

City Port instructions

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Having regard to Article 63 of the Decree on Local Government of 22 December 2017 (B.O.G. 15 February 2018).

Having regard to Articles 2 and 79 of the Police Regulations for the City Port Area¹, hereinafter referred to as PRCP.

Preamble

The city port instruction (hereinafter referred to as: SO) contains instructions on the elaboration and implementation of the Police regulations for the City Port Area.

The numbering SO1, SO2, SO3...of the SO (Stadshavenonderrichting in Dutch) refers to the title of the police regulations for the City Port Area, which shall be implemented.

In the titles of SO1, SO2, etc. Reference is made to the chapters under the relevant titles of the police regulations for the city port area: e.g. SO2 - 3. Mandatory notifications and 4. Berths (title 2, chapters 3 and 4 PRCP).

¹ Approved by the Municipal Council on 26 April 2021 (Year number 214), date of entry into force 2 May 2021 (CBS_2746)

SO1 - GENERAL CITY PORT INSTRUCTION (TITLE 1 PRCP)

1. All requests for admissions/permits/berths that follow from the police regulations for the city port area or from these city port instructions must be requested **at least 48 hours** in advance (not counting Saturdays, Sundays and bank holidays for calculating the 48 hours) from the City Port Service, except where expressly stated otherwise in these city port instructions and/or the police regulations for the city port area.

To request these, use the electronic request forms which can be found on the City Port channel: www.antwerpcityport.be

Working hours: weekdays from 7 a.m. to 10 p.m.

City Port Service:

Telephone number: +32 (0)3 338 93 14

Email: stadshaven@antwerpen.be

2. Reports, either by telephone or via the VHF channel that may follow articles 52 (incidents), 53 (pollution) or 65 (sunken and/or obstructing vessel or object) of the police regulations for the city port area, inter alia, must be made to the City Port Service, unless otherwise stipulated in the city port instructions.

Working hours: weekdays from 7 a.m. to 10 p.m.

City Port Service:

Telephone number: +32 (0)3 338 93 14 Email: stadshaven@antwerpen.be

For emergencies requiring **urgent assistance** and/or incidents and water-related pollution outside working hours, contact the following on-call services:

Call **112** in case of fire and life-threatening situations.

Call **101** for urgent police interventions.

Call **0800 123 12** (Blue Line) for non-urgent questions and reports to the police.

When the harbour master of the city is required from his competences City Port or Scheldt Quays 'zone city', the above-mentioned services will contact the harbour master through an internal procedure.

SO2 2 - PUBLIC SAFETY IN THE CITY PORT (TITLE 2 PRCP)

SO2 - 3. Mandatory notifications (title 2, chapter 3 PRCP)

I. USE OF THE VHF CHANNEL

- a) All vessels joining or intending to join the traffic in the City Port **must listen out on the fixed VHF channel 23 of the City Port**. This can only be interrupted for exchanging information with a shore station. VHF channel 23 is a duplex channel for radio traffic between vessels and between vessels and shore stations in the city port area.
- b) It is prohibited to:
- continue listening out on the operating channel of the bridges and not switching back to channel 23, between two bridges in the city port area.
 - continue listening out on the Kattendijk Lock operating channel and not switching back to channel 23 when the vessel is in front of the Kattendijk Lock for water levelling; however, vessels berthed at the Kattendijk Lock must listen out on the operating channel of the Kattendijk Lock.

II. REPORTING POINTS

Navigating in and out of the City Port by river cruise ships, after obtaining a valid berthing permit, must be reported according to the following coordinates and must include at least the following information:

- ENI number;
- name of vessel;
- number of crew and number of passengers on board the vessel.

Structure	VHF channel	Telephone number	On-call service
Via Luikbrug (Asia dock)	23	+32 (0)3 338 93 14	VHF-Channel: weekdays, 7 a.m. to 10 p.m.
Via Kattendijk lock			Telephone: weekdays, 7 a.m. to 10 p.m.
Via Siberiabrug			

When the use of the VHF channel is impossible, or when a call via VHF channel is not answered, vessels must report via the email address and/or fixed telephone number of the City Port Service as listed under SO1.

SO2 - 4. Berths (title 2, chapter 4 PRCP)

I. MOORING WIDTH FOR SHIPS ALONGSIDE THE QUAYS IN THE CITY PORT

- a. Vessels must not cover a mooring width in the city port that interferes with the safe passage of shipping in the adjacent channel, in the channel to and from bridge channels, in the vicinity of narrowed dock passages and/or the separation of navigable waters.
- b. The combined mooring width of vessels alongside a quay must never be such as to compromise safe passage in the channel adjacent to the quay where such vessels are moored. As a general rule, the maximum mooring width along a quay must not exceed 25% of the dock width.
- c. In passageways and connections between docks, the city harbour master shall specify the maximum permissible mooring width.
- d. Variations on permissible mooring width require the prior written approval of the mayor.

II. MOORING AT THE ENDS OF DOCKS



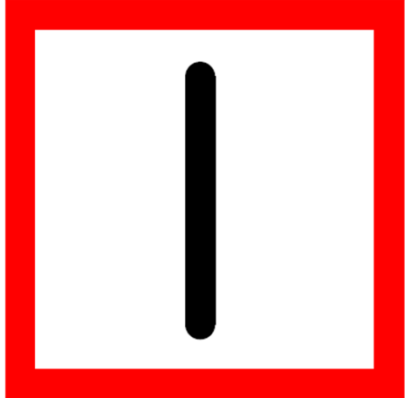
Without permission from the city harbour master, vessels may not moor at quays where they are not within the full length of the quay, so that they "stick out" at the end of a quay.



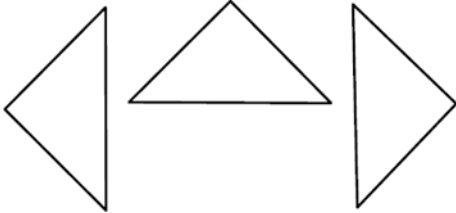

SO2 - 5. Water traffic (title 2, chapter 5 PRCP)

I. SIGNS



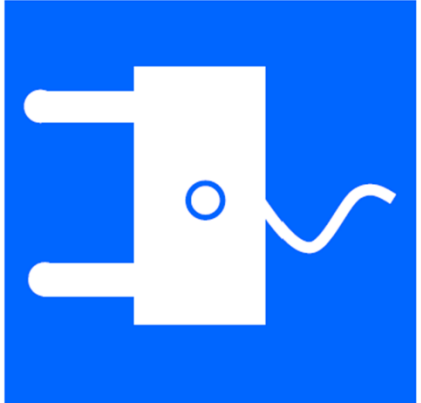
The following specific traffic signals and information signs from the General Police Regulations for Navigation on Inland Waterways are present in the city port area and must be strictly observed. In particular (non-exhaustive list):



1. Prohibition signs

<p>Mooring prohibited, only by exception through a mooring permit from the City Port These prohibition signs are displayed in the city port area, according to the Water Plan+.</p>	
<p>Prohibited to anchor and tow anchors, cables and chains, and prohibited to use spud poles, in the location designated by these signs.</p>	
<p>Obligation to pay special attention, for example, passage via a bridge channel or when passing under a bridge.</p>	

<p>Mandatory use of a VHF radio or handheld VHF radio on the designated VHF channel.</p>	 <p>A square sign with a thick red border. Inside, the text "VHF" is written in large, bold, black capital letters above the number "11", also in large, bold, black digits.</p>
<p>The clearance height is limited to the value indicated in meters above the water surface.</p>	 <p>A square sign with a thick red border. At the top center is a black downward-pointing triangle. Below it, the number "7.50" is written in large, bold, black digits.</p>
<p>Arrows indicating the direction to which the main sign refers.</p>	 <p>Three black-outlined arrows pointing left, up, and right, arranged horizontally.</p>
<p>Obligation to ensure before entering or crossing the main channel that this does not oblige vessels on the main channel to change their course or speed.</p>	 <p>A square sign with a thick red border. It features a black T-bar shape, consisting of a horizontal bar across the top and a vertical bar extending downwards from the center.</p>

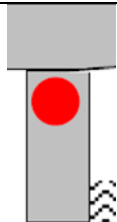
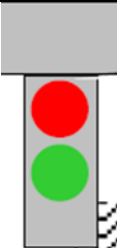
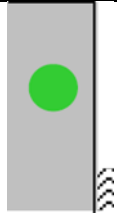
2. Command signs

<p>End of a prohibition or command applicable to one direction of navigation or end of a restriction.</p>	
<p>Drinking water point, provision in the City Port.</p>	
<p>Shore power, provision in the City Port.</p>	

<p>Possibility to receive information via VHF radio or handheld VHF radio on the designated VHF channel.</p>	
<p>Signs below the main sign, giving additional declarations or directions in connection with the prohibition or command sign.</p>	

II. BRIDGE SIGNALS

The instructions in the event of the following signals must be followed:

<p>Passage prohibited.</p>	
<p>Passage prohibited, will be permitted in a moment (the top light is red, the bottom light is green).</p>	
<p>Passage permitted (the lights are green).</p>	

SO2 - 6. Water-related activities (title 2, chapter 6 PRCP)

I. RESIDENCE

A. BERTHS

Houseboats that have:

- a (temporary) berth as a permit holder via an authorisation from the mayor assigning a berth, or;
- a berth as a concessionaire through a concession agreement granted by the College of Mayor and Aldermen and/or Municipal Council;

must, without prejudice to the provisions of Articles 17 - 27 of the police regulations for the city port area, comply with the following conditions:

- The houseboat of the concessionaire or permit holder must be moored at the designated berth.
- The houseboat must be professionally and correctly moored with sufficient and adequately sound mooring lines to the mooring poles provided for that purpose, so that the houseboat remains moored against the quay, jetty or dolphin in all situations.
- Under no circumstances must there be any hindrance to passing shipping traffic, nor on the shore to pedestrians.
- The permit holder or concessionaire must provide the necessary space for the manoeuvring, mooring or unmooring of other vessels.
- Access to the houseboat must be ensured in a safe manner. The permit holder or concessionaire must grant access to the owners of adjacent vessels, if necessary, to their vessels.
- By order of the Mayor, the permit holder or concessionaire may be required to have their vessel moved to another berth within a period of maximum 24 hours.
- The houseboat must be occupied and checked by the permit holder or concessionaire, or an appointee, in the absence of the permit holder or concessionaire. The permit holder or concessionaire must be contactable at all times.
- The houseboat must bear in letters at least 8 cm high the name and telephone (24/7) of the permit holder or concessionaire in a place which is clearly visible from the shore. Any changes to this information must be reported to the City of Antwerp.
- It is not permitted to stack gas cylinders either on the vessel, or on the quay surface, or the jetty
- All other goods in the broadest sense of the word must be orderly stacked on the houseboat. No goods or waste may be stacked on the quay surface or jetty.

- It is prohibited to install in, on or above the water facilities or place objects without prior authorisation from the mayor.

B. SHORE POWER CONNECTIONS

It must be possible, in accordance with the concession agreement and technical sheet (annexed to the concession agreement), for shore power connections to be disconnected quickly and easily.

C. WASTEWATER

- It is prohibited to discharge the wastewater from the houseboat directly into the dock water (Article 73 PRCP).
- The concessionaire is required to connect their houseboat to the public sewer in accordance with the concession agreement. This connection is for the disposal of domestic wastewater. Rainwater should be drained to the dock, buffered or otherwise. If the houseboat is equipped with an IBA (Individual Treatment of Wastewater) treatment system, the concessionaire may request a derogation from the City of Antwerp regarding connection to the public sewer system and discharge into the dock water.

The concessionaire must prove at the first request of the city harbour master and their deputies that the vessel is connected to the public sewer system by means of an inspection certificate of connection to the sewer system or with a certificate IBA-Vlarem 2 if a derogation was granted by the city of Antwerp.

- A permit holder's houseboat must be equipped with an IBA treatment system. In the context of a temporary berth or as a transitional arrangement to comply with the above-mentioned obligation, the permit holder may request a derogation from the City of Antwerp for the discharge of their wastewater into a septic tank or alternative storage capacity for said waste, which is present in or on the houseboat. To obtain a derogation, the permit holder must demonstrate that a septic tank or alternative storage capacity for said waste is present in or at the houseboat to prevent discharge into the dock water.

The permit holder must prove at the first request of the city harbour master and their deputies that the vessel has an IBA treatment system by means of a certificate IBA-Vlarem 2. If a derogation with a septic tank or collection well was granted by the city of Antwerp, the permit holder must provide proof that this septic tank or alternative storage capacity for collection well is actually emptied by submitting the invoices in support thereof.

D. ENVIRONMENT AND SAFETY

- The permit holder or concessionaire must ensure that floating waste does not accumulate at its jetty or berth, and shall take the necessary measures to remove the floating waste.

- The permit holder or concessionaire must take all measures to prevent any form of environmental damage, both on the water and on shore. They agree to immediately report any incident involving soil and/or water contamination to the City Port Service.
- The permit holder or concessionaire must take the necessary measures to carry out, to the extent possible, all initial extinguishing with its own resources in the event of a fire and immediately notify the emergency services.

SO3 - PUBLIC CLEANLINESS AND HEALTH (TITLE 3 PRCP)

SO3 - 5. Maintenance and repair work (title 3, chapter 5 PRCP)

I. GENERAL PROVISIONS

1. DEFINITIONS

Gas-free certificate: a certificate from an expert recognised by the Antwerp Port Authority nv under public law (PA), proving that the vessel is gas-free².

Repair: hot work and mechanical and electrical work necessary to maintain the vessel in navigable and/or sound condition, or to restore it to such condition.

Mobilising: making structural changes to the vessel that are not permanent, to make the vessel navigable.

Blasting: a surface treatment of hard materials in which grains of grit are blown against an object using a compressor and compressed air to achieve an abrasive effect. Examples of blasting include: removing rust or paint from a ship's hull.

Underwater cleaning: cleaning work on submerged ship parts that creates a risk of contamination of water, soil and the sea bed.

Hot work: the use of powered tools or hot riveting, grinding, soldering, burning, welding or **any other work** that involves heat or generates generators that may lead to danger due to the presence or proximity of hazardous or flammable substances.

2. MANDATORY AUTHORISATION AND PROHIBITIONS

Authorisations

It shall be unlawful for any person to perform or cause to be performed on, off board, or under or to any object on board any vessel and floating structure, any work connected with the operability, modification, repair or improvement of the vessel or object unless one has a prior written permission from the mayor for subsequent maintenance and repair work (art. 76 PRCP):

1. diving operations;
2. maintenance and repair work on vessels and floating structures below or above the waterline and their appurtenances;

² A list of the degassing experts can be obtained from the Harbour Master's Office of the Antwerp Port Authority nv under public law. These are persons who at least hold the diploma of technical (industrial) engineer in the field of chemistry, who have successfully passed the test at the Fire Brigade Zone Antwerp regarding the specific knowledge of degassing, both technological and safety aspects.

3. maintenance and repair work on port infrastructure below the waterline;
4. maintenance and repair works on port infrastructure above the waterline, which may cause fire hazards.

Permission is not required for minor painting work on deck and accommodation/construction. However, the conditions listed under point 3 (conditions applicable to all maintenance and repair work) must always be complied with. Permission must always be obtained for painting work on the hull.

Authorisations are subject to the following conditions:

- The request for authorisation must be submitted together with the request for a berth for said vessel. For vessels with a permanent mooring in the city port area, the request for works must arrive at the City Port Service no later than 48 hours before the date on which the task is to be performed (not counting Saturdays, Sundays and bank holidays for the calculation of the 48 hours) via the e-form available on the City Port channel: www.antwerpcityport.be
- The request must clearly describe the working environment and, if applicable, the location of the vessel, the nature and exact location of the works, whether or not the **vessel can navigate under its own power** and the exact time the works will be performed. The works are per ship visit to the City Port and the work to be performed must be completed within three days;
- The owner of the vessel and the person(s) performing the works must strictly comply with all regulations stated in the issued authorisation.
- An authorisation may be revoked at any time for reasons of public order (public health, safety or tranquillity) or failure to comply with the conditions, without the persons concerned being able to make any reservations or claim any compensation from the city.

Prohibitions

It is prohibited for any person to carry out or have carried out in the city port area any demolition work on, off board or under a vessel or on any object on board a vessel or ship for the purpose of taking the vessel out of service.

Blasting work on vessels and floating structures is prohibited, unless the vessel is moored at or near a shipyard or repair facility which has received an environmental permit pursuant to the Decree of 8 December 2017 amending various provisions on spatial planning, environment and surroundings.

Maintenance and repair works (2) on vessels, ships and floating structures are prohibited in locations designated as urban development zones. Depending on the requested works and the berth, the City Port Service may propose an alternative berth to carry out the works.

The map indicating the urban development zones where there is a prohibition on performing work can be found on the City Port channel: [overview-map stadshaven](#)

Using a dinghy or floating pontoons to perform maintenance and repair work on vessels and floating structures is prohibited except with prior written permission from the Mayor.

3. CONDITIONS APPLICABLE TO ALL MAINTENANCE AND REPAIR WORKS

- Depending on the technique that will be used, the inconvenience and measures to be taken vary. Without prejudice to the provisions of Vlarem and Vlarema, the applicant must consult in advance with the environmental permits department before any exception or derogation can be granted to the measures listed below. If the imposed measures cannot be complied with, the works may not start or will be stopped;
- The works must be performed using techniques that cause as little pollution as possible to the Air, Water, Soil and Sea Bed elements. The necessary preventive measures must be taken with due care and diligence;
- If, despite taking the aforementioned precautions against environmental pollution during the works, dispersion of pollutants occurs due to the prevailing weather conditions, the works must be stopped where dispersion starts to occur and the pollutants can no longer be recovered or captured;
- The necessary means of intervention, such as absorbent materials, oversized drums, protective equipment, etc., must be in place so that in the event of leaks, inadequate packaging, spills, and other incidents, immediate action can be taken to minimize the possible harmful effects;
- All equipment to be used must be in good condition and properly maintained. If applicable, it must be possible to present inspection certificates;
- The work area must be carefully cleaned at the end of the works;
- All waste must be sorted and deposited on shore in accordance with applicable waste legislation (for more info, see: <http://navigator.emis.vito.be/milnav-consult/>). The issued certificates must be kept and presented if requested;
- The person performing the works must take all necessary precautions to prevent accidents and incidents;
- When the works and/or conditions require a gas-free certificate, as stipulated by the city harbour master, it is valid for a maximum of 24 hours. Only gas-free experts recognised by the Antwerp Port Authority nv under public law (PA) can issue these certificates in the city port area;

- In all places where explosive mixtures may occur, hot work can only be performed when a device is set up on site that indicates the presence of an explosive mixture with an audible and/or visual alarm signal. When the alarm of this device is triggered, work must be stopped immediately;
- In addition to the above mentioned device, a sufficient number of rapid extinguishers and/or other firefighting equipment must also be available ready for use in the immediate vicinity;
- During the entire duration of the hot work, the work must be carried out in such a way as to avoid gas accumulation;
- No flammable and/or other dangerous goods must be located in the vicinity of the works;
- No hot work must be performed aboard ships during bunkering.

4. DAMAGE

If the conditions are not met, the city harbour master may take the necessary measures *ex officio*, at the expense and risk of any interested party in the works, to ensure safety. As such, orders may be issued to stop the works, without any right to compensation for any party suffering damages as a result.

The owner of the vessel, the client and the person performing the works shall be jointly and severally liable for all damages and accidents that may be caused, directly or indirectly and to any person or anything, as a result of the execution of works/actions referred to in SO3-5. They shall indemnify the city of Antwerp, for all claims directed against the city on that ground.

II. SPECIFIC PROVISIONS FOR PERFORMING DIVING TASKS AND MAINTENANCE AND REPAIR WORK ON VESSELS, FLOATING STRUCTURES AND PORT INFRASTRUCTURE BELOW THE WATERLINE

1. DIVING TASKS ON VESSELS, FLOATING STRUCTURES AND PORT INFRASTRUCTURE

A. Scope

Without prejudice to the provisions of *Vlarem* and *Vlarema*, for diving tasks with a view to inspections, maintenance and repair work on vessels, floating structures and city port infrastructure, permission must be requested from the City Port Service using the e-form on the City of Antwerp website.

B. Conditions

- As a minimum, a dive team must consist of:
 - one diver;
 - one safety diver;
 - one diving operations leader who also assumes the role of surface assistant.³

- Notification procedure: both at the start and end of the work, the applicant, client and/or contractor must notify the City Port Service.

- Signing during diving operations:
 - The vessels involved in the work must display the stipulated day shapes of the Shipping Regulations (ASBZ).
 - The diving company performing work must provide necessary land-based signage to demarcate the work area.
 - At night and when visibility is poor, the diver's position must be made known by an orange flashing light.

- Deployment of a work boat by diving company.
 The presence of a work boat equipped with VHF radio (walkie-talkie) and orange flashing light is always recommended and mandatory in the following cases:
 - when, during diving operations in the waterway, there is a chance that vessels may moor at the work site or pass dangerously close by;
 - when it is impossible to signal the diving operations in time to approaching or passing shipping.

- If passing vessels do not heed the safety warnings of the work boat crew or dive leader, this must be reported immediately to the City Port Service and/or police.

- If diving cannot be done safely or one or more conditions are not met, the diving operations must be terminated immediately.

³Article 23 of the Royal Decree of 23 December 2003 on the protection of workers from the risks involved in working in a hyperbaric environment,

2. MAINTENANCE AND REPAIR WORK ON VESSELS, FLOATING STRUCTURES AND PORT INFRASTRUCTURE BELOW THE WATERLINE

A. Scope

These provisions only apply to the following works: submerged ship parts cleaning and maintenance and repairs to vessels, floating structures and port infrastructure below the waterline.

B. Conditions for underwater cleaning

Cleaning of submerged ship parts is prohibited, with the exception of polishing (= scrubbing) the propeller, provided that this is done with plastic brushes that have a hardness less than that of the propeller material. Polishing is intended to remove anything growing on the vessel and prevent deterioration of the propeller.

C. Conditions for underwater maintenance and repair work

- The person performing hot work must take all necessary precautions to prevent accidents and incidents;
- A sufficient number of rapid extinguishers and/or other firefighting equipment must be available ready for use on site;
- When the works and/or conditions require a gas-free certificate, as stipulated by the city harbour master, it is valid for a maximum of 24 hours. Only gas-free experts recognised by the Antwerp Port Authority nv under public law (PA) can issue these certificates in the city port area;
- Before the start of diving operations, the loading conditions of the vessel and (fuel) tanks must be known. If necessary, a gas-free certificate must be presented to the City Harbour master;
- During the entire duration of the fire activities, the work must be carried out in such a way as to avoid gas accumulation;
- During underwater welding, the underwater grounding cable must be properly attached and checked regularly.