

 <p>KIMBERLEY PORTS AUTHORITY</p> <p><i>Broome Port Services</i></p>	<p>BERTH BOOKING AND CANCELLATION PROCEDURES</p>	<p>File ref:</p> <p>Version: 1.0 / 81102</p> <p>Issue date: September 2014</p>
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1. Parties wishing to inform KPA of their interest in a berth at Broome Port more than 72 hours prior to the proposed berth booking time may complete an Expression of Interest Form and provide the EOI to KPA.

2. Parties wishing to book a Berth MUST provide KPA with a correctly completed Berth Application Form which identifies the vessel, no less than 72 Hours prior to the proposed Berth booking Time.

3. 24 to 48 hours prior to the Vessel arrival, the Vessel Master is to provide KPA with a correctly completed Pre-arrival Notification Form.

4. KPA will be releasing Berth allocation schedule every day at 1400 hours.

5. Cancellation fees (If applicable) will be applied in the following manner:

Cancellation Period	Cancellation Fee*
More than 48 hours prior to Booking	Nil
Between 48 hours and 24 hours before Booking	50% of Cancellation Fee
Less than 24 hours before Booking	100% of Cancellation Fee

- * The cancellation fee will be equivalent to the charges the vessel would have had to pay for Berthage, Navigational Aid charges, Infrastructure Levy, Safety Levy and Security Levy, had the vessel visited the port.

- * Any waiving of berth cancellation fees will be decided entirely at the discretion of KPA through the Harbourmaster.