

PORT OF MILFORD HAVEN EVENT PROFORMA

Event Date: Day – Date/Month/Year	Event Title: (Please insert)		
Time start and finish, hours:	Start:	Finish:	Total Hrs:
Function: Give a brief outline of the event:			
PROGRAM DETAILS			
Location event to be held			
(please add additional locations)			
Number of:-	Participants	Vessels	
Supporting Documents included (delete as appropriate)	Risk Assessment YES / NO	Method Statement YES / NO	Other (specify)
CONTACT DETAILS			
Event Organiser's Name			
Contact Address:			
Telephone Numbers / Email address etc			
Signed :			Date:
ADDITIONAL INFORMATATION			
<p>Permission of the Harbourmaster is required and must be obtained a minimum of seven days prior to events occurring within Port Limits. The Harbourmaster may place conditions on his permission and the issue of a Notice to Mariners may also be required for some events.</p> <p>Where appropriate organisers should ensure that all participants are aware of and abide by Port Byelaws, General Directions, Activity Zoning, NTM 21 of 2013, the Marine Code and any other information required by the Harbourmaster</p> <p>Applicable charts:- Admiralty Charts :- 3273, 3274, 3275 Imray :- 2006.11 Small craft Charts :- SC 2878 , SC 1478</p>			