

OPERATING AND SAFETY REGULATIONS

PORT OF VILLEFRANCHE-SUR-SAONE



Table of contents

TABLE OF CONTENTS	2
ARTICLE 1 – DEFINITIONS.....	2
ARTICLE 2 – SCOPE.....	2
ARTICLE 3 – GENERAL TERMS	3
3.1 – General	3
3.2 – Customs	3
ARTICLE 4 – OPENING HOURS AND ACCESS.....	3
ARTICLE 5 – ACCESS TO THE SHELTERED DOCK AND BERTH OF THE PORT	3
5.1 – General	3
5.2 – Conditions	3
ARTICLE 6 – ACCESSIBILITY.....	4
ARTICLE 7 – MOORING OF BOATS, SEA-RIVER SHIPS AND OTHER FLOATING EQUIPMENT.....	4
5.1 – General	4
5.2 – Conditions	4
ARTICLE 8 – TRAFFIC MANAGEMENT	5
ARTICLE 9 – PARKING OF VEHICLES	5
9.1 – General	5
9.2 – Conditions	5
ARTICLE 10 – SECURITY.....	6
ARTICLE 11 – SUPPLIES AND DANGEROUS SUBSTANCES.....	6
ARTICLE 12 – EMERGENCY MEASURES.....	6
ARTICLE 13 – ACCESS TO WATER SUPPLIES, ELECTRICITY AND WASTE CONTAINERS.....	6
13.1 – General	6
13.2 – Conditions	6
ARTICLE 14 – HANDLING OPERATIONS AND COMMERCIAL ACTIVITIES.....	7
ARTICLE 15 – CLEANING AND ENVIRONMENT.....	7
ARTICLE 16 – LEISURE AND SPORT ACTIVITIES	7
ARTICLE 17 – PORT RESPONSIBILITIES.....	7
ARTICLE 18 – COMPLAINTS REGISTER.....	7
ARTICLE 19 – PUBLICITY	7
ARTICLE 2 – JURISDICTION FOR THE EXECUTION OF THESE REGULATIONS.....	8

Article 1 – Definitions

Lease holder : Chambre de Commerce et d’Industrie du Beaujolais

Port authority : The person in charge of the port or his/her delegate

Boats : any floating means of transportation commonly used for maritime or river shipping.

Users : any person using the services of the port

Article 2 – Scope

The given regulations apply on all of the leased land of the Northern port of Villefranche sur Saône (PK 41.500).

The land lease of the port of Villefranche sur Saône consists of 20 hectares of land and 12 hectares of sheltered dock.

The target area is shown in yellow on the appended map.



Article 3 – General terms

3.1 – General

The aim of these regulations is to put conditions over the access and stationing of boats, floating equipment and their personnel on the lease of the port of Villefranche sur Saône.

The port personnel may use any means necessary to ensure the following rules are strictly followed.

This document is valid without end date. In case the port decides to update this document, the updated version shall be given to the boatmen, provided they sign an acknowledgment slip.

3.2 – Customs

The river port of Villefranche shall cooperate freely with the French Customs in case a merchandise or installation check is preformed (following Custom rules and regulations).

Article 4 – Opening hours and access

The port's opening hours are as follows:

- Monday to Thursday : 08.00-12.00 and 13.30-17.00
- Friday : 08.00-12.00 and 13.30-16.30

Only the Port authority may modify these hours.

Boats may dock at the port any day of the week, at any time.

Any boat, floating equipment or user wishing to enter the port must contact the administrative services of the port (tel : 04 74 02 71 50) as soon as they arrive.

If the entry is made out of opening hours, the port must be warned as soon as the offices open.

Article 5 – Access to the sheltered dock and berth of the port

5.1 – General

Unless authorised by the Port authority, access to the sheltered dock is limited to commercial boats unless otherwise authorized by the port authorities.

Consequently, navigation and entry is prohibited in the sheltered dock for rowing boats, fishing boats, canoes, kayaks and any floating equipment driven by manpower alone.

The port personnel have full powers to authorise or prohibit access to the port.

5.2 – Conditions

Access to the port is only given to fully autonomous boats, i.e presenting a satisfactory state of maintenance, floatability, security and capable of manoeuvring. Access may however be given to boats in distress for a certain amount of time, determined by the circumstances.



The port personnel may forbid access to the port to boats which could compromise the premise's security, conservation and usage.

Any boat having berthed without making their presence known to the administrative services and which get in the way of the port's commercial activity shall be fined accordingly.

It is forbidden to modify, damage or change the disposition of port utilities (such as water, electricity or access installations). In case of damage, the users shall be held responsible.

Article 6 – Accessibility

It is strictly forbidden to go from boat to dock and conversely as long as the boat is not properly berthed and moored.

In order to access the docks and boats, users must use the appropriate ladders and stairways, the usage of which is entirely to the user's responsibility.

Access to the lease is strictly reserved to users of the port's facilities, their guests, boat professionals, State employees and port personnel.

Pet animals must be held on a leash.

Article 7 – Mooring of boats, sea-river ships and other floating equipments

5.1 – General

Boats may only moor at the docks if their owner or charter company has asked the port's administrative services and received authorisation.

The port personnel are the sole deciders regarding berth placements.

Boats should berth such as to never get in the way of the port's commercial activities.

5.2 – Conditions

When moored at quay, boats should be kept under surveillance by a crew member capable of taking quick action if need be.

In case of absence, the boat's owner shall inform the port of the name, address and phone number of the designated caretaker.

The following boats must be kept under surveillance at all times: boats loaded with flammable or explosive substances, or having transported such substances and who may therefore contain residual dangerous gases.

The port personnel may require the owner or caretaker to move the boat at any moment.

The owner or caretaker of a boat cannot refuse to untie a hawser or mooring rope if it is required to facilitate the movement of other boats. Generally speaking, the boat will have to carry out any manoeuvre deemed necessary by the port personnel

The correct mooring of the boats is the owner's responsibility and should respect any directive given by the port personnel.

The users must check the sturdiness of the mooring apparatus and lines. They are fully responsible of the mooring of their boat.

Mooring of two vessels alongside each other is allowed.

Article 8 – Traffic management

The port traffic plan is made available to users by the port services. It is attached as an appendix to the Safety Protocol and figures on the port's statutory display panels.

The port is not liable for damage caused to vehicles by third parties within the port area. The circulation of vehicles is carried out under the full responsibility of their owner.

The movement of vehicles is prohibited on all parts of the port during handling operations and commercial activities.

The traffic lanes included in the perimeter of the port must be left free. They may never be cluttered with deposits of materials or materials of any kind whatsoever.

Article 9 – Parking of vehicles

9.1 – General

Vehicle parking is strictly reserved to users of the port's facilities, their guests, boat professionals, State employees and port personnel.

A parking space is reserved for this purpose (see traffic plan).

The port will not be held responsible for accidents and their consequences that may occur to users and their vehicles, either while moving on the concession, or while embarking or disembarking from their boat.

Vehicle parking is the sole responsibility of the owners. The port cannot be held responsible for any theft or damage occurring.

9.2 – Conditions

It is possible to access the lease outside working hours. The terms of this will be sent to users by the administrative services of the port.

During the opening hours of the port, the parking of the vehicles of the personnel/occupants of the boats is prohibited near the work areas.

The parking of vehicles must never interfere with the operations and other commercial activities of the port.

On the quays, parking is strictly limited to the time necessary for loading and unloading the materials, supplies or objects necessary for the ships.

Prolonged parking of any motor vehicle is only permitted in parking lots reserved for this purpose.

Article 10 – Safety

Wearing a lifejacket during handling operations is compulsory for people on board the boats and moving outside the accommodation, the wheelhouse and any traffic area protected against the risk of falling into the water.

Wearing high-visibility clothing is compulsory on all the lease as long as operations are being conducted on the port.

All maintenance work on boats berthed in the port is subject to prior authorization from the port authorities.

In the event of a fire in the port or on board the boats, the fire brigade must be notified immediately by calling the numbers 18 or 112. All the precautionary and security measures prescribed by port personnel must be applied.

Article 11 – Supplies and dangerous substances

Access to the port for vehicles transporting dangerous substances, in particular oil supplies, is subject to authorisation by the port authorities.

Supplies from or for the boats can only be left on the docks for the time necessary for their handling, unless they be displaced by port personnel, the costs and risks being imputed to the offenders.

Article 12 – Emergency measures

At any time, port personnel may require the owner or caretaker of a boat to carry out any manoeuvre useful for the safety of persons or property present within the port. However, in cases of emergency, the port personnel have the right to intervene directly on the boat to take any necessary measure. During these operations, the port cannot be held liable for any damage caused to the boat.

Article 13 – Access to water supplies, electricity and waste containers

13.1 – General

The port may supply of water and electricity, provided that the conditions and price are agreed upon beforehand.

Electricity will only be supplied if requested and if port authorities have allowed it. The connection will be made under the control of a port agent.

The connections must be removed during handling operations.

13.2 – Conditions

Even if authorised, the users are responsible for any connections they carry out, including an electrical failure.

The use of devices and installations must comply with the regulations.



Any unauthorized connection noticed by the port agents may be neutralized by these agents. The ensuing costs and risks for the connected installations are the users' responsibility.

Article 14 – Handling operations and commercial activities

In all circumstances, only the administrative services of the port have the right to decide the order of operations of the ships and are entitled to prioritise a boat according to circumstances.

Port agents may at any time require the owner or caretaker of a boat to carry out any manoeuvre useful to the commercial activities of the port.

Handling and operations areas must be left free of any obstacles.

Article 15 – Cleaning and environment

Any dumping of rubbish, hydrocarbon wastes or paint residues, whatever their nature, is strictly prohibited in the waters as well as on the land areas of the port.

All costs related to the recovery and disposal of wastes will be at the expense of the offenders.

In addition, the port provides the boatmen and other users with a waste sorting and collection system, indicated by information panels.

Any uncontrolled dumping on the site or in the Saône is therefore strictly prohibited.

Article 16 – Leisure and sport activities

All sports and leisure activities are prohibited on site.

The port will not be held liable in case this prohibition is not respected.

Article 17 – Port responsibilities

The port is not liable for damage caused to boats by third parties during the parking or navigation of boats within the port area.

Under no circumstances will the port be held liable for the performance of service providers that the user may entrust to third parties. These third parties will be required, like all users, to comply with these regulations.

Unless proven guilty, the port will not be held responsible for thefts, offences, damage or accidents caused to the boats berthed on the docks. The same will apply to damage caused to third parties.

The owners of vessels or installations authorised in the port are liable for damage that they cause, whether through negligence, clumsiness or non-compliance with this regulation.

Article 18 – Complaints register

A register will be kept in the port office intended to receive complaints or observations from those who have complaints to make against either the port or its personnel.

Article 19 – Publicity



Entering the port, requesting the use of its facilities or using them implies that each party should have knowledge of these regulations and must commit to complying with them.

A copy of these rules can be consulted at all times at the port office as well as on its website and on the port's notice boards.

Article 20 – Jurisdiction for the execution of these regulations

The port manager and the port personnel are responsible for the execution of these regulations.