

SOUTHWOLD HARBOUR AUTHORITY
NOTICE TO HARBOUR USERS
NO. 9/15

EVENTS IN SOUTHWOLD HARBOUR

Southwold Harbour Authority is committed to complying with the Port Marine Safety Code. The Guide to Good Practice on Port Marine Operations provides guidance on planning events. The Code and the Guide are available at www.dft.gov.uk.

It is a requirement that event organisers conduct a risk assessment and any identified risks to the safety of navigation or other port users are effectively mitigated.

The Harbour Master encourages those intending to hold a recreational event to consult him at the earliest opportunity. Formal written approval may then be made subject to a proper risk assessment conducted by the event organiser. Having conducted a risk assessment and following any advice or requirement of the Harbour Master, the event organiser must promulgate clear details of the event, including where appropriate:

- Names of event organisers and officials;
- List of participants;
- List of authorities consulted;
- Timetable and programme of events;
- Arrangements for controlling the event, including any special communications, i.e. contact telephone numbers, VHF Channels and call signs;
- Any navigational constraints being imposed, e.g. restricted areas, or partial port closures;
- Emergency arrangements; and
- Media arrangements.

Depending on the scope of the event, it may be appropriate to publish also the full risk assessment and associated mitigating measures.

The Harbour Authority reserves its right to regulate marine operations within Southwold Harbour at any time notwithstanding that an event may have been approved.

Peter Simmons
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