

REGULATIONS ON THE ORDER AND TERMS OF OPERATION IN THE PORT OF “MARINA PUNAT d.o.o.”

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CONSENT ISSUED BY: **Rijeka Harbormaster's Office**

Pursuant to Article 3 of the Regulations on the Terms and Modalities for the Maintenance of Good Order in the Ports and in Other Parts of the Internal Sea Waters and Territorial Sea of the Republic of Croatia (O.J. of the Republic of Croatia No. 90/2005), and the Regulations on the Amendments to the Regulations on the Terms and Modalities for the Maintenance of Good Order in the Ports and in Other Parts of the Internal Sea Waters and Territorial Sea of the Republic of Croatia (O.J. of the Republic of Croatia No. 10/2088, No. 155/2008 and No. 127/2010), the Management Board of MARINA PUNAT d.o.o. Puntica 7, Punat, has adopted the following regulations:

1. BASIC PROVISIONS

- 1.1. These Regulations set forth the conditions and modalities for the maintenance of good order in the special purpose port MARINA PUNAT d.o.o. (hereafter: marina).
- 1.2. These Regulations apply to the entire area of the marina (land and sea areas) as specified in the Contract on the Concession for Maritime Domain for Commercial Exploitation of the Special Purpose Port – Port of Nautical Tourism Punat, concluded with the Government of the Republic of Croatia on 19 November 1999.
- 1.3. Order in the marina shall be maintained by the company MARINA PUNAT d.o.o.

2. ALLOCATION OF BERTHING PLACES

- 2.1. Berthing places in the marina (hereafter: berths) for small craft, yachts and boats (hereafter referred to as: vessels), are situated on piers A1 to A6 and B1 to B5.
- 2.2. Vessels in transit and chartered vessels are to be moored at pier B-6.
- 2.3. The allocation of permanent berths is made by the marina receptionist with the agreement of marina master.
- 2.4. A permanent berth in the marina is established by a contract with the owner, the i.e. user of the vessel concerned in accordance with the operating conditions of Marina Punat.
- 2.5. A berth for a vessel intended for commercial use (charter) is determined by the person authorized by the Marina's Management Board (the marina master), upon presentation of documentation for conducting the charter business activities as prescribed by law.
- 2.6. Transit berths are allocated by the staff.

- 2.7. Storage on land is allocated in accordance with the surface area plan. i.e. within the areas D1 to D8 and P1, P5
- 2.8. Any vessel in the port must be moored by appropriate mooring lines that are in good working order and made fast to mooring equipment (cleats, rings, etc.).
- 2.9. A screen is installed in the reception area of Marina Punat for monitoring weather conditions and weather forecasts by the Croatian Meteorological and Hydrological Service are distributed to yachtsmen.

3. ARRIVAL OF A SHIP

- 3.1. The speed of any ship arriving at a port should not exceed 2 knots.
- 3.2. A vessel's master must notify the marina of the arrival of his vessel (by phone or using a VHF radio - channel 17).
- 3.3. A vessel's master should have a valid permit for the vessel, i.e. a valid document that permits the vessel to be operated in accordance with the applicable regulations of the Republic of Croatia.
- 3.4. A vessel's master must immediately notify marina reception about the arrival of his vessel and present the vessel's documents and a list of crew members or passengers on board (except for a vessel's master who has concluded d.o.o. a Contract on Permanent Berthing with Marina Punat).
- 3.5. A vessel's master has must keep the garbage and used oil on board until the vessel arrives in port, where these items may be disposed of.
- 3.6. In case of an emergency involving persons, hull, equipment, engines or cargo, or if the pollution at sea is spotted, the person in command of the vessel must immediately notify the marina. Upon receipt of an emergency call regarding pollution, the maintenance service, which has the resources and equipment to prevent maritime pollution, will take action to remove the pollution or it effects.
- 3.7. When arriving or departing the port, if the reduced speed sign is displayed in an area where shore or underwater works are being carried out and in marked diving locations, the person in command of the vessel must sail at the minimum possible speed so that the vessel's waves do not damage other vessels, the shoreline, or port equipment.

4. MOORING AND ANCHORING

- 4.1. Vessels are moored in the marina in accordance with instructions of its personnel (the marina master and sailors). Mooring of a vessel must be made in a safe manner, by appropriate mooring lines of adequate dimensions. Mooring lines should not impede the navigation of other vessels.
- 4.2. Anchoring of vessels is forbidden in the marina's port area.
- 4.3. Connection to the electrical and water supply systems in the marina is permitted only to the vessels equipped with the appropriate installations, and only when crew members are on board.

5. VESSEL'S STAY IN PORT

5.1. During the stay in port it is forbidden:

- 1) to obstruct access to mooring equipment;
- 2) to move, change or remove moorings, anchors and equipment of other vessels unless it is necessary to prevent imminent and obvious damage, or unless it is required to allow another vessel to berth/depart;
- 3) to moor vessels to navigation or other signs, equipment and devices that are not intended for mooring, or to move over them;
- 4) to place, shift, change, remove or damage navigation signs or other mooring equipment without authorization;
- 5) to damage wharves – piers and land area – by placing on them various objects and equipment (antennas, boxes and containers, floor coverings, carpets, etc.), drive wedges into the piers, or carry out any other action that can damage the wharves or imperil safety;
- 6) to weld, light an open fire on land, a floating vessel, or mooring equipment;
- 7) to clean and scrub or paint the freeboard or underwater surface of a vessel's hull;
- 8) to pollute the air by emitting dust, smoke or other gases in excess of the permitted quantities set by special regulations;
- 9) to place or store highly inflammable or explosive substances with a strong or unpleasant smell in any place within the marina (on or near a vessel, on the marina's plateau, etc.);
- 10) to keep a vessel's propeller turning, except to perform a required maneuver by the vessel;
- 11) to take a bath, swim, dive, run speed-boats, windsurf, tow a water skier or learn how to water ski;
- 12) to carry out repairs or reconstruction of the hull, deck, equipment or engine except for routine activities; work on a vessel should be carried out in the service area;
- 13) With the exception of sub-contractors of Marina Punat d.o.o. and associated companies, other physical or legal persons are not permitted to work on vessels without an official ID card and valid authorization; the official ID card may be obtained at the reception area of the Yacht Service for a fee for the use of infrastructure;
- 14) for foreign persons or entities to work on vessels; foreign entities may carry out work only within the guarantee period and upon presenting a guarantee job order, a valid authorization issued by the vessel's owner and an official ID card obtained in the Yacht Service after paying a fee for the use of infrastructure;
- 15) to burn garbage on a floating vessel;
- 16) to imperil the safety of navigation, human lives or environment in any other way.
- 17) to carry out activities on a vessel that may endanger human lives, cause a fire or sea pollution, or damage other vessels, piers, port equipment, devices or installations.
- 18) to fill fuel or pour it into another container
- 19) to plug a 220 V cable into a socket for the supply of electricity when members of crew are not on board. Before leaving the vessel, crew members should disconnect the cable or this will be done by the staff of Marina Punat;
- 20) to use the vessel's WC or empty the black tank;

- 21) to disturb the peace from 2300 to 0800;
- 22) to park vehicles in the service zones, beneath other people's vessels on the land or outside marked parking places;
- 23) to bring and leave campers in the marina;
- 24) to use caravans or campers as accommodation units; caravans or campers used as passenger cars may be parked only on the plateau;

6. ARRIVAL OF VESSELS BY LAND TRANSPORTATION

- 6.1. Before transporting a vessel into the marina by land transportation, by a towing vehicle or truck, the owner must be acquainted with the regulations on importing vessels into the Republic of Croatia, and promptly announce its arrival at the Marina Punat so that related customs documentation can be prepared and submitted to forwarding services, if necessary. If a Single Administrative Document (JCD) has been issued at border crossing to a carrier for the importation of vessel, then the carrier and owner of the vessel are responsible for the inspection of the vessel at the competent Customs services branch office in the Airport of Rijeka (Omišalj) for discharge of JCD. All of this should be done before the vessel's arrival at Marina Punat. The owner must also follow the instructions of the carrier and marina staff in order to complete the discharge procedure.
- 6.2. Upon arrival of a vessel in the marina by land transportation, by means of towing vehicle with the vessel on trailer, the vessel's master must notify the person at the marina's entrance facility of the vessel's arrival.
- 6.3. Upon arrival of a vessel in the marina by land transportation for transit purposes, the vessel's master must submit personal identity documents for all crew members at the marina's entrance facility for registration and then complete a job order for putting a vessel into the sea and to park the vehicle and trailer at the reception for vessels in transit.
- 6.4. The vessel's master is obliged to present the vessel's documents at the reception for vessels in transit and obtain a prepaid card allowing the holder to enter and leave the marina.
- 6.5. When a job order is issued, the vessel's master takes personal documents to the gatekeeper of the marina who will then provide a GUEST REGISTRATION form for each person.
- 6.6. A vessel master who is a foreigner and who has concluded a Contract for a Permanent Berth with the marina must announce his arrival at the marina's entrance facility and present personal documents of all crew members (foreigners) to register them (pursuant to the Law on Foreigners).

7. DEPARTURE FROM MARINA

- 7.1. Prior to departing from the marina, a vessel's master must disconnect all land electrical and water installations from the vessel to.
- 7.2. Prior to departing from the marina, a vessel's master must leave mooring equipment in good order.
- 7.3. All activities related to the lifting and loading a vessel in transit onto a vehicle or trailer leaving the marina will be carried out when an order is made at the reception for vessels in transit.
- 7.4. The master of the vessel for which a Contract on a Permanent Berth has been concluded must notify the marina about any absence of the vessel from the marina that exceeds 7 days.

7.5. For a vessel with a Contract on a Permanent Berth that is permanently leaving the marina, the vessel's master must notify the marina reception. The Contract on a Permanent Berth must be terminated in writing.

7.6. For vessels with a Contract on a Permanent Berth that are permanently leaving the marina by land transportation, all the activities relating to the lifting of a vessel and its loading onto a vehicle or trailer are carried out upon a request to the reception of the Yacht Service.

8. NOTIFICATION ABOUT AND ACCEPTANCE OF SHIP-WASTE AND CARGO RESIDUES

9.

9.1. The PLAN for waste acceptance and management forms an integral part of these REGULATIONS – Annex No.1.

10. CONTROL MODALITIES

10.1. Control of the application of these regulations is performed by the Management Board or by a person authorized to act on their behalf.

10.2. Control over vessel maneuvering, landing, mooring, anchoring and departing port within the marina is performed by the marina master.

10.3. Supervision of the implementation of order in the port and application of these regulations is performed by the Rijeka Harbormaster's Office.

11. FINAL PROVISIONS

11.1. On the day these Regulations enter into force, the previously valid Regulations on the Terms and Modalities for the Maintenance of Good Order in the Ports and in Other Parts of the Internal Sea Waters and Territorial Sea of the Republic of Croatia shall cease to be valid for a special purpose port of MARINA PUNAT d.o.o. as from 12.04.2006.

11.2. These Regulations shall enter into force on the date of approval by the Rijeka Harbormaster's Office.

By adopting the foregoing Regulations in accordance with applicable regulations of the Republic of Croatia, Marina Punat d.o.o., as operator of the port of nautical tourism of Punat, i.e., as a body entrusted with port management, has fulfilled its obligations to prescribe regulations for the maintenance of good order in the port.

Annex No. 1

In accordance with Article 21 and Article 64 and pursuant to Article 62 of the Regulations on the Terms and Modalities for the Maintenance of Good Order in the Ports and in Other Parts of the Internal Sea Waters and Territorial Sea of the Republic of Croatia and Article 2, Paragraph 4, Article 3, Paragraph 7, of the REGULATION on requirements that ports should satisfy, Article 9, Paragraph 1, Article 10, Paragraph 1 and Article 11, Paragraph 2, of the REGULATION on classification of ports opened for public traffic and special purpose ports, the Management Board of "MARINA PUNAT" Puntica 7, PUNAT adopts the following:

PLAN

ACCEPTANCE AND MANAGEMENT OF WASTE

1. GENERAL PROVISIONS

- 1.1. The Management Board of the special-purpose port "MARINA PUNAT" d.o.o. has determined that the disposal of **maritime vessel waste**, with the exception of faecal waste, shall be made through selective acceptance in containers in accordance with the Regulations of the contractor KD "PONIKVE" d.o.o. Krk, a waste removal company.
- 1.2. **Used oils, filters, oily PVC containers, oily cloths and discarded batteries from seagoing vessels** shall be accepted in appropriate containers. TD "METIS" d.d. Rijeka is the contractor for the removal of used oils, filters, oily cloths and discarded batteries.

2. TYPES OF EQUIPMENT FOR THE ACCEPTANCE OF WASTE

- 2.1. The equipment to be used for the disposal of *maritime vessel waste* includes plastic containers with adequate coverings for the selective collection of waste having different sizes and colors, specifically:
 - container for cans, small metallic materials and glass is grey - capacity 250 liters
 - container for bio waste is brown - capacity 350 liters
 - container for paper is blue – capacities 350 and 1100 liters
 - container for plastics and pet packaging material is yellow – capacities 350 and 1,100 liters
 - container for other waste is green - capacity 1,100 liters
- 2.2. The container for used oils is a steel receptacle located under a roofed area with grill doors. It is green and has a capacity of 1,000 liters.
- 2.3. The container for discarded batteries is a plastic case with dimensions of 1m x 1.2m x 0.8m with an appropriate covering. It is grey.

3. LOCATIONS OF CONTAINERS FOR DISPOSAL OF WASTE

- 3.1. Disposal of waste from vessels moored at piers **A1** to **A6** is at five locations in the southern part of the marina, specifically:
 1. Eco-point behind the Kvarner market with:
 - 2 containers each of 100 liters for cardboard - paper
 - 1 container of 350 liters for pet packaging material
 - 1 container of 250 liters for metal cans and glass
 2. Eco-point near sanitary facilities and "9 Bofora" (sanitary facilities - South) with:
 - 1 container of 1,100 liters for communal waste
 - 1 container of 1,100 liters for plastics and pet packaging material
 - 1 container of 350 liters for paper
 - 1 container of 350 liters for bio waste
 - 1 container of 250 liters for metal cans, small metallic materials and glass
 - 1 container of 1,000 liters for used machine oils, filters, and oily cloths
 - 1 container for disposal of discarded batteries
 3. Eco-point behind "9 Bofora" with:
 - 1 container of 1,100 liters for communal waste
 - 2 containers each of 350 liters for paper and cardboard
 - 1 container of 350 liters for pet packaging material
 - 1 container of 250 liters for glass and metal cans
 - 1 container of 350 liters for bio waste

4. Eco-point in the passage for the yacht-service with:
- 2 containers each of 350 liters for other waste
 - 1 container of 350 liters for plastics and pet packaging material
 - 1 container of 350 liters for paper
 - 2 containers each of 350 liters for bio waste
 - 1 container of 250 liters for metal cans and small metallic materials and glass

5. Eco-point near the sanitary facilities in the yacht-service with:
- 1 container of 1100 liters for other waste
 - 1 container of 350 liters for plastics and pet packaging material
 - 1 container of 1100 liters for paper
 - 1 container of 350 liters for bio waste
 - 1 container of 250 liters for metal cans and small metallic material and glass

3.2. The disposal of waste from vessels moored at piers **B1** to **B6** is at four locations in the northern part of the marine end, specifically:

1 Eco-point on the plateau near the charter with:

- 2 containers each of 1100 liters for other waste
- 1 container of 350 liters for plastics and pet packaging material
- 1 container of 350 liters for paper
- 1 container of 350 liters for bio waste
- 1 container of 250 liters for tin cans and small metallic materials and glass
- 1 container of 1,000 liters for used motor oils, filters and oily cloths
- 1 container for discarded batteries

2. Eco-point near the sanitary facilities "North" with:

- 2 containers each of 1,100 liters for other waste
- 1 container of 350 liters for plastics and pet packaging material
- 1 container of 350 liters for paper
- 1 container of 350 liters for bio waste
- 1 container of 250 liters for metal cans and small metallic materials and glass

3. Eco-point in the middle of central space with:

- 1 container of 1,100 liters for other waste
- 1 container of 350 liters for plastics and pet packaging material
- 1 container of 350 liters for paper
- 1 container of 350 liters for bio waste
- 1 container of 250 liters for metal cans and small metallic materials and glass

4. Eco-point near the restaurant by the fence with:

- 1 container of 1,100 liters for other waste
- 1 container of 350 liters for plastics and pet packaging material
- 1 container of 350 liters for paper
- 1 container of 350 liters for bio waste
- 1 container of 250 liters for metal cans and small metallic materials and glass

3.3. The total capacity of all containers in Marina Punat is: 28,700 liters or 28.7 of cubic meters

3.4. All the containers are situated on an adequate base surrounded by a fence to ensure stability.

4. WASTE REMOVAL CONTRACTORS

4.1. The contractor for the removal of selected waste is KD "PONIKVE" d.o.o. Krk, Vršanska bb, with whom a contract has been concluded for the removal of waste from Marina Punat.

4.2. KD "PONIKVE" KRK performs daily removal of waste, several times a day if necessary (upon call).

- 4.3. The removal of each type of waste from the containers is made separately and transported to the waste disposal depot.
- 4.4. TD "METIS" in Rijeka is the contractor for the removal of used oils, filters, oily PVC packages and oily cloths, as well as of reject batteries.
Removal is made upon call. Special records are kept for transportation of all of the above-indicated hazardous waste.

5. MODALITIES OF WASTE DISPOSAL

- 5.1. Vessel owners must put all waste material from their vessels into containers in special plastic biodegradable bags suitable for all types of waste.

6. WASTE DISPOSAL LOCATIONS

- 6.1. All eco-points with containers for waste, used motor oils, filters, oily PVC package material and oily cloths are shown on the notice board near the reception area of MARINA PUNAT d.o.o.

7. OTHER DISPOSITIONS

- 7.1. The service for environmental maintenance and protection has stored on its premises resources and equipment for the prevention of sea pollution and for the removal of the after-effects of sea pollution.
- 7.2. The service for environmental maintenance and protection also maintains fire fighting resources and equipment. In addition to the equipment on the piers and in the marina area, there is a storage area for fire fighting materials and equipment near the gatekeeper's office. There is also a fire-engine available for use at any time and fire fighting boats moored about 20 meters from the gatekeeper's office that are ready for use at any time. All staff members of the service for environmental maintenance and protection, security service and maritime service are trained to operate all fire fighting equipment, the fire engine and fire-fighting boats.
- 7.3. The holder of the concession for the special purpose port of MARINA PUNAT d.o.o. has an applied and certified quality control system in accordance with the standard ISO 9001, as well the environmental protection system in accordance with the standard ISO 14001 certified by BUREAU VERITAS.

8. FINAL PROVISIONS

- 8.1. This PLAN for the acceptance and management of waste originating from floating vessels in accordance with Article 62, Paragraph 4, Regulations on the Terms and Modalities for the Maintenance of Good Order in the Ports and in Other Parts of the Internal Sea Waters and Territorial Sea of the Republic of Croatia, as an integral part of WORK REGULATIONS IN FORCE IN THE PORT OF "MARINA PUNAT", is submitted to the Rijeka Harbormaster's Office for acceptance.