

Recreational Event Notification

G-OF-06

Harbour Area	Who to contact	Telephone	Email address
Sullom Voe and Yell Sound	Sullom Voe VTS	01595 744280	sullomvoevts@shetland.gov.uk
Scalloway Harbour	Scalloway Harbour	01595 744 221	scalloway.harbour@shetland.gov.uk
Other SIC Ports			

This form must be submitted to Shetland Islands Council, Ports & Harbours, with as much notice as is practicable, prior to events taking place within Shetland Island Council Harbour areas or their approaches.

The form should be used for any recreational event which may impact on shipping or port operations.

Name of organization/group/individual planning event	
Event Title	
Describe Event	
Date(s)	
Time start	
Time finish	
Number of participants	
Area where the event will take place	
Who is the main point of contact for the event & contact details	
Has the Coastguard been informed?	
Is a risk assessment in place for the event?	
Do you have emergency procedures in place for the event?	
Names / Call signs of safety vessels to be used during the event	
Confirm all participants can be removed from the water at short notice	
Confirm Sullom Voe VTS & Coastguard will be contacted 30 minutes before <u>and</u> on completion of event	

I accept that the foregoing information is accurate. I accept responsibility for the event and stated limitations.

Signed		Date	
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Office use only

Duty Harbour Master Approval:

Signed:

Date:

Sullom Voe VTS informed:

Signed VTSO:

Date:

Scalloway Harbour Informed:

Signed SPO

Date:

Notice to Mariners issued:

Signed:

Date: