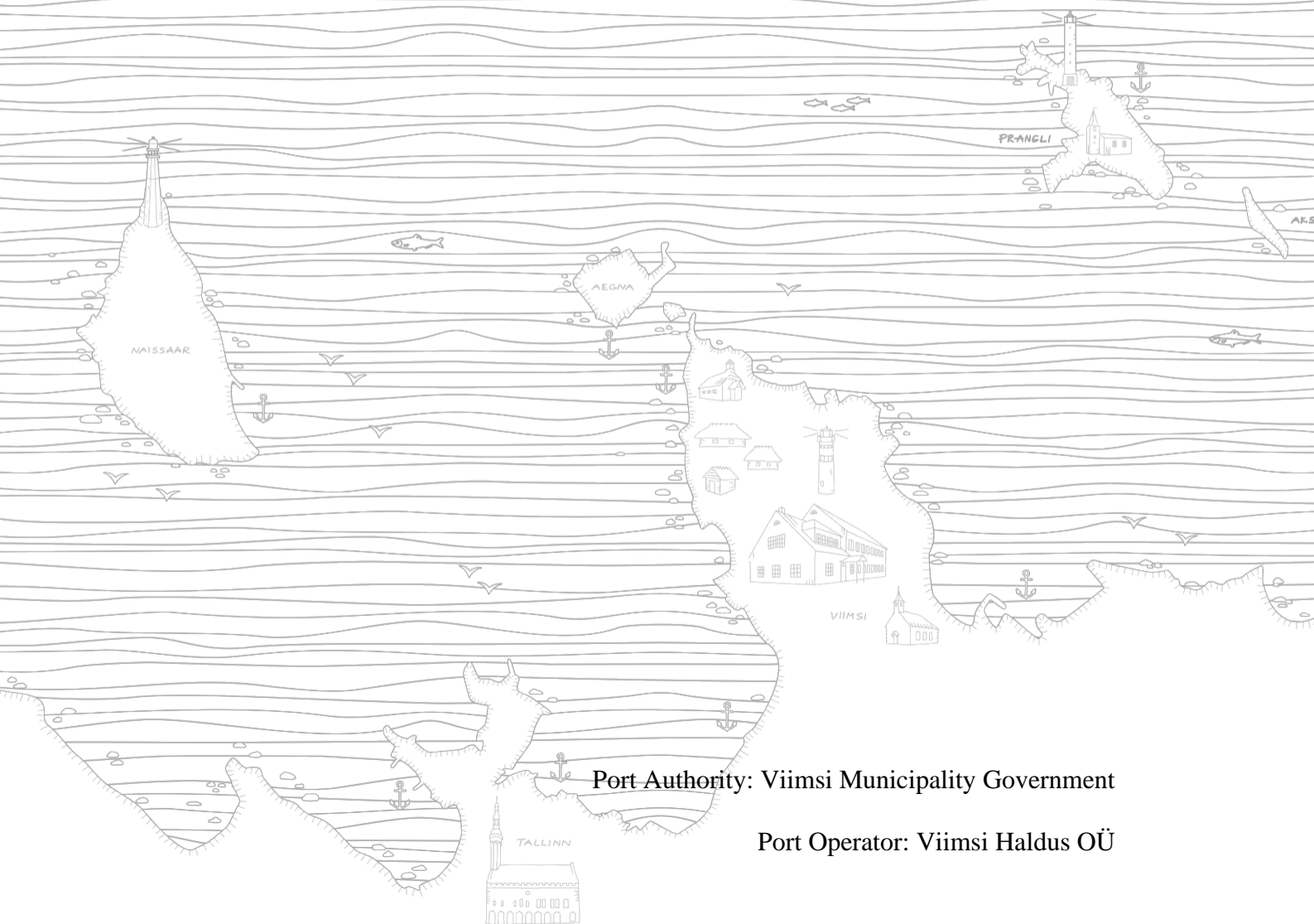


LEPPNEEME HARBOUR RULES

The rules have been entered into force pursuant to Regulation No. 15 (30.09.2020) of Viimsi Municipality Government



Port Authority: Viimsi Municipality Government

Port Operator: Viimsi Haldus OÜ

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1. General Details of Port

1.1. Port authority and Port Operator

Leppneeme Harbour services the passenger ship link between Leppneeme Harbour and Kelnase Harbour, and acts as a guest port providing services to hobby seafarers.

Viimsi Municipality Government is the owner and the authority of Leppneeme Harbour.

Address: Nelgi tee 1, Viimsi Town, Viimsi Parish, 74001 Harju County.

E-mail: info@viimsivv.ee

According to the authorisation agreement between Viimsi Municipality Government and Viimsi Haldus OÜ, the operator of Leppneeme Harbour is Viimsi Haldus OÜ.

Address: Nelgi tee 1, Viimsi Town, Viimsi Parish, 74001 Harju County.

E-mail: haldus@viimsihaldus.ee

1.2. Port location, definition of territory and waters

The port is located at the North-East coast of Viimsi Peninsula in the territory of Viimsi Parish in Harju County. The geographical coordinates of the port are as follows: latitude = 59°33.1' N and longitude = 24°52.0' E. The surface area of the territory of the port is 0.29 ha.

The waters of the port is formed by an area defined by the coordinates of points:

1) 59°33.15' N, 24°51.91' E 2) 59°33.16' N, 24°51.94' E 3) 59°33.16' N, 24°52.16' E
4) 59°33.09' N, 24°52.25' E 5) 59°33.01' N, 24°52.04' E and the coastline between points 1 and 5 of the coordinates.

1.3. Technical data of the port

There are five stationary concrete berths in the port with the total length of 253 m and a two-sided floating berth with the length of 24 m.

Berth No.	Length (m)	Depth (m)	
		EK77	EH2000
1	49	3.5	3.3
2	49	3.5	3.3
3	56	3.5	3.3
4	66	3.5	3.3
5	33	3.5	3.3
6 floating berth	24	3.5	3.3

Note: the berths are numbered according to the view from the sea (from right to left) and depicted illustratively on the scheme below.



The conditions of the receipt of a ship are coordinated with the harbour master if the dimensions of the ship exceed the following: length 25.0 m; breadth 6.0 m, and draft 2.3 m.

There is a respective territory to turn the ship around in the waters of the port with the diameter of 40 m and the depth of 3.3 m (EH2000).

The port can be entered and departed along a natural fairway which has been partially deepened and marked with the perches in lateral system.

The deviation of the sea level is maximally +120 cm and –90 cm.

The berths are equipped with steel hauling rings and bollards. The load of the bollards is 5 t maximum.

Berths No. 1 and 2 are equipped with rubber fenders. The load of the fenders at berthing is 2 t per one fender. Berths No. 3, 4, and 5 have a protective fender of wooden rafter.

Berths No. 1, 2, and 5 have a concrete cover and the permitted load of 1.5 t/m².

The height mark of berths No. 1, 2, 3, 4, and 5 forms approximately +2.0 m (EK77) or +1.8 m (EH2000). Berths No. 2, 3, and 4 have communications (water and electricity). Berth No. 2 has a fuel station and a wastewater pump for small craft.

Risk factors in the port

Underwater obstacles in the north-west and south-east side of the port entry.

Drift or stable ice during wintertime.

Lack of efficient wave protection pier, which often causes high hazardous sea in the fairway and the inner waters of the port with NE and E winds.

1.4. Restrictions on vessel traffic emanating from weather conditions

Port entry and departure are complicated with East, North-East and North winds exceeding 10 m/s and with the sea of more than three points. The movement of ships in the port shall be coordinated with the harbour master.

The waters of the port and its entryway from the sea freezes. There is drift ice as well.

1.5. Restrictions emanating from environmental requirements, the hazardousness of a load, etc.

The owner of a ship shall order a tank truck to dispose of liquid waste. Garbage shall be placed into garbage containers.

The port berth No. 2 has a self-service wastewater (and sewage) pump station for small craft.

1.6. List of port services

Enabling smaller passenger ships, state fleet, and different small craft to berth.

Arrangement of vessel traffic in the waters of the port. Taking and giving the ropes of a ship if possible or upon an advance notice.

Dividing the berth and the territory for temporal storage of small shipments (maximum 1.5 t/m² on a berth).

The processing of hazardous and oversized, long and heavyweight loads is only permitted after a prior coordination with the harbour master.

Electricity supply on agreement.

Drinking water supply upon agreement.

Receipt of sorted garbage (glass, plastic, tin, and general garbage).

Berth No. 2 has a fuel station and a wastewater (also sewage) pump station for small craft (self-service).

Possibility to use outdoor toilet.

1.7. Working hours of the port

The port operates twenty-four hours a day. Ships enter and depart at any time. An employee of the port surveillance works every day according to a non-fixed schedule during the navigational season. Contact telephone number: harbour master +372 512 8188.

1.8. Navigational season in the port

The navigational season of the port lasts all year round for liners and professional fishermen.

May 01 – October 01 for small craft.

1.9. Difference of local time from the Universal Time (UTC)

+3 hours as of the last Sunday of March. +2 hours as of the last Sunday of October.

1.10. General data on entrepreneurs operating in the port

Information is provided by the port operating enterprise or the harbour master (+372 512 8188).

2. Procedure for Entrance to Port by Water Craft

Entrance to port by water craft on the risk of a skipper of a small craft. It is obligatory to follow the given rules.

2.1. Entry and berthing

Small craft do not need to inform about the entrance to port.

The arrival of passenger ships is organized according to the schedule.

State fleet shall inform immediately before arrival.

The port surveillance officer assists ships to locate a place in the port and enters the data of the ship into the record book.

2.2. Procedure for communication upon the entrance of ships to the port

You can inform about the intention to enter and communicate on the following telephone number: +372 512 8188 (harbour master).

2.3. Procedure for towing upon entrance

It is not possible for ships with the total gross measurement exceeding 300 to enter Leppneeme Harbour, and therefore there is no requirement of obligatory towing.

2.4. Procedure for entrance formalities according to the regime of quarantine, the customs, and the border guard

Pursuant to the border arrangement of the European Union and Schengen. In case of quarantine and risk of virus, the skipper of a small craft shall notify the harbour master about the intention to enter and act according to the instructions in case of the conditions of a special situation.

3. Procedure for Vessel Traffic in Waters

The traffic of small craft in port waters is the risk of the skipper of a small craft. However, it is obligatory to follow the given rules. The port authority or the Port Operator does not provide rescue services upon drifting to a lowland or getting stuck in ice.

3.1. Vessel traffic in port waters (relocation and manoeuvres)

The speed of a ship in port waters shall be minimal for the ship to maintain the steering with the help of the rudder or any other respective device. The deck officer shall monitor that there are no high waves when the ship is moving, which would be dangerous or uncomfortable to the ships and small craft docked at the berth. "International rules to avoid the collision of ships" are in force in the waters.

Ships arriving at the port shall berth in a location indicated by port surveillance officer or, in case there is no officer, next to a free berth, taking the information of the berth (for instance the berth of a passenger ship) into account. If there is no free berth, a small craft shall be attached safely to the board of a suitable ship, leaving their contact number at a visible place. When trying to board to another ship, the instructions of the deck officer of that ship shall be taken into account, including refusal.

3.2. Towing and relocation requirements for ships in case of traffic in regular and special conditions (fog, strong wind, ice, etc.)

The towing and relocation of ships in a port in special conditions (fog, strong wind, ice) shall be conducted upon the recommendation or order of the harbour master or port surveillance officer.

The master of a ship shall make a decision about moving in ice, taking the recommendations of the harbour master or the port surveillance officer into account.

Without the permission of the harbour master, ships are prohibited to berth in port waters.

3.3. Berthing

Berthing is prohibited in the territory of restricting or prohibiting landmarks.
The distance of ships berthed at the port berth shall guarantee the safety of ships.

3.4. Towing

Masters of ships ensure the safe operation of ships upon entrance or departure from the port with the help of a tug. Generally, the master of a towing ship holds the responsibility for the damage caused by towing to the ship (object) towed and to the property on it or to third persons.

3.5. Ice conditions

The port may be closed for navigation if the port waters freeze. The port authority or the Port Operator does not provide the service of being freed from ice.

3.6. The right of priority for port entrance and departure

The right of the priority of a scheduled ship and in general the preference of a ship departing the port are in force in case ships enter and depart the port at the same time, except in case of an emergency situation.

4. Procedure for Water Craft Standing in Port

4.1. Requirements for berthed ships (prohibitions, obligations, restrictions, and other conditions)

The deck officer shall follow the orders of the harbour master when standing in the port. The number of berthing ropes has to be sufficient to ensure the safe standing of the ship. If getting to the ship from the berth is complicated, the ship itself must be equipped with a gangway, under which a protective net is attached to prevent people from falling into water. The safety of people moving between the berth and the ship is ensured by the master of a ship. There must be a lifebuoy with a heaving line and a light buoy next to the gangways. The gangway must be lit in the dark.

The seaside board of ships of more than 24 metres and the last ship standing board to board shall be lit. The master of a ship organizes the duty section of the ship.

NB! The responsibility for the safe standing of a ship (also a small craft) lies on the master of a ship (also the skipper of a small craft)!

When standing in the port, it is prohibited to

Throw or pump water containing waste or oil products overboard.

Store fuel in tanks or packaging freed from the fuel in the territory of the port.

Throw garbage, household waste or industrial waste to the berth or into water.

Test the main engine with a propeller switched on.

Bathe in port waters.

Launch boats or rafts without the permission of the harbour master or the port surveillance officer.

Load equipment to the berth without the permission of the harbour master or the port surveillance officer.

Perform loading and discharging works without the permission of the harbour master or the port surveillance officer.

The masters of the ships standing in the port are obliged to provide their contact telephone number to the port for special situations.

In a special situation (weather conditions, etc.) there must be a competent deck officer on the ship. The harbour master or the port surveillance officer notifies about a special situation.

4.2. Inner and deck works on berthed ships

It is permitted to execute all the works necessary for exploitation which do not result in the pollution of the waters and the territory, a fire hazard, and discomforts to the persons staying on other ships.

The master of a ship shall coordinate the permit to perform works causing noise and garbage with the port surveillance officer.

The master of a ship shall file a written application to the port surveillance officer for welding works and works with open fire.

In case of fire on a ship, the captain is obliged to raise fire alarm and take measures to extinguish the fire. Furthermore, the port surveillance officer and other persons at the port must be informed about it immediately.

Outboard works (cleaning the outer board from rust, painting the gull, etc.) shall be coordinated with the port surveillance officer and take measures to guarantee maintaining water clarity in port waters.

Diving works in port waters are prohibited without the permission of the harbour master.

The launching of boats and rafts as well as drill alarms shall be coordinated with the port surveillance officer.

Pumping ballast and washing tanks are coordinated with the port surveillance officer. When tanks are washed, it shall be monitored that the water clarity of the port waters is ensured. It is permitted to pump completely clean ballast overboard.

To perform the repairs of the main engine and the works in connection with the repairs of the manoeuvring mechanisms, the master of a ship is obliged to file a written application to the surveillance officer of Leppneeme Harbour.

4.3. Procedure for communication with ships standing in the port

You can communicate on the following telephone number: +372 512 8188. There is no radio station at the moment of the enforcement of the port rules.

5. Procedure for Water Craft Exiting Port

The skipper of a small craft bears the risk for the traffic of small craft in port waters at the moment of the enforcement of the port rules. However, it is obligatory to follow the given rules. The port authority or the Port Operator does not provide rescue services upon drifting to a lowland or getting stuck in ice.

5.1. Procedure to inform about the intention to depart

The master of a ship or their agent shall inform the port surveillance officer about the intention to depart from the port.

A ship intending to depart from the port shall obtain a permission from the harbour master or the port surveillance officer for it. It is prohibited to depart from the port without the permission of the port surveillance officer.

The port surveillance officer shall formalise the departure of a small craft from the port after paying the port fees.

5.2. Procedure for communication upon ship departure from the port

You can communicate on the following telephone number: +372 512 8188. There is no radio station at the moment of the enforcement of the port rules.

5.3. Information necessary to apply for a departure permit

The requirement to apply for a departure permit is not enforced at the moment of the enforcement of the port rules. The following shall be provided upon the request of the harbour master: ship name, flag state, general dimensions of ship, details on the people and the load, the document of the payment for the use of port services, requirement for help.

A ship or a load may be arrested in the port or detained in cases provided by the law.

5.4. Procedure for pilotage upon ship departure

There is no requirement for obligatory pilotage upon the departure from Leppneeme Harbour.

A dimensioned drawing of the depths of port waters and the location scheme of navigational markers and marks can be found in the office of the port and on the information board of the port.

5.5. Procedure for granting permission to depart

The departure of ships is only permitted after the payment of all the port fees and the issuing of a respective document.

6. Port Services Provided and Procedure for the Provision of Port Services

6.1. The port services are the following:

Enabling a water craft to berth.

Enabling a water craft to be loaded and discharged.

Vessel traffic organisation in waters and entryway.

Expanded list of port services provided for in Point 1.6.

6.2. Loading, discharging, and storage of goods (incl. hazardous and flammable goods)

The sender/receiver of goods performs the loading/discharging of goods from ships or small craft upon the knowledge of the harbour master or the port surveillance officer.

As the port itself does not perform the loading and discharging operations of ships, the port bears no responsibility for the violence of the requirements of safety equipment in the performance of such operations.

In case of the violence of the requirements of safety equipment and the accidents emanating from it, the master of a ship or the person conducting the loading and discharging works bears responsibility for it.

6.3. Reception of waste, effluent (incl. wastewater), oily bilge water and other pollutants

There is an environmental station with containers for the reception of sorted waste. The reception of effluent (incl. wastewater and sewage), oily bilge water and other pollutants at the port takes place in a place specified for it and into the containers prescribed for it (if such exist) or into the tank truck ordered by the ship owner. The

waste reception fee is included in port fees, except in case the waste is given to a specialised waste manager.

Berth No. 2 has a self-service wastewater (also sewage) pump station for small craft.

6.4. Supply of fuel and lubricants

The owner of a passenger ferry organises the fuelling of the ship.

Berth No. 2 has a self-service fuel station for small craft.

6.5. Diving works

The port does not perform diving works.

Diving works may only be performed upon the permission of the harbour master or the port surveillance officer. During the works, the RLK flag “A” (ALFA) shall be displayed.

6.6. Repair and painting works

The port does not perform repair and painting works.

6.7. Connecting a ship with communications, power, and other onshore systems

Electricity supply upon agreement. Drinking water supply upon agreement.

6.8. Other services

Services upon agreement.

7. Procedure for the Provision of Services to Passengers in Port

7.1. Procedure for ship disembarkation and embarkment

Passenger transport on ships is conducted according to the rules and schedule established by the owner of a ship. A ship is embarked and disembarked following the instructions of crew members.

Passengers are obliged to follow the instructions of the port surveillance officer in the territory of the port.

7.2. Ticket sales procedure

Tickets are sold on ships or in places designated by the shipping company.

7.3. Safety requirements

Passengers are obligated to adhere to the fire safety regulations in force in the port.

7.4. Services for passengers

Possibility to use outdoor toilet.

8. Procedure for the Provision of Medical Care in Port

8.1. Availability of medical station in port

There is no medical station in the port.

8.2. Possibilities to call for medical help

Call 112 for emergency medical help.

Inform the harbour master or the port surveillance officer or the management of the passenger ship immediately about all accidents in the territory of the port.

9. Fire Safety Requirements in Port and the Procedure for Rescue Works

9.1. Fire safety requirements on ships standing in the port and in the territory and the buildings

Ships standing in the port shall have rescue, firefighting and extinguishing equipment in working condition and permanent readiness.

The fire safety requirements are obligatory for all the ships in the port waters. The master of a ship is responsible for meeting the fire safety requirements on the ship.

The ensuring of fire safety in the territory of the port and the objects situated in the port is established by the General Requirements of Fire Safety approved by the Ministry of the Interior.

Smoking and unauthorised fire in the territory of the port is prohibited. Smoking on a ship is only permitted by the master of the ship.

A written permission shall be obtained from the port surveillance officer to perform welding, electricity, and metal cutting works in the territory of the port.

The storage of lubricating oils and heating fuels in canisters or barrels on berths is prohibited.

Inform the port surveillance officer, the management of a passenger ship, and the Rescue Board immediately in case of fire in the port.

9.2. Placement of rescue and firefighting equipment

It is prohibited to clutter the access way to the ships standing in the port and to the firefighting inventory and equipment.

Rescue equipment: there are safety buoys on the berths.

9.3. Action plan for emergency situations (incl. oil leak)

A general alarm is raised on a ship in case of fire, and all measures are taken to extinguish the fire.

The master of a ship or a person replacing him runs the fire extinguishing on a ship.

Other ships shall put their own firefighting and rescue equipment into use to provide assistance. To start the main engine to tow other ships without gear to a safe location.

The crew members of ships standing in the port are obliged to prevent oil products from leaking into the waters and the territory of the port.

When a ship is being refuelled, the master of the ship shall adhere to all the requirements prescribed for the refuelling of a ship, inform the port supervisor about it and obtain a respective permit. To display the RLK flag “B” (BRAVO)—during daytime or to switch on the red light on the mast—at night.

In case of pollution from a ship, the ship’s crew shall immediately take measures to eliminate the pollution.

If oil pollution is discovered in the waters or the territory of the port, the port surveillance officer shall be informed about it immediately.

In the occurrence of oil pollution, the port surveillance officer or the harbour master shall immediately take measures to localize the pollution and inform the port authority and the Port Operator about it.

The master of the harbour or a designated person from the Rescue Board runs the elimination of pollution in the port.

In case of oil pollution, an absorbent boom is used to partially separate the waters or to close off all the waters. The assistance of ships standing in the port and small watercraft is used for it. Absorbent granules are used to collect oil pollution.

In case of emergency situations (incl. oil pollution) arising in the port, the following authorities shall be informed about it immediately: Leppneeme Harbour Administration, the Police and Border Guard Board 112, the Environmental Inspectorate 1313.

9.4. Action plan in case of act of terrorism

Inform the emergency phone No. 112 immediately in case of a bomb threat or in case of an act of terrorism and start evacuating the people in the port immediately from the territory of the port to a safe distance.

The port surveillance officer organises the closure of the access way to the territory of the port both from berth and sea and informs the harbour master about it.

The harbour master or the port surveillance officer runs the rescue works until the arrival of special services.

10. Procedure for Calling the Rescue Board and Other Agencies Which Provide Assistance

Special services shall be called independently or via the harbour master on the phone No. 112.

Vessel Traffic Service of Estonian Maritime Administration: +372 620 5770; Ship Traffic Services (VTS): +372 620 5669.

11. General Data about Marine Agencies

OÜ Tuule Liinid operates the passenger traffic on the Leppneeme—Kelnase (Prangli Island) line.

NB! The given port rules are obligatory and extended to all the ships that visit the port, despite the national flag of a ship, and also to all the natural and legal persons in the territory and the waters of the port.

The persons who have violated the rules shall be held liable pursuant to valid legislation, and any damages shall be compensated for.

Not being familiar with the given rules does not free a person from responsibility.