

Cruise Booking Policy

1. Purpose

The purpose of Port Otago's Cruise Booking Policy is to provide guidelines and procedures upon which the cruise bookings will be administered.

2. Cruise Season

Port Otago's cruise season falls between 01 October and 30 April. Requests outside of this period are subject to special approval.

3. Berth Booking

Berth bookings at Port Otago are between 0500 POB – 2200 departure.

Anything outside this is considered an overnight request and subsequent fees apply.

Vessels that have tidal restrictions can arrive and depart outside these times on a case-by-case basis.

4. Booking Windows

Port Otago will publish booking windows up to three years in advance.

Port Otago reserves the right to change booking windows. Any changes will be promptly communicated to Cruise Operators and published on our website.

Season	Booking Window
2026/27	Monday 5 th August – Sunday 1 st September 2024
2027/28	Monday 11 th August – Sunday 31 st August 2025
2028/29	Monday 10 th August – Sunday 6 th September 2026

Any bookings made before the 2026/27 season will follow the previous booking process of approval/decline, triggered by the receipt of an email from shipping agents.

5. Berth Booking Procedure

Bookings will be accepted for the seven-month cruise seasons

All Cruise Operators must apply to Port Otago for a berth booking via email.

Each vessel booking request must be emailed to cruise.bookings@portotago.co.nz the following information:

1. Vessel Name
2. Date(s) of berth booking request
3. Arrival Time (alongside)
4. Departure Time (departing berth)
5. Specification Sheet & IMO Number (required only for vessels calling for first time)
6. Passenger turnaround requirements (applicable to Dunedin wharves only)

Port Otago will issue booking decisions (approve/decline) within 10 days.

Port Otago will confirm the berth booking application in writing. The confirmation of the booking is binding.

The following information will be requested prior the commencement of each season

1. Previous port
2. Next destination
3. Emissions reporting data
4. Details on voyage type – i.e. world cruise, domestic cruise or standard NZ voyage

6. Berth Booking Clash

Where a berth booking clash arises, Port Otago will allocate based on internal perimeters.

Alternative options will be provided to the affected Cruise Operator(s).

7. Booking Swaps

Cruise Operators may apply to Port Otago to swap berth bookings. Requests must be emailed to cruise.bookings@portotago.co.nz

Agreement must be reached by the Cruise Operators involved prior to seeking approval from Port Otago.

Port Otago will confirm/decline the booking swap in writing. The confirmation of the booking is binding.



8. Booking Cancellations

Requests to cancel a booking must be emailed to cruise.bookings@portotago.co.nz

Port Otago reserve the right to apply cancellation charges for a confirmed berth booking. Please refer to the Port Otago's Cruise tariff sheet for further details.

9. Appendix - Definitions

Beam	The width of the ship at its widest point
Berth Allocation	Assignment of berth space at Port Otago to incoming ships or vessels.
Berth Booking	A day booking between 0500 POB – 2200 departure.
Berth Booking Application	An application for a berth booking as that term is defined under the Cruise Booking Policy.
Berth Booking Clash	Where two or more entities request the berth booking.
Booking Window	A specified period each year when a new season becomes available for booking.
Booking Swap	A ship with a confirmed booking is exchanged for another ship with the agreement of Port Otago in accordance with section 8 of this document.
Cruise Booking Policy	The Port Otago Cruise Booking Policy published on Port Otago's website.
Cruise Booking System	The system administered by Port Otago to manage booking requests for berths in Port Chalmers and Dunedin.
Cruise Operator	The entity who has authority to apply for bookings.
Emissions Reporting Data	Specific emissions information requirements outlined at time of ship berth booking request. <i>Examples:</i> <ul style="list-style-type: none">• <i>Emissions per hour alongside.</i>• <i>Emissions per hour steaming from Taiaroa Heads</i>
IMO	A ship's International Maritime Organisation number.



Length	The vertical dimensions of a ship to enable bridge clearance calculations.
LOA	Overall length of a ship.
Passenger Capacity	The maximum number of passengers a ship is certified to carry.
Passenger Turnaround Requirements	Passenger turnaround is a full or partial change over of all passengers onboard the ship
POB	Pilot on board time
Season	Any dates that fall between 1 October to 30 April
Specification Sheet	The vessel gross tonnage, LOA, beam and passenger capacity listed on the ship's International Tonnage Certificate.
Tidal Restriction	Vessels that are restricted by the tidal flow and depth of the harbour
Transit Ship	A ship which has all its passengers disembark on a temporary basis before returning to the ship to continue their journey, as evidenced by the relevant customs declaration.
Turn-Around	A visit in which all a ship's incoming passengers disembark at the end of a journey, before a new group of passengers embark to commence a journey.

