


16.5 Arrival/Departure Report (Form 3452)

[Link to fillable PDF](#)



**Queensland
Government**

Arrival/Departure Report

Please note: This report must be completed and lodged with the Regional Harbour Master no later than 48 hours before the ship's expected arrival or no later than 24 hours before the ship's expected departure or removal.

Interstate vessel
 Foreign going vessel
 Naval vessel

Port **Date**

Vessel Details

Vessel name

Lloyd's number

Has the ships' International Ship Security Certificate (ISSC) Number been provided to Australian Customs?

Yes No

Security level: 1 2 3

Gross registered tonnage Exempt master? Yes No

Length overall (m)

Master's name

Arrival Details

Arrival date Estimated Time

Berth

Previous port of call

Anticipated Removals

To	Wharf No.	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Departure Details

Departure date Estimated Time

Berth

Next port of call

Special Conditions connected with arrival/removal/departure

Conservancy Dues

Exempt

Reason for exemption

or

Paid at

Payable From To

Certification

By submitting this form electronically I/we warrant that the information provided is true and correct and I/we undertake to pay any port dues owing.

Company name

Customer number (can be found on previously issued invoices)

Agent's name Phone

Address

Privacy Statement: Maritime Safety Queensland (MSQ) is collecting the information on this form as record of shipping movements, billing records for pilotage and to meet obligations under the International Ship and Port Facility Security Code (ISPS Code). The information is collected pursuant to the Transport Operations (Marine Safety) Act 1994, the International Convention for Safety of Life at Sea (SOLAS) 1974 Regulation XI-2/13 and the Maritime Transport Act 2003. Authorised officers within MSQ, the Department of Transport and Main Roads and Queensland Port Authorities may have access to this information. Your personal details will not be disclosed to a third party without your consent or unless required by law.

Office Use Only

The following information should accompany this form with any supporting documentation for archiving.

Conservancy dues	<input type="text"/>
Pilotage inwards due	<input type="text"/>
Pilotage outwards due	<input type="text"/>
Removal	<input type="text"/>
Cancellations due	<input type="text"/>
Delay charges due	<input type="text"/>
Totals	<input type="text"/>
Sales Order Number	<input type="text"/>
Invoice Number	<input type="text"/>
Date	<input type="text"/>

Important Notice

Where the services of a Pilot are required

Provision of a Pilot

1. Legislation requires that a person must not navigate a ship in a compulsory pilotage area unless the person uses the services of a pilot.
2. From 2 November 2013, changes to the *Transport Operations (Marine Safety) Act* passed the responsibility for the provision and delivery of port pilotage services for ports north of Brisbane (except Abbot Point) to the port government owned corporations. This is being achieved by giving port authorities the legal responsibility for the provision and delivery of pilotage services in designated Compulsory Pilotage Areas. The Responsible Pilotage Entities for all Compulsory Pilotage Areas are specified in Schedule 4 of the *Transport Operations (Marine Safety) Regulation 2016 (TOMS Regulation)*, as follows:

Column 1	Column 2
Compulsory pilotage area	Responsible pilotage entity
Southport pilotage area	MSQ
Brisbane pilotage area	MSQ
Bundaberg pilotage area	Gladstone Ports Corporation
Gladstone pilotage area	Gladstone Ports Corporation
Rockhampton pilotage area	Gladstone Ports Corporation
Hay Point pilotage area	North Queensland Bulk Ports Corporation
Mackay pilotage area	North Queensland Bulk Ports Corporation
Abbot Point pilotage area	MSQ
Townsville pilotage area	Port of Townsville Limited
Lucinda pilotage area	Port of Townsville Limited
Mounilyan pilotage area	Far North Queensland Ports Corporation
Cairns pilotage area	Far North Queensland Ports Corporation
Cape Flattery pilotage area	Far North Queensland Ports Corporation
Skardon River pilotage area	Far North Queensland Ports Corporation
Thursday Island pilotage area	Far North Queensland Ports Corporation
Weipa pilotage area	Far North Queensland Ports Corporation
Karumba pilotage area	Far North Queensland Ports Corporation

***Note:** The TOMS Regulation also rescinds the Bowen, Cooktown, Maryborough and Port Douglas as Compulsory Pilotage Areas however these areas remain as pilotage areas.

3. MSQ has entered into an agreement with Port of Townsville Limited to deliver pilotage services in the Abbot Point Compulsory Pilotage Area.
4. The Responsible Pilotage Entity may provide services on the basis that:
 - the person to whom the services are provided accepts the risk of loss or damage caused by an act or omission by the Responsible Pilotage Entity and waives any right to claim against the Responsible Pilotage Entity in contract, tort or otherwise howsoever, for any loss or damage (including consequential loss) to any person or property which arises directly or indirectly out of the provision of the pilotage services
 - the Responsible Pilotage Entity is not obliged to provide or arrange for the provision of the pilotage services if circumstances beyond their control mean the services cannot reasonably be provided at the time requested or at all and no compensation will be payable in this event.

Circumstances beyond the control include, but are not limited to:

 - industrial action by pilots, line boat operators or others
 - inability to schedule a pilot at the time required
 - any direction or regulation having the effect of prohibiting or preventing the carrying out of the pilotage
 - a failure by a sub-contractor to carry out any part of the pilotage services.

The contents of this notice may be pleaded in any action or proceedings arising out of the provision of pilotage services.