

MARINA CHECK IN & CHECK OUT

CHECK IN

Prior to your Arrival

Only vessels comprehensively insured are permitted to berth at Ports North facilities. Contact the Marina Office as soon as you are aware of your expected date of arrival, to ensure a berth is available. You can contact us on any of the following options:

VHF Channel 16 – Call Sign “Marlin Marina”

Telephone: + 61 7 4052 3866

Fax: + 61 7 4052 3810

Email: marina@portsnorth.com.au

*** Important information we need is the name of your vessel, length overall, maximum draft and beam, your ETA and ETD and the name and contact details of the owner and captain of the vessel and details of vessel insurance.*

Vessels coming from international waters will need to contact Australian Customs and Australian Quarantine Inspection Services to advise of your arrival.

Upon Arrival

After securing your vessel, please make your way to the Seaport Operations Office, upstairs at the Reef Fleet Terminal where a Marina Officer will assist you to complete check in procedures and provide you with information on the services available. Please ensure you bring vessel insurance details with you.

CHECK OUT

Prior to your Departure

Check out time at the Marina is 10:00am.

Return all access cards. These can be returned in person at the Marina Office or left in the letterbox located at the entrance to the waste oil disposal area at the Marina Amenities.

Ensure any plugs, keys, electrical adaptors or any other item borrowed, are returned prior to departure.

Check all mail has been picked up from the Marina Office and, if necessary, a forwarding address provided.

If using metered power, a final meter reading will need to be taken before a final invoice can be created for electricity. Please contact the Seaport Operations Office once you have disconnected the power.

Finalise your account.

Should you wish to make a return booking at the Marina, please see the Marina staff to check availability.