

## Holyhead – Marine Safety & Information Circular 03/2025

### Interim Operating Guidelines Terminal 5

Issued 8<sup>th</sup> January, 2025  
Expires Until advised

Terminal 3 is temporarily closed. Until otherwise advised, these instructions relating to Terminal 5 are to be observed and take precedence over pertinent guidance contained in the Holyhead Harbour Authority Directions, Guidelines, & Procedures Manual. Other directions, guidelines and procedures are unaffected.

This notice is supported by and should be read, where applicable, in conjunction with the most up to date versions of following documents;

Reference	Title	Remarks
MISC 04/2025	Temporary Operating Procedures and Criteria for Vessels Using Terminal 5	
LNTM 07/2026	Terminals 3 and 5 Works in Progress and Special Direction	Contains Special Direction on restricted area
	SSOW Shore mooring instructions	Not applicable to ferries
	Irish Ferries vessel specific operating parameters	
	Stena Line Ferries vessel specific operating parameters	
	the Pilots' Pocket Guide & Checklist (Working Safely with Harbour Tugs)	

#### 1) Slot Times and Departure Times

- a) The current 2025 slot times as allocated in November 2024 are temporarily suspended
- b) A set of slot times agreed between Irish Ferries and Stena Line Ferries are accepted by the Harbour Authority and are adopted as an interim measure, and appended to this document as Annex 1.
  - i) The Harbour Authority may alter the published slot times if so required for operational reasons.

- ii) Due to the increased use of Terminal 5, and the associated reduction in scheduled down time, the Harbour Authority may temporarily close Terminal 5 from time to time to facilitate routine maintenance works.
- iii) In the event of an operational change to the slot times, or a requirement to temporarily close Terminal 5 to allow for maintenance works, the Harbour Authority shall endeavour to provide ferry operators with as much notice as possible.
- c) The normal inward reporting protocols of one hours' notice and Point Victor remain in place.
- d) Loading of vessels will cease strictly 15 minutes prior to departure time to ensure an on time departure.
  - i) The only exception to this will be if the incoming vessel is running late in which case loading may continue to the point at which it will not hold-up the berthing of the arriving vessel.
- e) Ontime vessels will always have priority. If a vessel is off schedule it may partially discharge or load but must always clear the berth for an on time vessel in accordance with 1)d.
  - i) Where a vessel is off schedule the operating company may elect to spilt one of their own slot times between its own vessels but must always clear the berth for an on time vessel in accordance with 1)d
- f) Agreements may be made Master to Master, or Company to Company should small variations in slot times be commercially desirable to them. Port Control are to be notified of any such agreement.

(1) The Harbour Authority will not intervene in any such agreement but will not tolerate any situation where the independence of Port Control and Marine Officers is compromised through the failure of companies to act appropriately.

## 2) The Mooring of Vessels

- a) The mooring of vessels will be in accordance with MISC 04/2025 *Temporary Operating Procedures and Criteria for Vessels Using Terminal 5* as revised from time to time.
- b) The use of tug(s) as described in MISC 04/2025 is compulsory.
- c) For any and all towage requirements (be it towing, pushing, standing-by etc) Tug(s) will be directly engaged by the vessel and **strictly under the UK Standard Conditions for Towage and Other Services (2024)**.
  - i) The vessels entry to the port will be deemed as the Master's acceptance to use tugs under this clause.

- d) All vessels are required to strictly comply with the criteria specified in MISC 04/2025. In particular, the following should be noted:
  - i) Not more than one mooring line is permitted to be placed on each mooring hook.
  - ii) Landing speeds/loads on the fenders are not to be exceeded.
  - iii) Prescribed wind speeds and the wind speeds prescribed in the vessel's own operating parameters (whichever are the lower) are not to be exceeded.
  - iv) Vessels are not permitted to use the aft fender to screw / pivot off the berth in strong easterly winds
  - v) In addition to any tug being used as a substitute mooring, if the prevailing conditions require, a second tug is to be employed to assist keeping a vessel alongside.
- e) Vessels are to have their own operating criteria specifically for berthing, remaining alongside, and departure Terminal 5
  - i) Copies of these operating criteria are to be supplied to the Harbour Master.
- f) If any of the criteria specified in MISC 04/2025, or the vessel's own operating criteria cannot be complied with, or are likely to become exceeded, vessels should not attempt to berth.

### **3) Entry in to the Restricted Area**

- a) To facilitate works in way of Terminal 3 & 5 a restricted zone has been set up as described in LNTM 07/2025 (and as re-issued periodically) and the Special Direction forming part of it.
- b) Vessels are required to adhere to this notice particularly regarding gaining permission to enter the Restricted Area. This permission is to be requested each and every time to ensure a common and up to date understanding of activities in the Restricted Area is held.
  - i) Port Control will advise on works being undertaken on each arrival.
- c) Permission for entry in to the Restricted Area should not be requested unless the conditions referred to in paragraph 2 can be met.

### **4) Harbour Operating Restrictions**

- a) No vessel is permitted to berth when the average wind speed as measured at the Breakwater Head exceeds 45 knots.

## 5) Mooring Teams

- a) Weather parameters have been set for ensuring a safe working environment for mooring teams
- b) When parameters are likely to be exceeded the berthing vessel will be given as much notice as possible so as to avoid starting its approach to the berth.
- c) If conditions are such that a safe working environment cannot be maintained during a vessels approach and berthing phase, the Person in Charge (PIC) ashore will notify the Master and the berthing will be aborted.
  - i) The safety of those aboard the vessel and the mooring team is paramount. If mooring lines have been partially run and the berthing has to be aborted, the PIC and Master must agree on the best possible outcome and action accordingly.

## 6) Working With Tugs

- a) Pilots and PEC holders should be aware of the risks and dangers associated with operating with tugs – especially the risk of girting.
- b) Indirect towing is not permitted
- c) Communication should be established and maintained with the tug throughout operations
  - i) VHF Ch8 is the suggested channel
- d) When a tug is alongside the bridge is to remain manned.
- e) Copies of the British Tugowners Association / UK Maritime Pilots' Association, the Pilots' Pocket Guide & Checklist (Working Safely with Harbour Tugs) are to be aboard and be familiar to Bridge Teams.

## 7) Compliance

- a) Pilots and PEC holders have a duty to comply with MISC 03 and 04/2025. It is their responsibility to comply with the criteria set out therein. This includes adhering to sailing times and maximum wind speeds. Failure to do may result in the suspension of pilotage privileges.

## 8) Delays

- a) For the avoidance of doubt if the berthing of any vessel is delayed for any reason, they will be permitted to berth only for such time as it does not impede on the slot time of the next vessel.

**9) Water**

- a) The supply of fresh water is limited with little time for the reservoir to replenish between vessel calls. Vessel are required to act responsibly and with due regard for other berth users when taking fresh water.

**10) Terms and Conditions**

- a) The Harbour's standard terms and conditions as published in 'Holyhead Port Charges 2024 and standard terms of business' are unaltered by this MISC

John Goddard  
Harbour Master  
Holyhead Harbour

13th January 2025

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Annex 1 slot times agreed between Irish Ferries and Stena Line Ferries

(ignore legend 'Option1/Option2')

WEEK	Dublin - Holyhead					Holyhead - Dublin				
	Vessel	Dep DU	Arr HH	Cross	Port	Vessel	Dep HH	Arr DU	Cross	Port
Option 1	ES	04:30	08:00	03:30	02:45	AD	04:00	07:30	03:30	02:00
	AD	10:15	13:45	03:30	02:45	ES	10:00	13:30	03:30	02:00
	ES	16:30	20:00	03:30	03:00	AD	16:00	19:30	03:30	02:15
	AD	22:30	02:00	03:30	03:00	ES	22:15	01:45	03:30	02:15
WEEK	Dublin - Holyhead					Holyhead - Dublin				
	Vessel	Dep DU	Arr HH	Cross	Port	Vessel	Dep HH	Arr DU	Cross	Port
Option 2	UL	07:30	11:00	03:30	02:45	JJ	07:30	11:00	03:30	02:45
	JJ	13:45	17:15	03:30	02:30	UL	13:15	16:45	03:30	02:15
	UL	19:45	23:15	03:30	02:45	JJ	19:30	23:00	03:30	02:15
	JJ	01:15	04:45	03:30	02:30	UL	01:30	05:00	03:30	02:15
Vessel in HH										
	Arr	Dep	time in port	Vessel rotation						
AD	02:00	04:00	02:00	0.5h						
JJ	04:45	07:30	02:45	0.75h						
ES	08:00	10:00	02:00	0.5h						
UL	11:00	13:15	02:15	1h						
AD	13:45	16:00	02:15	0.5h						
JJ	17:15	19:30	02:15	1.25h						
ES	20:00	22:15	02:15	0.5h						
UL	23:15	01:30	02:15	1h						