

# PORT OF SILLOTH GENERAL NOTICE TO MASTERS NO. 01/2020

## HMRC Notice 69 Report and Clearance by Ships Masters

<https://www.gov.uk/government/publications/notice-69-report-and-clearance-by-ships-masters/notice-69-report-and-clearance-by-ships-masters>

All vessels arriving from outside the UK (including from the European Union) must report their arrival from 23.00 hours on the 31st December 2020.

If you are in any doubt as to whether you need to report you should call HM Revenue and Customs helpline on: 0300 200 3700.

### When must the report be made?

The report must be made:

- as detailed in [paragraph 2.13](#), within 3 hours of the ship reaching its berth - if the designated place is closed, within 1 hour of its opening
- 24 hours after the ship's arrival within port limits if it is still at anchor or has not yet reached its berth - an agent may apply for an extension if circumstances warrant for example, adverse weather conditions
- when requested by an officer visiting your vessel

Failure to report within the above timescales may lead to a civil penalty of up to £1,000.

### Which forms will I need to complete to make a ship's report?

All vessels required to report must use the following forms as appropriate:

- International Maritime Organisation (IMO) FAL form 1 [C94 general declaration](#)
- IMO FAL form 3 [C95 ship's stores declaration](#)
- IMO FAL form 4 [C96 crew's effects declaration](#)
- IMO FAL form 5 [C97 crew's list](#)
- IMO FAL form 6 [C98 passenger list](#)
- a cargo declaration

You may be asked to provide an extra copy of some or all of the report forms. You will be advised if additional copies are required.

There are heavy penalties for making a false declaration and the person

signing the forms is declaring that the particulars entered or accompanying the forms are true and complete. Your Ship's Agent should be able to assist with completion of these forms.

Capt. T Riley - Harbour Master - Silloth Docks

21<sup>st</sup> December 2020

[www.abports.co.uk/Marine/Short\\_Sea\\_Ports/Silloth/](http://www.abports.co.uk/Marine/Short_Sea_Ports/Silloth/)

*The following 'General Notices to Masters and Pilots' remain in force:*

*02/11 Standard Berthing Procedure  
03/11 Manoeuvring in Strong Winds  
04/11 Running and Handling of Ships Lines  
01/12 Turning Prior to Entry  
02/12 Steering and Bridge Team Management  
04/12 Passage Plans (Only issued as Notice to Pilots)  
07/12 Bridge Control Systems – (Only issued as Notice to Pilots)  
03/13 Transfer of Ship Control Systems  
04/13 Hatches Closed  
05/13 Passing vessels  
06/13 Pilot Ladder Defects, Raising Awareness – (Only issued as Notice to Pilots)  
01/14 Reporting of Vessel Defects  
02/14 Fumigated Cargoes  
03/14 Vessels with <10kts Sea Speed  
04/14 Risk Assessment – Strong Wind Conditions (Only issued as Notice to Pilots)  
01/15 LPS - Reporting Procedures  
02/15 5 Point PPE requirements  
03/15 Wearing rucksacks or bags by pilots (Only issued as Notice to Pilots)  
01/17 Planned Arrival on Large Vessels  
1/20 HMRC Notice number 69 Report and Clearance by Ship's Masters.*