

13.4 Arrival/Departure Report



**Queensland
Government**

Arrival/Departure Report

Please note: This report must be completed and lodged with the Regional Harbour Master no later than 48 hours before the ship's expected arrival OR no later than 24 hours before the ship's expected departure or removal.

Interstate vessel Foreign going vessel Naval vessel

Port Date

Vessel Details

Vessel name

Lloyd's number

Has the ship's International Ship Security Certificate (ISSC) Number been provided to Australian Customs?

Yes No

Security level: 1 2 3

Gross registered tonnage Exempt master?

Yes No

Length overall (m)

Master's name

Arrival Details

Arrival date Estimated Time

Berth

Previous port of call

Anticipated Removals

To Wharf No. Date

To Wharf No. Date

To Wharf No. Date

Departure Details

Departure date Estimated Time

Berth

Next port of call

Special Conditions connected with arrival/removal/departure

Conservancy Dues

Exempt

Reason for exemption

OR

Paid at

Payable From To

Certification

By submitting this form electronically I/we warrant that the information provided is true and correct and I/we undertake to pay any Port Dues owing.

Company name

Customer number
 (Customer number can be found on previously issued invoices)

Agent's name Phone

Address

Privacy Statement: The Maritime Safety Agency of Queensland (MSA) is collecting the information on this form as record of shipping movements, billing records for pilotage and to meet obligations under the International Ship and Port Facility Security Code (ISPS Code). The information is collected pursuant to the Transport Operations (Marine Safety) Act 1994, the International Convention for Safety of Life at Sea (SOLAS) 1974 Regulation XI-2/13 and the Maritime Transport Act 2003. Authorised officers within MSA, The Department of Transport and Main Roads and Queensland Port Authorities may have access to this information. Your personal details will not be disclosed to a third party without your consent or unless required by law.

Office Use Only

The following information should accompany this form with any supporting documentation for archiving.

Conservancy Dues	<input type="text"/>
Pilotage Inwards Due	<input type="text"/>
Pilotage Outwards Due	<input type="text"/>
Removal	<input type="text"/>
Cancellations Due	<input type="text"/>
Delay Charges Due	<input type="text"/>
Totals	<input type="text"/>

Sales Order Number

Invoice Number Date

Figure 6 – Arrival/departure report