



SHEPPERTON
MARINA



SHEPPERTON MARINA

Crane, Hardstanding and Yard

Terms and Conditions

Part of the Shepperton Marina: Terms and Conditions

Version 1.1

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Document Control

Approval

Name	Date
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Shepperton Marina. Registered in England and Wales No. 1087117. Registered office: 21-27 Lamb's Conduit Street, London, WC1N 3GS

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1. Summary

The Marina is required by law to manage health, safety, and risk.

By utilising Shepperton Marina's Crane, Hardstanding and Yard Services, you agree to the content of this document.

All areas must be adhered to whilst services are carried out and/or during your vessels stay, to ensure your safety.

Note: High visibility vests and/or hard hats can be loaned from a member of the Shepperton Marina team for any activities requiring them to be worn.

1.1. Document Scope

This document covers:

1.1.1. In Scope

- One site:
 - Shepperton Marina, Felix Lane, Shepperton TW17 8NS
- Services:
 - CP1: Lift, pressure wash, chock on hardstanding and relaunch
 - CP2: Lift, chock, un-chock, relaunch
 - CP3: Lift, pressure wash, lift onto transport
 - CP4: Lift onto transport
 - CP5: Lift off transport, crane-in
 - CP6: Lift, pressure wash, hold for survey, crane in
 - CP7: Lift, pressure wash, block hold over weekend, crane-in
 - CP8: Tow or drive boat within the marina
 - Lindon Lewis contracts delivered from Hardstanding/Yard/Pontoons

1.2. Assumptions

On commencement of any services provided by Shepperton Marina, this document has been read carefully, fully understood and agreed by the owner of the vessel.

In addition, areas that reference Shepperton Marina's Terms and Conditions are fully understood.

1.3. Additional References

Please refer to documents:

- Shepperton Marina Terms and Conditions

2. Fees

2.1.1. Cancellation

- If 7 days' notice of cancellation is given:
 - 100% of fees will be refunded.
- If more than 48hrs notice but less than 7 days' notice is given:
 - 50% of fees will be refunded.
- If less than 48hrs notice is given:
 - No refund is payable.

Reference: Section E (Shepperton Marina's Terms and Conditions)

2.1.2. Confirmation of Services

- Information is requested once a booking date has been agreed, unless we already have it.
- An invoice is sent outlining the services agreed and associated fee.
- Any Crane, Hardstanding and/or Yard Service booking is not confirmed until all information required has been received and payment has been received in full.
- If payment is not received within 7 working days of the service commencing, Shepperton Marina reserve the right to cancel the booking.

Reference: Section F (Shepperton Marinas Terms and Conditions)

2.1.3. Minimum Charge Lengths

- A minimum charge of 7.75m applies to all craning services.
- A maximum length of 16m applies to all vessel requiring storage ashore.
- A maximum weight limit of 22 tonnes applies to all craning services, 20 tonne if staying ashore.

Reference: Section A (Shepperton Marinas Terms and Conditions)

2.1.4. Delays

Delays which necessitate lifting outside normal working hours will be charged at £130 per hour.

Reference: Section B (Shepperton Marinas Terms and Conditions)

2.1.5. Weekend/Bank Holiday Lifts

Shepperton Marina do not operate lifting services at weekends or bank holidays except by prior arrangement. Weekend lifts attract a surcharge of 75% over the standard rate.

Reference: Section C (Shepperton Marinas Terms and Conditions)

2.1.6. Hardstanding Stay Period

In order to run a fair booking system in line with crane availability/capability, hardstanding capacity and load bearing, maximum stay periods are implemented for Moorers, Visitors and third-party customers.

Vessels are charged on a weekly or monthly basis. There is no daily charge.

The maximum stay for any vessel is 3 months. For any exceptions (via Marina management) a 50% surcharge of the hard-standing fee will be invoiced.

Reference: Section X (Shepperton Marinas Terms and Conditions)

3. General Information

3.1. Wooden Vessels

Shepperton Marina do not lift wooden vessels.

Reference: Section L (Shepperton Marinas Terms and Conditions)

3.2. Right to Refuse to Lift

Shepperton Marina reserves the right to refuse to lift any vessel they feel would be unsafe or not suitable for the crane, hard standing or marina. This could be based on (but not limited to) dimensions, construction material(s) or condition of the vessel.

Reference: Section K (Shepperton Marinas Terms and Conditions)

3.3. Transport Departures and Arrivals

It is the responsibility of the vessel owner to:

- Liaise/secure lift date with both parties (Shepperton Marina and Transport Company).
- Supply Shepperton Marina with the Transport Company contact details.
- Prepare the vessel for lift and transport.

3.4. Lift Bookings

Shepperton Marina cannot guarantee your required lifting date, especially when booking at short notice. We are unable to specify exact lifting times for any booking. Shepperton Marina will try to accommodate all lifting requirements however bookings are subject to change by the Company for reasons outside of their control.

Reference: Section D (Shepperton Marinas Terms and Conditions)

3.5. Weekend Package

The CP7 Weekend Package includes a lift-out no later than 1pm on Friday afternoon and re-launch no later than 9am on the following Monday morning.

If the vessel is not ready to be re-launched by 9am on Monday morning, then the package will convert to a CP1 Package and the difference in price will be chargeable in addition to Hardstanding fees.

These additional charges will be at the rates applicable in the current published tariff.

Reference: Section D (Shepperton Marinas Terms and Conditions)

3.6. Lift Times

A specific lift time for a vessel will not be provided. Sequenced lifting is carried out and includes location, daily list, transport expectations, additional labour requirements.

Transport companies will take precedence. Shepperton Marina will try to accommodate a morning/afternoon request, but this cannot be guaranteed.

3.7. Sequencing

Sequenced lifting is carried out daily and involves the preparation by the marina services team who take into account location, daily list, transport expectations, additional labour requirements.

Vessels stored ashore will be launched or put afloat in such sequence to avoid moving other vessels. It additionally ensures the most fair and economical use of available facilities at the Company's disposal.

At the owners request, the Company will, if possible, launch a vessel earlier/later than planned but an additional cost may be incurred for moving other vessels to accommodate this and/or any

attendant expenses. These must be paid for by the owner of the vessel prior to any services being carried out.

The basis of such charges will be made available on request.

Reference: Section Z (Shepperton Marinas Terms and Conditions)

4. Crane Services

4.1. Preparation / Responsibilities

Those representing a vessel and/or owners are expected to ensure that the vessel is ready for lift and/or storage.

- A vessel should be prepared for **hardstanding** by removing:
 - all gas bottles
 - any flammable liquids
 - all fenders except for 2 (secure them below deck)
 - any items that prevent personnel from navigating around the deck area
- A vessel should be prepared for **relaunch** by:
 - removing all items from underneath the vessel
 - removing and securely storing the ladder
 - any items that prevent personnel from navigating around the deck area
- A vessel being lifted onto **transport** should have:
 - Gas bottles fastened securely
 - Flammable liquids must be stored securely
 - Covers/canopies should be removed and placed below deck
 - Bimini rails must be lowered and secured
 - Arches must be lowered and secured
 - Doors should be shut and locked
 - any items that prevent personnel from navigating around the deck area

2 fenders should be left mid ship on starboard side to assist the crane team for lift and re-launch. Failure to leave the vessel in a "ready to lift" state could lead to a £65 per hour charge.

4.2. Boat Lift - Viewing

Those representing a vessel and/or owners are welcome to view a vessel being lifted. Those attending must remain behind the cordon in the 'safe area'. A member of the craning team can advise of the safe area.

Persons are only permitted to enter the crane bay/lift zone once instructed by a member of Shepperton Marina staff.

Persons wishing to inspect a vessel whilst in slings, prior to chocking, wear a hard hat when entering the crane bay/lift zone.

Should any person wish to work on a vessel whilst in slings, hard hats must be worn when entering the crane bay.

4.3. Boat Lift – Unaccompanied

Two fenders should be supplied to the Starboard side of your vessel. Remove and secure all other fenders and any loose items.

4.4. Marina Props and Stands

These remain the property of Shepperton Marina and must not be moved by anyone other than trained Shepperton Marina staff.

Stands must not have any items hung/attached to them, including ladders and boat coverings. Any items found will be removed.

Anti-fouling under blocks/props/stands must be organised through the Marina.

Any works carried out under a vessel whilst chocked on blocks and stands, or held in slings, is done entirely at personal risk and therefore should be limited to time absolutely necessary.

5. Works Ashore

5.1. Acceptable Working Periods

Works are permitted between 7.30am – 5pm.

5.2. Contractors

All contractors working on Shepperton Marina premises, must:

- Be registered with the Marina Office.
- Complete the relevant contractor forms, prior to working on site.
- Provide liability insurance of at least £5m (5 million).
- Report to the Marina Office daily and settle the appropriate contractor fee.

5.3. Gas and Fuel Tank Work

All gas and fuel tank work including welding, brazing, grinding and other 'hot operations' should only be undertaken by registered and qualified persons.

- Such qualified personnel are required to have at least £5m liability insurance.
- Sign in to the Shepperton Marina Office on arrival.
- Complete alongside Shepperton Marina staff, Hot Works documentation/permit.

5.4. Personal Protective Equipment (PPE)

For works involving surface preparation of surface areas, grinding, scraping, sanding, painting (inc. antifouling), appropriate personal protective equipment (PPE) must be worn.

5.5. Liquids

Protective sheeting must be placed under the vessel to capture any spillages from any liquids/substances used (other than water).

When using substances/paints, all spills, including ground spills, must be resolved/removed and wastage/cleaning materials must be disposed of in allocated bins.

5.6. Shot-Blasting

Shot-Blasting must only be carried out by Lindon Lewis within their controlled environment.

5.7. Storage of Items

Under no circumstances should items (other than ladders) be stored underneath the vessel.

5.8. Removal of Items

When removing items from your boat, do not throw them from the vessel onto the hardstanding, even in the instance where waste receptacles are below.

5.9. Pressure Washing

Under no circumstances can pressure washing be carried out on vessels outside of the crane bay. All pressure washing must be carried out by marina staff in the designated crane / wash-down area.

Reference: Section J (Shepperton Marinas Terms and Conditions)

5.10. Working Structures

No external structures are permitted to be erected either on or surrounding the vessel without the prior consent of the Marina.

5.11. Children

Children must be supervised at all times and are not permitted to walk around or play on the hard standing.

5.12. Dogs

Dogs must always be kept on a lead and should not cause a distraction or nuisance to other customers.

6. Occupancy, Services

6.1. Staying on your boat

- Under no circumstances is any person permitted to:
 - Remain onboard whilst the boat is lifted or moved.
 - Remain onboard, in the cabin, for leisure reasons whilst the boat is on hardstanding.
 - Stay onboard a vessel that is occupying hardstanding, overnight.

Reference: Section Q (Shepperton Marinas Terms and Conditions)

6.2. Electricity

- Pods are not dedicated to vessels during a hardstanding stay.
- Supply is purely for the use of power tools and is not to be used as a dedicated supply.
- Electricity should be loaded prior to usage and removed when not using tools.
- Electricity should be unloaded at the end of each day to allow fair usage. Please refer to Do's and Don't's at the end of this document.
- Usage of generators is strictly not permitted due to the potential fire hazard, heat emission hazard, and noise disruption.

6.3. Ladders

- Ladders required to climb aboard the vessel whilst ashore must be provided by yourself.
- The ladders must be secured to the vessel when in use/climbing.
- Ladders must be stowed and secured safely, not left unsecured, against the vessel, especially when not in use. Please refer to (Section 8.1) Do's and Don't's at the end of this document.

6.4. Tarpaulins / Coverings

- Please notify a member of staff should you wish to cover your vessel with a tarpaulin.
- Coverings must be securely fastened so they do not come undone in windy conditions.

6.5. Canopies

- Remove it or secure it.

6.6. Parking

- No vehicles are permitted to drive onto, or park, within the hardstanding area.
- All vehicles must be parked within available spaces in any of the car parks provided.
- Trolleys are provided for transporting items. For more complex/larger items, please speak to a member of the Marina team.
- Trolleys must not be left by your vessel at the end of the day and must be returned to the trolley bay.

6.7. Fuelling/ Flammable Substances

- The fuelling of any boats out of the water is strictly prohibited.
- Any flammable substance inc. petrol in cans, gas cylinders must be removed from the boat and during its hardstanding/storage period.

6.8. Rubbish

- All rubbish must be removed from site and disposed of and must never be left under the vessel as this will obstruct any movement of your boat and is also a fire / Health & Safety risk.
- General Waste bins and recycling bins are provided within the marina.
- Large items such as construction materials, building waste, building materials, internal cushions, structural elements (e.g. cabinets), fridges, furnishings must be removed from site. There is a local refuse site in Shepperton (Charlton Ln, Shepperton TW17 8QA).

6.9. Battery Disposal

- Notify a member of the Marina team who can dispose of your old batteries for you.
- Do not dispose of general waste.

6.10. Oil Disposal

- There is a waste tank on site. Please visit the Marina Office for the key.

6.11. Engines

- The running of any engine whilst on hardstanding is strictly prohibited.
- Not only can this damage your engine, the vibration and movement could have a knock-on-effect to props/stands of yours and adjacent vessels.

7. Responsibility and Liability

Shepperton Marina cannot be held responsible for any personal effects or equipment left on board any vessel during craning operations and storage.

Shepperton Marina advises you remove all valuables and portable equipment prior to craning. Please ensure all fragile items are securely stowed.

Shepperton Marina cannot be held responsible for any breakages. (See Section H of Shepperton Marinas Terms and Conditions).

Shepperton Marina cannot accept liability for any damage caused when handling craft or when stored / moored on the Company Premises, except where it can be demonstrated that the Company has been negligent.

You are responsible for making the crane driver aware of any specific lifting or chocking requirements prior to the lift. Vessels stored ashore on chocks or cradles may only be moved by the Company or have such chocks, block, cradles or other supports moved or adjusted by the Company.

Reference: Section I (Shepperton Marinas Terms and Conditions)

All vessels must have suitable insurance to cover the craning and storage ashore of the vessel.

Reference: Section M (Shepperton Marinas Terms and Conditions)

The Owner shall ensure that the vessel is prepared and ready for launch and shall further ensure that the vessel is checked for integrity and safety as soon as it is put afloat.



Reference: Section Y (Shepperton Marinas Terms and Conditions)

8. Hardstanding – Do's and Don'ts


The hardstanding is a busy area with constant movement of machinery and boats. Therefore to safeguard all stakeholders, we kindly ask you to review the acceptable Do's and Don'ts below.

8.1. Do

	Secure Ladder to boat
	Secure ladder to blocks
	Stow Ladder underneath Boat

	<p>Store ladder onboard boat</p>
	<p>Remove electric cables from the main source. Clear electric cables and pod at end of the day</p>

8.2. Don'ts

	<p>Secure anything to stands</p>
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Use unprotected 3 pin plugs



Leave Cables trailing overnight



Store items under the boat