



PORT OF SKAGEN

MARITIME BUSINESS HUB OF SCANDINAVIA

TERMS OF BUSINESS 2018 -

www.portofskagen.com

Rev. 16-01-2018

Table of contents

1. GENERAL INFORMATION	3
2. TERMS AND CONDITIONS	4
3. CALLING SHIPS	5
4. QUAY DUES	7
5. DUES ON GOODS	8
6. CRUISE VESSELS	10
7. FISHING	10
8. RENT OF AREAS AND BUILDINGS	11
9. WASTE HANDLING	11
10. ELECTRICITY & WATER CONSUMPTION	14
11. HARBOUR SECURITY	15
12. VETERINARY BORDER CONTROL	16
13. ENGINE, BOAT AND HOURLY SERVICES	16



1. GENERAL INFORMATION

- 1.1. Contact
- 1.2. Working hours
- 1.3. Payment
- 1.4. Liability for damages

1.1. Contact

Administration

Havnevagtvej 30
9990 Skagen
Denmark
Telephone: +45 98 44 69 11
Fax: +45 98 44 54 45
E-mail: sh@portofskagen.com

Maritime department

24-hour service telephone: +45 98 44 13 46
Fax: +45 98 45 03 38
VHF channel 16, 12
E-mail: hv@portofskagen.com

WEB: www.portofskagen.com

1.2. Normal working hours

Normal working hours at the Port of Skagen:
Monday & Tuesday 07.00 – 15.30. Wednesday - Friday 07.00 – 14.30

Holidays

New Year's Day, Palm Sunday, Maundy Thursday, Good Friday, Easter Sunday, Easter Monday, St. Bededag (a public holiday in Denmark falling on the fourth Friday after Easter), Ascension Day, Whitsunday, Whit Monday, Constitution Day 5 June (from 12.00), 1 May (from 12.00), 24 December, Christmas Day, Boxing Day, 31 December.

1.3. Payment

Bank:	Sparekassen Vendsyssel
Account no:	9070 1620482710
SE no:	10170664
IBAN:	DK239070162048270
Swift no:	VRAA DK21

1.4. Liability for damages

The Port of Skagen can under no circumstances be held responsible for indirect losses, including, but not limited to, liability for operational losses, loss of profit, waiting time for lorries, port workers, ships, etc.



2. TERMS AND CONDITIONS

2.1. Declaration and payment

2.2. Cleaning

2.1. Declaration and payment

The rates and prices mentioned in this leaflet, which are valid for activities in, to and from the Port of Skagen, shall be considered valid, in the absence of a written agreement with the Port of Skagen.

All rates are exclusive of VAT.

Dues may be changed without prior notice.

It is the duty of the users of the port, i.e. the master or the ship's agent, to give all information necessary to calculate and levy the dues and on request from the port personnel to produce ship documents, shipping documents and weight documentation, etc.

Before a ship sails, whether the ship has loaded, unloaded or merely been lying in the port, all dues must be paid or otherwise secured for the Port of Skagen.

2.2. Cleaning

Spillage in the port areas, including basins, in connection with laying up, loading and unloading or other forms of goods handling must be listed to such an extent that the environmental demands in force are respected.

It is the duty of the cargo owner to dispose of spillage and waste in accordance with the regulations for the area. Waste must not be thrown into the harbour basins. If merchandise or goods are dropped into the harbour basins, it is also the duty of the cargo owner to collect them from the basins. All affected areas must be cleaned immediately after termination of the goods handling. If this does not happen, the Port of Skagen is entitled to have the cleaning carried out for the account of the cargo owner.

3. CALLING SHIPS

3.1. Shipping dues ordinary terms

3.2. Shipping dues rates

3.3. Shipping dues 24-hour rate

3.4. Super Yachts

3.5. Offshore - rigs etc.

3.6. ISPS dues

3.7. Emergency dues – ice breaking

3.8. Exemptions



3.1. Shipping dues ordinary terms

All ships, vessels and floating equipment calling at the Port of Skagen pay dues (shipping dues) for lying in the Port of Skagen. The shipping dues rest with the owner of the ship or its operator.

The shipping dues will be calculated on the whole Gross Tonnage of the ship (GT), either per call or per month. The Gross Tonnage of the ships is calculated in accordance with the International Convention on Tonnage Measurement of Ships, 1969, which became effective as per 18 July 1994.

A ship, vessel or other floating equipment is considered to be lying in the harbour from the day of arrival. The shipping dues cover the lying of the ship for 7 days, counted from the day of arrival.

A ship is considered to have arrived when the first hawser has been placed on the bollard (the quay). A ship is considered to have sailed when the last hawser has no contact with the quay.

If ships or floating equipment remain for more than 1 week, a quay due has to be paid for the next two-week period and the following periods instead of shipping dues.

See chapter 4. Quay dues.

At all times, dues will be paid according to the condition in which the ship calls at the port.

3.2. Shipping dues calculation basis / rates

The shipping dues shall be paid according to the shipowner's choice, either as a single due or as a monthly due.

- a. **DKK 2.55 gross ton (GT)/DEPL. Ton for each arrival (however a minimum of DKK 1,000).**
- b. **DKK 12.21 gross ton (GT) as a monthly due.**
- c. **Bunker, crew and supply – ships under 200 gross ton (GT) pay shipping dues for each individual call or a monthly due of DKK 2,033.75.**
- d. **Non-commercial diving / angling vessels under 100 GT pay DKK 101.69 per 24 hours.**
- e. **Small boats with a place at the port boat bridges pay an annual rent of DKK 1,627.00.**

Monthly dues paid cannot be reimbursed, even if the ship, due to average or for other reasons, cannot call at the port for the entire month, or parts thereof,



covered by the dues. The monthly dues cannot be reimbursed retrospectively. A request for monthly dues must be handed in before the beginning of the calendar month and must be paid in advance.

3.3 Shipping dues 24-hour rate

For ships not loading, unloading or calling, cf. chapter 3.2 c. – e., either shipping dues in accordance with chapter 3.2 a. or shipping dues for each 24 hours started after the time of arrival can be paid at the owner's option.

24-hour rate DKK 0.80 gross tonnage (GT)/DISPL. tonnage for each call. (However, minimum DKK 1,000.)

3.4 Super Yachts

Yachts larger than 500 gross ton (GT) pay shipping dues as commercial vessels in chapter 3.2 a.

3.5 Offshore – rigs etc.

All offshore – rigs and similar constructions which lie in the port, pay **DKK 6.00 per gross ton (GT)** for each two-week period commenced.

3.6 ISPS dues

ISPS dues single call and quay dues: DKK 0.20 /GT period. However maximum DKK 15,000.

ISPS dues monthly dues: DKK 1.05 /GT

The ISPS dues cover a certain part of the costs in connection with the implementation and operation of the ISPS code (International Ship and Port Facility Security Code).

The ISPS dues are paid by all vessels covered by the ISPS code (Cargo vessels and mobile drilling units in international traffic with a tonnage larger than 500, and all passenger vessels).

3.7 Emergency dues – ice breaking

According to the Danish law regarding ice breaking no. 1122 of 04-12-2012, a government due is charged per ton goods for all goods quantities loaded or unloaded over the quay in Danish ports within Skagen.

In 2017, the emergency dues constitute **DKK 0.04 per ton goods**.

3.8 Exemptions

Free from the shipping dues are:

- a. Ships registered for fishing, except for the cases where the ship calls on ports to unload fish etc., which are not their own catch.
- b. Ships where the call lasts less than 10 hours and where the purpose is only bunkering of fuel on which dues have been paid, cf. chapter 5.



- c. Ships exclusively importing or exporting goods and equipment for the proper use of the Port of Skagen as well as ships, barges and vessels exclusively used for construction work and maintenance work carried out for the account of the Port.
- d. Ice breakers and tug boats when used according to their purpose.
- e. Ships belonging to the Port of Skagen or is in the service of the Port.

4. QUAY DUES

4.1. Quay dues ordinary terms

4.2. Quay dues/Rates

4.3. Exemptions

4.1. Quay dues ordinary terms

For all ships, vessels and floating equipment which lie in the Port of Skagen for more than 1 week, a quay due is paid for each new two-week period commenced.

The quay due is charged by the Port of Skagen and paid in advance for every period. For ships which are laid up in the port without a crew signed on, the due is paid in advance for the periods agreed for the laying-up.

For water areas used in other ways than mentioned above, the quay dues are set according to agreement with the Port of Skagen.

The Port of Skagen reserves the right to set another quay due than described in chapter 4.2. It may be the case if there are special circumstances regarding the lying of the vessel in the port, for instance in the case of long-term laying-up and stays with special demands to the placing of the vessel.

4.2. Quay dues/Rates

A minimum of DKK 500 in quay dues per commenced two-week period regardless of gross tonnage.

Quay dues weeks 1-8: **DKK 2.04/GT/14 days**

Quay dues weeks 9-12: **DKK 2.39/GT/14 days**

Quay dues weeks 13-16: **DKK 3.05/GT/14 days**

Quay dues week 17 and subsequent weeks: **DKK 4.07/GT/14 days**

4.3. Exemptions

Exempt from quay dues are:

- a. Ships etc. exempt from shipping dues after chapter 3.8, section c.–e.



- b. Ships registered for fishing, except for cases where they call on the Port of Skagen for other reasons and they have not unloaded fish in the harbour for the past 3 months.
In such cases fishing vessels can lie in the harbour for 7 days after calling without paying.
If fishing vessels lie on after expiry of the seven-day period, they have to pay quay dues for a period of 14 days after arrival.
Fishing vessels which are exempt of quay dues, but have not paid ad valorem tax corresponding to the quay dues which otherwise should have been paid, will be charged with quay dues less the ad valorem tax paid.
- c. Fishing vessels below 14 meters.

5. DUES ON GOODS

5.1. Dues on goods ordinary terms

5.2. Basis of calculation / rates

5.3. Exemptions

5.4 Reimbursement of dues on goods

5.5. Ferries

5.1. Dues on goods ordinary terms

When calculating dues on goods, the rules apply to the below section.

Dues on goods are paid on all goods loaded, unloaded or otherwise landed in the Port of Skagen.

The ship or its local agent shall pay the dues to the Port of Skagen before the departure of the ship.

However, the Port of Skagen can allow departure before the dues are paid, against a deposit or other security.

In such cases, the goods statement must reach the Port of Skagen within 48 hours at the latest after loading or unloading has been completed, unless otherwise agreed between the ship's representative and the Port of Skagen.

Legally, the dues on the goods rest with the consignee, respectively the consignor, and the Port of Skagen has recourse against the consignee, respectively the consignor.

Legally, the dues on the goods rest with the consignee, respectively the consignor, and the Port of Skagen has recourse against the consignee, respectively the consignor.

5.2. Dues on goods/rates

- a. Main rate on all goods not specifically mentioned in the below section, is **DKK 14.44 per ton**
- b. Gas oil **DKK 15.10 per ton**



- | | | |
|----|-------------------------|--|
| c. | Fish meal | DKK 9.21 per ton |
| d. | Stone, sand and gravel | DKK 4.07 per ton |
| e. | Containers | DKK 180.00 per TEU |
| f. | ISPS charges containers | DKK 8.00 per TEU
(applies to both full and empty containers) |

5.3. Exemption from dues on goods

The below-mentioned goods are exempt from dues on goods. As far as cargo is concerned, the exemption is on condition that the master or his local agent in his declaration states that the goods have been unloaded or loaded without paying dues on goods.

- a. Empty containers, empty packaging and means of unloading and loading when they are not shipped as commodities.
- b. Supplies and other necessities for the ship's own use.
- c. Ice, salt and chemicals for preservation of cargo or expected catch.
- d. Navigation marks when they are not shipped as commodities.
- e. Mail and registered luggage.
- f. Goods and equipment for the port's own use.
- g. Goods which are temporarily unloaded, but then reloaded during the same stay in the port.
- h. For goods which are imported by sea to the port and for which dues have been paid on ingoing goods, no dues will be paid on outgoing goods for further sea transport on condition that the goods have not undergone any processing or treatment, including packing, and that further transport takes place within 6 months after the unloading.

The request for exemption from dues on goods for shipments transported further on must in each case be put to the Port of Skagen at the same time as handing in the ship and goods declaration, etc. for specification of the dues paid on the individual incoming shipment, and the consignor must in the application solemnly declare that full dues have been paid on the goods in question when incoming.

5.4. Reimbursement of dues on goods.

Reimbursement of dues on goods can take place in the following cases:

If it can be documented that as a consequence of an erroneous declaration, too high dues have been paid on the goods, regulation can take place following a demand towards the Port of Skagen, however no later than 3 months from the day of payment.



5.5. Ferries

Ship and goods dues for ferries are charged as combined dues that are agreed upon between the shipping line and the Port of Skagen in each individual case.

6. CRUISE VESSELS

Cruise vessels calling at the Port of Skagen or lying in the roadstead, using the facilities of the Port of Skagen, have to pay the following dues:

a.	Ship dues 1 – 3 calls:	per GT	DKK 2.35
	Ship dues 4 – calls:	per GT	DKK 1.50
	Passenger charge	per passenger	DKK 2.00

7. FISHING

When sold at first hand, an ad valorem tax has to be paid on consumption fish, industrial fish and shellfish unloaded from fishing vessels in raw or processed condition.

The ad valorem tax is calculated as a percentage of the landing value. Landing is understood as the total load per call for the individual vessel.

The ad valorem tax for fish and shellfish is paid by the customer (the auctioneer, the fishmonger, the processing company or the fish purchaser).

Agents and buyers of fish and shellfish are obliged to notify the Port of Skagen in writing of the value and weight of sold or purchased fish and shellfish.

Information regarding value and weight of sold or purchased fish and shellfish must be presented to the Port of Skagen no later than the 12th in the month following the month in which the landing has taken place.

The Port of Skagen can require that agents and purchasers of fish and shellfish present specifications of the purchases as well as the name of the seller.

The Port of Skagen can require that fishing vessels state the value and weight of the landing as well as to whom it has been landed.

The total weight of the commodities is stated as gross weight in whole kilograms. The value is stated exclusive of VAT.

- a. The ad valorem tax amounts to **2.40 % of the value of the total landing**
- b. **However, maximum DKK 31,500 (landing value DKK 1,312,500),** which has to be documented, cf. the above, when it is to be used.



- c. Minimum ad valorem tax
For fishing vessels with a length of 14 meters or less, an annual minimum ad valorem tax of DKK 4,880.00 has to be paid.

The minimum tax is charged at the end of the year, set off against documented ad valorem tax already paid up to DKK 4,880.00 kr.

For fishing vessels below 14 meters, which do not use the Port of Skagen as base port the entire calendar year, the minimum tax is paid pro rata to the number of days compared to 365 days.

8. RENT OF AREAS AND BUILDINGS

For all areas belonging to the Port of Skagen, a rent has to be paid. A rent must also be paid for auction halls and buildings owned by the Port of Skagen.

The rent is differentiated in harbour related areas and buildings as well as in more commercial, not harbour related areas and buildings.

- a. For temporary lease of an area, with short notice of termination (non contractual area rent), the rent is:
Unconsolidated areas: **DKK 0.17 per day per m2**. However minimum 7x24 hours.
Consolidated areas: **DKK 0.26 per day per m2**. However minimum 7x24 hours.
Consolidated areas long-term lease: **DKK 48.05 per year per m2**.
- b. Contract lease for harbour related areas
From 1 April 2018 **DKK 21.50 per m2 per year** + indexation
- c. Rent of hall (old auction building) **DKK 21.00 per m2 per month**
- d. A hall fee of 0.69 % of the value of the fish passing through the auction hall has to be paid (applies also to fish in transit kept temporarily in the auction hall).

It rests with the Skagen Fiskeauktion (the fish auction at Skagen) to document the statement of the calculation basis for the fish auction every month.

For landings not sold through the Skagen Fiskeauktion, but kept temporarily in the auction hall, the above-mentioned hall fee must also be paid. The statement of the calculation basis rests with the receiver at first hand, i.e. the fishmonger, the fish auction or the groupage central. In such cases where the ad valorem tax is paid by the owner of the vessel, it rests with the owner of the vessel to notify the Port of Skagen of the calculation basis.

9. WASTE HANDLING

9.1. General

9.2. Ordering

9.3. Waste not comprised by "No-special-fee"

9.4. Rates

9.5 Liability



9.1 General

In accordance with the regulations of the Danish Ministry of the Environment on waste handling, the Port of Skagen has established a receiving arrangement for the operational waste from ships.

For further information, please contact the duty officer.

Operational waste corresponding to the ship type, size and last port of call may be delivered free of charge. This arrangement is called "No-special-fee".

Unless otherwise agreed with the duty officer, delivery can take place within the service department's normal working hours.

9.2 Ordering

The declaration form can be sent to the port guard: Havnevagten, Havnevagtvej 30, 9990 Skagen, Denmark, faxed to: +45 9845 0338 or e-mailed to: hv@portofskagen.com.

Waste handling in the pleasure port is taken care of by the Skagen Lystbaadehavn, telephone: +45 9844 3341.

9.3 Waste not comprised by "No-special-fee"

The Port of Skagen charges separate payment if:

- The quantity of operational waste is bigger than the quantity of waste which the ship would produce since the last call in port during normal operation.
- The ship wishes to deliver the waste outside normal working hours.
- The ship does not pay ship and commodity dues.
- If the ship has not sent a declaration of the waste they want to deliver at the latest 24 hours before calling.
- Waste is placed in the containers supplied contrary to the marking on the container or it is placed on the quay without being declared.
- Oil waste has an oil percentage below 65, or it contains other ingredients than oil and water.
- Waste from repair work
- Cargo waste – By cargo waste you should read cargo remnants and packing which has touched the cargo of the ship. Waste cargo also comprises waste produced in relation to passengers, cars and goods carried by the ship.



- Cargo waste also comprises net and trawl. The Port of Skagen removes net and trawl which can be removed as a natural part of the daily removal collected by the port, free of charge. For the removal of net and trawl which cannot be removed as part of the daily removal, a fee is paid according to chapters 9.4 and 13. In addition, it is possible to deliver fishing equipment, except for wire, typhoon wire and chains, in a container at the trawl stretching area next to the port administration building.

9.4 Rates

In the above-mentioned cases where receipt of ship's waste does not fall within the "No-special-fee" agreement, the ship/agent will be invoiced according to the following rates:

Emptying of light container for combustible waste on wheels, including dues **DKK 254.22 per emptying**.

Emptying of 10m³ tipping container for combustible waste, including dues **DKK 1525.30 per emptying** (only quay 9 and quay 10).

Pick up of combustible waste directly at the ship, including dues **DKK 540 per ton waste + handling fee** (DKK 200 for each 15 minutes started).

Slop oil DKK 905.00/m³ (the slop oil is pumped out of the ship to 1 m³ IBC containers on the quay).

Initial charge

Work within normal working hours belonging to the "**No-special-fee**" category: **DKK 0.00**

Work ordered to be started up outside of normal working hours (calling in):
Payment for minimum 3 hours per service worker.

Dues (waste dump/receiving station)

The valid rates of the municipality for the type of waste in question.

Effluent charge (grey and black waste water)
+ handling fee per unloading operation

DKK 50 per m³
DKK 600.00

Scrubber waste water

Washwater from exhaust gas cleaning systems (EGCS exhaust gas scrubber systems) is accepted.

The price depends on the quantity of washwater:

1 – 8 m ³	DKK 1,400 per ton
8 – 15 m ³	DKK 1,250 per ton
Over 15 m ³	DKK 1,100 per ton
Administration fee	DKK 600



9.5 Liability

The ship and the shipowner are responsible for the consequences of wrong, misleading or insufficient information regarding the type, composition, quantity of the waste and for leaks caused by defective equipment or operating errors on own equipment during delivery.

For further information, please contact the port guard.

10. ELECTRICITY & WATER CONSUMPTION

10.1. Supply of freshwater

10.2. Sale of electricity by the meter

10.3. Electricity consumption missing registration

10.4. Rent of electricity meter

10.5. Settlement periods

10.6. Liability

10.1. Freshwater – settlement by the meter

Connection fee:

Connection and disconnection within normal working hours:

DKK 400 per supply

Connection and disconnection outside normal working hours (including Sundays and holidays).

DKK 600 per supply

Rent of water meter: **DKK 50 for each 24 hours started**

Cubic meter price: **DKK 25**

10.2. Sale of electricity – settlement by the meter

Kilowatt price Danish vessels: **DKK 2.69 per kWh**

Kilowatt price foreign vessels: **DKK 1.784 per kWh**

10.3. Electricity consumption – Missing registration

If the port authorities observe connections to supply stations without prior agreement regarding fixed supply (fixed meter) or the maritime department has not been advised of the connection with information regarding meter reading at the time of connection, a 24-hour rate will be charged for consumption. The rate is charged per 24-hour period commenced per unit.

Missing registration rate: **DKK 450/24 hours.**



10.4. Rent of electricity meter (fixed and loose meters)

An electricity meter can be rented for **DKK 15.26 per 24 hours**, if the port has available meters.

Handling fee: **DKK 110.00 per meter**

Issue of key cards for quay table at quays 11 & 12: **DKK 50 per card.**

10.5. Settlement periods

For regular users, settlement will take place annually, biannually or quarterly, depending on the size of the consumption.

For non-regular users, settlement will take place upon sailing or according to agreement with the Port of Skagen. For non-regular users with a small electricity consumption, settlement will take place once a year. If the Port of Skagen does not receive a specified statement, no later than at the end of the calendar year in question, a handling fee of **DKK 100** is charged.

For very large consumers, the port can fix special settlement periods.

10.6. Liability

The Port of Skagen only supplies connections at the quay and does not assume any responsibility for any necessary extra protection according to the Danish Electricity Supply Regulations ("stærkstrømsreglementet") or for power failure. The Port of Skagen does not assume any responsibility for the user's equipment. The user pays for repairs, auxiliaries etc. needed for repair of any damage and errors on the port equipment, caused by the user.

11. HARBOUR SECURITY

11.1. General

11.2. ISPS identity card

11.3. Issue of "Declaration of Security"

11.1. General

The Port of Skagen complies with the demands of the International Maritime Organization (IMO) regarding securing of harbour facilities. Cf. SOLAS chapter XI-2, part A and B of the ISPS code and resolution number 144 dated 8 March 2004 on securing of port facilities.

The port does not charge a separate fee for handling of ships in the harbour security facilities in the port.

11.2. ISPS – identity card

ISPS – identity cards are issued by the Port of Skagen. The payment is **DKK 125.00 per card.**

Price for renewal / replacement of lost card: **DKK 50 per card**



11.3. Issue of "Declaration of Security"

Ships wanting to obtain a "Sikringserklæring" (Declaration of Security) must pay all expenses incurred.

Extra ISPS fence start-up fee	DKK 1525.00
Extra ISPS fence per running meter	DKK 10.17
ISPS guard at ship:	Cost price

12. VETERINARY BORDER CONTROL

For veterinary control of foods imported to the EU from third countries. The goods have to be unloaded via one of the border control stations, called BIP Centre. The BIP centre of the Port of Skagen is approved in accordance with all authority demands.

A fee has to be paid for the use of the border control: **DKK 24.00 per ton**

13. ENGINE, BOAT AND HOURLY SERVICES

13.1. General

13.2. Floating equipment

13.3. Rolling equipment

13.4. Personnel

13.1 General

Engine and hourly services can be requested to the extent that it is compatible with the needs and operation of the port.

Equipment is only hired out with a driver in accordance with the port guide lines. The rates stated in items 13.2., 13.3. and 13.4. apply to work within normal working hours.

Outside normal working hours, overtime and calling in have to be paid, cf. below.

Minimum payment is one hour.

For damage to equipment, the hirer shall pay for a professional and correct repair, carried out within the framework of the Port of Skagen.

Overtime and calling in

For hours outside normal working hours, you pay for minimum 3 working hours when calling in.

13.2. Floating equipment

Alu RIB including driver:

DKK 1,500.00 per hour

Fleet excluding crew:

DKK 748.00 per 24 hours



13.3. Rolling equipment

Iveco lorry with crane / truck bed including driver:	DKK 7480.00 per hou
Sweeping machine including driver:	DKK 1050.00 per hour
Waste lorry including driver:	DKK 800.00 per hour
Excavator including driver:	DKK 635.00 per hour
Mini tractor with equipment including driver:	DKK 495.00 per hour

13.4 Hourly rates

Technician:	DKK 750.00 per hour
Section manager:	DKK 625.00 per hour
Service employee:	DKK 410.00 per hour
Port assistant:	DKK 550.00 per hour

