



# **REGULATIONS FOR NY-ÅLESUND HARBOUR**

## **SVALBARD**

**1st of January 2023 – 31st of December 2023**

## REGULATIONS FOR NY-ÅLESUND HARBOUR

These regulations apply from 1<sup>st</sup> January 2023 to 31<sup>st</sup> December 2023

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## 1. GENERAL INFORMATION

### 1.1 INTRODUCTION

Ny-Ålesund Harbour is owned and operated by Kings Bay AS (hereafter referred to as Kings Bay).

Regulations for vessels visiting Ny-Ålesund consist of this document including its attachments. Other regulations may be implemented through the year; information of such will be given to all agents.

All regulations have to be read and understood by the vessels captain before coming to Ny-Ålesund. By dropping anchor or mooring to the pier the vessels captain has accepted all regulations. Failure to apply to the regulations will lead to sanctions from the harbour authorities. Kings Bay has no economical responsibility for economic losses the vessels or any others may have because of such sanctions.

Kings Bay reserves all rights to load and unload vessels before transporting goods to the warehouse facilities of Kings Bay.

Ny-Ålesund Harbour is open for traffic between 06:00 and 22:00 seven days a week in the main season. **This means no vessel will get any mooring assistance until after 08:00.** The main season in 2023 runs from 1<sup>st</sup> Mai to 30<sup>th</sup> September. Outside the main season the harbour can be opened on request.

During opening hours, the harbour authorities will listen to handheld VHF-radios on Channel 16 and 12. The handheld radio has a limited range of approximately 5nm. From 22:00 until 06:00 in main season, and all the time outside main season, when there has been no booking; there is no radio watch. In an emergency Kings Bay can be contacted through the Governor's office in Longyearbyen.

All vessels have to get onsite permission from the harbour authorities before approaching the pier or dropping their anchor. The vessels have to call the harbour authorities on VHF, when within range, to get this permission.

Ny-Ålesund harbour can offer an Ethernet RJ45 connection which is located in the telephone room at the pier.

### 1.2 INVOICING AND PAYMENT OF FEES

Kings Bay invoices fees in accordance with dockside slips from the harbourmaster and/or his assistant on duty. This dockside-slip is to be signed by the captain of the vessel or another person eligible to do so. Unless stated otherwise, the vessels captain, owner or agent is liable for all invoiced fees and charges for other services.

### 1.3 OUTSTANDING CLAIMS

Vessels, cruise agencies or others who has outstanding claims to Kings Bay might be rejected during booking or even at arrival. Warnings of possible rejections will be given through agents at least one month prior to scheduled arrival. Kings Bay has no economical responsibility for economic losses the vessels, cruise companies or any others may have because of such rejections.

## **1.4 BANNED FREQUENCY RANGE**

To protect the VLBI (Very Long Baseline Interferometry) antennas at the airport in Ny-Ålesund and Brandalpynten from interference, you are asked not to use instruments transmitting inside the frequency range between 2,1 and 2,5 GHz within a distance of 20 kilometres from Ny-Ålesund.

## **2. BOOKING, SHOP AND POST OFFICE**

### **2.1 BOOKING IN GENERAL AND OPENING OF THE SHOP**

Booking should, in general, be made as early as possible.

In the main season bookings should be made no later than one week prior to arrival. Kings Bay will strive to open the shop at all cruise calls but cannot always guarantee that.

All bookings should be made by e-mail to: [harbour@kingsbay.no](mailto:harbour@kingsbay.no) Last minute bookings, made less than 48 hours prior to arrival, should in addition be confirmed by the harbour authorities at telephone +47 79 02 72 40/00 (only weekdays 0800-1200 and 1300-1630, all local time).

Outside the main season all bookings should be made at least 4 days prior to arrival, and always be confirmed by telephone. There is no guarantee for opening of the shop outside main season.

Vessels with less than 10 passengers cannot expect the shop to be opened for them.

The pier can only handle one large vessel at berth. The tender pier may only be used by tenders from one large vessel at the time. The tender pier may be used while there are vessels at berth.

Kings Bay is not responsible of delays due to vessels not complying with their scheduled ETD. Kings Bay urges every vessel to comply with their booked ETA and ETD to prevent any delays.

Kings Bay decides which vessel will have priority when double booking occurs. Bookings will be finally confirmed when the regulations for the year in question are ready.

About delays and no shows see section 6.

### **2.2 POST OFFICE AND MAIL DELIVERY**

The Post Office is not manned. The main entrance is open, and passengers may use the various tourist stamps inside. Please note that these stamps are not the official postal stamp. To receive an official postal stamp, you would need to drop the postcard in the mailbox located at the shop. Postcards and postage stamps are sold at Kongsfjordbutikken. It is also stickly forbidden to use these stamps as souvenirs-stamp in the passports. It is only official authorities that are allowed to add notification in a passport.

The fee for mail delivery only using tender boats / lifeboats is NOK 2 300. In addition, there is a handling charge of NOK 310 per started kg mail. All charges will be invoiced through the ship's agent.

A mail drop should only be conducted by a vessel's crewmembers and should be scheduled with the harbourmaster in advance. Having the delivery of ship's mail announced does not guarantee to find the shop or other facilities in town open.

Mail should be handed to the harbor authorities. The mail has to be bundle up already with stamps on. Mail without valid Norwegian stamp will not be handled. Due to supply difficulties, we are not able to guarantee larger number of stamps for sale.

### 3. HARBOUR FEE

#### 3.1 CALCULATING THE HARBOUR FEE

A harbour fee is payable for all vessels except those exempts under section 3.3 of these regulations. The mooring fee is calculated based on the vessel's maximum length in metres (L), the vessel's maximum breadth in metres (B) and the vessel's maximum draft in metres (D).

The basis (G) for calculating the harbour fee is obtained by adding the length (L) to the width (B) of the vessel and multiplying the sum with the vessel's draft (D):

$$G = (L + B) \times D$$

The harbour fee per day is calculated according to the rates and formulas below:

Under 150	G	G x NOK	<b>10,70</b>	=	Harbour Fee
150 - 300	G	(G - 150) x NOK	<b>15,20</b>	+ NOK	<b>1 580</b> = Harbour Fee
300 - 500	G	(G - 300) x NOK	<b>17,80</b>	+ NOK	<b>3 840</b> = Harbour Fee
500 - 700	G	(G - 500) x NOK	<b>22,60</b>	+ NOK	<b>7 400</b> = Harbour Fee
700 - 900	G	(G - 700) x NOK	<b>25,20</b>	+ NOK	<b>11 870</b> = Harbour Fee
900 - 1 200	G	(G - 900) x NOK	<b>30,20</b>	+ NOK	<b>16 870</b> = Harbour Fee
1200 - 1 500	G	(G - 1200) x NOK	<b>32,30</b>	+ NOK	<b>25 750</b> = Harbour Fee
Over 1500	G	(G - 1500) x NOK	<b>35,20</b>	+ NOK	<b>35 600</b> = Harbour Fee

During normal business hours 08:00-16:30, 1 linesman is included in the harbour fee. Outside normal business hours (16:30-22:00 and 06:00-08:00) the fee for per linesman is NOK 840 per hour.

The rent for a harbour vessel is NOK 5 000 per hour.

In addition, a passenger fee for each person coming ashore is payable in accordance with the rates stated in section 5 of these regulations.

**Vessels wishing to berth on Saturdays or Sundays are subject to pay a 50% surcharge on the harbour fee.**

#### 3.2 DURATION OF STAY

The mooring fee is calculated per started 24 hours.

### **3.3 EXEMPTION FROM HARBOUR FEE**

The following vessels are exempt from harbour fees:

- The Governor of Svalbard's vessels
- Naval vessels with naval personnel, Norwegian and foreign
- Boats owned by inhabitants of Ny-Ålesund
- Boats with membership in Longyearbyen leisure boat club
- Other vessels might by exempted in appointment with the harbour authorities

Exemption is conditional for the above boats not being used for transport of goods/freight or for carrying paying passengers.

If necessary, vessels that are exempt from harbour fees must give way to vessels paying those fees.

### **3.4 VESSELS MOORED SIDE BY SIDE**

Vessels moored alongside another vessel/other vessels which is/are moored to the quayside, must pay full harbour fees.

## **4. ANCHORAGE FEE**

Vessels anchoring, drifting or manoeuvring in Kongsfjorden and setting passengers ashore and/or taking passengers on-board with the purpose of visiting Ny-Ålesund; has to pay an anchorage fee.

The anchorage fee for vessels amounts to half of the harbour fee as calculated in section 3.1. 50% weekend surcharge on the harbour- and anchorage fee also applies for the anchorage fee.

In addition, a passenger fee for each person coming ashore and/or going on-board is payable in accordance with the rates stated in section 5 of these regulations.

The anchorage fee is calculated per started 24 hours.

**It is very important that no vessels drop their anchor in the “No anchoring zone” (Attachment 1).**

## 5. PASSENGER FEE

A fixed passenger fee has to be paid for all passengers coming ashore or boarding a vessel in Ny-Ålesund. The fee includes admission to the museum. Special rules apply for passengers arriving in smaller leisure vessels (see section 5.1). Crew and staff are exempt from the passenger compensation.

The following rate applies for passenger compensation:

NOK 170 per capita for the first 24 hours.  
Then the fee is NOK 140 per capita per started 24 hours.

In addition, there is an ISPS-fee of NOK 25 per capita.

The basis for calculating the number of passengers is a vessels passenger list.

Passenger fees do not apply to research vessels.

### 5.1 FEE FOR SMALL LEISURE VESSELS

Passenger fees do not apply to small leisure vessels. For small leisure vessels the following fees apply:

Boats under 12m	480 NOK	/day
Boats 12 - 15 m	580 NOK	/day
Boats 15 - 18 m	800 NOK	/day
Boats 18 - 20 m	9000 NOK	/day
Boats 20 - 24 m	1 010 NOK	/day
Boats over 24 m	1 860 NOK	/day

Water /Ton	Water included in harbour fee
Passenger/crew	Passenger fee included in harbour fee

These vessels cannot expect the shop to be open.

## 6. FEE FOR UNUSED HARBOUR RESERVATION AND DELAYS

Vessels which do not make use of a harbour or anchorage reservation, and do not give notification of this at least 12 hours before the planned arrival time, must pay a fee of 75% of a harbour- or anchorage fee for the vessel (see section 3.1 and 4), but no less than NOK 2 000 and maximum 14 000 NOK. 50% weekend surcharge on the harbour- and anchorage fee also applies here.

Vessels which have reserved harbour or anchorage space and arrives more than 2 hours late, without giving notification of this by telephone or e-mail at least 6 hours before the planned arrival time, must pay a fee of 50% of a harbour fee for the vessel (see section 3.1 and 4), but no less than NOK 1 7000 and a maximum of NOK 10 000. If the vessel arrives more than 12 hours late, a fee for unused harbour reservation

(see above) will be charged. 50% weekend surcharge on the harbour- and anchorage fee also applies here. Such vessels cannot expect any amenities in the form of local store, post office or other services

## 7. DEMAND FOR GUARDS FROM VESSELS

Due to the location of Ny-Ålesund, human resources are limited. Because of these vessels have to provide their own demanded guard services during their stay. All costs for these guards have to be covered by the vessels themselves. Vessels will not be cleared until all guards are in their positions.

### 7.1 SECURITY GUARD IN ISPS-TERMINAL GATE

All ISPS vessels going alongside in Ny-Ålesund have to provide at least one security guard to be placed at the gate of the ISPS-terminal. This guard will be responsible for controlling and checking traffic in and out of the terminal, in accordance to the ISPS-code. This means: 100% ID-control and searching some of the passengers, crew and others. The harbour authorities will provide a “Declaration of Security” for documentation of the security arrangements.

The guard should bring one crew list, one passenger list and a handheld VHF-radio with the maritime channels 16 and 12.

The guard has to be available from the moment the vessel arrives in Ny-Ålesund until it departures. Further instructions will be given by the port authorities at arrival.

Vessels setting passengers ashore and taking passengers onboard via the floating pier using launches, tender boats or lifeboats will get a dedicated area for ID- and security check of their own passengers and visitors. These vessels do not need a guard in the terminal gate.

The ISPS-fee is NOK 25 per passenger.

### 7.2 GUARDS LOOKING AFTER PASSENGERS AND CREW

The main activity in Ny-Ålesund is international arctic research. All other activities in the area must adapt to the conditions set by these scientific activities. “Attachment 2: Contract of information” is a document of which special regulations applies and the vessels duty to inform their passengers and crewmembers of such.

To be sure that tourists **and crewmembers** follows the rules, all cruise vessels have to provide guards/ guides to look after the passengers and crew during their stay in Ny-Ålesund. How many guards each vessel has to provide, depends on the number of passengers disembarking:

< 70 passengers,	1 guard
70 - 300 passengers,	2 guards
300 - 700 passengers,	3 guards
700 - 1000 passengers,	4 guards
1000 < passengers,	6 guards

The guards have to be available from the moment the vessel arrives in Ny-Ålesund and will be given further instructions from the harbour authorities. The guards have to be the last to leave, taking stray passengers with them. Guards / guides carrying weapons must make sure they are not loaded in town.



## 8. WATER SUPPLY

Water can be supplied to vessels through hosepipes. The water is untreated melting water from our open-air reservoir and is taken on board at the vessels own risk. The filling capacity using 1 ½ inch hosepipe is approximately 10 m<sup>3</sup> (ton) per hour. The price per m<sup>3</sup> (ton) is NOK 125. The filling capacity using small-diameter hosepipe on reel is approximately 5m<sup>3</sup> (ton) per hour.

Minimum price for this type of filling is NOK 350.

Labour costs outside Kings Bay's ordinary business hours will be invoiced at a higher hourly rate in accordance with current rates.

**Supply of water is subject to enough reserves in the reservoir.**

## 9. SUPPLY OF GAS OIL (DIESEL) AND PETROL

Gas oil (GO32 / diesel) can be supplied from two quayside outlets.

- Outlet has a maximum capacity of 13 m<sup>3</sup> per hour

Petrol is supplied from pumps in town. Customers must provide their own cans.

The price of gas oil and petrol is according to the existing price list. Minimum payment for filling (including the fuel) is NOK 350.

Filling fuel outside Kings Bays normal business hours (Monday to Friday 16:30 to 08:00, weekends and public holidays), will result in an additional fee of NOK 2 070. At these occasions there will be no additional minimum payment for filling.

**Supply of diesel and petrol is subject to enough reserves in our tanks.**

## 10. WASTE DISPOSAL

**No waste can be disposed of in Ny-Ålesund** as our settlement has been selected by the Norwegian government to be a "green scientific station" – therefore very strict environmental regulations apply.

## 11. HANDLING OF CARGO

Kings Bay and their employees has now economical responsibility for damages made to cargo during handling; this applies to all handling and transportation of goods in Ny-Ålesund and the surrounding area.

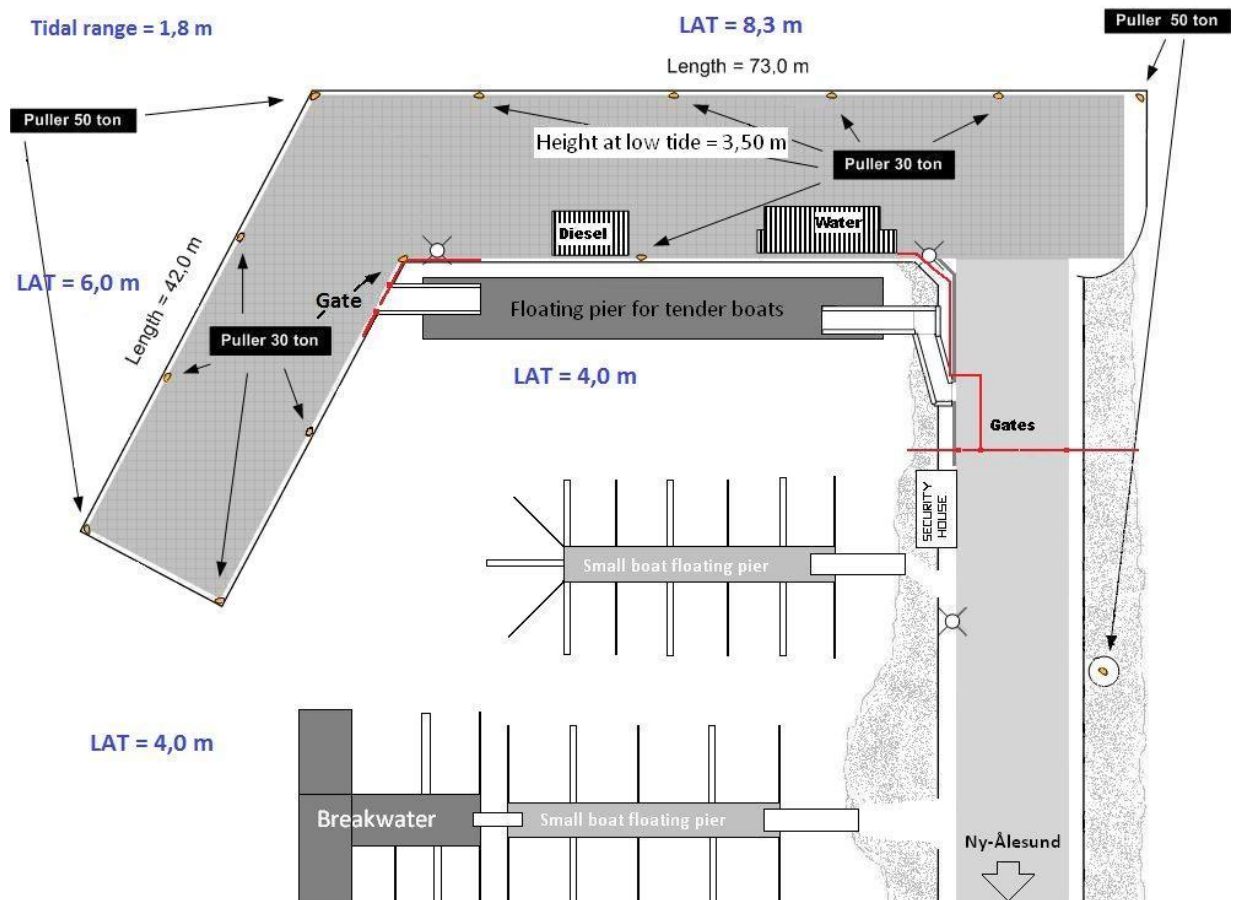
A cargo fee is payable on all cargo transported by ship to or from the harbour. The cargo fee covers storage of the cargo on the quayside and/or storage facilities used by Kings Bay for up to 72 hours after the unloading of vessels is completed or up to 72 hours before the loading of vessels commences. The fee also covers transport from/to the harbour storage to/from the pier.

Handling fee is NOK 200 per collie. For containers, cars, trailers, boats and other large cargo the handling fee is NOK 810. Maximum weight of containers is 8 ton.



In addition to handling fee, dangerous goods have a declaration fee of NOK 1 510 for each shipment. All dangerous goods have to be packed and marked in accordance to the IMDG-code.

## 12. LAYOUT OF NY-ÅLESUND HARBOUR



## 13. LIST OF ATTACHMENTS

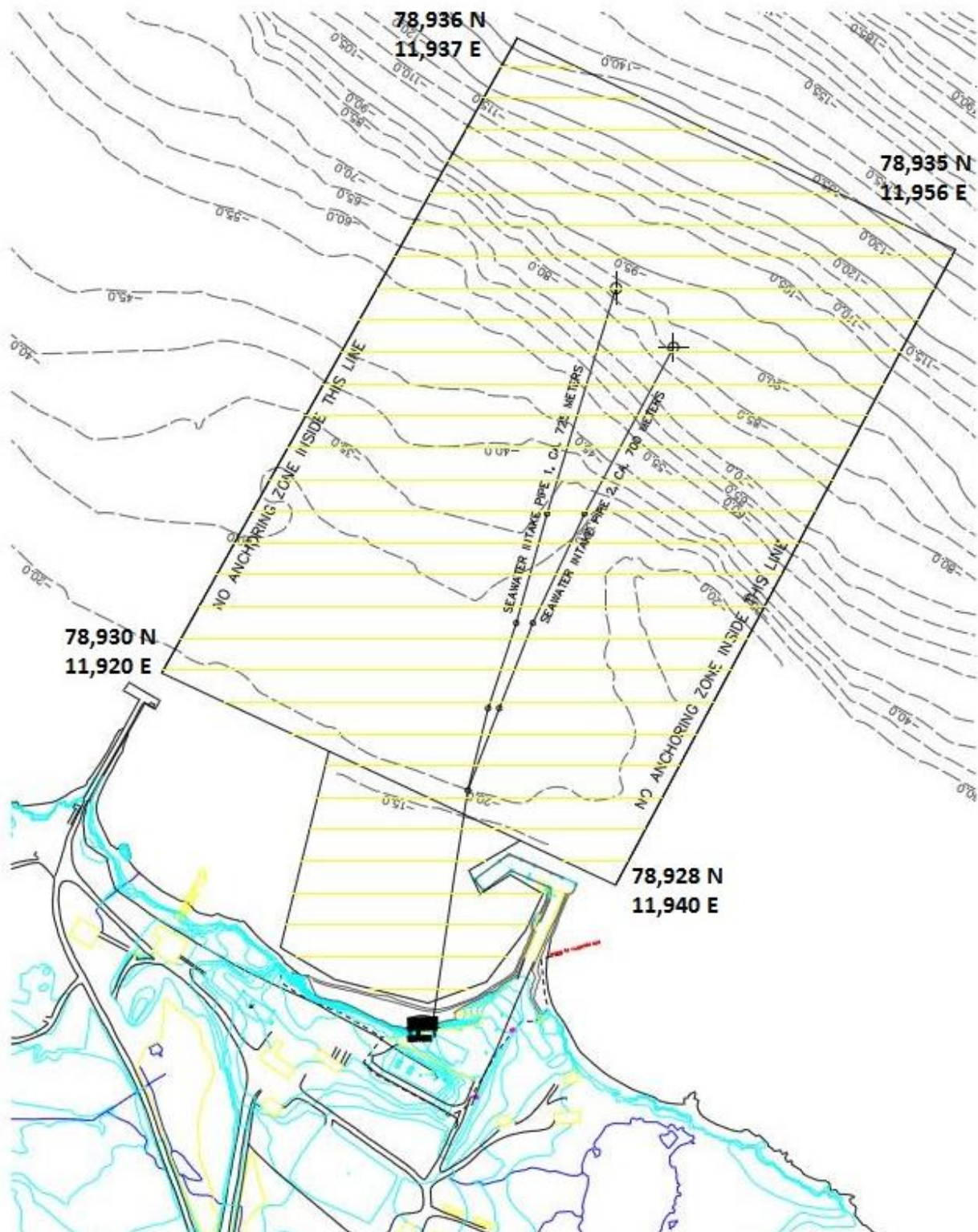
- Attachment 1: No Anchoring Zone (1 page)
- Attachment 2: Contract of information (1 page)
- Attachment 3: Port security information and ship pre-arrival security information form (3 pages)

These regulations apply from 1st January 2023 to 31st December 2023.

**Kings Bay AS**  
31st December 2022

Attachment 1:

# NY-ÅLESUND NO ANCHORING ZONE



**Attachment 2:**

# CONTRACT OF INFORMATION

Ny-Ålesund is situated in Kongsfjorden on the west coast of Spitsbergen. This former coal-mining community is today a modern international centre for arctic environmental monitoring and research. Ny-Ålesund has been selected by the Norwegian Government to be a “green village”; a place that is very concerned of its natural environment. The settlement also houses the largest collection of protected cultural monuments on Svalbard.

Therefore, we ask all visitors to respect the following guidelines while visiting Ny-Ålesund, please:

**Please stay on the roads - the arctic tundra is very vulnerable**

**Please try to avoid disturbing nesting birds or other wild animals**

**Please stay away from scientific instruments**

**Please respect the cultural landmarks**

**Please stay inside the settlement due to the polar bear danger**

Visitors are welcome to walk along the 1.5 km nature- and cultural trail around the settlement, showing some of Ny-Ålesund history, geography, flora, fauna and information about the research stations.

.....as the **expedition leader/master**

of ..... (name of vessel) has given this information to my passengers and crewmembers prior to disembarkation at Ny-Ålesund. The passengers and crewmembers have been requested to comply with the regulations that apply to all people in Ny-Ålesund.

\_\_\_\_\_

Place

\_\_\_\_\_

Date

\_\_\_\_\_

Captain/expedition leader  
Sign

The contract should be signed and sent by e-mail to the Harbourmaster in Ny-Ålesund prior to arrival, or it can be handed over at arrival. The ship is not cleared until the contract is signed.

**Attachment 3:**

# **PORT SECURITY INFORMATION AND SHIP PRE-ARRIVAL SECURITY INFORMATION FORM**

## **Port security information**

Kings Bay Terminal (Ny-Ålesund) has been approved as an international port terminal and as such is open for arrival by vessels in international traffic. With regard to this we would like to inform you of the security measures in force at the terminal. We also request that you fill in information in the MARSEC Doc 05/08 form (last two pages of this attachment). Other documents that give the same information may be used instead of this form.

This form is to be completed and returned to our terminal at least 24 hours prior to arrival. Please use e-mail: [harbour@kingsbay.no](mailto:harbour@kingsbay.no). If communication problems occur; form can be handed over at arrival. For further information you may also contact the PFSO.

Upon your arrival the terminal will be enclosed by fences and gates. All vessels with ISSC (or IISSC) coming alongside in Ny-Ålesund has to provide one guard to be placed at the gate of the ISPS-terminal. This guard will be responsible for controlling and checking traffic in and out of the terminal in accordance to the ISPS-code (see also Harbour regulations 7.1.). Personnel carrying ID-cards issued by the terminal will have access to the ISPS-area. Ship crewmembers and passengers may carry ID issued by their ship. Vessels setting passengers ashore and taking passengers onboard via the floating pier using launches, tender boats or lifeboats will have a dedicated area for ID- and security check of their own passengers and visitors. Goods delivered from our terminal are inspected according to the requirements of the ISPS-code.

<b>Name of port facility:</b>	<b>Ny-Ålesund, Kings Bay</b>
<b>UN/LOCODE:</b>	<b>SJNYA-0001</b>
<b>PFSO:</b>	
<b>Phone PFSO:</b>	<b>+4779027240/00</b>
<b>VHF:</b>	<b>Ch. 12/16</b>
<b>E-mail:</b>	<b><a href="mailto:harbour@kingsbay.no">harbour@kingsbay.no</a></b>

**Security level at the terminal: 1**

**SHIP PRE-ARRIVAL SECURITY INFORMATION FORM**  
**FOR ALL SHIPS PRIOR TO ENTRY INTO THE PORT OF AN EU MEMBER STATE**  
**(SOLAS REGULATION XI-2/9 AND ARTICLE 6.3 OF REGULATION (EC) No.**  
**725/2004) MARSEC Doc 0508**  
**TO BE SUBMITTED TO THE COMPETENT AUTHORITY FOR MARITIME**  
**SECURITY OF THE PORT OF ARRIVAL**

<i>Particulars of the ship and contact details</i>							
IMO number		Name of ship					
Port of registry		Flag State					
Type of ship		Call Sign					
Gross Tonnage		Inmarsat call numbers (if available)					
Name of Company		CSO name & 24 hour contact details					
Port of arrival		Port facility of arrival (if known)					
<i>Port and port facility information</i>							
Expected date and time of arrival of the ship in port (ETA)							
Primary purpose of call							
<i>Information required by SOLAS regulation XI-2/9.2.1</i>							
Does the ship have a valid International Ship Security Certificate (ISSC)?	<b>YES</b>	<b>ISSC</b>	<b>NO - why not?</b>	<b>Issued by</b> (name of Administration or RSO)		<b>Expiry date</b> (dd/mm/yyyy)	
Does the ship have an approved SSP on board?	<b>YES</b>	<b>NO</b>	Security Level at which the ship is currently operating?	<b>Security Level 1</b>	<b>Security Level 2</b>	<b>Security Level 3</b>	
Location of ship at the time this report is made							
List the last ten calls at port facilities in chronological order (most recent call first):							
No.	Date from (dd/mm/yyyy)	Date to (dd/mm/yyyy)	Port	Country	UNLOCODE (if available)	Port facility	Security Level
1							SL =
2							SL =
3							SL =
4							SL =
5							SL =
6							SL =
7							SL =
8							SL =
9							SL =
10							SL =
Did the ship take any special or additional security measures, beyond those in the approved SSP? If the answer is YES, indicate below the special or additional security measures taken by the ship.						<b>YES</b>	<b>NO</b>

No.(as above)	Special or additional security measures taken by the ship					
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
List the ship-to-ship activities, in chronological order (most recent first), which have been carried out during the period of the last ten calls at port facilities listed above. Expand table below or continue on separate page if necessary – insert total number of ship-to-ship activities:						
Have the ship security procedures specified in the approved SSP been maintained during each of these ship-to-ship activities?					YES	NO
If NO, provide details of the security measures applied in lieu in the final column below.						
No.	Date from (dd/mm/yyyy)	Date to (dd/mm/yyyy)	Location or Longitude and Latitude	Ship-to-ship activity	Security measures applied in lieu	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
General description of the cargo aboard the ship						
Is the ship carrying any dangerous substances as cargo covered by any of Classes 1, 2.1, 2.3, 3, 4.1, 5.1, 6.1, 6.2, 7 or 8 of the IMDG Code?				YES	NO	If YES, confirm Dangerous Goods Manifest (or relevant extract) is attached
Confirm a copy of ship's crew list is attached				YES	Confirm a copy of the ship's passenger list is attached	YES
<i>Other security related information</i>						
Is there any security-related matter you wish to report?			YES	Provide details:		NO
<i>Agent of ship at intended port of arrival</i>						



Name:	Contact details (Tel. no.):	
<i>Identification of person providing the information</i>		
Title or Position (delete as appropriate): Master / SSO / CSO / Ship's agent (as above)	Name:	Signature:
Date/Time/Place of completion of report		