

## PRIVATE JETTY OPERATIONS/LICENSES

### Procedures to Construct, Erect, Own, Occupy and Operate a Jetty

- i. Prospective operators should apply to NPA for permit to construct Jetty
- ii. The application should be accompanied with relevant documents as follows;
  - a. Every application shall be in prescribed forms in the first schedule of the Port Piers Regulation (Forms 1, J2, 3, 4), addressed to the Authority.
  - b. These must be accompanied with the under listed documents.  
Six (6) copies of the following:
    - ✓ Architectural Drawings
    - ✓ Structural Drawing/Details
    - ✓ Structural Design Calculation
    - ✓ Bollards/dolphins arrangement and load test
    - ✓ Material Schedule
    - ✓ Geotechnical investigation
  - c. Location of the pier in relation to the immediate surrounding land and building if any
  - d. Evidence of title to land
  - e. Evidence of payment of prescribed fees
  - f. Certificate of Business incorporation. Only Nigerian registered Limited Liability companies can be granted jetty License.
  - g. With foreign shareholders, shareholding ratio of the company should be 60% to 40% (Nigerian to Foreign).
  - h. Two (2) copies of Admiralty or NPA chart of the port or approaches where the pier is situated.
  - i. Survey Drawings where necessary
  - j. Particulars of intended use of the pier
  - k. Submission of approved Environmental Impact Assessment (EIA) Report from by the Federal Ministry of Environment
  - l. Facilities: Fencing and railings, mooring facilities, landing steps for boats, life-saving appliances and light on piers unless excepted at the discretion of the Authority
- iii. Appraisal of the documents by NPA Standing Committee on Private Jetties
- iv. Forwarding of recommendations to Management for further action
- v. Management may forward the recommendations to the Presidential Standing Committee on Private Jetties for approval to construct
- vi. On receipt of approval from the Presidential Standing Committee on Private Jetties, NPA conveys approval to construct to the operator
- vii. NPA shall appoint a Project Supervisor to oversee the construction

- viii. On completion, NPA Standing Committee on Private Jetties shall inspect the Jetty and make recommendations to Management for approval to operate on payment of prescribed fees.

**Timeline**

Six (6) weeks for internal processes

**Procedures for Alteration or Extension of a Jetty**

Application to the Managing Director NPA to alter or extend a jetty shall be accompanied by the following documents:

- i. Six (6) copies of detailed Architectural and Structural drawings showing the existing structure, the proposed extension, or alteration
- ii. Detailed Structural Calculations
- iii. Survey to be carried out in certain cases at the expense of the applicant
- iv. Managing Director sends the documents to NPA Standing Committee on Private Jetties for processing
- v. NPA Standing Committee on Private Jetties makes recommendation for Managing Director's consideration
- vi. Management may forward the recommendations to the Presidential Standing Committee on Private Jetties for approval to construct
- vii. On receipt of approval from the Presidential Standing Committee on Private Jetties, NPA conveys approval to construct to the operator
- viii. NPA shall appoint a Project Supervisor to oversee the construction
- ix. On completion, NPA Standing Committee on Private Jetties shall inspect the Jetty and make recommendations to Management for approval to operate on payment of prescribed fees.

**Timeline**

Six (6) weeks for internal processes

**Procedures for Renewal of License**

- i. License issued except temporary License shall be renewable annually on the payment of License fees
- ii. The operator shall apply to NPA for renewal three (3) months to the expiration of the existing license
- iii. NPA Standing Committee on Private Jetties shall inspect the jetty to confirm compliance to operational guidelines and regulations as one of the prerequisites for renewal
- iv. NPA Standing Committee on Private Jetties shall recommend appropriately to the Executive Director Engineering & Technical Services (E&TS)
- v. Executive Director (E&TS) considers and pass on to the Managing Director
- vi. Managing Director considers and pass on to the Honourable Minister/Chairman PSCJ for approval

- vii. The Honourable Minister shall pass decision taken to the Managing Director NPA, to convey same to the Proponent

### **Timeline**

Six (6) weeks for internal processes

### **Operational Requirements of a Jetty**

- i. Proof of holding bay inside and outside the Jetty
- ii. Installation of flow meters
- iii. Provision of office accommodation for government agencies
- iv. Provision of Ship profile/Digital Board

### **Technical Requirements of a Jetty**

- i. Provision of Bathymetric charts for location and approach
- ii. Architectural Drawings
- iii. Structural Drawing/Details
- iv. Structural Design Calculation
- v. Bollards/dolphins arrangement and load test
- vi. Material Schedule
- vii. Geotechnical investigation
- viii. Proof of ownership of the Land
- ix. Transportation Impact Assessment (TIA)
- x. Environmental Impact Assessment (EIA)

### **Safety and Security Requirements of a Jetty**

- i. Proof of Port Facility Security Assessment (PFSA) and Port Facility Security Plan (PFSP)
- ii. Engagement of a certified Port Facility Security Officer (PFSO)
- iii. Provision of the following security equipment:
  - a. High security perimeter fence equivalent to BSI 1722 part 10
  - b. Access control equipment
  - c. Closed Circuit Television (CCTV)
  - d. Modern gate fitted with speed barriers
  - e. Proper illumination
- iv. Emergency access and exit routes
- v. Availability of pollution control equipment and operating personnel
- vi. Provision of life saving aids
- vii. Provision of handrails on the deck of the jetty
- viii. Provision of firefighting equipment
- ix. Proof of implementation of approved safety plan
- x. Proof of implementation of approved HSE Policy
- xi. All vessels berthed must ensure that a safe means of access is provided.





