*Macintosh HD:Users:Megan:Desktop:BRAND LION:Polaris + SSL + ES&R + MRH:Polaris Stationary:SSL Logo (for letterhead).pdf***JULY 2018**

**As an independent importer (non-containerized cargo) –**

**What do I need to know to get cargo off the Hamilton Docks?**

The intent of this notice is to advise independent importers of the procedure for collecting goods off the Hamilton Docks:

1. The Hamilton Docks are operated by Stevedoring Services Limited (SSL) under a license agreement with the Corporation of Hamilton.
2. Operating Hours for the Hamilton Docks and the Stevedoring Services’ Office is 8:00 a.m. – 4:30 p.m., Monday through Friday.
3. Access to the Hamilton Docks is controlled by a security firm which works under a contract with the Corporation of Hamilton.
4. You will require a temporary dock pass at a cost of $10.00. Passes are supplied by the Corporation of Hamilton.
5. SSL cannot provide access to the docks.
6. Photo identification must be shown to port security to enter the dock area.
7. Cargo will not be released until all demurrage charges are paid to SSL.
8. Demurrage can be paid online, by credit card or in person at the SSL office.
9. No cargo can be taken off the docks until it has been cleared by Customs.
10. Any Customs matters must be addressed directly to Customs.
11. Closed toed shoes or work shoes/boots are required in order to have access to the docks.
12. Expect to be accompanied by a member of the port security team when on the docks.

**Launching or lifting Boats into, or out of, Hamilton Harbour**

1. Boats will not be launched when SSL is working a cargo ship.
2. An advance appointment is required to be arranged with the SSL Operations Manager/Superintendent before the boat is launched.
3. All charges must be paid to SSL before the appointed time of the launch.
4. Report to Port Security to meet the Operations Manager/Superintendent immediately prior to the launch time.
5. The receipt of payment must be shown to the Operations Manager/Superintendent at the time of the launch.

**Picking up Boats or Vehicles**

1. All charges must be paid to SSL before you will be allowed to access your boat/vehicle.
2. Report to Port Security and note that you are there to pick up a boat/vehicle.
3. Port Security will accompany you to the appropriate location to meet with an SSL employee to pick up your boat/vehicle.
4. There will be a charge in the event that SSL has to provide a mechanic, gas a jumpstart or any other service to a vehicle and that charge must be paid before the vehicle/boat will be released.

**DEMURRAGE FOR BOATS/VEHICLES**

|  |
| --- |
| **Boats** |
| **5 free days** |
| **$50.00 per day** |

|  |
| --- |
| **Vehicles** |
| **2 free days** |
| **$50.00 per day** |

**Please note that the first weekend is free and not counted in the “free days”. However, the above rates will apply to all other weekends if cargo is not removed.**