



# TERMS OF BUSINESS AND DUES 2021



## Indhold

1.	Ship dues .....	1
1.1.	Rates .....	1
1.2.	Regulations for calling at port .....	1
1.3.	Exemptions from ship dues .....	2
2.	Ice contingency surcharge: icebreaking .....	2
3.	Commodity dues.....	2
3.1.	General rules .....	2
3.2.	Different types of commodity dues.....	3
3.3.	Fish and shellfish .....	3
3.4.	Exemptions from commodity dues .....	4
4.	Self-Unloaders – Use of self-unloaders with on-board excavator .....	4
5.	Submission of particulars .....	4
6.	Area leasing .....	4
6.1.	Leasing terms.....	4
6.2.	Temporary leasing of port areas .....	5
6.2.1.	Quay areas:.....	5
6.2.2.	Hinterland areas: .....	5
6.3.	Leasing of water areas.....	5
7.	Facilities and staff.....	6
7.1.	Launch and loading of leisure boats etc.....	6
7.2.	Infrastructure charge - Mobile Cranes .....	6
7.3.	Start-up fee.....	6
7.4.	Facilities .....	7
7.5.	Staff.....	8
7.5.1.	General conditions.....	8
7.6.	Regulations for terminal equipment .....	8
7.6.1.	Use of terminal equipment .....	8
7.6.2.	Ordering terminal equipment .....	9
8.	Other services.....	9
8.1.	Power.....	9
8.2.	Water.....	10
8.3.	Cleaning of port areas .....	10
8.4.	Waste.....	11

8.5. Snow clearing ..... 11

9. ISPS ..... 11

10. Limitation of liability..... 12

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## Office Hours

Monday – Thursday	07.30 a.m. – 15.30 p.m.
Friday	07.30 a.m. – 14.00 p.m.

## Hours of operation

Monday – Thursday	07.00 a.m. – 15.00p.m.
Friday	07.00 a.m. – 14.30 p.m.

## Holidays

New Years day, Palm Sunday, Holy Thursday, Good Friday, Easter Sunday, Easter Monday, All Prayers Day, Whit, 2. Whitday, Christ's ascension, Constitution Day, May 1st after 12 noon, December 24th, Christmas Day December 25th, 2nd Christmas Day and December 31st.

The following terms of business are valid for the Port of Aabenraa from 1 January 2021.

All charges, unless otherwise stated, are indicative only and excl. VAT and other duties. Charges can be changed without prior warning. The term “normal working hours” refers to “Operations Centre” working hours.

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## 1. Ship dues

All ships, vessels and other floating equipment must pay ship dues for lying in the Port of Aabenraa. The dues are chargeable to the ship and are calculated based on the vessel's gross tonnage, as shown in the vessel's tonnage certificate.

### 1.1. Rates

Ship dues	GT per call at port
a. Single call at port - The port bills for minimum 500 GT	4.50 DKK
b. Monthly dues - The port bills for minimum 500 GT	22.50 DKK
c. Monthly dues, if the ship is approved as a regular service vessel - The port bills for minimum 500 GT	7.20 DKK

The monthly fee is payable in advance to the Port of Aabenraa and entitles the ship to make an unlimited number of calls at port within the relevant calendar month. The monthly fee is not refunded even if the ship is unable to call at the port in the relevant calendar month owing to shipwreck, damage or other causes.

Passenger vessels that call at the port more than once a week instead pay weekly ship dues of 13.65 DKK/GT. The dues are payable to the Port of Aabenraa on the ship's first weekly call.

### 1.2. Regulations for calling at port

The ship's dues are payable to the Port of Aabenraa prior to leaving the port. However, the port may grant a vessel permission to leave the port before the dues have been paid against a deposit or other security furnished by the ship owner or his agent.

Ship dues cover a ship's stay in the relevant port counted from the first day of arrival.

Ship dues are calculated on the basis of gross tonnage (GT) and are rounded up to whole tonnes.

Ship dues cover a ship's lying in the port for a maximum of 10 days including the day of arrival. If the ship lies in port for more than 10 calendar days it must pay for the next 10 days and so forth instead of ship dues – a hire fee in accordance with the Port of Aabenraa's dues regulations (see "Hire of water areas").

### 1.3. Exemptions from ship dues

The following types of vessels are exempt from ship dues:

a. Ships registered for fishing, except when the ship enters the port and unloads fish, etc. that were loaded in another port
b. Ships that belong to Danish or foreign state authorities and are not carrying cargo or passengers
c. Ships that have exclusively called at the port to seek medical help, diesel, disembark sick or shipwrecked persons or corpses
d. Ships exclusively carrying cargo and material to and from the port that are intended for the port's own use, and ships that are exclusively used for construction and maintenance work carried out at the expense of the port
e. Icebreakers or towboats, when they are used for their intended purpose
f. Vessels only used for pleasure boating

## 2. Ice contingency surcharge: icebreaking

In accordance with the Danish law on ice contingency no. 1344 of 09/10/2019, a government ice contingency surcharge is charged per tonne of all goods being loaded or unloaded in Danish ports.

As of 2021, the dues are 0,05 DKK per tonne of goods.

## 3. Commodity dues

Commodity dues are payable to the Port of Aabenraa on all goods that are loaded or unloaded or otherwise launched or landed at the port.

Commodity dues are billed acc. to the du for general goods of 15,85 kr. / tonne. Although the dues for certain types of products are reduced as follows:

1. General goods	15.85 DKK/tonne
2. Iron	13.80 DKK/tonne
3. Feed, grain and wood	9,45 DKK/tonne
4. Biomass	12,25 DKK/tonne
5. Cement	8,75 DKK/tonne
6. Stone and gravel	6.40 DKK/tonne
7. Trailer and container freight	130.00 DKK/unit
8. Passengers	32.00 DKK/person
9. Project cargo	16,25 DKK/tonne

### 3.1. General rules

Commodity dues are chargeable to the consignee, the consignor or the carrier by the Port of Aabenraa before departure.

The Port of Aabenraa does not accept responsibility for goods stored or left at the port, nor for any damages that such goods may cause to a third party.

### 3.2. Different types of commodity dues

	15,85	13,80	12,25	9,45	8,75	6,40
Olie	X					
Jern og stål		X				
Biomasse			X			
Foderstoffer				X		
Korn				X		
Gødning				X		
Soyaolie				X		
Træ				X		
Træpiller				X		
Olivensten				X		
Cement					X	
Skærver						X
Sten						X
Grus og sand						X
Søsand						X
Kalk						X
Slagger						X
Ler						X
Silikat						X
Salt						X

#### **Re. 7: Trailer and container goods**

The rate for each trailer and container containing dutiable goods is 130.00 DKK, regardless of the type and volume of goods.

#### **Re. 8: Passengers**

The rate per passenger/operator, regardless of age, is 32,00 DKK per person with a trailer and ro-ro ferry.

#### **Re. 9: Project cargo**

The cargo dues for project cargo, such as wind turbine parts, offshore elements, etc., is 16.00 DKK per tonne.

### 3.3. Fish and shellfish

a. Processed or unprocessed fish and shellfish unloaded from fishing vessels	2.0 % of the value of sale at first hand – but max. 25.00 DKK per load
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Commodity dues payable on fish, etc. are charged to the buyer (auctioneer, the fishmonger, or the buying agent of fish), who must provide the Port of Aabenraa with a written specification of the basis of calculation

Upon request, the buyer is obliged to provide a specification of the purchases, and the masters of the above vessels are obliged, upon request to that effect from the port, to provide the Port of Aabenraa with written information about the value and weight of the cargo and the name of the buyer.

### 3.4. Exemptions from commodity dues

The following goods are exempt from cargo dues:

a. Provisions and other necessities for the ship's own use.
b. Goods and equipment for the port's own use.
c. Goods transferred directly from one vessel to another without being landed are exempt during loading provided full rates were paid at unloading.
d. For seaborne goods entering the port, and for which input commodity dues have been paid to the Port of Aabenraa, no output commodity dues are payable in connection with seaward reforwarding, provided that the goods have not been subjected to processing or handling after unloading, including packaging, and that the reforwarding takes place within 12 months of reloading.

## 4. Self-Unloaders – Use of self-unloaders with on-board excavator

When using self unloader ships with on-board excavator the broker is responsible for sufficient use of fendering and suspension to ensure that there are no contact between ship and quay. The Port of Aabenraa does not and cannot make fenders available. Without appropriate fendering the quays are damaged and consequently we will invoice the shipping agent no less the DKK 3,000.00 per. incident/call.

<b>Self-unloader charge</b>	<b>1.000 kr. per call</b>
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## 5. Submission of particulars

The owner of the goods or his representative shall provide the port with such information about the vessel and its commodity as is necessary for the assessment of ship's dues and commodity dues, as well as information about water, ship waste and slop.

The ship owner or his agent must also provide the necessary information to the Port of Aabenraa about the ship, passengers and cargo, including means of transport, containers, etc., for statistical purposes. The information should be emailed to the port office at [security@aabentraahavn.dk](mailto:security@aabentraahavn.dk).

## 6. Area leasing

### 6.1. Leasing terms

The Port of Aabenraa has 500,000 m<sup>2</sup> of land area, of which 70,000 m<sup>2</sup> is hinterland area and related buildings, including a 3,500 m<sup>2</sup> warehouse.



In accordance with the Danish Ports Act, port areas must primarily be leased to port-related businesses. If this is not possible, they are leased to other companies.

For all leases, the tenant must provide a turnover guarantee in the form of cargo dues (minimum guarantee).

Fixed leases require the port management's approval. The port office is authorized to enter into temporary leases.

The areas are divided into three tariff areas according to the distance from the quays.

Fixed leases	01/01/2020- 31/12/2021	Minimum guarantee
Tariff class A	28,00 DKK/m <sup>2</sup> per year	3 x lease
Tariff class B	25,00 DKK/m <sup>2</sup> per year	2-3 x lease
Tariff class C	20,00 DKK/m <sup>2</sup> per year	1.5-2 x lease

For more information about the different tariff areas, please contact the Port of Aabenraa.

## 6.2. Temporary leasing of port areas

### 6.2.1. Quay areas:

Cargo that is loaded onto or unloaded from a ship may be placed within the area of the port for 7 days free of charge starting from the day of the call to port. If the cargo is stored for more than one week the port is entitled to charge a leasing fee of 2.75 DKK per m<sup>2</sup> per started week. Leasing fees are charged for minimum 100 m<sup>2</sup>. These regulations also apply to the extended quay areas in Sønderjyllandskajen and at Gammelhavn.

### 6.2.2. Hinterland areas:

For temporary hire of the port's available hinterland areas, please contact the port office.

For leases of hinterland areas, the tenant's period of notice is the current month + 1 month. The area is taken over as is and must be left in the same condition. Lesers are liable for any damage to coating, covers, wires, etc. As of 2021, the area leasing fee is 6.75 DKK per m<sup>2</sup> with a minimum charge for 100 m<sup>2</sup>.

## 6.3. Leasing of water areas

For vessels lying in port for more than two weeks with the permission of the port office, the following applies:

- a. Vessels that lie in port for more than two weeks and that have paid ship dues must pay 4.50 DKK/GT for every new two-week period

b. Vessels of 5 GT and above must pay a monthly leasing fee of 12,00 DKK/GT, but minimum 600 DKK/month

c. For water areas that are used in any other way than those described above, the leasing fee is determined by special agreement with the port office.

## 7. Facilities and staff

### 7.1. Launch and loading of leisure boats etc.

Launching and loading of leisure boats may only be performed in coordination with the Port of Aabenraa and after having received directions on where the operation may be executed. If the operation is performed without prior consent by the Port of Aabenraa the operator can expect to be expelled and quarantined from operating on our facilities.

**Launch and loading fee**

**1.000 kr. per boat**

### 7.2. Infrastructure charge - Mobile Cranes

The use of external mobile cranes will be charged with a infrastructure fee. The crane company must send a statement of the number of working days the over which the operation took place to the port office via [security@aabenaarhavn.dk](mailto:security@aabenaarhavn.dk) within 5 working days after completion of the loading / unloading operation.

**Price per started work day**

**1.500 kr. per crane**

### 7.3. Start-up fee

When unloading and loading with the port's cranes, a start-up fee is charged. This fee covers i.a. the relocation of a crane within the normal working hours.

Relocation of cranes outside normal working hours is subject to overtime dues for staff as stated below (minimum staff members will be charged).

**Price per task**

**750 kr. per crane**

## 7.4. Facilities

The rates are calculated from the date on which the terminal equipment is ordered.

The minimum settlement time is one hour, after which settlements are made per started half hour.

Machine	Performance	Price per hour
<b>Crane: Liebherr LHM 550</b>	Grab	1.850 DKK
	Ship dues	0,98 DKK/tonne
	Hook: max lift 36 tonnes	2.150 DKK
	Hook: max lift 52 tonnes	4.150 DKK
	Hook: max lift 104 tonnes	6.000 DKK
	Hook: max lift 144 tonnes	9.850 DKK
	Stacking, etc.	1.850– 6.000 DKK
<b>Crane: Liebherr LHM 320</b>	Grab	1.850 DKK
	Ship dues	0,98 DKK/ton
	Hook: max lift 36 tonnes	2.150 DKK
	Hook: max lift 52 tonnes	4.150 DKK
	Hook: max lift 104 tonnes	6.000 DKK
	Stacking, etc.	1.850 – 6.000 DKK
<b>Combined lift - LHM 550 and LHM 320</b>	Lift up to 160 tonnes	12.000 DKK
	Lift up to 190 tonnes	16.000 DKK
	Lift up to 220 tonnes	18.000 DKK
	Setup	3.300 DKK
	Lifting gear used for crane lifts	115 DKK
<b>Crane: Sennebogen 850</b>	Grab	950 DKK
	Ship dues	0,98 DKK/ton
	Stacking, etc.	1.200 DKK
<b>Miscellaneous</b>	Cleaning of quay areas with crane	1.200 DKK
	Loader	900 DKK
	Mini-loader with bucket / forks	595 DKK
	Tractor	595 DKK
	Unloader hopper	515 DKK
	Mini-loader with sweeper	660 DKK
	Tractor with water tanker	625 DKK

All prices incl. staff

## 7.5. Staff

Service	Price per hour
Normal hours	395 DKK
Extra charge for 50%	195 DKK
Extra charge for 100%	390 DKK
Waiting, re-rigging of cranes and extra staff:	
-Normal working hours (07:00 – 15:00)	395 DKK
-50 % (06:00-07:00 + 15:00-18:00)	590 DKK
-100 % (weekdays 18:00-06:00 + weekends and holidays)	785 DKK
On call outside normal working hours	1.200 DKK

### 7.5.1. General conditions

If overtime work after normal working hours is requested within normal working hours, at 12:00 on weekdays, there is a minimum two-hour charge.

If a ship is delayed for more than three hours on a weekend or holiday, it will be charged a waiting fee for three hours at 100%. If it is delayed for fewer than three hours, it will be charged according to the set rates. In cases where terminal equipment that has been ordered is not used, the orderer is obliged to cover the costs associated with moving and preparation.

When booking terminal equipment for 7 a.m. 15 minutes are to be expected for the start-up process, thus the equipment will be ready for operation at 7.15 a.m. If the terminal equipment has to be ready for operation at precisely 7.00 a.m. this has to be specified upon booking. In this case, an early-start fee of a half 100% hour will be charged.

When booking terminal equipment for 6 a.m. 15 minutes are to be expected for the start-up process thus the equipment will be ready for operation at 6.15 a.m. If the terminal equipment has to be ready for operation at precisely 7.00 a.m. this has to be specified upon booking. In this case, an early-start fee of a half 100% hour will be charged.

## 7.6. Regulations for terminal equipment

### 7.6.1. Use of terminal equipment

When leasing terminal equipment, the port is only responsible for making this available to the master. The port does not undertake work with the cargo or hooking on the crane, and does not supply straps, shackles, lifting beams, etc.

The cranes are only designed for vertical lifting and should not be used if they are exposed to situations in which they are exposed to diagonal pulls. Also, the cranes should not be used for lifts exceeding the maximum load indicated for each crane.

Unloading operation directly to truck is conditioned upon direct communication between crane operator and truck driver.

The Port of Aabenraa decides to whom, for what and in what order the cranes are rented. A crane that has already been rented may be replaced by another crane for carrying out specific jobs. The cranes may not be rented for the purpose of jobs outside the port area.

If a damage should occur during work with terminal equipment, the Port of Aabenraa liability is limited to damage caused by errors or defects in the equipment itself or errors made by the operator.

This means that the hiring party is liable for any damage caused during the rental period. This applies to damage to persons and material, including the crane or terminal equipment. Please see 10. concerning the Port of Aabenraa's limitation of liability.

The port accepts no responsibility for the terminal equipment's uninterrupted operation.

The hirer is responsible for damages that occur during operation as a result of faults or defects in the chains, slings, shackles, etc. caused by the hirers or operating staff.

The hirers are responsible for complying with the Danish Working Environment Authority's applicable rules and are obliged to familiarize themselves with the provisions of this regulation.

When loading/ unloading dusty products, additional cleaning of terminal equipment may occur. This expense will be recharged to the customer.

### 7.6.2. Ordering terminal equipment

Terminal equipment can be ordered from the port office with reasonable notice.

Equipment to be used in weekends and public holidays must be ordered no later than 12 noon on the previous working day.

## 8. Other services

### 8.1. Power

The Port of Aabenraa offers connections to the power grid on the quay.  
Contact the Port of Aabenraa for more information about the supply of power.

The following prices apply to the supply of power:

<b>Power consumption</b>	<b>Applicable price per kWh + electricity, CO<sup>2</sup> and SO<sup>2</sup> charges</b>
Connection fee	195 DKK per unit for three days
Connection fee after third day	50 DKK per day
<b>Rigging and laying up:</b>	<b>Staff, price per hour</b>
Normal working hours (07:00 – 15:00)	395 DKK
50% (06:00-07:00 + 15:00-18:00)	590 DKK

100% (weekdays 18:00-06:00 + weekends and public holidays)	785 DKK
On call outside normal working hours	1.200 DKK

The Port of Aabenraa only provides power outlets at the quay and assumes no liability for any extra protection required in accordance with the power regulations.

Power to quayside power outlets is cut when there are warnings of storm surges. The Port of Aabenraa does not supply power cables from the power outlets on the quays to the user and does not assume any liability for the user's equipment

The user must pay for repair work, materials, fuses, etc., in connection with repair of any defects in the port's equipment caused by the user.

## 8.2. Water

The following prices apply for the supply of water:

Water	Staff, price per hour
General	45 DKK per m <sup>3</sup> , minimum 700 DKK
50% (06:00-07:00 + 15:00-18:00)	590 DKK
100% (weekdays 18:00-06:00 + weekends and public holidays)	785 DKK
On call outside normal working hours	1.200 DKK

## 8.3. Cleaning of port areas

Pollution (spillage) on the port areas, including basins, in connection with storage, loading, unloading or other types of cargo handling must be cleaned to comply with applicable environmental requirements.

When ordering berths and terminal equipment, users must notify the port office of whether it is the business or the Port of Aabenraa which is responsible for cleaning.

The owner of the consignment is responsible for disposing of waste in accordance with the applicable rules for the area. Waste must be collected in containers or removed with a sweeper and deposited at an approved waste disposal site.

Waste may not be thrown in the port basins. If products or goods are accidentally dropped in the port basins, the owner of the consignment is responsible for removing it from the basins. In the event of failure to clean basins, the Port of Aabenraa is entitled to arrange for cleaning at the expense of the cargo owner.

All affected areas and terminal equipment must be cleaned immediately after completion of the handling of cargo.

The responsibility for cleaning lies with the stevedoring company performing the loading and unloading work or the cargo owner as the one who pays the cargo dues or an equivalent fee to the port. The person or company responsible must bear all the costs associated with the measures mentioned above.

Before a ship operation, the principal has to notify the port administration about who is responsible.

#### 8.4. Waste

Ships calling at the Port of Aabenraa must deliver their waste before leaving the port; see the Danish Minister of the Environment's Executive Order No. 1396 of 25. November 2016.

The Port of Aabenraa has established reception facilities for ship-generated waste, cargo residues, sewage and slop from ships in port. The waste management plan can be read at Aabenraa Airport website:

[www.aabenraahavn.dk](http://www.aabenraahavn.dk)

Waste	Price *)
Marpol Annex I Waste oil	
0-599 litres	3,60 DKK per litre
600 – 5,999 litres	1,350DKK per litre
6000 -	1,40 DKK per litre
Marpol Annex II	Actual costs
Marpol Annex III	Actual costs
Marpol Annex IV	1.200DKK/m <sup>3</sup>
Marpol Annex V	
Household waste	1.325 DKK/tonnes
Other combustible waste, including cardboard and paper	1.740 DKK/tonnes
Other combustible waste larger than 100x50x50 cm	1.640 DKK/tonnes
Non-combustible waste	1.640 DKK/tonnes
Other (specify)	2.055 DKK/tonnes

\*)

- In addition to working hours according to current rates
- Charge includes transport
- Waste oil containing petrochemicals, Hazard Class I and II according to the IMDG Code or emulsifying agents are not accepted

#### 8.5. Snow clearing

During winter season, the clearing of snow and salting of sidewalks will start at 7.00 a.m. on workdays.

Sub-contractor is performing winter maintenance of quays and roads.

### 9. ISPS

The Port of Aabenraa lives up to the International Maritime Organisation's requirements with regard to the security of harbour facilities, called ISPS.

Access to harbour facilities is restricted by means of fences, gates and video surveillance. Only persons with valid ID cards or personal registered telephone number may be present at the secured facilities at the Port of Aabenraa.

Registration takes place at the harbour office and the annual fee is 10 € / 50 DKK.

## 10. Limitation of liability

If the Port of Aabenraa is held liable under one of the above-mentioned provisions or is otherwise held liable, liability is limited as follows:

Damages are fixed on the basis of the value of cargo of the same kind at the time of identifying the damage. The value of the cargo must be fixed in accordance with the market price, or in the absence of a market price, in accordance with the usual value of cargo of the same kind and quality.

However, damages cannot exceed 667 SDR for each parcel of consignment or any other unit of the cargo, or 2 SDR per kilo of gross weight of the damaged cargo, whichever amount is the higher.

Damages cannot exceed 10,000 SDR for containers or any other similar transportation unit with content. In no circumstances can the Port of Aabenraa's liability exceed 1,000,000 DKK.

Damages are not awarded for operating losses, losses of profit, waiting time for lorries, dock workers, etc., loss of market share and other indirect losses.

SDR is the accounting unit defined in section 152 of the Danish Merchant Shipping Act. SDR is converted into Danish currency on the day of identification of the damage.