



## DUBROVNIK PORT AUTHORITY

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**November 2021**

### Cruise Ship Berthing Policy for 2023

#### CRUISE SHIP BERTH BOOKING AND CONFIRMATION PROCESS

#### Rules, Conditions and Criteria for Cruise Ship Berth Booking at Dubrovnik Port for year 2023

Dubrovnik Port Authority hereby announces its **Cruise Ship Berth Booking and Confirmation Process** for 2023 itineraries. The established cruise ship berth booking procedures of the Port of Dubrovnik for cruise season 2023 include the following rules, conditions and criteria:

#### RULES

- Cruise call announcements for the Port of Dubrovnik for 2023 itineraries should be submitted to Dubrovnik Port Authority at the following e-mail address: [dpa.booking@portdubrovnik.hr](mailto:dpa.booking@portdubrovnik.hr)
- All received cruise call announcements will be processed by Dubrovnik Port Authority in the course of two phases of berth booking process.
- The first official cruise ship schedule phase will be concluded on **the 30<sup>th</sup> of November 2021**, meaning thirteen months prior to calendar year for which the reservations are made.
- Announcements delivered by **the 30<sup>th</sup> of November 2021** shall be processed in the first round.
- Announcements delivered after **the 30<sup>th</sup> of November 2021** shall be processed in the second round. The second official cruise ship schedule phase will be concluded on **the 31<sup>st</sup> of December 2021**, meaning twelve months prior to calendar year of planned arrival.
- Announcements received after **the 31<sup>st</sup> of December 2021** will be processed within fifteen days from delivery date and these reservations will be confirmed depending on available capacities.





- After the cruise ship schedule is prepared and confirmed, it will be published on **the 15<sup>th</sup> of January 2022** and regularly updated at Dubrovnik Port Authority website: [www.portdubrovnik.hr](http://www.portdubrovnik.hr)
- Vessel with already confirmed berth and ETA/ETD can only be *substituted* by another vessel of the same cruise line with identical characteristics (LOA, Draft, Maximum Passenger Capacity). Requests for vessel substitution differing in specified characteristics for more than 5% of the confirmed vessel will be regarded as new requests.
- Time of disembarkation / embarkation of cruise passengers is coordinated with the City of Dubrovnik, Dubrovnik Tourist Board, public transport company Libertas Dubrovnik and appointed travel agency for shore excursion program, according to pre-arranged and coordinated time schedule for in advance confirmed shore excursion and transfer program (shuttle bus).
- With the aim of fulfilling the conditions and criteria, cruise ship stay time in destination does not include the time between 00:00 and 07:00 am.
- Rules, Conditions and Criteria do not apply to vessels carrying  $\leq 500$  passengers. The requests for those ships will be processed depending on available capacities and destination occupancy.

### **CONDITIONS**

- The maximum number of cruise passengers visiting the inner City of Dubrovnik during the whole year 2023 cannot exceed the expected 4.000 passengers / visitors simultaneously.

### **CRITERIA**

1. Vessels in turnaround / homeport operations are guaranteed port berth assignment priority
2. Afternoon and evening visits – if the expected number of passengers / destination visitors does not exceed 4.000 simultaneously
3. Possibility to distribute cruise calls on weekdays
4. Eight-hour time is determined as the minimum time of stay in Dubrovnik
5. Twelve-hour time is determined as the minimum time of stay in Dubrovnik for vessels carrying  $\geq 4000$  passengers
6. Possibility to adjust cruise calls in accordance with alternative time / dates offered, considering ship characteristics (capacity) and time of day of the announced arrival



For specific call dates, when total number of cruise passengers / destination visitors exceeds the limits defined and suggested by the City of Dubrovnik and UNESCO, as stated above in Rules, Conditions and Criteria for Cruise Ship Berth Booking at Dubrovnik Port for year 2023, berth assignments will be provided / offered as follows:

**1. First call request** – on FCFS (*first come - first served*) basis

When two or more vessels applying for the same arrival / departure time fit the criteria at the identical priority principle level, the call request received first will be processed / confirmed on FCFS basis (if it fits all other criteria stated in Rules, Conditions and Criteria for Cruise Ship Berth Booking at Dubrovnik Port for year 2023), while subsequently received call requests will be provided with / offered alternative defined arrival / departure time or date.

For multiple berth requests, the Port Authority shall submit a notification to respective port agent / cruise line of such clash and propose alternatively available berth ETA / ETD or alternative arrival date for each vessel. If approved, the Port Authority will insert the amended request on the preliminary list.

**2. Second call request** - Alternative arrival / departure time / date will be proposed

**a) Alternative available ETA/ETD** on the same date

**b) Alternative available arrival date** – Alternative arrival date will be proposed  
Available days before / after the announced call date

**3. Third call request** - Alternative arrival date will be proposed

**Alternative available arrival date** – Alternative arrival date will be proposed  
Available days before / after the announced call date

Notes:

- *Vessel substitution is considered exclusively for vessels of identical characteristics (LOA, Draft, Maximum Passenger Capacity), as defined in Rules under Item 8.*
- *Preliminary list of cruise ship schedule will be published on a regular basis at Dubrovnik Port Authority website [www.portdubrovnik.hr](http://www.portdubrovnik.hr) and available upon request for port agents / cruise lines.*
- *All laws and regulations in force at Dubrovnik Port Authority shall remain applicable for what is not specified in this policy.*



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Blaž Pezo, B. Sc.  
General Manager