

Information Sheet concerning Notice of Arrival/Departure

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Notice:

In the event of any inconsistency or conflict between the German and the English version, the German version shall prevail.

1. Why the new Notification Procedure?

The new forms contain the declaration of the use of the port to be submitted to the HPA, the data collection sheet for inland waterway statistics to Statistikamt-Nord and the written notification for inland vessels to be submitted to the Harbour Master's Division of the HPA.

→ correct and compiled collection of data that must be provided as required by laws, regulations and general business terms and conditions

→ allows for fast and easy communication between shipmasters and the fees office of the HPA

→ can be filled in at and stored on the PC as **one form**; can be sent as e-mail, fax or letter by mail; ship data and other recurring master data can be used for subsequent notifications.

→ The HPA will post online versions and print versions of the forms on its internet pages.

2. Overview by Ship Type

2.1 Inland cargo vessels

- **Standard notice of arrival** must be submitted within 24 hours upon arrival
- **Interim notice** must be submitted once per each calendar month if the vessel is stationed or operates exclusively in the Port of Hamburg
- **Notice of departure** must be submitted within 24 hours upon leaving the Port of Hamburg at the latest
- **Special case: combined notice of arrival/departure** if the vessel leaves within 24 hours upon arrival

2.2 Inland passenger vessels

- **Standard notice of arrival** must be submitted within 24 hours upon arrival
- **Notice of departure** must be submitted within 24 hours upon leaving the Port of Hamburg at the latest
- **Special case: combined notice of arrival/departure** if the vessels leaves within 24 hours upon arrival

3. When do you have to fill in what Notification Form?

No duty to notify arrivals and departures applies to vessels **in transit**. This is the case if both requirements listed below have been met:

The vessel passes the port area between marker 607.5 and marker 639 without berthing or loading/unloading cargo in the port.

The travelling time of **inland cargo vessels** and other inland vessels that do not carry passengers is less than **5 hours** (300 minutes) and that of **inland passenger vessels** is less than **3 hours** (180 minutes).

A vessel is not deemed in transit if it crosses the same border area when it enters and leaves the port area.

Standard notice of arrival: The inland **cargo** or inland **passenger** vessel calls at the Port of Hamburg with or without cargo / with or without passengers. The vessel crosses a Hamburg state border and commonly uses one or several private or public berths that are operated by the HPA.

Notice of departure for inland **cargo** vessels: The inland cargo vessel leaves the Port of Hamburg with or without cargo, crosses a Hamburg state border and used one or several private or public berths.

Interim notice for inland **cargo** vessels: The inland cargo vessel exclusively or predominantly uses the Port of Hamburg with or without cargo, used one or several private or public berths and submits the interim notice once per calendar month.

Annex: If the space in the notice of departure / interim notice provided to fill in the cargo loading/unloading data or the berth details is insufficient, Port Users are requested to use the **Annex**. The ship's name is needed to match the Annex with the correct notice of departure.

Notice of departure for inland **passenger** vessels: The inland **passenger** vessel leaves the Port of Hamburg with or without passengers, crosses a Hamburg state border and used one or several private or public berths.

Combined notice of arrival/departure (= simplified procedure): The inland **cargo** or inland **passenger** vessel calls at the Port of Hamburg with or without cargo / with or without passengers, crosses a Hamburg state border, used one or several private or public berths, leaves within 24 hours upon arrival and crosses a Hamburg state border.

4. More Information about the individual Text Modules and Examples

Contact details: Providing the telephone number and e-mail address is **optional** however it will make it easier for you, the HPA and Statistikamt-Nord to clarify any issues relating to the arrival and departure notice quickly.

Beneficiary / invoice recipient: The German Value Added Tax Act [UStG] sets forth that apart from the VAT identification number (VAT ID) the beneficiary and the person liable to pay must be stated in as far as the General Terms and Conditions applicable to Civil-Law Agreements on the General Use of the Port of Hamburg (hereinafter referred to as Hafen-AGB) of the HPA require a correct invoice to be issued. If the beneficiary and the invoice recipient are identical, both fields must be filled in. Moreover, the VAT-ID information is required to capture the correct invoice recipient.

Ship type: If your ship type has not been listed below, please enter "other inland vessel".

Ship data: For the ship data please refer to the valid **ship's papers** issued by the authorities.

Arrival / departure date: In order to meet the requirements laid down in the Hamburg Port Traffic and Navigation Act and the duty to co-operate as defined in the Hafen-AGB, the arrival and departure of a vessel must be notified in writing or electronically within 24 hours after crossing a Hamburg **state border** [Elbe upstream at **marker 607.5** (near the Oortkaten port entrance) as well as **marker 639** (Elbe downstream near the Rissen/Tinsdal power plant)].

Use of berths:

- a) If private berths are used - including or excluding the loading/unloading of cargo - either a standard notice of arrival and standard notice of departure or a combined notice of arrival/departure must be submitted.
- b) If **public** berths operated by the HPA are used, please enter the date and time the berth and what berth was used. The data are used to determine berth capacity utilisation levels as well as to calculate berth usage fees (public-berth fees).
- c) The difference between "first berth", "public berth" and "cargo berth"
 1. The **first berth** is the berth where the vessels docks first after arriving at the Port of Hamburg, whereby it is irrelevant whether it is a public berth or a private berth.
 2. **Public** berths are all berths operated by the HPA (you can find all public berths for inland cargo vessels at a glance on the HPA's website)
 3. If cargo is loaded and/or unloaded in Hamburg, the **cargo berth** where the loading/unloading takes place must be entered.

Use of the water areas of the port: If the water areas of the Port of Hamburg are used continuously for more than 5 days, port fees and charges (demurrage charges) must be paid.

Port-operating watercrafts: No notice of arrival / notice of departure is required to be submitted for a port-operating watercraft for which a valid watercraft certificate has been issued by the HPA and which is meant exclusively for use in the area of validity of the Hamburg Port Traffic and Navigation Act.

Signature: When transmitting the completed online forms, please use a valid company email address that can be contacted in case of queries.

Goods handling: The term "goods" is the term used in the official standard goods classification for transport statistics according to which goods must be clearly identified, e.g. wheat, rye, wire rod.

- If your vessel called Hamburg "empty", please enter "empty" under type of goods.

- If your vessel carries empty containers, please enter the number and size [see coded **footnotes*** 10–51] of the empty containers.
- If you have unloaded or loaded several types of goods or intend to call at several ports of unloading, please use the Annex Cargo & Berths for the additional information. The term “port of unloading” refers to the port where the cargo is unloaded at the end of the journey.
- ***Footnote-type-of-cargo code for statistical purposes:** Please enter the two-digit code for the “type of cargo” here, e.g. “20” for unpackaged dry bulk cargo. If the type of cargo is containers, please enter the number of containers and their content next to the pre-defined code, e.g. code “40” for 20-foot container | content: textile products and footwear, in the table. Please use one line for empty containers and a new line for loaded containers.

| | | | |
|-----------------|---|---|---|
| *Type of cargo: | 10 Unpackaged liquid bulk cargo | 41 Container between 20 feet and 40 feet | 50 Road vehicles, including trailers/swap bodies |
| | 20 Unpackaged dry bulk cargo | 42 40-foot container | |
| | 30 Unpackaged or conventionally packaged general cargo | 43 Container larger than 40 feet | 51 Swap bodies/exchangeable containers |
| | 40 20-foot container | 44 Other large containers | 99 Others |

Example: containerised cargo

15 40-foot containers carrying machinery are loaded on board a vessel in Berlin. In Hamburg these 15 containers are unloaded. Afterwards 10 20-foot containers containing textiles, 4 40-foot containers containing industrial rocks and minerals as well as 8 empty 20-foot containers and 5 empty 40-foot containers are loaded on the same vessel. The containers containing textiles will be unloaded in Wittenberge, the containers containing the industrial rocks and minerals as well as the empty containers will be unloaded in Magdeburg.

Cargo unloaded:

| Date | Type of goods | Port of loading | Dangerous goods | Quantity (t) | Type of cargo | Number of containers |
|------------|---------------|-----------------|--------------------------|--------------|---------------|---|
| Datum | Güterart | Einladehafen | Gefahr-gut | Menge (t) | Ladungsart *) | Anzahl der Ladungsträger (Container Anzahl) |
| 10.03.2015 | machinery | Berlin | <input type="checkbox"/> | 300 | 42 ▾ | 15 |
| | | | <input type="checkbox"/> | | ▾ | |
| | | | <input type="checkbox"/> | | ▾ | |
| | | | <input type="checkbox"/> | | ▾ | |

Cargo loaded:

| Date | Type of goods | Port of unloading | Dangerous goods | Quantity (t) | Type of cargo | Number of containers |
|------------|-------------------------------|-------------------|--------------------------|--------------|---------------|---|
| Datum | Güterart | Ausladehafen | Gefahr-gut | Menge (t) | Ladungsart *) | Anzahl der Ladungsträger (Container Anzahl) |
| 10.03.2015 | textiles | Wittenberge | <input type="checkbox"/> | 100 | 40 ▾ | 10 Container |
| 11.03.2015 | industrial rocks and minerals | Magdeburg | <input type="checkbox"/> | 80 | 42 ▾ | 4 Container |
| 11.03.2015 | empty | Magdeburg | <input type="checkbox"/> | 16 | 40 ▾ | 8 Container |
| 11.03.2015 | empty | Magdeburg | <input type="checkbox"/> | 20 | 42 ▾ | 5 Container |

Example: liquid cargo

Arrival in Hamburg without cargo

Cargo unloaded:

| Date | Type of goods | Port of loading | Dangerous goods | Quantity (t) | Type of cargo | Number of containers |
|------------|---------------|-----------------|--------------------------|--------------|---------------|---|
| Datum | Güterart | Einladehafen | Gefahr-gut | Menge (t) | Ladungsart *) | Anzahl der Ladungsträger (Container Anzahl) |
| 10.03.2015 | empty | | <input type="checkbox"/> | | ▼ | |
| | | | <input type="checkbox"/> | | ▼ | |
| | | | <input type="checkbox"/> | | ▼ | |
| | | | <input type="checkbox"/> | | ▼ | |

Cargo loaded:

| Date | Type of goods | Port of unloading | Dangerous goods | Quantity (t) | Type of cargo | Number of containers |
|------------|---------------|-------------------|-------------------------------------|--------------|---------------|---|
| Datum | Güterart | Ausladehafen | Gefahr-gut | Menge (t) | Ladungsart *) | Anzahl der Ladungsträger (Container Anzahl) |
| 10.03.2015 | diesel fuel | Dresden | <input checked="" type="checkbox"/> | 1.300 | 10 ▼ | |
| | | | <input type="checkbox"/> | | ▼ | |
| | | | <input type="checkbox"/> | | ▼ | |
| | | | <input type="checkbox"/> | | ▼ | |

Example: dry bulk cargo

Arrival in Hamburg without cargo

Cargo unloaded:

| Date | Type of goods | Port of loading | Dangerous goods | Quantity (t) | Type of cargo | Number of containers |
|------------|---------------|-----------------|--------------------------|--------------|---------------|---|
| Datum | Güterart | Einladehafen | Gefahr-gut | Menge (t) | Ladungsart *) | Anzahl der Ladungsträger (Container Anzahl) |
| 10.03.2015 | empty | | <input type="checkbox"/> | | ▼ | |
| | | | <input type="checkbox"/> | | ▼ | |
| | | | <input type="checkbox"/> | | ▼ | |
| | | | <input type="checkbox"/> | | ▼ | |

Cargo loaded:

| Date | Type of goods | Port of unloading | Dangerous goods | Quantity (t) | Type of cargo | Number of containers |
|------------|---------------|-------------------|--------------------------|--------------|---------------|---|
| Datum | Güterart | Ausladehafen | Gefahr-gut | Menge (t) | Ladungsart *) | Anzahl der Ladungsträger (Container Anzahl) |
| 10.03.2015 | coal | Wedel | <input type="checkbox"/> | 1.930 | 20 ▼ | |
| | | | <input type="checkbox"/> | | ▼ | |
| | | | <input type="checkbox"/> | | ▼ | |
| | | | <input type="checkbox"/> | | ▼ | |

5. Legal Bases for the Notice of Arrival/Departure for Inland Vessels

The duty to submit the above notices applies to every arrival at and every departure from the Port of Hamburg. Notices must be submitted within 24 hours upon the arrival and/or departure of a vessel.

The duty to notify is based on

- the German Traffic Statistics Act [VerkStatG] and Federal Statistics Act applicable to Inland Vessels that transport Goods on a Commercial Basis pursuant to which Statistikamt-Nord must be notified [of arrivals and departures]. As provided for in section 26(3) 1st sentence VerkStatG the HPA must 1) inform the persons obligated to provide the information of their duty to provide it for data collection purposes as set forth in section 1 number 1 (collection of data on vessel movements and goods transports by inland vessels for statistical surveys (shipping statistics)); 2) provide them with the data collection documents; 3) offer them to communicate their data on behalf of them to the respective statistical offices of the German states [Länder] in charge and the Federal Statistical Office. The HPA can be discharged from the obligations mentioned above if the respective statistical office in charge of collecting the data has made a special data transmission agreement with the person obligated to submit the notification. The data must be transmitted electronically in as far as the party involved can reasonably be expected to do so (section 26(4) VerkStatG).
- section 7 Port Traffic Regulation [HafenVerkO] pursuant to which the HPA as the authority in charge must be notified in writing of the arrival and departure of inland vessels within 24 hours of entering / leaving the port, stating the:
 1. type, name and master of the watercraft,
 2. ship identification signal code (call sign)/ draught measurement number and flag,
 3. size and draught,
 4. cargo,
 5. shipping agent,
 6. date of arrival and berth.
- the General Terms and Conditions applicable to Civil-Law Agreements on the General Use of the Port of Hamburg (Hafen-AGB) of the HPA.

Assistance for filling in the German Notice of Arrival/Departure

Notice of Arrival/Departure (declaration of the use of the port) for Inland Vessels and Traffic Statistics in the Port of Hamburg ¹⁾

1) Legal bases: German Traffic Statistics Act (VerkStatG), Port Traffic Regulation (HVO) as well as the General Terms and Conditions applicable to Civil-Law Agreements on the General Use of the Port of Hamburg (AGB) of the HPA, Hamburg Port Authority AöR, as amended.

COMBINED NOTICE OF ARRIVAL/DEPARTURE

If the vessel leaves within 24 hours upon arrival

Contact:

Shipmaster (first and surname) _____

Telephone number (optional) _____

E-mail (optional) _____

Beneficiary: (correct address) _____

VAT-ID _____

Person to contact in Hamburg:

1. Fees office in charge of inland and port shipping
ebhs@hpa.hamburg.de +49 40 428 47 - 2582
2. Harbour Master's Division
Vessel Traffic Service Centre +49 40 428 47 - 3700
3. Statistikamt-Nord [Statistical Office]
hafen@statistik-nord.de +49 40 428 31 - 2152

Ship details:

Ship name _____

Type of ship Self-propelled barge Ordinary lighter (barge not self-propelled)
 Self-propelled tanker barge Tank lighter (tanker barge not self-propelled)
 Cabin ship Day-excursion vessel Other lighters
 Container vessel Other inland vessels

European Vessel Identification Number (ENI) _____
(or SUK no.)

Call sign _____
(Ship identification signal code)

MMSI _____

Flag/flag state _____

Engine power [kW] _____

Load carrying capacity (tonnes) _____

Length, width, draught [m] _____

Arrival / state border crossing

Date (dd, mm, yy) _____

Time [24-hr format] _____

Was the seaborder crossed? Yes No

One fixed route [Reihenfahrten] (in the month): _____

Departure/ state border crossing

Date (dd, mm, yy) _____

Time [24-hr format] _____

Will the seaborder be crossed? Yes No

First berth in Hamburg: _____

A list of the public berths is available at www.hamburg-port-authority.de

Route / waterways used:

Waterways used

- | | | |
|---|---|--|
| <input type="checkbox"/> ausschließlich Hamburger Hafen | <input type="checkbox"/> Schleuse Schönewalde | <input type="checkbox"/> Schleuse Havelberg |
| <input type="checkbox"/> Schleuse Brunsbüttelkoog (Nord-Ostsee-Kanal) | <input type="checkbox"/> Hansabrücke (Speer-Oder-Wasserstraße) | <input type="checkbox"/> Schleuse Niegripp |
| <input type="checkbox"/> Schleuse Geesthacht | <input type="checkbox"/> Schleuse Oldenburg (Küstenkanal) | <input type="checkbox"/> Schleuse Plötzensee |
| <input type="checkbox"/> Elbe-Seiten-Kanal | <input type="checkbox"/> Schleuse Friedrichsfelde (Wesel-Datteln-Kanal) | <input type="checkbox"/> Unterschleuse (Landwehrkanal) |
| <input type="checkbox"/> Schleuse Plau | <input type="checkbox"/> Emmerich (Rhein) | |
| <input type="checkbox"/> Schleuse Pary | <input type="checkbox"/> Schleuse Koblenz (Mosel) | |

Ausschließlich Hamburger Hafen = Port of Hamburg only

Schleuse = lock; Wasserstraße = waterway; Küstenkanal = Coastal Canal

What was the last port where cargo was loaded/unloaded (incl. abroad): _____

What is the next port that will be called to load/unload cargo? _____

Did the vessel carry cargo between the last-called port and the Port of Hamburg? Yes No

Will the vessel carry cargo between the Port of Hamburg and the next port? Yes No

Were goods unloaded in the Port of Hamburg? Yes No Cargo berth:

Were goods loaded in the Port of Hamburg? Yes No Cargo berth:

Cargo unloaded

| Date | Type of goods | Port of loading | Dangerous goods | Quantity (t) | Type of cargo | Number of containers |
|-------|---------------|-----------------|--------------------------|--------------|---------------|---|
| Datum | Güterart | Einladehafen | Gefahr-gut | Menge (t) | Ladungsart *) | Anzahl der Ladungsträger (Container Anzahl) |
| | | | <input type="checkbox"/> | | ▼ | |
| | | | <input type="checkbox"/> | | ▼ | |
| | | | <input type="checkbox"/> | | ▼ | |
| | | | <input type="checkbox"/> | | ▼ | |

Cargo loaded:

| Date | Type of goods | Port of unloading | Dangerous goods | Quantity | Type of cargo | Number of containers |
|-------|---------------|-------------------|--------------------------|-----------|---------------|---|
| Datum | Güterart | Einladehafen | Gefahr-gut | Menge (t) | Ladungsart *) | Anzahl der Ladungsträger (Container Anzahl) |
| | | | <input type="checkbox"/> | | ▼ | |
| | | | <input type="checkbox"/> | | ▼ | |
| | | | <input type="checkbox"/> | | ▼ | |
| | | | <input type="checkbox"/> | | ▼ | |

- *)Type of cargo:
- 10** Unpackaged liquid bulk cargo
 - 20** Unpackaged dry bulk cargo
 - 30** Unpackaged or conventionally packaged general cargo
 - 40** 20-foot container
 - 41** Container between 20 feet and 40 feet
 - 42** 40-foot container
 - 43** Container larger than 40 feet
 - 44** Other large containers
 - 50** Road vehicles, including trailers/swap bodies
 - 51** Swap bodies/exchangeable containers
 - 99** Others

Number of passengers:

Upon arrival (state border crossing) Total Upon departure (state border crossing) Total

| bei Ankunft (Passage Landesgrenze) | bei Abfahrt (Passage Landesgrenze) |
|------------------------------------|------------------------------------|
| gesamt | gesamt |
| | |
| | |

Public berths:

(The drop-down menu does not include berths for passenger vessels. Please manually enter the information here)

| Name | Date of arrival | Time | Date of undocking | Time |
|------|-----------------|---------|-------------------|---------|
| Name | Ankunftsdatum | Uhrzeit | Ablegedatum | Uhrzeit |
| ▼ | | | | |
| ▼ | | | | |

Invoice recipient:

Person liable to pay (company):

Address:

E-mail:

(electr. invoice recipient)

I certify that the information provided above is correct:

Date / name / signature & company) No signature is required if the form is transmitted as PDF file or by e-mail.