The Port Lands
Building it Together

BERTH BOOKING APPLICATION

& ACKNOWLEDGMENT OF TARIFF

Submit this form to the Port Manager at manager@theportlands.org as far in advance of your arrival date as possible. Operations cannot commence until the application is approved and a complete cargo manifest and insurance certificate are on file.

SECTION A. APPLICANT INFORMATION

Company / Operator _____

Contact Name _____ **Title** _____

Phone _____ **Email** _____

Mailing Address _____

Agent (if different) _____ **Agent Phone** _____

SECTION B. VESSEL PARTICULARS

Vessel Name _____ **Flag / Registry** _____

Length Overall (m) _____ **Beam (m)** _____

Gross Registered Tonnage _____ **Draft (m)** _____

IMO Number _____ **Owner / Operator** _____

SECTION C. BOOKING DETAILS

Estimated Arrival _____ **Estimated Sailing** _____

Purpose of Call _____ **Anticipated Duration** _____

Anticipated services required (check all that apply):

☐ Berthing only

☐ Wharfage / cargo handling

☐ Off-hours operations (subject to special agreement)

☐ Other (describe below)

Other / Notes _____

SECTION D. CARGO INFORMATION

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Cargo Description _____ **Total Quantity** _____

Unit of Measure _____ **Origin / Destination** _____

Hazardous, dangerous, or restricted cargo:

☐ No hazardous, dangerous, or restricted cargo on board.

☐ Yes — hazardous cargo manifest is attached and federal classification, labelling, and placarding requirements have been met.

Note: Explosives Classes A, B, and C may not be stored or held overnight at the Port (Tariff Rule 25). The Manager has final authority on cargo classification disputes.

SECTION E. SERVICE ARRANGEMENTS

Port Lands Harbour does not provide linesperson, security, or stevedoring services. The applicant confirms arrangements have been made for:

☐ Mooring / unmooring (linesperson services)

☐ On-site security as required by federal, provincial, and Port regulations

☐ Stevedoring and cargo labour (Manager-approved provider)

Mooring Provider _____ **Contact** _____

Stevedore _____ **Contact** _____

SECTION F. INSURANCE & LIABILITY

A current certificate of insurance must accompany this application. Coverage must extend to property damage, personal injury, and pollution liability for the duration of the vessel call.

Insurer _____ **Policy Number** _____

Coverage Amount (CAD) _____ **Expiry Date** _____

☐ Certificate of insurance attached.

SECTION G. ACKNOWLEDGMENT OF TARIFF NO. 2

By signing below, the applicant acknowledges that they have received, read, and agree to be bound by Port Lands Harbour Port Tariff No. 2 (2026) (effective October 1, 2026). Specifically, the applicant acknowledges:

1. Use of Port Lands facilities constitutes consent to the Tariff and all rules and regulations contained therein (Rules 1 and 15).
2. Berthage is charged at $1.85 per metre per day with a 12-hour minimum, plus 13% HST. Wharfage applies per Schedule I.
3. All charges are due on presentation of an invoice, in Canadian dollars. Credit terms (30 days) are extended only with prior approval (Rule 32).

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4. Cancellation or postponement of a confirmed berthing assignment requires at least 24 hours' written notice. Otherwise the Manager may assess a charge equal to one day's dockage and reassign the berth (Rule 14).
5. The applicant is responsible for arranging all linesperson, security, stevedoring, and labour services, and for any damage caused to Port property by the vessel, its agents, or contractors (Rules 18, 36, 40).
6. The applicant is responsible for compliance with all federal, provincial, and local regulations, including hazardous cargo, environmental, security, and safety requirements (Rules 19, 20, 21, 24, 25, 34).
7. Port Lands Harbour is not a common carrier or public utility and is not liable for loss or damage except where caused by its own negligence (Rule 22 and Section IV).

AUTHORIZED SIGNATURE

Signature		**Date**	
Print Name		**Title**	
On behalf of		**Phone**	

FOR PORT MANAGER USE ONLY

Application Received		**Reviewed By**	
Berth Assigned		**Approval Date**	
Notes / Conditions			