

## Effective Monday 6 July 2015

### About VBS: rules, release times and fees

Napier Port now has an online vehicle booking system (VBS) that transport operators use to book a timeslot for the pick-up and delivery of containers. VBS will help cater for the increasing truck volumes to the Port, and ensure turnaround times are as fast as possible. The following information contains the basic rules and guidelines around how VBS will work at the Port. For more detailed information, including how to use the system visit:  
<http://www.napierport.co.nz/cargo-info/container-terminal/vehicle-booking-system/>

#### **Booking information**

- From 6 July, drivers will need a correct booking number to enter the container terminal.
- A booking is for one container for one hour.
- Two containers will need two bookings.
- You can have more than one booking on a single truck visit.
- An hour starts at the top of that hour. For example, starts at 1400 and ends at 1459.
- Bookings will be automatically allocated to high volume transport operators with a proven pattern of visits.
- All other operators will select bookings from the general pool.

#### **Booking availability**

Appointments are released two working days\* before at the following times:

- 0300: Bookings for high volume operators released
- 0600: General pool available for other operators, maximum per operator set at 2/hr (*not available for high volume users*)
- 0800: Open to all but maximum number of two extra bookings in each one hour time slot
- 1000: Remaining slots open to all, no restrictions.

*\*Working days are when the Port is open from Monday to Saturday (closed Sunday).*

#### **Booking rules**

Returning a booking

- Bookings can be returned with no charge, if cancelled before 7pm the day before.
- Bookings returned the day of the booking, up to 21 minutes prior to the appointment time will be charged the **standard fee** unless they are picked up by another operator.

Arrival times

- Early arrivals – bookings will be processed up to 20 minutes earlier.
- Late arrivals - bookings will be processed up to 20 minutes late. After that a 'no-show' fee will apply and the booking will be lost.

Swapping bookings between operators

- Swapping will be allowed initially. The Port reserves the right to review this policy.

### Fee schedule

We have decided to waive the standard booking fee for the first week as we transition to the live system. The standard booking fee will therefore apply from **Monday 13 July 2015**. All other fees (non-confirmation, manual booking and no-show/late fees) will apply from **Monday 20 July**.

Fee type	Description	Fee (rate per container)
<b>Standard booking fee</b>	Every booking made and not released by 7pm the day prior.	\$7.50 + GST
<b>Penalty fees</b>		
Non-confirmation fee	Failure to confirm booking by entering the container number 20 minutes before the start of the booking time. The booking will be lost and a fee will apply.	\$100.00 + GST
Manual booking fee	Transport operator turns up without a valid booking. Terminal will decide whether container will be processed or turned away. If the container is processed a fee will apply.	\$75.00 + GST
No-show/late fee	Booking has been confirmed but the transport operator did not turn up or was more than 20 minutes late.	\$100.00 + GST

*Above rates are subject to periodic review, usually with effect 1 October each year.*

If you have any questions, please contact Andrew Donnelly, VBS Planner on 06 833 4570.