

PROCEDURES ON ARRIVAL AT RICHARDS BAY

INTERNATIONAL ARRIVALS

Call Port Control on **CHANNEL 12** to request permission to enter harbor – Please note this is very important, Port Control will not respond to any calls made to them on Channel 16.

Upon entering the harbor, proceed past the channel to Zululand Yacht Club to Small Craft Harbor/Tuzi Gazi Marina. International yachts require Customs and Immigration clearance and are required to tie up on the concrete wall, in front of the Dros restaurant and await Customs and Immigration. This can take anything from a couple of hours to a couple of days. If the wall is completely occupied and it is not logistically possible to raft up against another boat, it is permissible to tie up on one of the moorings in the Marina, make sure to notify Port Control that is what you have done. Make sure you are flying the Yellow flag.

Note – The Marina access is restricted by a locked gate. This means you can open it from the Marina side but will not be able to re-enter the Marina without a key. Keys are available from the Marina office between 8:00 and 16:00 Monday to Friday.

Once you have cleared Customs and Immigration you may proceed to the Tuzi Gazi Marina or to Zululand Yacht Club.

Note – Zululand Yacht Club does not have access control on the moorings but keys are required for ablutions, laundry facilities, etc and again are only available from the office which is also open 8:00 to 15:45 Monday to Wednesday, 10:00 to 15:45 on Thursday and 08:00 to 14:00 on Friday and 09:00 to 11:00 on Saturday.

LOCAL ARRIVALS

Permission must be requested from Port Control on **CHANNEL 12**.

As no Customs or Immigration is required you may proceed to either Tuzi Gazi Marina or to Zululand Yacht Club and tie up. You will need to confirm with the office at both Marina's that the mooring is available unless you have made arrangements before arrival.

PROCEDURES FOR LEAVING RICHARDS BAY

DEPARTING RICHARDS BAY FOR DURBAN / EAST LONDON / PORT ELIZABETH / CAPE TOWN

INTERNATIONAL YACHTS

All foreign sailors and vessels must be cleared by Customs and Immigration before leaving Richards Bay for anywhere down the coast. The Procedure for departing is as follows :

Go to the office at the Zululand Yacht Club/Tuzi Gazi Marina and request a FLIGHT PLAN. This must be filled in by yourself, then taken to the office again, where, once you have settled your account, they will sign that you owe no monies and are clear to depart.

Next you must go to :

Immigration, their address is Krugerrand Grove, Arboretum, Richards Bay (the entrance is around the corner of the building, to the left of Department of Home Affairs) and their Office hours 06:00 – 22:00 Monday – Sunday. Tel: (035) 789-1366. They will check your passports and again stamp your Flight Plan in the relevant place.



Customs, their address is 103 Dollar Drive, Alton, Richards Bay. Office hours 07:15 – 16:00. Tel: (035) 780-7500 They will stamp the flight plan in the relevant place.



Then, you must return to the Water Police Offices at the Tuzi Gazi Marina. Office hours 07:30 – 16:00. Tel: (035) 788-9800. Here they will also



stamp your Flight Plan and will require a copy. Ask them to make one, if they are unable to, there is a small shop downstairs "Frankies" that does photocopies.



Once you have all these stamps on your Flight Plan you should take it to Zululand Yacht Club - #1 Commodore Close, Richards Bay, to the office, they will stamp the Flight Plan to clear your yacht with Port Revenue and then will fax the Flight Plan to Port Control on your behalf.

It is advisable to organize transport of some sort for all of the above as it is quite a distance to travel.

Once your Flight Plan has been received at Port Control you have 36 hours to depart Port.

LOCAL YACHTS

Go to the office at the Zululand Yacht Club/Tuzi Gazi Marina and request a FLIGHT PLAN. This must be filled in by yourself, then taken to the office again, where, once you have settled your account, they will sign that you owe no monies and are clear to depart.

Then, go to the Water Police Offices at the Tuzi Gazi Marina. Here they will also stamp your Flight Plan and will require a copy. Ask them to make one, if they are unable to, there is a small shop downstairs "Frankies" that does photocopies.

Once you have all these stamps on your Flight Plan you must take it to Zululand Yacht Club, #1 Commodore Close, Richards Bay, to the office, they will stamp the Flight Plan to clear your yacht with Port Revenue and then will fax the Flight Plan to Port Control on your behalf.

Once your Flight Plan has been received by Port Control you have 36 hours to depart Port.

DEPARTING RICHARDS BAY FOR INTERNATIONAL WATERS

INTERNATIONAL & LOCAL YACHTS

All vessels departing Richards Bay for International Waters must be cleared by Customs and Immigration before leaving Richards Bay. The Procedure for departing is as follows :

Go to the office at the Zululand Yacht Club/Tuzi Gazi Marina and request a FLIGHT PLAN. This must be filled in by yourself, then taken to the office again, where, once you have settled your account, they will sign that you owe no monies and are clear to depart.

Next you must go to :

Immigration, their address is Krugerrand Grove, Arboretum, Richards Bay (the entrance is around the corner of the building, to the left of Department of Home Affairs) and their Office hours 06:00 – 22:00 Monday – Sunday. Tel: (035) 789-1366. They will check your passports and again stamp your Flight Plan in the relevant place.



Customs, their address is 103 Dollar Drive, Alton, Richards Bay. Office hours 07:15 – 16:00. Tel: (035) 780-7500 They will stamp the flight plan in the relevant place.



Then, you must return to the Water Police Offices at the Tuzi Gazi Marina. Office hours 07:30 – 16:00. Tel: (035) 788-9800. Here they will also



stamp your Flight Plan and will require a copy. Ask them to make one, if they are unable to, there is a small shop downstairs "Frankies" that does photocopies.



Once you have all these stamps on your Flight Plan, you must take it to Zululand Yacht Club, #1 Commodore Close, Richards Bay, to the office, they will stamp the Flight Plan to clear your yacht with Port Revenue and then will fax the Flight Plan to Port Control on your behalf.

It is advisable to organize transport of some sort for all of the above as it is quite a distance to travel.

Once your Flight Plan has been received by Port Control you have 36 hours to depart Port.