mooring ropes shall be fastened only to the mooring posts assigned for this purpose.
- 2.7.4. Berthing of the small craft laying in the marina shall be assigned by Harbour Master or Harbour Supervisor.
- 2.7.5. Vessels standing side-by-side at any quay is a subject of Harbour Master's or Harbour Supervisor's permission.
- 2.7.6. Vessels standing alongside a quay shall not use propellers. As an exception, these are allowed to be used by vessels only by permission of Harbour Master or Harbour Supervisor.
- 2.7.7. Part of the crew, who can secure a safe laying of the vessel and are in case of necessity able to secure the vessel's fast leaving to the roadstead, shall always stay on board the vessel while standing alongside the quay.
- 2.7.8. The main engine, steering and anchor gears shall stay in working order. Any repair and maintenance work that may prolong the time necessary for readiness to depart as well as fire and abandon ship drills may only take place at the permission of Harbour Master.
- 2.7.9. The moored vessel shall have a safe gangway under which there is a protective net and a life buoy supplied with a heaving line. During the dark the gangway shall be lightened.
- 2.7.10. The board at the quay-side of a moored vessel shall be lightened.
- 2.7.11. Connection of the power cables of vessels and small craft to the port power system shall be done at the permission of Harbour Supervisor.
- 2.7.12. The crews of vessels shall keep the port land and water area clean.
- 2.7.13. The Master of vessels and Skippers of small craft shall secure a safe standing of these in the port at any weather condition, protection of the property on vessels as well as a safe embarkation and disembarkation of passengers.
- 2.7.14. Accidents with people or equipment on the port territory, any pollution of the port area, damages to ships or quays and venders shall immediately be reported to Harbour Supervisor.

## **2.8. DECK OPERATIONS ON MOORED WATER CRAFT (implementing work producing noise and litter, welding and other work with open fire, outboard work, launching boats and rafts, pumping ballast and washing tanks, repair of main engine)**

- 2.8.1. Implementing work producing litter shall be allowed if the cleanliness of the port land and water area are guaranteed.
- 2.8.2. For welding and other work with open fire, the captain of a vessel shall apply in writing to the port administration. Upon obtaining the permission, Harbour Supervisor shall be informed on starting and completing such work.
- 2.8.3. Outboard work, fire and abandon ship drills, launching of boats and rafts shall be allowed only with the permission of the port administration.
- 2.8.4. Fire and abandon ship drills, launching of boats and rafts shall be allowed only with the permission of the Harbour Master.

- 2.8.5. The port administration shall be notified of a repair of the main engine and its estimated time of completion.
- 2.8.6. Vessels may pump water from ballast tanks of dry cargo vessels off board if ballast water does not include oil or any other environmentally hazardous substances. In the pumping process, the pumped water may not reach the quay.
- 2.8.7. Tanks may be washed only in case washing water does not reach the port area.

### **3. VESSEL TRAFFIC ON PORT WATER AREA**

#### **3.1. WATER CRAFT MOVING ON PORT WATER AREA (relocation, manoeuvring)**

- 3.1.1. Vessels may move on port water area and channel only at the approval of Harbour Master or Harbour Supervisor.
- 3.1.2. Upon moving on port water area, "International Rules for Avoiding Collision of Vessels" shall be applicable for all ships (incl. small crafts and other water crafts) and the rules of good seamanship should be followed.
- 3.1.3. Upon vessels simultaneously entering and leaving the port, the ferryboat sailing according to the established schedule and a boat leaving after that shall have the right of way, except for emergency cases.
- 3.1.4. On port water area a vessel shall move at a minimum speed at which it can maintain manoeuvrability. The operating regime of a vessel's propulsion devices shall be such that not to endanger other vessels laying at the quay. The steering, anchor and hauling gear of a vessel shall be in working order and ready for use.
- 3.1.5. Relocating a vessel on port water area shall only be allowed with the permission of Harbour Master or Harbour Supervisor. Relocating a vessel compulsory for piloting, shall be piloted upon relocation. Shifting a vessel alongside a quay is permitted without a pilot.
- 3.1.6. In case of vessels moving in the channel, sports and small craft shall at their approach keep as far of the channel's centreline as is possible ensuring their own maritime safety.
- 3.1.7. The programme of drills or sporting and recreational events planned at the port water area and access road must be coordinated with the Harbour Master by e-mail to: [naissaar@saarteliinid.ee](mailto:naissaar@saarteliinid.ee)
- 3.1.8. Small crafts and other water crafts shall be registered in compliance with the legislation in force, their Skippers shall have a valid license.
- 3.1.9. Any kind of acrobatic riding and any towing for an amusement ride purpose is prohibited on port water area.
- 3.1.10. Small floating vessels and small craft may be launched from quays in respectively allocated places.
- 3.1.11. Small floating vessels and small craft shall not sail closer to quays or vessels laying at quays than 30 m, except for the cases of their own berthing.
- 3.1.12. There is a safe speed limit on the port water area and special attention should be paid for other ships and small crafts.
- 3.1.13. Landing by watercraft on the port beach area is permitted by prior agreement with the Harbour Supervisor. The craft driver must ensure that the craft is secured while landing and stands safely. Landing is at your own risk and the port fee applies according to the price list.
- 3.1.14. Jetti can be beached in the beach area between red and green flags, see. plan P.1.3  
Landing takes place at your own risk and the port fee according to the price list applies.



### **3.2. REQUIREMENTS TO THE TRAFFIC OF WATER CRAFT UNDER REGULAR AND SPECIAL CONDITIONS (fog, strong wind, ice etc.), MANEUVERING AND RELOCATING**

- 3.2.1. The ferry sailing according to the established schedule have the right of way when entering and leaving port.
- 3.2.2. Upon poor visibility conditions, the entrance into port and leaving port shall be decided by the Master of the ship in coordination with the Harbour Master's Office.
- 3.2.3. Entering and leaving the port at eastern, south-eastern and winds exceeding 15 m/s and waves exceeding 3 balls may cause problems.

### **3.3. MOORING**

- 3.3.1. During mooring Harbour Supervisor shall be present at the quay and assign the vessel's suitable location.
- 3.3.2. As a rule, small craft moor along floating berths independently. The master of the small craft may give prior notice of his wish to assist in mooring by e-mail to: [naissaar@saarteliinid.ee](mailto:naissaar@saarteliinid.ee)
- 3.3.3. The distance between the vessels moored at the quay shall secure the safety of vessels.

### **3.4. TOWING OF VESSELS**

- 3.4.1. The port does not provide tugboat services.

### **3.5. TRAFFIC IN ICE-CONDITIONS**

- 3.5.1. The port does not belong among the ports covered by ice-breaking service provided by the state of Estonia.
- 3.5.2. Upon mooring, breaking and pushing off the ice between the quay and the vessel shall be implemented at the expense of the vessel owner or possessor.
- 3.5.3. The Master of each vessel decide himself about the sailing in port area in ice conditions. A port authority will not be liable for any damages incurred to the vessel while navigation in winter ice conditions.

### **3.6. SPECIAL REQUIREMENTS DEPENDING ON THE CLASS OF A VESSEL OR CHARACTER OF CARGO**

- 3.6.1. Special requirements shall be established by Harbour Master according to need.

## **4. PORT SERVICES PROVIDED AND THE RELATED SERVICES AND ARRANGMENT OF THEIR RENDERING**

The following services are provided in the port: servicing the ferry lines, servicing cargo and fishing vessels, receiving ship's waste, drinking water and power supply, servicing passengers, hobby seafarers and maritime tourists.

#### **4.1. LOADING, UNLOADING AND STORING GOODS (incl dangerous goods)**

- 4.1.1. The goods conveyed on ferry lines must be located on vehicles.
- 4.1.2. Loading and unloading work shall take place by crew of the ship or/and the goods receiver/sender (hereafter the responsible person) in accordance informing Harbour Master's Office 3 hours prior. Loading or unloading work shall be started after getting permission from the Harbour Master's Office.
- 4.1.3. The Harbour Master's Office worker shall mark the vessel name, responsible crew, the beginning and the end time of the work, the used mechanisms and vehicles details into respective book.
- 4.1.4. Storage of goods and loading mechanisms and means of transport holding at the quay is generally prohibited.
- 4.1.5. The responsible crew members shall remove the loading mechanisms and clean the loading territory during agreed time with Harbour Master's Office.
- 4.1.6. If there is shortly stored flammable and explosive goods, the responsible person shall guarantee continuous monitoring with the goods.
- 4.1.7. In case the responsible person will not fulfil his obligations and there will accompanying costs to the port or other ports services users, the costs will be covered by the responsible person.
- 4.1.8. In future the Harbour Administration has a right to refuse provide port services for individuals violated the requirements of this section.
- 4.1.9. Since the port is not providing loading and discharging service the port administration shall be free of responsibility for safety regulations in executing operations. The vessel Master and the responsible person will bear responsibility. In cases of accident arising from violating the requirements of safety regulations the person (s) liable for will be the master of the ship and the person involved in loading/discharging works. The Harbour Master's Office worker fixes the circumstances in the respective book and immediately inform the Harbour Master about the accident.

#### **4.2. STEVEDORE WORK**

- 4.2.1. The port does not implement stevedore's work.

#### **4.3. WATER SUPPLY**

- 4.3.1. Supplies of drinking water are available in the port. See Annex 1, Price List of Saarte Liinid Ltd.

#### **4.4. RECEIVING SHIP'S WASTE**

- 4.4.1. Receiving and delivery of ship's waste shall take place in compliance to requirements provided for in the Ports Act and "Plan for receiving and handling ship's waste" in the port of Naissaare approved by the Environmental Board.

#### **4.5. FUEL AND LUBRICANTS SUPPLYING**

- 4.5.1. The fuel and lubricants are not supplied.

#### **4.6. DIVER'S WORK**

- 4.6.1. The port does not implement diver's work.
- 4.6.2. The organizer of the works must notify the port of the wish to perform underwater work by e-mail to: [naissaar@saarteliinid.ee](mailto:naissaar@saarteliinid.ee) and receive written approval from the Harbour Master.

#### **4.7. REPAIR AND PAINTING WORK**

- 4.7.1. Repair and painting work shall be implemented at an agreement with the Harbour Master's Office. The port does not provide repair and painting work services for water crafts.

#### **4.8. CONNECTING A VESSEL TO COMMUNICATIONS, POWER AND OTHER ON-SHORE SYSTEMS**

- 4.8.1. Supplying with water and connecting a vessel to the communications and power supply systems shall be implemented with the permission of Harbour Master or Harbour Master's Office. See Annex 1, Price List of Saarte Liinid Ltd.

#### **4.9. OTHER SERVICES PROVIDED IN THE PORT**

- 4.9.1. Information about other services calling the Port Supervisor (+372) 5345 0651.

### **5. PASSENGER SERVICE ARRANGEMENT IN THE PORT**

- 5.1.1. The embarkment and disembarkment of passengers to and from ferry, is organized by the ferry operator.
- 5.1.2. A passenger ship shall be served on a berth designated by the Harbour Master or Supervisor.
- 5.1.3. Ticket sales for ships is arranged by the operator of the ferry line.
- 5.1.4. At the port area the passengers and drivers shall follow the traffic signs and marks. This area is governed by Traffic Code, installed traffic signs and the Port Rules.
- 5.1.5. The promoter of the loading/unloading works must ensure safety of passenger movement in the working area.

### **6. MEDICAL AID IN THE PORT**

- 6.1. Medical aid to the port customers shall be provided by health care institutions of Harjumaa County.
- 6.2. Emergency care is available at the emergency phone 112.

### **7. FIRE SAFETY REQUIREMENTS IN THE PORT AND COORDINATION OF RESCUE WORK**

- 7.1.1. Ensuring fire safety on port area takes place in accordance with the requirements provided for in the current Fire Safety Act.
- 7.1.2. Fire fighting and rescue equipment of a vessel standing in the port shall be in working order.

- 7.1.3. For welding and other work with open fire, the Master of a vessel shall apply in writing to the Harbour Master's Office. Upon obtaining the permission, Harbour Supervisor shall be informed on starting and completing such work.
- 7.1.4. The Master of a vessel or the person replacing him shall supervise fire extinguishing on the vessel.
- 7.1.5. Implementing work with open flame is prohibited on port area.
- 7.1.6. All quays shall be equipped with rescue posts (life buoy with heaving line and boat-hook) on sight and accessible.
- 7.1.7. Primary fire extinguishing equipment is located in the harbour building.
- 7.1.8. In case of fire in the port or on a vessel standing in the port, all other vessels shall get ready the fire fighting and rescue equipment and the main engine for providing help at fire extinguishing operations. On the vessels standing nearby general alarm shall be announced.
- 7.1.9. In case of an emergency situation (petroleum leakage, fire etc.) in the port, it must immediately be reported to the Rescue Service phone 112, Harbour Supervisor, Police and Border Guard Administration and depending on the character of a situation also to other respective agencies.
- 7.1.10. In case of a pollution arising from a vessel, the crew shall immediately apply measures for stopping and localising the pollution.
- 7.1.11. Harbour Master shall coordinate the elimination of pollution on port area, involving other required institutions. The port shall have the right to claim the pollution elimination related costs from the polluter.
- 7.1.12. Instructions for activity and the list of pollution abatement equipment and their location for eliminating pollution are provided in the Spill Contingency Plan of Naissaare Port.

## **8. WAY OF CALLING RESCUE SERVICE AND ORGANISATIONS PROVIDING OTHER KIND OF HELP OR PERFORMING SUPERVISION**

Special services may be called independently or via the port:

- 1) Rescue Service: 112
- 2) Police: 112

## **9. PRICE LIST by SAARTE LIINID Ltd**

[www.saarteliinid.ee](http://www.saarteliinid.ee)