

# OIC Marine Services Prior Notification Form



The owner, agent or master of any vessel required to comply with the Merchant Shipping (Vessel Traffic Monitoring and Reporting Requirements) Regulations 2004 (as amended) must complete this report.

The completed report must be forwarded to the Marine Operations Room at the Harbour Authority Building by one of the following methods:

E-Mail: [marine.ops@orkney.gov.uk](mailto:marine.ops@orkney.gov.uk)  
 Fax: +44 (0) 1856 873012

This report must be received at least 24 hours prior to arrival and departure\* of the vessel where possible.  
 (\* Vessels carrying dangerous or polluting goods DPG)

PRIOR ARRIVAL		<input type="checkbox"/>		PRIOR DEPARTURE*		<input type="checkbox"/>	
1	Ship Name						
2	IMO Number						
3	MMSI Number						
4	Call Sign						
5	Last Port of Call					UNLOCODE	
6	Next Port of Call					UNLOCODE	
7	ETA	yyyy mm dd		hh : mm			
8	ETD	yyyy mm dd		hh : mm			
9	Persons on board	Passengers		Crew			

*The following to be completed by vessels carrying dangerous or polluting goods (DPG)*

10	INF Class						
11	Cargo Manifest Details (Options 1–4 define)						
	Additional details as required						

### *Additional Information for Port Requirements*

12	Arrival draught (metres)	Fwd		Aft			
13	Cargo type						
14	Cargo onboard (tonnes)						
15	Ballast onboard (tonnes)						
16	Deficiencies		NO <input type="checkbox"/>		YES <input type="checkbox"/>		
	Additional details as required						
17	Contagious Illnesses		NO <input type="checkbox"/>		YES <input type="checkbox"/>		
	Additional details as required						
18	Agent						
19	Date						