



NIGERIAN PORTS AUTHORITY

Jetty Handbook

2017

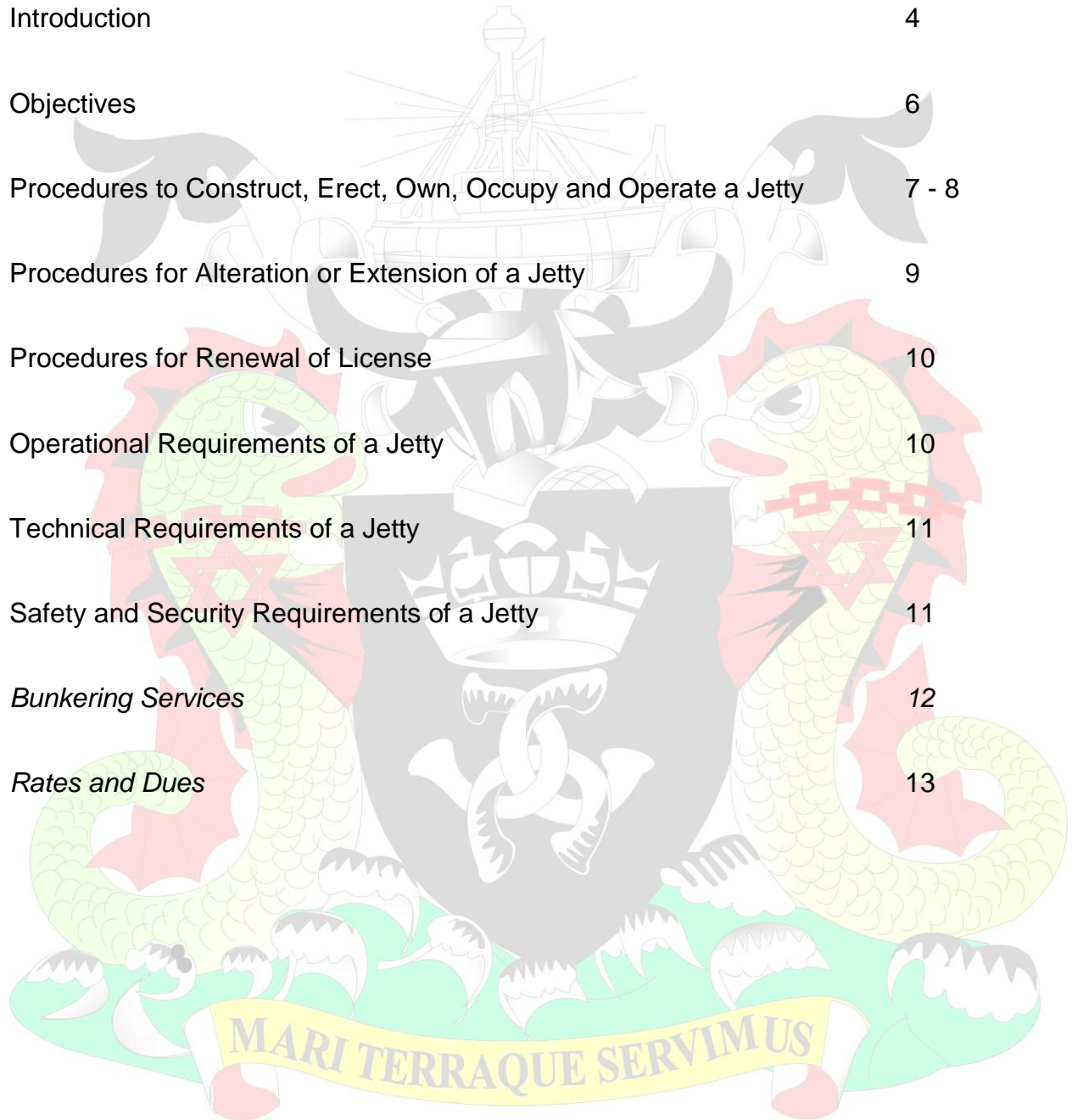
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**HANDBOOK ON PROCEDURES FOR APPLICATION AND APPROVAL FOR THE
CONSTRUCTION, EXTENSION AND OPERATION OF PIERS/JETTY AS PROVIDED
IN THE PORTS (PIERS) REGULATIONS AND OTHER APPLICABLE LAWS**



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INTRODUCTION

Nigerian Ports Authority is empowered under section 37 of the Nigerian Ports Authority Act, Cap N 126, Laws of the Federation of Nigeria, 2004 to make regulations, among others, for the construction, alteration, extension and operation of piers in ports or approaches thereto.

The Nigerian Ports Authority is guided by the Port (Piers) Regulation (LN. 117 of 1968) in the exercise of regulating the development and operation of private jetties in addition to compliance with other national legislations applicable to the maritime sector including the ISPS Code and other IMO conventions to which Nigeria is a party.

Before April, 1982 when the operation of the private jetties in the country was banned by the civilian administration, the approval and administration of the private Jetties rested solely on the Nigerian Ports Authority through the Lands & Estate Department.

Following disturbing reports about the operations of Private Jetties in the country and the disquieting security implications to the Nation, Mr. President approved the establishment of a Presidential Standing Committee on Private Jetties Chaired by the Honorable Minister of Transport to continue the issuance of licenses for the operation of jetties as recommended by the Standing Committee.

Over the years, as a result of increased demand in transport infrastructure and the gap in information on the procedures for approval and operation of private jetties, some developers constructed infrastructure that were not licensed thereby posing serious hazard to safety and security as well as the environment.

Management of the Nigerian Ports Authority, in order to bridge the information gap and optimise on the potentials of the private jetty operation, has deemed it necessary to publish a handbook on information regarding the procedures for application, approval, construction, alteration and operation of private jetties among other issues

for use by the general public as provided under the port (piers) regulation, the ISPS Code and other applicable laws.



OBJECTIVES

The objectives of publishing the Handbook are:

- i. *To promote transparency and efficiency in the Private Jetties Administration and ensure of doing business in the maritime industry.*
- ii. Provide information on the procedures for application, approval, construction, alteration, extension and operation of private jetties in ports and their approaches.
- iii. Ensure compliance with extant laws and regulations (EIA & SEA)
- iv. Facilitate compliance with ISPS Code and other International Conventions to which Nigeria is a party.
- v. *Achieve sustainable development through balancing the environment and economic interest*
- vi. *Improve planning, design, construction management, operation and maintenance of waterway jetty facilities and their connection to the hinterland*

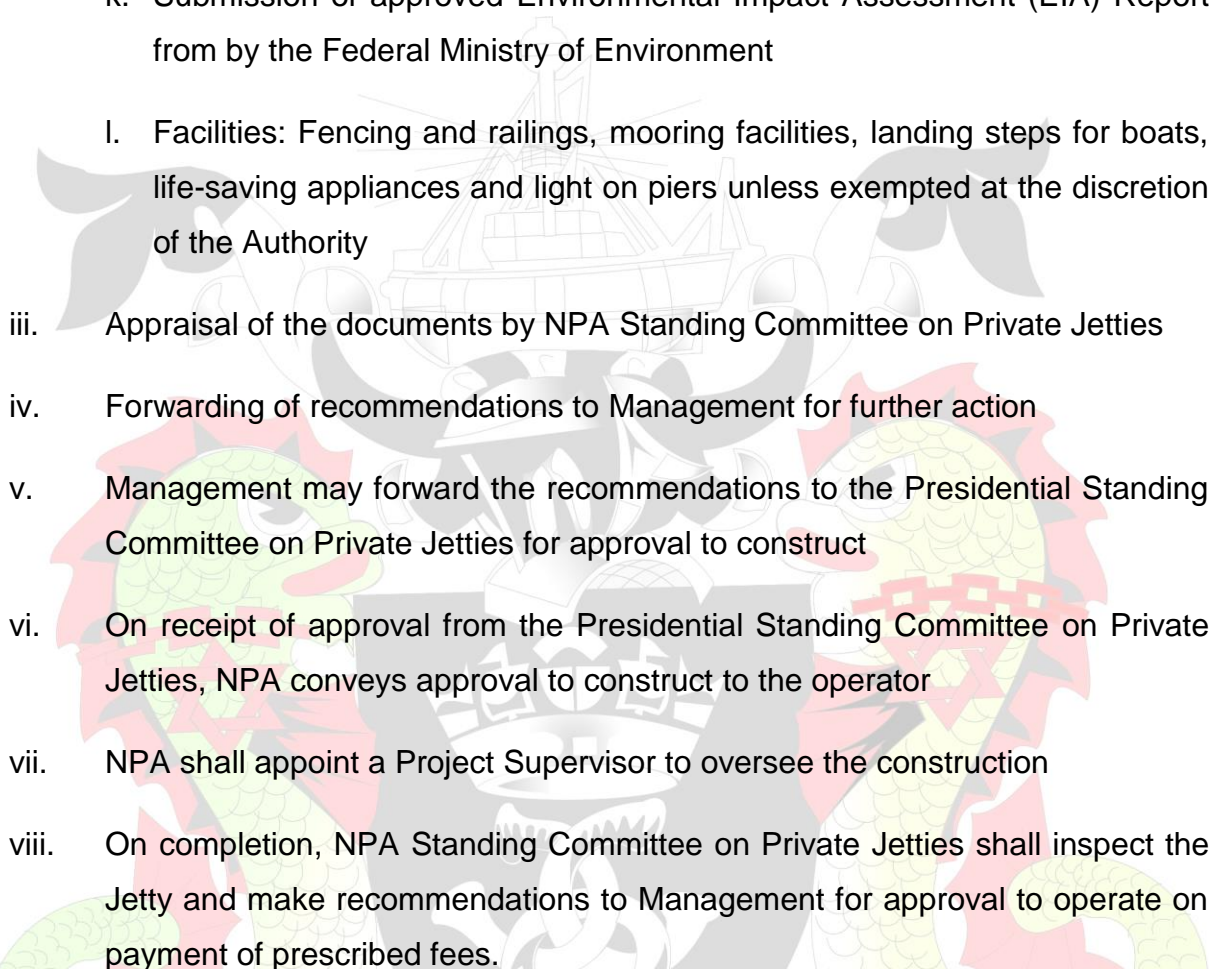


Procedures to Construct, Erect, Own, Occupy and Operate a Jetty

- i. Prospective operators should apply to NPA for permit to construct Jetty
- ii. The application should be accompanied with relevant documents as follows;
 - a. Every application shall be in prescribed forms in the first schedule of the Port Piers Regulation (Forms 1, J 2, 3, 4), addressed to the Authority.
 - b. These must be accompanied with the under listed documents.

Six (6) copies of the following:

 - ✓ Architectural Drawings
 - ✓ Structural Drawing/Details
 - ✓ Structural Design Calculation
 - ✓ Bollards/dolphins arrangement and load test
 - ✓ Material Schedule
 - ✓ Geotechnical investigation
 - c. Location of the pier in relation to the immediate surrounding land and building if any
 - d. Evidence of title to land
 - e. Evidence of payment of prescribed fees
 - f. Certificate of Business incorporation. Only Nigerian registered Limited Liability companies can be granted jetty License.
 - g. *With foreign shareholders*, shareholding ratio of the company should be 60% to 40% (Nigerian to Foreign).
 - h. Two (2) copies of Admiralty or NPA chart of the port or approaches where the pier is situated.

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- i. Survey Drawings where necessary
 - j. Particulars of intended use of the pier
 - k. Submission of approved Environmental Impact Assessment (EIA) Report from by the Federal Ministry of Environment
 - l. Facilities: Fencing and railings, mooring facilities, landing steps for boats, life-saving appliances and light on piers unless exempted at the discretion of the Authority
- iii. Appraisal of the documents by NPA Standing Committee on Private Jetties
 - iv. Forwarding of recommendations to Management for further action
 - v. Management may forward the recommendations to the Presidential Standing Committee on Private Jetties for approval to construct
 - vi. On receipt of approval from the Presidential Standing Committee on Private Jetties, NPA conveys approval to construct to the operator
 - vii. NPA shall appoint a Project Supervisor to oversee the construction
 - viii. On completion, NPA Standing Committee on Private Jetties shall inspect the Jetty and make recommendations to Management for approval to operate on payment of prescribed fees.

Timeline

Six (6) weeks for internal processes

Procedures for Alteration or Extension of a Jetty

Application to the Managing Director NPA to alter or extend a jetty shall be accompanied by the following documents:

- i. Six (6) copies of detailed Architectural and Structural drawings showing the existing structure, the proposed extension, or alteration
- ii. Detailed Structural Calculations
- iii. Survey to be carried out in certain cases at the expense of the applicant
- iv. Managing Director sends the documents to NPA Standing Committee on Private Jetties for processing
- v. NPA Standing Committee on Private Jetties makes recommendation for Managing Director's consideration
- vi. *Management may forward the recommendations to the Presidential Standing Committee on Private Jetties for approval to construct*
- vii. *On receipt of approval from the Presidential Standing Committee on Private Jetties, NPA conveys approval to construct to the operator*
- viii. *NPA shall appoint a Project Supervisor to oversee the construction*
- ix. *On completion, NPA Standing Committee on Private Jetties shall inspect the Jetty and make recommendations to Management for approval to operate on payment of prescribed fees.*

Timeline

Six (6) weeks for internal processes

Procedures for Renewal of License

- i. Licence issued except temporary Licence shall be renewable annually on the payment of License fees
- ii. The operator shall apply to NPA for renewal three (3) months to the expiration of the existing license
- iii. NPA Standing Committee on Private Jetties shall inspect the jetty to confirm compliance to operational guidelines and regulations as one of the prerequisites for renewal
- iv. NPA Standing Committee on Private Jetties recommend appropriately to the Executive Director E&TS
- v. Executive Director E&TS considers and pass to Managing Director
- vi. Managing Director considers and pass to the Honourable Minister/Chairman PSCJ for approval
- vii. Honourable Minister pass to Managing Director, NPA to convey the decision to the Proponent

Timeline

Six (6) weeks for internal processes

Operational Requirements of a Jetty

- i. Proof of holding bay inside and outside the Jetty
- ii. Installation of flow meters
- iii. Provision of office accommodation for government agencies
- iv. Provision of Ship profile/Digital Board

Technical Requirements of a Jetty

- i. Provision of Bathymetric charts for location and approach
- ii. Architectural Drawings
- iii. Structural Drawing/Details
- iv. Structural Design Calculation
- v. Bollards/dolphins arrangement and load test
- vi. Material Schedule
- vii. Geotechnical investigation
- viii. Proof of ownership of the Land
- ix. Transportation Impact Assessment (TIA)
- x. Environmental Impact Assessment (EIA)

Safety and Security Requirements of a Jetty

- i. Proof of Port Facility Security Assessment (PFSA) and Port Facility Security Plan (PFSP)
- ii. Engagement of a certified Port Facility Security Officer (PFSO)
- iii. Provision of the following security equipment:
 - High security perimeter fence equivalent to BSI 1722 part 10
 - Access control equipment
 - Closed Circuit Television (CCTV)
 - Modern gate fitted with speed barriers

- Proper illumination
- iv. Emergency access and exit routes
 - v. Availability of pollution control equipment and operating personnel
 - vi. Provision of life saving aids
 - vii. Provision of handrails on the deck of the jetty
 - viii. Provision of fire fighting equipment
 - ix. Proof of implementation of approved safety plan
 - x. Proof of implementation of approved HSE Policy
 - xi. All vessels berthed must ensure that a safe means of access is provided.*
 - xii. No double banking of vessels would be granted.*
 - xiii. Master of vessel must ensure that this access remains safe at all times while alongside and to adjust gangway should the situation becomes unsafe.*

Bunkering Services Requirement

- i. Requests for bunker should be directed to Port Managers. Approvals for bunker should be restricted to office hours only (0800-1700hrs).*
- ii. Bunker suppliers/chandlers shall apply/notify NPA directly and seek approval before commencement of bunkering.*
- iii. Bunker suppliers shall provide the following information:*
 - *Name of Bunker Supplier.*
 - *Name of Bunker Barge (or truck number)*
 - *Quantity to be supplied.*
 - *Location of supply.*
 - *Date and time of supply.*
 - *Receiving vessel.*

Rates and Dues

i. Annual Piers License Fees ₦1250/m²

ii. Sand Winning Fees ₦ 120/m³

iii. Bunkering

TWA (TROPICAL WEST AFRICA) ₦ 13/per ton

Coastal \$2.1/per ton

iv. **Ship Dues**

\$1.28 x GRT + 250 Lagos Pilotage District

\$1.28 x GRT + 1176 Eastern Ports and uncharted channels

TWA

0.62 X GRT + 250 Lagos Pilotage District

0.62 X GRT + 1176 Eastern Ports and uncharted channels

COASTAL

0.44 x GRT + 250 (Lagos Pilotage District)

0.44 X GRT 1176 (Eastern Ports and uncharted channels)

v. **HARBOUR DUES**

Import ₦ 22/per ton

Export ₦ 14/ per ton

