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# COMMERCIAL TERMS AND CONDITIONS

PORT OF ALTA - 2026

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## Port of Alta

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**Visiting address:** Havneveien 24, 9515 Alta

**Postal address:** PO Box 2237, 9508 Alta

**Port Control:** +47 971 40 340

**E-mail:** post@altahavn.no

**Website:** www.altahavn.no

**Org.no:** 974 795 035

**Bank:** Bank account: 4910.13.82442 IBAN: NO5649010951770

**BIC/SWIFT:** SNOWNO22



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## 1 GENERAL PROVISIONS

For information about tariffs, please refer to *Port tariffs for the Port of Alta*.

### Legal basis

The guidelines for the setting of tariffs at the Port of Alta are based on Section 29 of *Act no. 70 of 21 June 2019 relating to Harbours and Fairways (Harbour and Fairway Act)* and appurtenant regulations.

## 1.1 TARIFF, OFFER, PAYMENT AND LIEN

### Tariff

The customer is obliged to pay the tariff that has been adopted at any time, or the price that has been agreed. All tariffs are stated exclusive of VAT and any taxes.

### Currency

All tariffs are stated in Norwegian kroner (NOK), unless otherwise agreed.

If the tariff or agreed price is stated in a currency other than Norwegian kroner, the customer bears the risk of any exchange rate fluctuation between the Norwegian kroner and the stated currency in the period between the publication of the offer and the date of payment.

### Offer

All offers made by the Port of Alta are non-binding until the Port of Alta has received the customer's written acceptance of the offer.

### Terms of payment

The Port of Alta's receivables fall due for payment 30 calendar days after the invoice date, unless otherwise agreed.

### Provision of security

The Port of Alta may require the provision of security or advance payment for the services to be delivered, or expected to be delivered, to the customer.

### Collection of claims

Chapter 6 Collection of claims of the Harbour and Fairway Act 2019 (Act-2019-06-21-19)

#### Section 40. *Securing of claims*

The vessel's owner and agent are jointly and severally liable for paying fees pursuant to this Act.

The vessel's owner or agent may be required to put up collateral for the payment of such fees before permission is granted or the service is provided. The requirement for collateral may include interest on late payments.

Vessels that have not paid fees that have fallen due pursuant to Sections 34 and 35 may be denied those permissions or services that the fees concern, unless collateral is also put up for paying the fees that have fallen due and any interest that has accrued for the late payments.

**§ 41. Collection of fees**

Fees charged pursuant to Sections 33, 34, 35 and 36 are a basis for enforcement of distraint. For claims pursuant to Sections 34, 35, and 36, a lien is placed on the ship and its cargo. The provisions of the Norwegian Maritime Code relating to maritime liens apply correspondingly.

In the event of a late payment of fees pursuant to Sections 33, 34, 35 and 36, penalty interest shall be paid pursuant to the Interest on Overdue Payments Act.

The Ministry may issue regulations concerning the issuing, control and collection of fees pursuant to this Act.

## **1.2 INTEREST ON OVERDUE PAYMENTS, ADMINISTRATIVE FINES AND VALUE ADDED TAX**

### **Interest on overdue payments**

In the event of late payment, interest may be charged on the amount owing pursuant to *Act no. 100 of 17 December 1976 relating to Interest on Overdue Payments, etc.*

### **Administrative fine**

Cf. Section 50 of the Harbour and Fairway Act

### **Value Added Tax**

Value added tax is regulated pursuant to the *Act relating to Value Added (VAT Act)* and appurtenant regulations.

All tariffs, fees and charges (services) are to be considered exclusive of value added tax unless otherwise stated in the current port tariffs. Value added tax is charged pursuant to Act no. 58 of 19 June 2009 with subsequent changes.

As a general principle, foreign vessels and vessels going to or coming from foreign ports, as well as naval vessels and government vessels with a specific activity, are exempt from value added tax on fees and services.

### **Arrival notification/advance notification**

The captain of the vessel or a representative of the vessel must provide notification of arrival to the Port of Alta before the vessel calls at the port district, no later than 24 hours prior to arrival. Notification of arrival shall be sent to [havnevakt@altahavn.no](mailto:havnevakt@altahavn.no). Change or cancellation of the call must be notified in the same way.

## **3 PAYMENT FOR USE OF INFRASTRUCTURE**

### **2.1 QUAY CHARGES**

#### **Calculation of Quay charges**

The basis of calculation for the Quay charges is the gross tonnage (GT) of the vessel. Refer to the previous chapter.

Vessels that are abandoned in the port area without sufficient crew for adequate emergency preparedness or watchkeeping will incur double Quay charges.

### **Quay charges**

Quay charges constitute the vessel's payment for using the public quays and are payable per commenced 24-hour period. The laytime is calculated from the time when the vessel moors until the time when it casts off. However, the minimum quay charge is equivalent to one 24-hour period. Excess time of 6 hours or more is counted as one 24-hour period.

Vessels that only arrive for service, without loading or discharging or taking supplies or passengers on board and for a laytime of less than two hours, pay 25% of the quay charges. The same applies for vessels calling to collect only one unit of urgent freight and for a laytime of less than one hour.

Vessels with reserved berths that cancel the reservation less than one week prior to the arrival date will be charged a cancellation fee equivalent to 50% of the quay charge per 24-hour period.

Commercial vessels measuring less than 15 metres in length that berth for less than two hours are exempted from the quay charges providing they provide notification of arrival and to the Port Control.

The laytime for vessels which, on orders from the Port of Alta must shift berth to make room for another vessel and then berth again, is calculated as if the vessel had been berthed at the quay the whole time. Any vessel that moors outside another vessel berthed at the quay will be invoiced the quay charges as if the vessel concerned was berthed at the quay.

## **2.2 CHARGES FOR USE OF THE MUNICIPALITY'S SEA AREA**

Vessels waiting at anchorage pay per 24-hour period.

For drilling rigs, pipe-laying vessels, crane ships or other structures that anchor in the port area, quay charges apply. The amount is determined based on the nature and scope of the operation.

In cases where a vessel requires a restricted area while in the port, special charges apply. The amount is determined on a case-by-case basis.

## **2.3 CARGO HANDLING CHARGES**

Cargo handling charges constitute payment for use of quays and areas and are levied for all goods that are transported by vessel to or from the port and across public quays. Goods that are transferred from one vessel to another without crossing the quay will be levied the standard cargo handling charge.

- Goods that arrive at the port by ship in transit and are then dispatched by ship will be only levied cargo handling charges on inward passage.
- For goods in transit to international destinations, cargo handling charges will be levied for the outward passage.

- Liability for payment of cargo handling charges on inward-bound goods lies with the consignee.
- Liability for payment of cargo handling charges on outward-bound goods lies with the consignor.

The cargo handling charge covers storage of goods in designated areas or installations used by the Port of Alta for up to 24 hours after discharging from a ship or for up to 24 hours prior to loading of the ship commences. Nevertheless, when circumstances require, the Port of Alta may order goods to be removed or move goods to another area at the customer's expense.

No goods may be stowed on the quays or outdoor storage areas or in the warehouses without the permission of the port administration. Goods must only be stowed in the places allocated by the Port Control. If goods are left for more than 24 hours, without prior agreement with the Port Control, a charge will be levied for the exceeding time based on the current rates for rental that is agreed/not agreed in advance.

The Port of Alta is not liable for any goods stowed on its outdoor storage areas or quays or in its warehouses. Goods that are left on quays or in warehouses without prior consent, or that are stowed there longer than permitted, may be removed and stored at the consignee's or the consignor's expense. The Port of Alta may sell any goods that are not collected within three months in accordance with the current rules. Perishable goods may be destroyed, if necessary.

### **Basis of calculation for cargo handling charges**

Cargo handling charges are calculated based on the weight of the cargo or per unit. However, goods with a high volume and low weight will never be calculated as less than one-third of a tonne per cubic metre.

### **Reporting and collection provisions**

The port board may order the port operator to collect charges in connection with the use of the Port of Alta's quays, areas and installations in return for separate remuneration.

For goods that are loaded/unloaded without a forwarder, the captain of the vessel is obliged to submit consignment notes for goods to be loaded or discharged at the Port of Alta at least 24 hours prior to arrival. The Port of Alta will invoice the consignee or consignor based on the documentation received.

The Port Director reserves the right to carry out random inspections and may request to receive cargo manifests and consignments notes, etc.

Hazardous goods must be reported to the Port Control at least 48 hours prior to arrival.

Cargo handling charges for heavy and dangerous cargo requiring special arrangements at the port are calculated based on a separate agreement.

The port administration has the authority to grant cost-based discounts for bulk cargo of 500 tonnes or more. Such discounts cannot exceed 50% of the rate based on the current port tariffs.

### **Passenger charges**

Determination and collection of passenger charges will mostly be linked to express boats, busses and the coastal voyages (if relevant). This charge will be introduced in cases where the

Port of Alta has expenses related to investment in and operation of purpose-built facilities in connection with passenger transport.

Cruise vessels that are anchored and take passengers across a public quay reserved for this purpose during the call will also incur passenger charges at stipulated rates.

## **2.4 CHARGES FOR LAND-BASED TRANSPORT**

### **Terminal charges**

A charge will be levied on goods that arrive by land and for which the port's outdoor areas or warehousing are used for loading, discharge or reloading, based on the same rates and rules that apply for cargo handling charges. This also applies to goods that are loaded, discharged or reloaded on freehold land. An exemption to this charge applies for goods that incur the standard cargo handling charge.

### **Vehicle charges**

All goods transportation vehicles using the Port of Alta's roads, outdoor areas or which park at the port terminals will incur vehicle charges. This also applies for trailers and containers, etc. However, exceptions to this rule are made for those who have been granted exemptions by the Port of Alta.

Vehicles weighing under 3.5 tonnes are exempt from vehicle charges.

Charges for vehicles weighing between 3.5 and 7.5 tonnes do not include parking.

Vehicles parking on the Port of Alta's areas incur the charge on a per-entry basis, even if the parking periods extends over several days.

## **SEPARATE AGREEMENTS**

### **Parking**

Parking is only permitted in the designated parking spaces. Parking charges may be implemented. Anyone parking on the Port of Alta's property outside the designated spaces will incur an additional fee.

### **Engine block heaters**

Electricity for engine block heaters is rented out on an annual basis to a specified vehicle, which is issued an inspection sticker.

### **Use of vehicle-mounted cranes**

The vehicle will incur a vehicle charge based on the current port tariffs and is only permitted to load/unload its own vehicle. All other use will be handled in accordance with Section 3.5.

## **2.5 CHARGE FOR USE OF CRANES, CRANE OPERATOR**

Use of mobile cranes/large port cranes on the Port of Alta's property may only occur with the permission of the Port of Alta. Owing to height restrictions at Alta Airport and our notification routines to the Alta Control Tower, the responsible crane operator must notify the Port Control of the start and end time of such operations.

The Port Control will provide instructions concerning positioning of the crane and cargo/vessel. Such use of the port's area incurs crane charges.

## **2.6 LEASE OF PORT AREA, BUILDINGS, PARKING SPACES AND SMALL CRAFT BERTHS, ETC.**

**Lease of quay area for sale of souvenirs.** Fixed agreements are entered into for the season. Written applications must be submitted to the Port of Alta.

**Lease of Port of Alta's areas,** warehouses, storage facilities, parking spaces, storerooms and small boat berths occurs by entering into separate lease agreements.

**SMALL CRAFT BERTHS:** Private customers are not charged VAT for the rental of berths at the marina.

**Annual rental:** All vessels incur a charge for rental of our floating pier (marina) based on separate agreements.

A **deposit** must be paid when entering into a contract for a berth, which will be refunded in full, without interest, to the customer upon termination. In the event of non-payment or that payment is due, the deposit may be withheld or settled (a term of the contract).

### **Fishing vessels**

Fishing vessels that are registered with their home port in Alta, and where the owner's main occupation is registered as a commercial fisherman, pay the same quay charge whether they are moored at one of our marinas or at another quay. They are not required to pay a deposit.

**Rental of quay and logistics areas** of a shorter duration must be agreed with the Port Control in accordance with the current rates for rental that is agreed/not agreed in advance.

The Port of Alta bears no liability for the goods, vehicles or items stowed on the port's outdoor storage areas.

## **3 FEES TO COVER COSTS**

### **3.1 WASTE DISPOSAL FEE – SHIP WASTE DISPOSAL SERVICES**

#### **Legal basis**

The Port of Alta has established a system for receiving ship waste and cargo residues pursuant to Chapter 20 of the Regulations no. 931 of 1 June 2004 concerning Pollution Control.

#### **Description of the fee system**

Costs associated with the receiving and managing waste from ships are covered by collecting waste disposal fees from the ships calling at the port. The extent of the fee is calculated based on the gross tonnage (GT) of the ship or the quantity delivered.

The delivery of large quantities of waste or cargo residues is handled in the same way as described for cruise/passenger or naval vessels.

### **Oil waste, cargo residues and sewage**

The Port Control at the Port of Alta will arrange contact with companies that receive oil waste, cargo residues and sewage from ships.

Fees for oil waste, cargo residues and sewage are calculated on a case-by-case basis based on the type and quantity delivered, as well as the time of delivery. The fee is charged by the Port of Alta based on the actual type and quantity of waste delivered, in addition to an administration fee.

### **Waste**

Waste should be disposed of in waste containers, which are placed at the port. Hazardous waste can only be delivered at special reception stations. Food waste from ships outside the EU/EEA area must be handled as special waste. Fees are calculated based on the actual costs incurred.

The waste disposal fee must be paid by all vessels arriving at public quays, irrespective of whether waste from the ship is delivered or not. The waste disposal fee is calculated based on the gross tonnage (GT) of the vessel.

### **Vessels that pay a fee for every call**

Fees for sorted and unsorted waste from vessels without a delivery agreement at another port are based on the gross tonnage (GT) of the vessel.

Exemptions to this are cruise/passenger and naval vessels that pay the actual costs for container rental, transport and disposal of the waste. This means that they pay the waste disposal fee based on the actual type and quantity of waste delivered, in addition to an administration fee. For long-term calls, an addition fee will apply per order/emptying of a waste container.

### **Exemptions:**

An exemption or waiver of the fee can be granted in cases where it can be documented that the waste is delivered regularly at another port, and that this port has a system for receiving ship waste pursuant to Chapter 20 of the Regulations concerning Pollution Control, or if other special considerations so indicate.

Fishing vessels with their home port Alta that pay an annual quay charge, as well as recreational boats, are not covered by this scheme and do not incur the waste fee. These vessels pay when delivering waste.

The waste disposal fee is collected by the Port of Alta and invoiced together with the quay charges.

## **3.2 ISPS FEE**

### **General**

The International Ship and Port Facility Security Code (ISPS code), developed by the International Maritime Organization (IMO), was agreed on 12 December 2002. The purpose of the code is to protect vessels, including passengers and crews, operating internationally against acts of terror.

On 29 May 2013, the Ministry of Transport adopted the *Forskrift om sikring av havner* (Regulations concerning securing of ports) and the *Forskrift om sikring av havneanlegg* (Regulations concerning securing of port facilities).

### **Security fee**

The ISPS fee is determined annually pursuant to the provisions of Section 29 of the Harbour and Fairway Act. The security fee is a payment by the vessel or vehicle to cover investment and operational costs for security measures and terrorism preparedness at the harbour. The Port Director can determine discount schemes for long-term calls.

### **Public quays:**

All ships and vehicles calling at an ISPS-approved port terminal must pay an ISPS fee.

## **3.3 CHARGE FOR ACCESS CARD**

All operators requiring access to the ISPS area at the Port of Alta must have a vehicle tag, access card for vehicles and ID card for personnel. Please contact the Port of Alta or check our website about ISPS.

## **3.4 PROCESSING FEE**

### **Legal basis**

Processing fees are collected pursuant to the provisions of Section 33 of the Harbour and Fairway Act.

The Port of Alta processes applications for permission pursuant to the provisions of Section 14. The duty to apply relates to every activity or installation that may affect their safety or navigability in the municipality's sea area.

### **Terms and conditions**

The developer must pay a fee to cover the necessary costs the Port of Alta incurs in relation to processing an application for a permit pursuant to Section 14 of the Harbour and Fairway Act and regulations issued pursuant to the Act.

The Port of Alta issues an invoice once a decision has been made. When a developer or requester is the reason why processing of an application is interrupted, payment must be made for the work that has been completed. If an application for measures leads to refusal, the full fee must be paid in accordance with the port tariffs regulations.

## **4 SALE OF GOODS AND SERVICES**

### **4.1 WATER SUPPLY TO SHIPS**

It is preferable for the supply of water to be agreed in advance. We can supply 40-100 tonnes per hour and use NOR connections. A charge equivalent to one hour of labour is levied for supplying fresh water during regular working hours. Outside regular working hours, actual costs are incurred.

## 4.2 SUPPLY OF ELECTRICITY

The supply of electricity must be agreed in advance. A charge equivalent to one hour of labour is levied for per connection/disconnection during regular working hours. Outside regular working hours, actual costs are incurred. Refer to our current Port tariffs.

## 4.3 HIRING OF LABOUR

### **The Port of Alta's responsibility:**

The Port of Alta is obliged to supply qualified personnel with the necessary certificates or approvals in compliance with current regulations relating to internal control, HSE and public requirements.

### **The customer's responsibility:**

The customer must comply with the requirements the Port of Alta has relating to HSE, internal control and public requirements. Moreover, the customer must facilitate the operation being carried out to ensure the work can be performed efficiently and safely.

## 5 EQUIPMENT RENTAL

The Port of Alta can, by agreement, perform services such as snow ploughing, cleaning, sweeping and work boat services, etc.

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