

PROCEDURE TO REQUEST ANCHORAGE AT ROYAL ROADS FORM

1. Commercial ships intending to anchor at Royal Roads shall, via their Shipping Agent, first obtain permission and an anchorage position, from a harbour official, by contacting the King’s Harbour Master (KHM) Operations, on VHF Channel 10, or by telephone at 250-363-2160. Anchorages A, B, C, D, and F are indicated on Canadian Hydrographic Service Chart 3440.
2. The required form, for completion and return, at least 1 hour prior to arrival at the anchoring position, is at www.esquimaltharbour.ca. The completed form can be e-mailed to the Esquimalt Harbour Management Authority at esqkhmehma@forces.gc.ca.
3. When making a request for an anchorage, the following information shall be provided to an Esquimalt Harbour Official:

The name and contact information of the Master or Ship’s Representative	
Name of Shipping Agent	
Name of ship	
Ship’s Call Sign	
Gross Registered Tonnage	
The ship’s overall length	
The ship’s estimated date and time of arrival at the Royal Roads anchorage area	
The ship’s estimated length of stay at anchor	
The reason for the anchorage request	
Whether the ship intends to offload or take on cargo - if yes, summarize cargo	YES / NO
Whether the ship has two fully operational anchors	
Whether the ship has any propulsion defects	
Type and volume of on-board bunker fuel	
Type and volume of on-board cargo fuel (if applicable)	

4. Should a ship fail to anchor properly in its assigned anchorage or drag out of its position in the anchorage, the ship may be required to be repositioned by a BC Coast Pilot if:
 - a. the ship is endangering other ships at anchor; or
 - b. the ship is obstructing the use of other anchorages.
5. The Ship’s Master is responsible for all costs associated with the repositioning of their ship.
6. Masters are reminded of the Transport Canada direction for vessels at anchor, the following information refers:
 - a. Noise and Lights. All vessels, while at anchor, shall minimize noise levels and light usage in consideration of local residents. The following guidelines apply:
 - (1) Noise:
 - (a) generator usage shall be reduced to the minimum required generator(s) to operate essential services and systems;
 - (b) external doors and hatches to machinery spaces must be kept closed as often as possible; and
 - (c) use of power tools and chipping hammers must be kept to a minimum and are not permitted on deck on weekends, nor between 1900 and 0700 hours on weekdays;
 - (2) Lights:
 - (a) while the vessel is to be lit in compliance with the *Collision Regulations*, deck lights must be kept to a minimum; and
 - (b) lighting used to illuminate a vessel’s decks must be aimed downward, and not outward or toward the shore.