SOUTH PORT NEW ZEALAND LIMITED

CONTRACTORS, VENDORS & PROVEDORES PRE-NOTIFICATION FORM

(Advance notification of the requirement to enter the port facility on ship's business and/or to conduct deliveries to a vessel)

Contractors, vendors and provedores are required to pre-notify Port Security prior to their arrival at the port. This will facilitate their entry to the facility and access to the ship or area to carry out work, deliver supplies, stores or equipment.

This information along with the ship's information will assist ready identification at the gate and it will ensure access into the facility will not be unduly hampered or delayed when the Port and the ship are operating at Level I security. Note that the Port Facility Security Officer (PFSO) may have additional requirements which relates to any area or vessel and that additional access controls will be introduced at Security Level II and III. These additional controls may be introduced at short notice.

This form in electronic format will be made available to Port Agents, contractors, vendors, provedores and ship's chandlers.

Date:	**Name of your company:**
Going to which vessel or area?	
State the reason you wish to enter the Wharf Area	

Company Member Name/s

Staff members Name	License or ID number	Vehicle type (truck, Van, Car)	Rego Plate Number	Arrival time at port	ETD

Stores/Spares/Supplies/Provisions (attach separate information if necessary)

Description	Describe the quantities	Are the stores sealed? Y / N	Remarks

Note that the gate security officer may randomly check any vehicle. Any package or article which appears tampered with or opened may be isolated for further inspection or verification of order from the ship's Security Officer.

Fax or send to: **For the Island Harbour and Tanker Berth**

South Port Security
Island Harbour Gatehouse
Phone **(03) 212 8159**
Fax **(03) 212 6033**
E-Mail **security@southport.co.nz**
VHF (Maritime) **Ch. 14**

For the Tiwai Wharf

Tiwai Wharf Security
NZAS Gatehouse
Phone **(03) 218 5656**
Fax **(03) 218 5657**