

# Lennusadam Marina (Seaplane Harbour) Marina Rules

Confirmed on 27 November 2014

Marina operator: Estonian Maritime Museum

Location of the Harbour: Vesilennuki 6, Tallinn, Estonia

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## 1. General marina information

### 1.1 Form of operation

1.1.1 Lennusadam Marina (Seaplane Harbour) is operated by the Estonian Maritime Museum, established on 23 February 1935, whose activity is based on its Statutes.

1.1.2 Lennusadam Marina (Seaplane Harbour) provides marina services regardless of the size of the vessel.

1.1.3 The details of the Estonian Maritime Museum are as follows:

Registry code: 70001001

Official address: Pikk 70, Tallinn 10133

Website: [www.meremuuseum.ee](http://www.meremuuseum.ee)

Telephone: +372 6411 408

Telefax: +372 6411 414

Email: [info@meremuuseum.ee](mailto:info@meremuuseum.ee)

### 1.2 Location, ground and marina basin perimeter

1.2.1 Lennusadam Marina (Seaplane Harbour) is located on the south-east shore of Tallinn Bay in the city of Tallinn, Harju county, Estonia, at geographical position 59°27.309383'N / 24°44.215916'E (WGS84).

1.2.2 The Harbour's territory consists of the immovable property at Vesilennuki 6 (cadastral unit 78401:101:0355). The area of the Harbour's marina basin is 182,200 square metres.

1.2.3 The marina basin of the Lennusadam Marina (Seaplane Harbour) is delimited by the following coordinates (WGS84):

Point Number	$\phi$ N	$\lambda$ E
1	59°27.175329'	24°44.097683'
2	59°27.326353'	24°44.170298'
3	59°27.507030'	24°44.295358'
4	59°27.400004'	24°44.599952'
5	59°27.104349'	24°44.424280'

### 1.3 Plan of marina territory, navigational marks and signs

1.3.1 A plan of the marina territory, navigational marks and signs is appended hereto in Annex 1.

### 1.4 Technical marina information

1.4.1 The Harbour is protected from the east and west by breakwaters. A channel 400 metres long, 48 metres wide and at least 9.3 metres deep is used for entering the marina. The entrance is 55 metres wide and has the depth of at least 9.3 metres of water. Quays A, B, C and D are located on the north, east and south sides of the marina basin. Floating docks A1, A2 and A3 (maximum DWT=500 tonnes) are located near Quay A. Floating docks B1 and B2 (maximum DWT=250 tonnes) are located near Quay B. Both sides of floating docks B1 and B2 are equipped with boat booms (L=7.5 metres). Quays E (under construction) and D are located at the east side of the eastern breakwater, and a slipway is available on the shoreline.

## 1.4.2 Quays:

Quay	Length (metres)	Depth (metres)	Fender	Bollard	Power	Drinking water
Quay A Mooring	244.0	6.5–10.0	Trapezoidal	Bollard 500 kN	400/230V	Yes
Floating Dock A1 Mooring	39.0	9.1–9.6	Wooden beam	Bollard 75 kN	400/230V	Yes
Floating Dock A2 Mooring	39.0	9.1–9.5	Wooden beam	Bollard 100 kN	400/230V	Yes
Floating Dock A3 Mooring	39.0	8.8–9.4	B Wooden beam	Bollard 75 kN	400/230V	Yes
Quay B Mooring	180.0	3.8–5.7	Cylindrical D=400	Bollard 250 kN	400/230V	Yes
Floating Dock B1 Mooring	45.0	6.0–9.3,	Wooden beam	Bollard 75 kN	230V	Yes
Floating Dock B2 Mooring	45.0	6.0–9.3,	Wooden beam	Bollard 75 kN	230V	Yes
Quay C Mooring	82.0	2,3–5,5	Cylindrical D=400	Bollard 250 kN	–	–
Quay D Mooring	97.0	4,0-6,8	–	Bollard 500 kN	–	–
Quay E (under construction) Mooring	84,0		–	–	–	–
Quay F Mooring	208.0	2,1–6,0	Cylindrical D=400	Bollard 250 kN	400/230V	Yes

1.4.3 Navigational marks: the marina entrance is marked with a red light beacon (of the eastern breakwater) (59°27.309383'N / 24°44.215916'E) and a green light beacon (of the western breakwater) (59°27.34285'N / 24°44.11504'E).

## 1.5 Vessel size limits

1.5.1 The Harbour handles vessels of up to 7500 GT. The maximum dimensions of admissible vessels are as follows: length L=90.0 metres; beam B=30.0 metres; draught T=8.0 metres.

1.5.2 In exceptional cases, the Harbour can admit a vessel of up to 180.0 metres in length (L) with a draught (T) of no more than 3.5 metres.

1.5.3 The possibility of mooring a vessel will be decided by the vessel's master in agreement with the Harbour Master, considering the water level and weather conditions. The under-keel clearance must be at least 10% of the vessel's draught.

## 1.6 Restrictions arising out of environmental protection requirements, dangerous cargo, etc.

1.6.1 All business operators, owners of ships or recreational craft, visiting vessels and guests carrying out their activities in the Harbour must comply with the environmental protection requirements arising out of the applicable legislation, international agreements and these Rules.

1.6.2 A more precise plan of action in the event of an environmental pollution situation is provided in paragraph 7.5 and in the Pollution Control Plan of the Seaplane Harbour.

1.6.3 The procedure for handling ship-generated waste is provided in paragraph 4.6 and in the Programme for Receiving and Handling Ship-generated Waste.

1.6.4 No ship-generated waste or dangerous goods are received, handled, stored or returned in the Harbour.

1.6.5 There is no stationary lifting equipment in the Harbour. Restrictions regarding the use of mobile lifting equipment (mobile cranes) are provided in the technical documentation of the equipment.

## 1.7 Working hours

1.7.1 Vessels are handled 24/7 in the Harbour.

## 1.8 Navigation season

1.8.1 The Harbour's navigation season lasts from 1 January to 31 December.

## 1.9 Difference between local time and UTC

The local time is UTC +2 hours. The daylight saving time, from the last Sunday of March until the last Sunday of October, is UTC +3 hours.

## 1.10 General information about economic operators in the Harbour

1.10.1 The Estonian Maritime Museum (Registry Code: 70001001; official address: Pikk 70, Tallinn 10133, Estonia).

## 1.11 Traffic and parking management in marina territory

1.11.1 Traffic and short-term (for up to 30 minutes) parking of vehicles on quays of the Harbour are permitted for serving the vessels in the Harbour or for launching trailer boats; in other cases, the Harbour Master's or duty officer's permission is required.

1.11.2 The maximum permitted speed of vehicles in the marina territory is 5 kilometres per hour.

1.11.3 Parking of vehicles, boat trailers and other means of transport in the marina territory is permitted in the designated parking area.

## 1.12 Tidiness and cleanliness

1.12.1 All persons in the marina territory are required to keep the territory, including the quays, clean and comply with the safety, health and environmental requirements.

1.12.2 No equipment that may obstruct hauling may be placed on the quays.

1.12.3 Any accidents involving people or equipment, any pollution and any damage to ships, recreational craft or quays that have occurred in the marina territory must be promptly reported to the Harbour Master or duty officer.

## **2. Arrangements for vessels entering, staying in and leaving the Harbour**

### 2.1 Notice of intentions to enter or depart

2.1.1 It is recommended that the vessel's master or navigator should notify the Harbour Master or duty officer as early as possible of entering or leaving the Harbour.

2.1.2 Upon giving notice of an intention to enter, the following information must be provided:

- name of the vessel,
- approximate time of entry,
- length, beam and draught of the vessel.

- 2.1.3 Visiting vessels must notify the Harbour Master or duty officer of an intention to depart at least 1 hour in advance.
- 2.1.4 Information can be communicated 24/7 to the Harbour's duty officer by radio on VHF channel 74 (call sign LENNUSADAM) and/or by telephone +372 50 22 877 and/or by email [lennusadam@meremuuseum.ee](mailto:lennusadam@meremuuseum.ee).
- 2.2 Granting of permissions to enter or depart
- 2.2.1 Entry into or departure from the marina is subject to permission from the duty officer, who will provide the vessel with the required information and, in the case of entry, allocate a berth (for a visiting vessel).
- 2.3 Processing of notices of entry or departure and required information
- 2.3.1 Departure from the marina is permitted after paying for the services and receiving the permission from the duty officer.
- 2.3.2 In the event of departure of a vessel heading for a marina in a third country, the vessel must, before leaving Estonia's territorial waters, complete the required border and customs formalities in the nearest border checkpoint open to international traffic.
- 2.3.4 The following information must be provided for receiving a permission to enter or depart:
- name and type of the vessel;
  - the vessel's flag state and marina of registration;
  - marina of departure and marina of destination;
  - times of entry and departure;
  - length, beam and draught of the vessel;
  - number of persons on board;
  - name and contact details of the vessel's master or navigator.
- 2.4 Entry formalities and required documents in accordance with quarantine, customs and border guard procedures
- 2.4.1 There is no border checkpoint open to international traffic in the Harbour and the Harbour does not carry out border checks on recreational craft.
- 2.5 Quarantine, customs and border-guard formalities and completion of documentation
- 2.5.1 Upon the arrival of a third-country recreational craft which has not passed the border checks, the Harbour Master or duty officer will immediately notify the Border Guard. Before the arrival of the Border Guard, no one may leave the vessel or land any goods or objects, and no one may go aboard the vessel.
- 2.6 Communication with vessels upon their entry, stay and departure
- 2.6.1 Information can be communicated 24/7 to the Harbour's duty officer by radio on VHF channel 74 (call sign LENNUSADAM) and/or by telephone +372 50 22 877 and/or by email [lennusadam@meremuuseum.ee](mailto:lennusadam@meremuuseum.ee).
- 2.7 Requirements for moored vessels
- 2.7.1 A vessel may stay in the Harbour only with the permission of the Harbour Master or duty officer.
- 2.7.2 All orders of the Harbour Master or duty officer concerning the stay of

vessels in the Harbour are mandatory for the masters and navigators of vessels, ship owners, crew members and persons responsible for the vessels.

- 2.7.3 Vessels may use berths of the Harbour in accordance with the Marina Rules after payment of the charges laid down in the Harbour's list of Marina Charges and Tariffs.
- 2.7.4 Any vessel may use only the allocated berth. Vessels relocated without permission will be returned to their berths and the rehauling fee will be charged to the owner of the vessel.
- 2.7.5 The mooring ropes of vessels must be fixed so as to ensure safe stay in the Harbour in all weathers and to ensure that the vessel does not pose a danger to other vessels or the marina facilities. The mooring ropes may be fastened only to the bollards or eyes intended for that purpose.
- 2.7.6 No anchor may be used in the marina basin, except with the permission of the Harbour Master or duty officer, or in case of emergency.
- 2.7.7 A vessel moored alongside berth may run its propellers at the lowest speed in order to prepare the main engine for heading out to sea or for hauling. Any longer-term operation of the propellers is not permitted.
- 2.7.8 All vessels staying in the marina must be marked as required (name or number on the hull).
- 2.7.9 A vessel's master or navigator must ensure the safety of the vessel in the Harbour in all weathers, the safe embarkation and disembarkation of people and the protection of the property on board the vessel. The Harbour bears no responsibility for the health or safety of the vessel owner's property and passengers in the marina territory.
- 2.7.10 Any cases of breaking or damaging hydrotechnical equipment or navigational marks must be promptly reported to the Harbour Master or duty officer.
- 2.7.11 If the stay of a vessel in the Harbour or its manoeuvres in the marina basin result in material damage to the hydrotechnical facilities or other vessels, its owner must compensate for the damage at the request of the vessel owner concerned or the marina operator.
- 2.7.12 Upon noticing any existing or potential damage to the quays or other marina facilities or another vessel (loose lines, fender in the wrong place, broken parts, etc.), the person who noticed it must inform the Harbour Master or duty officer immediately.
- 2.7.13 It is prohibited in the Harbour to:
  - 2.7.13.1 relocate vessels or lift vessels out of water (or into water) by means of a mobile crane without the Harbour Master's or duty officer's permission;
  - 2.7.13.2 throw or pump any waste water or water containing petrochemical products off the vessel into the water;
  - 2.7.13.3 wash the ship (tanks, decks, superstructures) if the washing water pollutes the marina basin (because of containing oil or other environmentally harmful substances);
  - 2.7.13.4 connect a vessel with the power network without permission;
  - 2.7.13.5 use the toilet of a vessel if there is no tank for collecting faeces water;
  - 2.7.13.6 empty toilets or holding tanks in the marina basin;

- 2.7.13.7 keep containers, oil or fuel barrels or other personal property on the quay;
  - 2.7.13.8 dump waste anywhere else than into the designated containers;
  - 2.7.13.9 have unvaccinated animals in the vessel or leave unattended animals in the vessel or in the marina territory;
  - 2.7.13.10 swim in the marina basin;
  - 2.7.13.11 fish in the marina basin;
  - 2.7.13.12 leave minors unattended in the marina territory.
  - 2.7.14 The Harbour is not responsible for any damage that may occur in the marina territory, including as a consequence of theft, vandalism, storm, accident and/or fire, etc.
  - 2.7.15 The Harbour Master or duty officer may establish special requirements for recreational craft, as regards the vessel traffic, forbid the entry or departure of recreational craft into or from the Harbour and their transit through the marina basin.
  - 2.7.16 The Harbour Master may require third-party liability insurance from a person entering the Harbour.
- 2.8 Indoor and deck operations on board of moored vessels
- 2.8.1 The vessel owner must obtain the approval of the Harbour Master or duty officer for any operations that generate great noise or much waste. In the event of cleaning old toxic paint off the underwater hull and applying new paint, cleanliness in the marina territory and environmental safety must be ensured by the vessel owner. Such operations may be carried out only in specially designated areas. The area used for such operations must be covered with plastic film.
  - 2.8.2 In the event of welding or other fire-risk operations, the Harbour Master or duty officer must be informed.
  - 2.8.3 In the event of outboard operations, the Harbour Master or duty officer must be informed, and cleanliness in the marina basin must be ensured.

### **3. Rules for vessel traffic in marina basin**

- 3.1 Vessel traffic in marina basin
- 3.1.1 Vessel traffic in the marina basin is permitted only with the consent of the Harbour Master or duty officer.
  - 3.1.2 Vessel traffic in the marina basin and entrance channel is subject to the International Regulations for Preventing Collisions at Sea.
  - 3.1.3 In the event of simultaneous entry and departure of vessels, the departing vessel will take priority, except in cases of emergency.
  - 3.1.4 Vessels can be relocated in the marina basin only with the Harbour Master's permission.
  - 3.1.5 Stunt-driving or any towing for the purpose of entertainment in the marina basin is prohibited.
  - 3.1.7 Vessels moving in the marina basin must be registered in accordance with the applicable legislation and the navigators must have valid driving certificates.

- 3.2 Requirements for vessels in normal and special conditions, manoeuvres and relocation
- 3.2.1 In general, traffic in the marina basin is not permitted if the wind speed is higher than 15 metres per second or if the visibility is lower than 50 metres. The Harbour Master or duty officer may give permission for such traffic in agreement with the vessel's master or navigator, considering the technical characteristics of the vessel and the weather conditions (wind, waves).
- 3.2.2 Upon moving and manoeuvring in the marina basin, the vessel's master or navigator must choose a speed so as to avoid stern waves and maintain control of the vessel by the helm. The speed limit in the marina basin is 3 knots.
- 3.2.3 Moving and manoeuvring must be safe for the vessel itself and for other vessels in the marina basin, and for the marina facilities.
- 3.2.4 The steering, anchoring and hauling devices of the vessel must be in working order and ready for use.
- 3.2.5 Depending on the weather conditions, the water level in the Harbour may differ from the zero of the tide gauge at Kronstadt.
- 3.3 Mooring
- 3.3.1 Vessels which have a lease of berth moor at the place designated by the Harbour Master. In exceptional circumstances (high wind) and with the prior approval of the Harbour Master or duty officer, a vessel may moor at a more sheltered quay of the Harbour.
- 3.3.2 Mooring places for vessels which do not have a regular lease of berth (i.e. visiting vessels) are allocated by the Harbour Master or duty officer.
- 3.3.3 Mooring ropes and buoy ends must be fastened and fenders must be placed so as to ensure safe stay in all weathers.
- 3.4 Towing
- 3.4.1 Towing operations in the Harbour may be carried out only with the permission of the Harbour Master or duty officer.
- 3.5 Traffic in ice conditions, icebreaker services
- 3.5.1 There is no national icebreaker service in the Harbour.
- 3.6 Special requirements depending on class of vessel, nature of cargo, etc.
- 3.6.1 Special requirements for vessels are established by the Harbour Master as necessary.
- 4. Marina services and related services, arrangements for their provision and tariffs**
- 4.1 The following marina services are provided:
- arrangements for mooring a vessel;
  - arrangements for water traffic in the marina basin and entrance channel;
  - lease of berths;
  - drinking water supply;

- power supply (230V and 400V);
- shower, toilet;
- collection of domestic waste, faeces water and bilge water;
- slipway for trailer boats.

4.2 The following related services are provided:

- wireless Internet (WiFi);
- children's playground;
- lease of boat storage area;
- winter storage of vessels;
- café, restaurant.

4.3 Loading, unloading, storage of goods

4.3.1 As a rule, no goods are loaded, unloaded or stored in the Harbour.

4.4 Stevedoring operations

4.4.1 No stevedoring operations are arranged for in the Harbour.

4.5 Water supply

4.5.1 Drinking water supplies can be replenished on Quays A, A1, A2, A3, B, B1, B2 and F. The prices for water supply are indicated in the Harbour's list of Marina Charges and Tariffs.

4.5.2 After tanking water, the hoses must be coiled up and it has to be checked that the water taps are turned off.

4.6 Collection of ship waste and cargo waste

4.6.1 Bilge water, waste water and domestic waste are collected in the Harbour according to the Marina Rules and the Marina Charges and Tariffs.

4.6.2 A more detailed procedure for the collection of ship waste is provided in the Seaplane Harbour's (Marina of Lennusadam) Programme for Ship Waste Collection and Management.

4.6.3 The collection of ship waste in the Harbour is arranged for by the marina operator; the waste is managed by an appropriately licensed waste-management undertaking under a contract concluded with the Harbour.

4.6.4 Management of ship waste and charging for it are organised as follows:

4.6.4.1 domestic waste from vessels is collected into marked containers in the marina territory;

4.6.4.2 bilge water and waste water are collected from vessels by an appropriately licensed waste-management undertaking by means of a special vacuum pump.

4.6.5 No cargo waste is collected in the Harbour.

4.7 Fuel and lubricants supply

4.7.1 There is no refuelling station in the Harbour.

4.7.2 Refuelling a vessel from fuel containers is permitted if all fire safety rules and environmental safety requirements are followed.

#### 4.8 Diving operations

4.8.1 The Harbour does not carry out any diving operations.

4.8.2 The master or navigator of a vessel must notify the Harbour Master or duty officer of any underwater operations carried out on the vessel.

#### 4.9 Repair and painting operations

4.9.1 Repair or painting operations may be carried out in agreement with the Harbour Master or duty officer in a manner ensuring environmental safety and in accordance with the Marina Rules.

#### 4.10 Connection of vessel to communication, power and other coastal systems

4.10.1 Drinking water supply and connection of the vessel to the power systems is subject to the permission of the Harbour Master or duty officer in accordance with the Marina Rules and the Marina Charges and Tariffs.

4.10.2 Wireless Internet (WiFi) of the Harbour is available for use in the Harbour.

#### 4.11 Marina charges

4.11.1 The vessels must pay for marina services in accordance with the Marina Charges and Tariffs established by the marina operator, available in the office of the Harbour or on the marina operator's website [www.meremuuseum.ee](http://www.meremuuseum.ee)

4.11.2 The marina operator may change the amount and scope of services provided and the Marina Charges and Tariffs according to the season, usage of the Harbour and market situation.

#### 4.12 Other services provided in the Marina

4.12.1 No other services are provided in the Marina.

### 5. Rules on passenger services

5.1 As a rule, no passengers are served in the Marina.

### 6. Medical aid

6.1 There is no health care access point in the Marina.

6.2 Emergency medical care is available by calling the 112 emergency number.

### 7. Fire safety requirements and arrangements for rescue operations

#### 7.1 Fire safety requirements for vessels staying in the Marina

7.1.1 The rescue and fire-fighting equipment of the vessels staying in the Marina must be in working order and comply with the applicable requirements.

7.1.2 Any fire-risk operations on vessels are subject to the prior approval of the Harbour Master or duty officer.

7.1.3 In the event of a fire on board a vessel or discovering a fire in the marina territory, the master or navigator of the vessel must immediately make an emergency call to 112 and inform the Harbour Master or duty officer.

7.1.4 Extinguishment of a fire on board a vessel is directed by the vessel's master or navigator or a person substituting for the master or navigator.

- 7.1.5 If a fire breaks out in the marina territory or on a vessel staying in the marina, a general alarm is given on the other vessels in order to provide help in extinguishing the fire or preventing the spread of fire.
- 7.1.6 The navigators of all vessels must be ready to leave the Harbour immediately if necessary.
- 7.2 Fire safety requirements in marina territory, buildings and facilities
- 7.2.1 Use of open fire in the marina territory without the permission of the Harbour Master or duty officer is prohibited.
- 7.2.2 It is prohibited to litter access paths to the vessels staying in the Harbour and to the fire-fighting equipment.
- 7.3 Situations in which a person has fallen into water
- 7.3.1 If a person falls into water, the person who notices this first must:
- throw a lifebuoy into the water near the person in distress, leaving one end of the rope on the shore or the vessel;
  - give the ‘man overboard’ alarm and call for help;
  - keep communicating with the person in distress and direct him or her to the lifebuoy; help the person in distress out of the water; administer first aid to the rescued person.
- 7.4 Placement of rescue and fire safety equipment
- 7.4.1 The quays of the Harbour are equipped with rescue posts (containing a lifebuoy with a heaving line, a ladder and a boat hook) in visible places, access to which is granted.
- 7.4.2 In emergency situations, all fire-fighting equipment, rescue equipment and first-aid supplies may be used by any persons in the territory of the Harbour.
- 7.5 Pollution control
- 7.5.1 In the event of discovering pollution (discharge of lubricant or hydraulic oils, diesel fuel, ship fuels, oily residues or bilge water from a ship’s engine room into the marina territory), this must be promptly reported to the Harbour Master or duty officer. In the case of pollution arising from a vessel, the vessel’s crew must immediately take measures to stop and localise the pollution.
- 7.5.2 Pollution control in the marina territory will be coordinated by the Harbour Master, who will engage appropriate organisations as needed.
- 7.5.3 Damage caused by pollution control or another kind accident will be compensated for by the person who caused the pollution or accident.
- 7.5.4 In a situation of accident, pollution, etc., the action plan provided in the Seaplane Harbour’s (Marina of Lennusadam) Pollution Control Plan must be observed.
- 8. Procedure for calling rescue service or another institution providing assistance or supervision**
- 8.1 Emergency services can be contacted from the office of the Harbour or independently by calling:
- the 112 emergency number;

- 1313 for the Environmental Inspectorate (in the event of pollution).

## **9. Responsibility for violation of Marina Rules**

- 9.1 All persons in the marina territory must follow the orders of the marina operator's management and the Harbour Master or duty officer.
- 9.2 Masters and navigators of vessels, and organisations and individuals who have inflicted damage to the Harbour must compensate for the damage in accordance with the laws of the Republic of Estonia.
- 9.3 Vessel owners who fail or refuse to pay the marina charges in time will be subjected to the measures provided by the law, and they will be denied marina services in the future.
- 9.4 Masters and navigators of vessels, and organisations and individuals whose behaviour has resulted in breach of cleanliness in the marina territory in the form of petrochemical pollution, oil pollution, faeces pollution or otherwise, will be held liable in accordance with the legislation of the Republic of Estonia. Besides that, the guilty person will have to compensate the Harbour for the damage caused by the pollution control.

## 10. Annexes

Annex 1: Plan of the marina territory, navigational marks and signs

