

Stena Line Ports Ltd
Port of Holyhead
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Summary: Planning an event?

An individual or organisation planning to hold a marine event within Holyhead harbour must first obtain approval. Races and similar events must be conducted on courses and at times approved by the Harbour Master.

Event Details		
Name of Event	Date of Event	Event timings
Type of Event	Number of Boats	Location/s

Organiser(s) details: Who is holding the Event?

The organiser of an event may be an individual or sporting organisation, such as a sailing club. A named person, who has the authority to represent the sponsoring organisation, with regard to the marine event, must be named below.

Persons in charge on the day of the event may be named at times closer to the event date but their names, contact details and location during the event must be submitted 7 days before the event and included in the event method statement.

Name of sponsoring organisation	Person to contact for further details
Telephone Number(s)	Mobile Number(s)
Address	E mail Address

Addition Support: Need help with your application?

Visit our web site www.holyheadportauthority.co.uk for more information.

You will find navigational information including:

Local Notices to Mariners, Marine Safety and Information Circulars, Live weather for the Port, Cruise vessel schedule, Vessel movements and Annual Tide predictions.

Visit the RYA web site, there you will find “Guidance notes on Risk Assessments, for events in Harbour authority Areas”. Also “Five steps to Risk Assessment”

Timeline for Submission: When do I submit an event for approval?

The Holyhead Bye-Laws require a submission for approval be made no later than seven days before the event. To ensure adequate time is allowed to process applications it is suggested they should be submitted 60 days prior to the event. More than one request to hold an event on the same day will be dealt with on a first come basis.

Regular and Annual Events: Do I need to apply for regular events?

Regularly held events such as weekly club races need only apply once per season as long as:

1. The nature, location, scheduling and other relevant information contained in the original application essentially remains the same.
2. The Harbour Master receives no objection to the event continuing.
3. There are no marine incidents attributed to the marine event.

Events held annually need approval annually.

Events held over a period of time for instance a Regatta held over a weekend should have all races listed but a single method statement only is required as long as the method of control remains the same.

Responsibility: Who is responsible for Marine Safety?

The organiser of the marine event is totally responsible for the safe conduct of the event, including the safety of participants, spectators, transient craft and of real personal property in the area.

The organiser shall supply the Harbour Master a method statement for the whole event and a full risk assessment using the established practice of risk to be as low as practical (ALARP).

The organiser of a marine event is responsible for the following regulations applicable to their specific event and those set out in harbour authority Bye-Laws and directions.

The organiser’s responsibilities also include preparation such as instructions to and qualifications of participants, safety equipment inspections, rescue and first aid facilities, control of activities, removal of obstructions to navigation, and the placing and removal of all course markers.

The Harbour Master takes no part in performing functions which are solely for the protection of participants and assumes no responsibility in this regard. Participants shall be adequately briefed and their boats equipped as required by law and relevant codes of practice.

Name of Organiser	Signature	Date

Please submit this application with your Risk Assessment, marks, course and method statement, when your application is approved you will be informed by email to the email supplied. The event will then be listed on the Port web site www.holyheadportauthority.co.uk