

Container Terminal & Empty Container Park/Depot Operating Hours

STANDARD HOURS OF OPERATION

Receiving and Delivery of Full Containers and Empty Containers

Monday to Friday	0700 to 1800 hours 1800 to 2300 hours	Full service Late Reveal/ Delivery Service Only
Saturday	0700 to 1200	Full Service
Saturday	26/5/2012 – 29/09/2012	

HIGH SEASON HOURS

Effective Monday 27 February 2012 to Friday 25th May 2012 (Subject to change based on possible volume fluctuation)

Monday to Friday	0700 to 1900 hours 1900 to 2300 hours	Full service Late Reveal/ Delivery Service Only
Saturday	0700 hours to 1400 hours	Full service

No Late Reveal/Delivery Service on Saturday.

Services between 2300 hours and 0700 hours will not be offered at this stage as demand does not warrant the service being offered. This however is under constant review.

1. Arrange Late Reveal – Effective 7 March 2011

- Contact Andrew Locke, Senior Business Manager, Ph: (06) 833 4437 or email andrewl@portofnapier.co.nz.

2. Complete Late Truck Paperwork Prior to Cut Off

CARTERS NOTE TO BE EMAILED TO latetrucks@portofnapier.co.nz (or fax to (06) 833 4421 if unable to email) BY THE FOLLOWING DEADLINES		
INFORMATION CUT OFF	STANDARD HOURS	HIGH SEASON
- Delivery of a full container only (no backload)	<1730 week days	<1730 week days
- Delivery of full container with backload of Empty	<1700 week days	<1700 week days

3. Advise Container Terminal – Full Export

- Transport operator must copy and paste the following form into an email message:-

Trucking Company	
Truck registration number:	
ETA of the truck:	
Truck cellphone number:	
Dispatch cellphone number:	
Empty release number:	

- Fill in the above information required and attach the completed Carters Note to the email. Send to latetrucks@portofnapier.co.nz
- Subject line on email to include the container number i.e.
 - Late Truck Reveal: ABCD1234567
- Follow up with a telephone call to the Terminal Logistics, Ph: (06) 833 4416.

4. Advise Empty Container Park/Depot – Empty Backload

- If empty containers are required to be back-loaded, the empty release number must be clearly typed onto the above form and emailed to latetrucks@portofnapier.co.nz.
- Empty containers will only be back-loaded to trucks that deliver full containers after hours, providing they have been pre-advised with a late reveal.
- If the Empty Container Park/Depot does not hold the release, there will be no ability to supply that container. Transport operators are reminded to check releases on the Port of Napier website:
www.portofnapier.biz/TruckRelease/Release.asp.

Statutory Holiday Closures (2010 / 2011)

The Port advises that no Receiving & Delivery or Depot services will be provided on the following days:

Christmas Day	Sunday, 25 December 2011
Boxing Day	Monday, 26 December 2011
Christmas Day (Observed)	Tuesday, 27 December 2011
New Year Day	Sunday, 1 January 2012
New Year (Observed)	Tuesday, 3 January 2012
Day After New Year Day	Monday, 2 January 2012
Waitangi Day	Monday, 6 February 2012
Easter Friday	Friday, 6 April 2012 (may change subject to seasonal demand)
Easter Monday	Monday, 9 April 2012 (may change subject to seasonal demand)
Anzac Day	Wednesday, 25 April 2012
Queens' Birthday	Monday, 4 June 2012
HB Anniversary	Friday, 19 October 2012
Labour Day	Monday, 22 October 2012