



**POLICY, RESPONSIBILITIES, CHARGES for Filming, Displays, Other Events  
within or by the harbour**

**Policy:**

1. It is the policy of the Trustees of the St Andrews Harbour Trust to levy a charge from any person or body who seeks to use any part of the harbour and its environs as a location or backdrop to filming, or for any display or event other than purely casual individual photography.
2. The policy is in place so as to assist in the provision of the resources necessary for the maintenance of the harbour, its operations and its fabric, and to provide for compensation where necessary to the working users of the harbour for disturbance and disruption.

**Responsibilities:**

1. The Harbour Master will at all times remain responsible for the supervision and control of the harbour and its operations, the vessels entering or exiting the harbour, berthing within the harbour and stationing within its anchorage.
2. All persons must comply at all times with instructions or requests from the Harbour Master in connection with the harbour and its operations and in connection with vessels within and without the harbour.
3. All persons being in or around the harbour are there at their own risk. The harbour is a working harbour with open machinery and material at the quayside and roadside. There is unavoidable risk and danger when in proximity to such and the Trustees and their employees take no responsibility whatsoever for death injury damage of whatsoever kind howsoever caused to persons within the harbour and its environs. Children must be supervised by a responsible adult at all times.
4. All persons wishing to use any part of the harbour and its environs as a location or backdrop to filming, or for any display or event must ensure their own risk assessment and risk management of their activity as it affects them and their personnel and any other person being in or around or using the harbour. (For instance – but this is a matter for those undertaking the activity in question - by: the placement of warning signs or personnel so as to alert pedestrians to cabling



across footways: general warning signs alerting pedestrians and other users to unusual obstacles such as lighting gantries and the like).

The Trustees will not carry out any risk or other assessments of any such activities and the Trust does not carry insurance for them. It is the sole responsibility of those using the harbour and its environs for such activities to have in place suitable insurance to cover all risks including that of personal injury and fatality to third parties.

## **Charges:**

I. Charges (exclusive of VAT) for the use of the harbour as above described at point I are within the discretion of the Harbour Master and will depend upon the particular circumstances. There is set out below an approximate scale:

- a) For the exclusive use of part of the harbour together with the placing of equipment comprising cabling, van or vans, standing equipment (lighting or sound equipment and the like) - £3,000.00 and a daily continuing charge of £500.
- b) For the use of part of the harbour not being exclusive together with the placing of equipment comprising cabling, van or vans, standing equipment (lighting or sound equipment and the like) - £1,500.00 and a daily continuing charge of £300.
- c) For the exclusive use of part of the harbour without ancillary equipment such as cabling, van or vans or standing equipment - £1,000.00 and a daily continuing charge of £200.
- d) For the use of part of the harbour not being exclusive and without ancillary equipment such as cabling, van or vans or standing equipment - £500.00 and a daily continuing charge of £100.
- e) Additionally for any vessels brought into the harbour or anchoring without the harbour in the harbour's anchorage the usual harbour dues in force at the time will be levied.

By Order of the Trustees of the St Andrews Harbour Trust

This Tenth day of October 2011

Clerk to the Trust: Mr D Kinnear at Murray Donald Drummond Cook LLP

t: +44 (0)1334 477107  
e: admin@standrewsharbourtrust.org  
w: standrewsharbourtrust.org

St Andrews Harbour Trust  
Kinburn Castle  
St Andrews, Fife  
KY16 9DR