

TRINITY HOUSE LIGHT HOUSE SERVICE

AUTOMATIC LIGHT DUES SYSTEM

(ALDIS)

USERS GUIDE

Last Updated: March 2018

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TRINITY HOUSE LIGHT HOUSE SERVICE

LIGHT DUES USER GUIDE

1. How to logon and Main Menu

Open internet browser and type in address: <https://glfaldis.org/Aldis/>

Enter user id and password

Select logon

The Main Menu should appear as follows:

Log off

Change password

Certificates

Issue LDC/No liability

Cash batch list

Repayment Claim

Enquires

Agent search

LDC enquiry

View collector summary

View head office summary (Head Offices Only)

VoyageEntry

Voyage Exemption

Security

Collector user (Branch Light Dues Officers Only)

2. Log off & Change password

2.1. Log off

When logging off the system, the log off menu must always be selected. If the internet is simply closed using the x in the top right corner, ALDIS will assume that an active session is still in use.

2.2. Change password

All new users having been given their username and password, **MUST** change their password immediately so it is known only to them.

The minimum password length is six characters and the maximum number of log on attempts is three.

Once the password has been entered incorrectly on three consecutive occasions, the user will be disabled by the system. If this occurs, please contact Trinity House or your branch administrator for assistance.

The system will not allow multiple users to use the same username and password. To set up new users, please see section 6.

To change password

Select change password

Enter current password

Tab and enter new password

Tab and re-enter new password

Select change password

2.3. Password Expiry

For security purposes the system will prompt each user to change their password every sixty days.

3. Enquires

3.1. Agent Search

Agent details held on the system, can be viewed by selecting the Agent search link under Enquiries.

There are three ways of searching for these agent details, namely:

- Name
- Town
- Code

To search, enter either the name, town or code in the relevant field and select the Search button. If you are unsure of the spelling, a wildcard search can be undertaken for example, if you are looking for Windcat, enter %Windc% and you will be shown results including Windcat Workboats, Windcrew Workboats, and Fred Olsen Windcarrier.

On selecting search a list of all agents meeting the criteria will be shown. To view full agent details, simply select on the desired code.

If you notice that any of the details of the agent are incorrect, please notify Trinity House on LIGHTDUES.GENERAL@THLS.ORG so that they can update the information.

3.2. Light Dues Certificate (LDC) Enquiry

Previous Light Dues Certificates issued can be viewed by searching under any of the following criteria:

- Certificate No
- Collector
- Batch No
- Vessel Name
- Issue Date
- Arrival Date (ignore Departure date, this information is no longer kept)
- Port

3.2.1. Certificate No

To view an individual certificate simply type in the certificate number and select the search button.

The first screen will give basic details. To view the complete certificate, simply click on the certificate number shown. Please note you will only be able to view certificates and receipts that have been issued under your collector number.

The certificate itself can now be viewed or printed as can the official receipt.

3.2.2. Collector Search

To view all certificates issued under your collector number, type in your unique 6 digit collector reference and select search.

The list will show all certificates issued for your collector for the current and prior two years. The certificates will be in order of certificate number.

To view or print, simply click on the desired certificate number.

3.2.3. Search by Batch No

To view all certificates issued relating to a particular batch, simply enter the unique Cash Batch List number and select search.

To view or print, click on the desired certificate number.

If you have received a Direct Debit notification from Trinity House and you can't identify which certificates it relates to, look for the batch number in the reference number quoted on your notification e-mail. For example:

51410200**259597**THLS

The first six digits are your collector number and the last six digits are the batch reference.

3.2.4. Vessel Search

To view all certificates issued relating to a particular vessel, type in the vessel name and select search. *(Remember if the vessel cannot be found, the wildcard facility is available to assist, type the first few letters of the vessel name and add % at the end).*

If there is more than one vessel with the same name the system will give you the opportunity to select the desired vessel.

Once selected, all certificates issued can be viewed for the current and prior two years, in date order. There are a couple of items to note in the following example using Stena Superfast X:

The refund W00009 now sits directly under the original certificate it relates to V17078. V20519 was originally the 9th certificate and would have had 'X' in the final certificate column, the expiry date would have shown as 31/3/17. However, as the 8th certificate V17078 has now been refunded, V20519's expiry date is amended so that it only lasts for one month and the final certificate flag is changed to 'P' to denote that it is no longer the 9th and final

certificate in the year.

Automatic Light Dues System												
Certificate Search - Results												
Certificate	Value	Type	Refunded	Final Certificate	Original Certificate	Issue date	IMO	Vessel Name	Arrival date	Expiry date	Collector	Territory ID
V20519	£3,482.70	C		P		23/12/2016	9211511	STENA SUPERFAST X	01/12/2016	31/12/2016	990001	UK
V17078	£3,482.70	C	Y			09/11/2016	9211511	STENA SUPERFAST X	01/11/2016	30/11/2016	990001	UK
W00009	£3,482.70	R			V17078	11/04/2017	9211511	STENA SUPERFAST X	01/11/2016		990001	UK
V14949	£3,482.70	C				13/10/2016	9211511	STENA SUPERFAST X	01/10/2016	31/10/2016	990001	UK
V13685	£3,482.70	C				28/09/2016	9211511	STENA SUPERFAST X	01/09/2016	30/09/2016	990001	UK
V10095	£3,482.70	C				11/08/2016	9211511	STENA SUPERFAST X	01/08/2016	31/08/2016	990001	UK
V07474	£3,482.70	C				08/07/2016	9211511	STENA SUPERFAST X	01/07/2016	31/07/2016	990001	UK
V06377	£3,482.70	C				24/06/2016	9211511	STENA SUPERFAST X	01/06/2016	30/06/2016	990001	UK
V03078	£3,482.70	C				10/05/2016	9211511	STENA SUPERFAST X	01/05/2016	31/05/2016	990001	UK
V01949	£3,482.70	C				26/04/2016	9211511	STENA SUPERFAST X	01/04/2016	30/04/2016	990001	UK

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You will only be able to view and print the certificates issued under your collector code.

3.2.5. IMO number Search

If you have the IMO number you can input this straight into the box to see the list of all certificates issued for the vessel.

3.2.6. Issue Date Search

To view certificates issued on a particular day, enter the date in the fields provided and select search. You will only be shown the certificates issued by your own office.

To view or print, simply click on the desired certificate number.

3.2.7. Arrival Date Search

To view certificate based on a particular arrival date, enter the date and select arrival. NB we no longer hold the departure date in the database so this search is redundant.

All certificates that match the criteria will be displayed on the screen.

To view or print, simply click on the desired certificate number.

3.2.8. Port Search

Select desired port from the drop down menu available and select search. All certificates for the current and prior two years will be displayed where that port has been visited.

To view or print, simply click on the desired certificate number.

3.3. View Collector Summary

Select view collector summary from the left hand menu. You can then view name, address, contact details and number / value of certificates issued to date for the current year.

For Head Offices on entering this screen, please enter the unique collector code for the branch whose details you wish to view and select SUBMIT. If you are unsure of the collector code, please use the search facility, which can be accessed by selecting '?'.

3.4. View Head Office Summary (Available to Head Offices ONLY)

Select view head office summary from the left hand menu. You can then view head office details and number / value of certificates issued to date for the current year.

4. Issuing Certificates

Issue LDC/No Liability

The liable date is the date the vessel **arrives** into a UK or Republic of Ireland (RoI) port. It is most important to ensure that the certificate is issued for the correct date and the correct jurisdiction. If the vessel has arrived into a RoI port, you will not be able to issue and you will need to advise the agent/owner to contact the appropriate Irish Customs office at the port of arrival.

To issue a Light Dues certificate you **MUST** have the vessel's IMO number, if this is not known or not recognised by the system, please e-mail the Light Dues section LIGHTDUES.GENERAL@THLS.ORG a copy of the International Tonnage Certificate (1969).

Select Issue LDC/No Liability

Input IMO number (unique number assigned to each vessel)

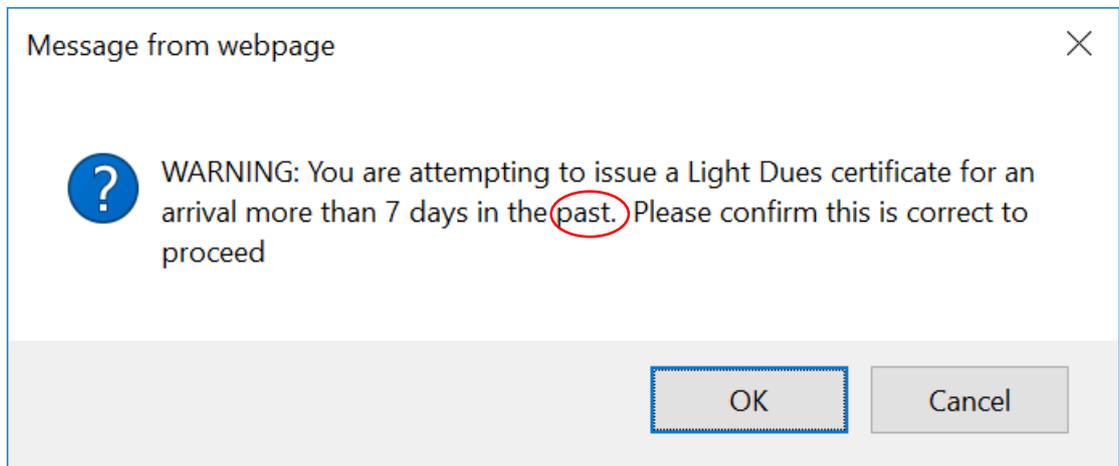
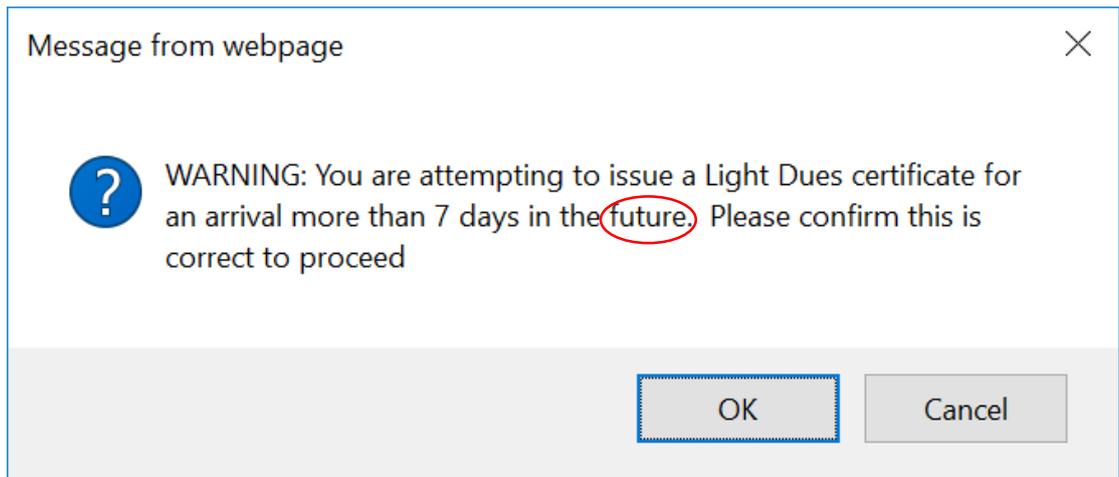
Enter the arrival date in format DD MM YYYY.

If payment in respect of pleasure craft, foreign fishing vessel or foreign tug (UK fishing vessels and Tugs are invoiced annually via Trinity House):

Select either Period or Annual

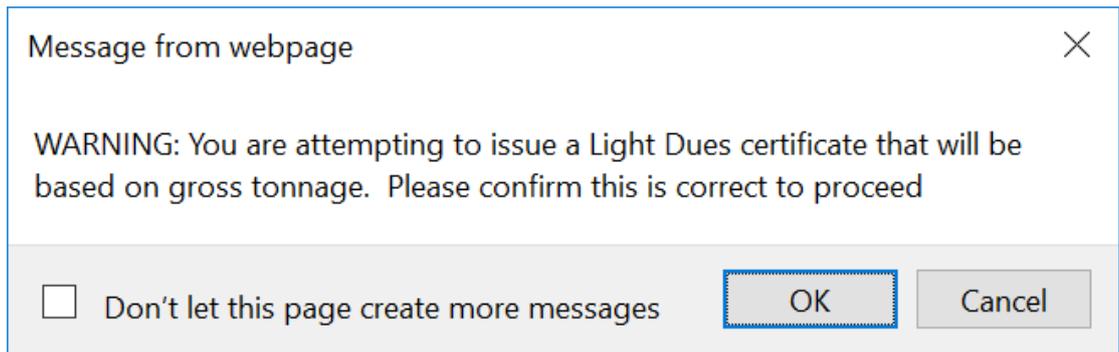
Click SUBMIT

If you are trying to issue for a certificate that is either more or less than 7 days before today's date, you will be warned:



(If no liability exists for the vessel, the system at this point advises you so. Enter password and click SUBMIT to view/print NO LIABILITY NOTICE. This should be printed (or saved) and held for your records).

If you are issuing on a vessel that doesn't have an ITC in place, ALDIS will issue using the Gross Tonnage held on the system and you will receive the following warning:



You can issue on Gross tonnage but, you will be paying a **higher** amount.

You should contact the vessel and request the ITC to pass to Trinity House. They will update ALDIS and you can then proceed and issue on net tonnage.

DO NOT issue the Light Dues certificate until you have confirmation from TH that the tonnages on the system are correct.

On entering next screen, ENSURE that vessel name and tonnages are correct.

If correct, proceed with issuing light certificate. If incorrect, contact the Light Dues department for assistance. **DO NOT** continue.

Input voyage

Previous port: Other (unless a UK port and then you can enter this information if you wish)

Arrival port: Port of Arrival



Port Code: Will default to port of issuing collector. If different, this can be overwritten by clicking on the ? and using the search facility.

Enter **Ships Agent** code for example, JOH01. If ships agent code not known, this can be searched for either by name or town by clicking ?

If searching by name enter name of agent for example %TRINITY% in the name field and select search. There may be some variation in the format of names, some may be set up LTD and some LIMITED so it is best to use the wildcard facility %.

If searching by town enter town for example %FELIXSTOWE% in the town field and select search.

Ships agent code can then be selected from list simply by clicking on the desired code.

Or you can put the start of the name in the name field - see in the red circle below

Automatic Light Dues System
Certificate Request - Full Details

Light Dues	Vessel Name	HIGHLAND KNIGHT	Previous Name	
	Type of Payment	A	Arrival Date	01/04/2017
	Number of voyages	1	Departure Date	
	Amount Due	297.54 Pounds	Expiry date	30/04/2017
	Territory ID	UK	Final Cert	

Vessel Details	IMO Number	9643855	Category	6 - OTHER
	Net Registered Tonnage	783	Gross Registered Tonnage	2202
			Length	68

Previous Port* Arrival Port* Port code*

Agent code ? OR Name

Address

Postcode

then click on submit.

You will then be offered a list of agents that potentially match the name you have started typing, you can either select from this list or click on continue with new agent.

Existing agents have been identified that potentially match the name entered, please select if appropriate or press 'Continue with New Agent' if not matching.

Agent Code	Agent Name	Agent Address Line 1	Agent Address Line 2	Agent Address Line 3	Agent Address Line 4	Agent Address Line 5	Agent Post Code	
CLA02	Clarkson Port Services	Mendham Business Park	Saltend		Hedon	Nr Hull	HU12 8DZ	<input type="button" value="Use Agent"/>
CLA03	Clarkson Port Services	ST. Andrews House	ST. Andrews Road	Avonmouth	Bristol		BS11 9DQ	<input type="button" value="Use Agent"/>
CLA05	Clarkson Port Services	1 Tower Quays	Tower Road	Birkenhead	Wirral	Merseyside	L41 1BP	<input type="button" value="Use Agent"/>
CLA07	Clarkson Port Services	Maritime House	19a St Helens Street		Ipswich	Suffolk	IP4 1HE	<input type="button" value="Use Agent"/>
CLA09	Clarkson Port Services	Suite 10, Currie House	Herbert Walker Avenue	Western Docks	Southampton	Hampshire	SO15 1HJ	<input type="button" value="Use Agent"/>
CLA13	Clarksons Port Services	Berth 36,	Test Road,	Eastern Docks	Southampton		SO14 3GG	<input type="button" value="Use Agent"/>
CLA14	Clarkson Port Services	Room 10 Cereal House	Grain Terminal	Port of Tilbury	Tilbury	Essex	RM18 7LS	<input type="button" value="Use Agent"/>
CLA15	Clarksons Port Services	Europa House,	40 South Quay,	Great Yarmouth	Norfolk		NR30 2RL	<input type="button" value="Use Agent"/>
CLA16	Clarksons Port Services	Room 10	Cereal House	Tilbury Docks	Essex		RM18 7LS	<input type="button" value="Use Agent"/>
CLA17	Clarksons Port	Ground Floor	St Andrews House	St Andrews Road	Avonmouth	Bristol	BS11 9DQ	<input type="button" value="Use Agent"/>

[Existing Agents](#)

Click SUBMIT

You will now be shown all the details that will appear on the certificate. This is your last chance to check and change anything.

Check all the details; name, arrival date, is the amount correct/as you expected? If not, is it because the tonnage is incorrect? Have you selected the right port of arrival? Have you selected the right agent?

Enter your password

THIS IS THE POINT OF NO RETURN, ONCE YOU CLICK SUBMIT, NOTHING CAN BE CHANGED

Click SUBMIT

The Light Dues certificates and/or receipts can now be viewed/printed by clicking on View/Print Certificate or View/Print receipt. You can also save the pdf.

Once you have finished with the pdf, close the window – Click X in the top right corner.

5. Cash Batch List

For every day that Light Dues certificates have been issued you will need a cash batch list so that you know how much will be called for by direct debit after 10 working days.

To print, select Cash Batch List from left hand menu

Enter date

Click SEARCH, and PRINT. Depending on the set up of your printer, you may be able to print to pdf and save the file electronically rather than physically printing the batch out.

Please note that if a cash batch list is printed/saved and then further certificates on that day are issued, you will need another cash batch list. The cash batch list provides you with detailed information and provides you with the Direct Debit amount generated for that day.

There is no requirement to print cash batch listings on days when no Light Dues certificates have been issued. Trinity House does NOT require a copy of the cash batch list.

If you forget to print the Cash Batch List, when the DD notification is received, look for the batch number and use the LDC enquiry to find the certificates for that day. See Section [3.2.3](#).

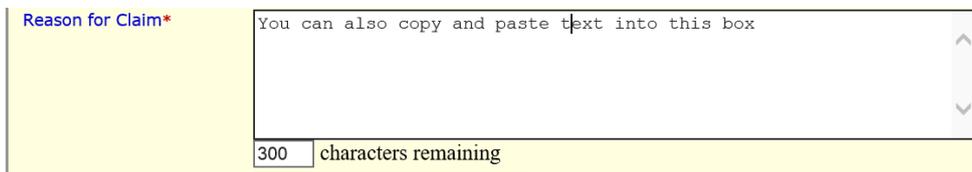
6. Repayment Claim

If you need to request a refund either because you have made a mistake or Trinity House has contacted you and invited you to make a claim, you will need to make the claim via the repayment claim menu.

You will need to complete the following fields:

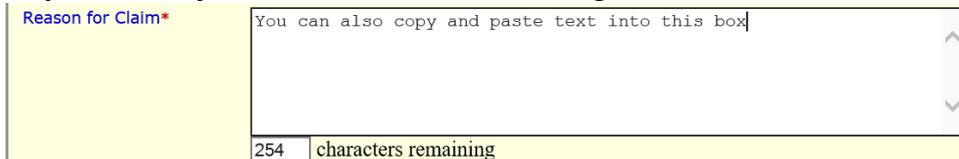
Value of refund – this would normally be the whole amount of the certificate issue, however, if the certificate was issued on gross tonnage and the ITC has now been added to ALDIS you may request a refund of the extra that was paid in error.

Reason for claim – please add some helpful information i.e. paid on GT in error or wrong arrival date, wrong agent selected etc. You can also copy and paste text into this box but you will then need to add a space or back space within the box so that the form acknowledges there are characters in the box and counts them.



The screenshot shows a form field labeled "Reason for Claim*" with a yellow background. The text area contains the placeholder text "You can also copy and paste text into this box". Below the text area, a small box displays "300 characters remaining".

Note, until another character is added into the box the characters remaining stays at the default 300 characters remaining.



The screenshot shows the same form field as above, but now the text area contains the text "You can also copy and paste text into this box". Below the text area, the small box now displays "254 characters remaining".

Fill in the rest of the information and then click on 'Submit Claim', if you have not completed all of the compulsory fields a message will flag which fields have not been completed.

Once the form is submitted you will be given the opportunity to 'View Claim' which opens a pdf version of the claim you have submitted to Trinity House via ALDIS. They will pick up the claim on the following day. You can either print or save this claim. If the claim is for a certificate that has only just been issued, Trinity House will have to wait for the Direct Debit for the original certificate to be received before they can issue a refund. All refunds will be sent electronically back to the bank account the Direct Debit originated from.

7. Security

Users

It is the responsibility of the ALDIS administrator to set up all additional users and to delete any users that leave the company. Login details must be unique for each user and not shared with colleagues.

7.1 To set up new users:

Select Collector User from the left hand menu bar

Click User and enter a username – the standard format is the surname followed by the initial i.e. BLOGGSJ all in capitals. Do not add either of these punctuation marks: @ or ‘

Tab to Name and enter the user’s full name and company name i.e. JOE BLOGGS – A N SHIPPING

Tab to Enabled and select YES from the drop down menu

Tab to Password and enter ‘password’

Select Insert New User



The screenshot displays the 'Automatic Light Dues System User Maintenance' interface. On the left, there is a navigation menu with options like 'User: TESTADMIN', 'Log off', 'Change password', 'Certificates', 'Enquiries', and 'Security'. The main area shows a search bar with 'No records found.' and an 'Insert New User' button. Below this, a form is filled out with the following details: User: BLOGGSJ, Name: JOE BLOGGS - AN SHIPPING, Enabled: Yes (selected in a dropdown), and Password: *****. At the bottom of the form, there are buttons for 'Confirm Updates' and 'Delete Record'.

Please remember to advise any new user that they should change their password to something more secure the first time they log on to the system.

If you wish to see who is set up with access to ALDIS in your office, type in % in the name box and click on Search.

7.2 To delete a user who has left the company:

Select Collector User from the left hand menu bar

Enter username in first field available and select search

User detail should appear

Click on Delete Record. You will receive a message warning you that you are about to delete this record.

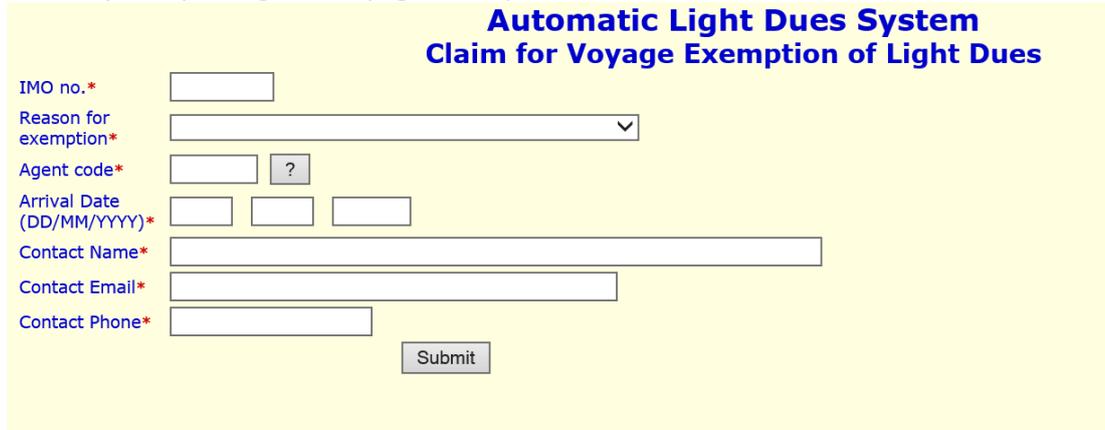
Select OK.

If you need to change the ALDIS administrator please contact Trinity House.

Should the nominated Light Dues Officer leave the company, Trinity House must be advised of this change IMMEDIATELY.

8. Voyage Exemption

If you have an arrival of a vessel that is exempt from light dues, please let us know by completing the Voyage Exemption form.



The screenshot shows a web form titled "Automatic Light Dues System Claim for Voyage Exemption of Light Dues". The form fields are as follows:

- IMO no.*: Text input field.
- Reason for exemption*: Dropdown menu.
- Agent code*: Text input field with a help icon (?) to its right.
- Arrival Date (DD/MM/YYYY)*: Three separate text input fields for day, month, and year.
- Contact Name*: Text input field.
- Contact Email*: Text input field.
- Contact Phone*: Text input field.

A "Submit" button is located at the bottom right of the form area.

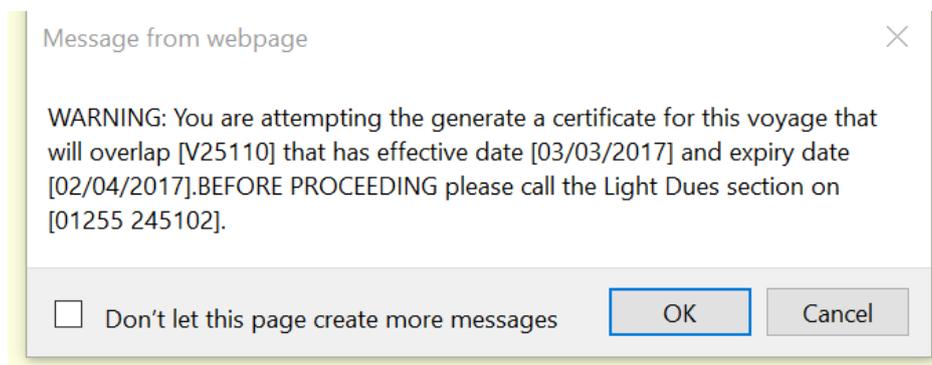
When you click on Submit, you will be shown a screen populated with the details you have provided. At the bottom you will need to enter your password to confirm the information is correct and that you are not making a false declaration. Click on 'Submit Exemption'. The exemption form will then appear and you can save or print this for your records. Trinity House will receive notification of the exemption submitted the following day.

9. Warning messages

There are several inbuilt messages that are mentioned in the certificate issuing section, but there a couple of others that if seen should be checked with the Light Dues Team before continuing.

Issuing the 9th certificate:

If when issuing the 9th certificate in the financial year, you receive a message warning you that the certificate will cause an overlap with a certificate and a date from the end of the previous financial year, this is because ALDIS counts all the certificates that cover any part of the financial year.



See example overpage.

Certificate V25110 covers the period 3/3 – 2/4 i.e. 2 days in the 2017/18 year. ALDIS then counts all the certificates issued and when the 9th certificate is issued, logic says that there are already 9 certificates in place in that financial year so warns the operator that they may be creating an overlap.

Automatic Light Dues System												
Certificate Search - Results												
Certificate	Value	Type	Refunded	Final Certificate	Original Certificate	Issue date	IMO	Vessel Name	Arrival date	Expiry date	Collector	Territory ID
W12930	£1,660.50	C		X		12/12/2017	9350666	CLIPPER POINT	03/12/2017	31/03/2018	990001	UK
W12929	£1,660.50	C				12/12/2017	9350666	CLIPPER POINT	03/11/2017	02/12/2017	990001	UK
W12928	£1,660.50	C				12/12/2017	9350666	CLIPPER POINT	03/10/2017	02/11/2017	990001	UK
W12205	£2,656.80	C				13/09/2017	9350666	CLIPPER POINT	03/09/2017	02/10/2017	610500	UK
W09483	£1,660.50	C				07/08/2017	9350666	CLIPPER POINT	03/08/2017	02/09/2017	818587	UK
W06940	£1,660.50	C				05/07/2017	9350666	CLIPPER POINT	03/07/2017	02/08/2017	818587	UK
W04775	£2,656.80	C				07/06/2017	9350666	CLIPPER POINT	03/06/2017	02/07/2017	610500	UK
W02621	£2,656.80	C				08/05/2017	9350666	CLIPPER POINT	03/05/2017	02/06/2017	610500	UK
W00568	£1,682.64	C				07/04/2017	9350666	CLIPPER POINT	03/04/2017	02/05/2017	818587	UK
V25110	£2,656.80	C				07/03/2017	9350666	CLIPPER POINT	03/03/2017	02/04/2017	610500	UK
V23572	£2,656.80	C				09/02/2017	9350666	CLIPPER POINT	03/02/2017	02/03/2017	610500	UK

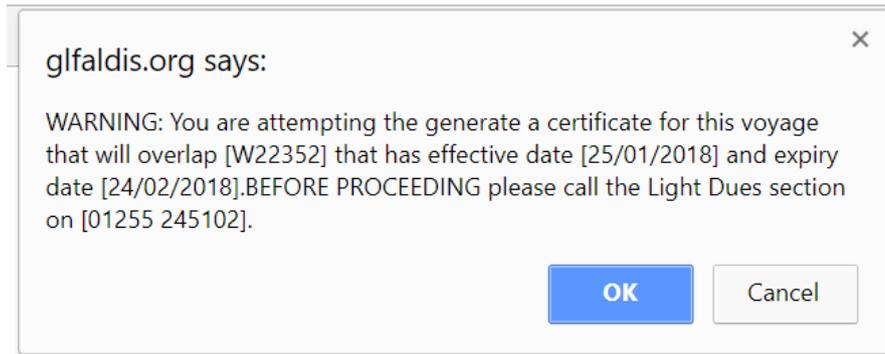
You may accept the warning. Check that ALDIS is correctly issuing the ninth certificate for the financial year and that the expiry date is 31 March. If this appears all normal you can go ahead and submit the certificate request. If the date does not show as 31 March please contact the Light Dues team.

Overlapping certificates:

The Morning Capo needs a certificate for the 1/1/18.

Automatic Light Dues System	
Certificate Request - Basic Details	
IMO Number*	<input type="text" value="9663295"/>
Arrival Date (DD/MM/YYYY)	<input type="text" value="1"/> / <input type="text" value="1"/> / <input type="text" value="2018"/>
Departure Date (DD/MM/YYYY)	<input type="text" value="0"/> / <input type="text" value="0"/> / <input type="text" value="2000"/>
Currency	<input type="text" value="Pounds"/>
Period/Annual	<input type="text" value=""/> (ONLY for pleasure craft and fishing vessels/tugs)
<input type="button" value="Submit"/>	

On entering the information, the following warning message is displayed:



Carrying out an LDC Enquiry, we can see that there is a certificate in place from the 25/1/18 and issuing for the 1/1/18 will indeed create an overlap.

You must call the Light Dues team before you proceed so that we can check that the date that you are attempting to issue for is correct. If it is correct, then you will be able to proceed and the Light Dues team will contact the collector of the certificate that is no longer needed and advise them to make a repayment claim.

Automatic Light Dues System												
Certificate Search - Results												
Certificate	Value	Type	Refunded	Final Certificate	Original Certificate	Issue date	IMO	Vessel Name	Arrival date	Expiry date	Collector	Territory ID
W22352	£7,890.75	C				25/01/2018	9663295	MORNING CAPO	25/01/2018	24/02/2018	214429	UK
W09373	£7,890.75	C				05/08/2017	9663295	MORNING CAPO	05/08/2017	04/09/2017	514550	UK
V23182	€12,625.20	C				03/02/2017	9663295	MORNING CAPO	03/02/2017	02/03/2017	610500	UK
V17204	£7,995.96	C				11/11/2016	9663295	MORNING CAPO	10/11/2016	09/12/2016	413450	UK
V01727	£8,206.38	C				22/04/2016	9663295	MORNING CAPO	27/02/2016	26/03/2016	990001	UK
U16896	£8,206.38	C				18/11/2015	9663295	MORNING CAPO	11/11/2015	10/12/2015	413450	UK

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10. Contact Details

E-mail: LIGHTDUES.GENERAL@THLS.ORG

Tel: 01255 245102

Address: Light Dues Team
Trinity House
The Quay
Harwich
Essex
CO12 3JW

Website: <https://www.trinityhouse.co.uk/about-us/governance/funding/light-dues-in-the-uk>

11. Light Dues Regulations Schedule

UNITED KINGDOM

LIGHT DUES REGULATIONS

SCHEDULE

PART I

Interpretation

1. For the purpose of this Schedule –
 - (a) a ship's tonnage shall be its net tonnage assessed in accordance with the International Convention on Tonnage Measurement of Ships 1969 and entered on its International Tonnage Certificate (1969) or, if this certificate is not available for any reason, the ship's gross registered tonnage;
 - (b) a year shall be reckoned from 1 April; in paragraph 3(2) of the scale "month" means a month commencing with the relevant date;
 - (c) in calculating any payment of light dues where the ship's tonnage is not a multiple of one ton, any excess not exceeding half a ton shall be rounded down and any excess over half a ton shall be rounded up to the nearest ton and where the dues payable are not a multiple of a penny the excess shall be rounded down to the nearest penny;
 - (d) "length" in relation to a fishing vessel or a tug means the registered length shown in the ship's certificate of registry and in relation to such a ship having no registered length, means the length which would be the registered length if the ship were registered under Part II of the Merchant Shipping Act 1997, provided that in calculating any payment of light dues where a fishing vessel's or a tug's length is not a multiple of one metre, any excess not exceeding half a metre shall be rounded down and any excess over half a metre shall be rounded up to the nearest such metre except in the case of a ship with a length of less than 10 metres;
 - (e) "fishing vessel" means any fishing vessel registered under Part II of the Merchant Shipping Act 1997 or registered as a fishing vessel under the law of some other country;

- (f) “pleasure vessel” means –
- a. any vessel which at the time it is being used is –
- (i) (a) in the case of a vessel wholly owned by an individual, or individuals, used only for the sport or pleasure of the owner or the immediate family or friends of the owner; or
- (b) in the case of a vessel owned by a body corporate, used only for sport or pleasure and on which the persons are employees or officers of the body corporate, or their immediate family or friends; and
- (ii) on a voyage or excursion which is one for which the owner does not receive money for or in connection with operating the vessel or carrying any person, other than as a contribution to the direct expenses of the operation of the vessel incurred during the voyage excursion; or
- b. any vessel wholly owned by or on behalf of a member’s club formed for the purpose of sport or pleasure which, at the time it is being used, is used only for the sport or pleasure of members of that club or their immediate family or friends; and
- c. in the case of any vessel referred to in paragraphs a. or b. above no other payments are made by or on behalf of users of the vessel, other than by the owner.

In this definition “immediate family” means in relation to an individual, the husband or wife of the individual, and a relative of the individual’s husband or wife, and “relative” means brother, sister, ancestor or lineal descendant.

PART II

SCALE OF PAYMENTS for 2018/19

Periodical Payments

1. For the classes of ships mentioned below light dues shall be levied by way of periodical payments of the following amounts:

Tugs and Fishing Vessels

- (1) Either:
 - (a) an annual payment per ship of £190 plus a payment of £20 for each metre of length in excess of 10 metres; or
 - (b) two equal payments per ship of £110 plus payment of £12 for each metre in length in excess of 10 metres in respect of each of the six month periods commencing respectively on 1 April and 1 October.
- (2) The annual payment for a new or newly registered tug or fishing vessel shall be one twelfth of the appropriate annual rate in paragraph 1(1)(a) of the scale for each month, or part of a month, of the year during which it is so registered, after the date of its first or new registration, subject to a minimum payment of £60.
- (3) Where a tug or a fishing vessel (other than one covered by paragraph 1(2) is not registered for a continuous period of more than three months the annual payment shall be one twelfth of the appropriate annual rate in paragraph 1(1)(a) of the scale for each month, or part of a month, of the year during which it is so registered, subject to a minimum payment of £60.

Pleasure Vessels

- (4)
 - (a) Subject to sub-paragraph (b) below, if a general lighthouse authority is satisfied that a pleasure vessel is ordinarily kept or used outside any area for which any general lighthouse authority has responsibility under Part VIII of the Merchant Shipping Act 1995, the payment shall be £26 for each period of 30 days in respect of any visit by a pleasure vessel to such an area; any period of such a visit comprising less than 30 days is to count as a 30 day period for the purposes of this Schedule.
 - (b) The total payment in any year for such visit or visits shall not exceed the annual payment specified in sub-paragraph (c) below.
 - (c) Where a pleasure vessel is operated commercially, voyage payments will apply.
 - (d) In all other cases an annual payment of £77.
 - (5) A new or newly registered pleasure vessel shall pay £26 for each month or part of a month of the light dues year remaining, subject to such payment not exceeding the annual payment.
2. Any ship subject to a periodical charge which is declared a total loss during a period for which it has paid or is liable to pay light dues, shall be deemed not to be liable to such dues from the last day of the month in which the said loss occurs; and such liability shall be reassessed on the proportion of the period prior to that date in accordance with paragraph 1(3) of the scale.

Payments per Voyage

3.
 - (1) **From 1 May 2017** In respect of ships of all other classes, subject to a minimum charge of £60 and maximum charge of £15,000 per voyage and to paragraph (2) below, the amount of light dues per voyage shall be 37.5 pence per ton.
 - (2) Where a ship has paid dues under paragraph (1) in respect of a voyage it shall not be required to pay light dues in respect of any subsequent voyage in any period of one month commencing with the last preceding relevant date.
 - (3) For this purpose, “relevant date” means the date on which a ship arrives at a port or place on a voyage in respect of which light dues were paid or payable.

- (4) In any year, a ship shall not be required to make payments of light dues for more than nine voyages in total.
- (5) A voyage of a ship shall be reckoned from port to port.
- (6) A payment on account of light dues made under paragraph (1) above in any year shall not entitle the ship to –
 - (a) any exemption from dues in accordance with the provisions of paragraph (2) above; or
 - (b) any limitation of liability for dues in accordance with the provisions of paragraph (4) above;beyond 30 April in the following year.

PART III

RULES

1. Dues payable under paragraph 3 of the scale of payments and the payments referred to in Rule 4 below shall be tendered at the port where the liability arises except as the general lighthouse authority otherwise allows.
2.
 - (a) The payments under paragraph 1 of the scale of payments (other than those referred to in paragraph 1(1)(b) of the scale and in Rule 4) shall be payable within twenty eight days after service of an invoice for the amount of the payment by a general lighthouse authority or its authorised collector.
 - (b) A general lighthouse authority or its authorised collector may serve the invoice by post, and the said invoice shall be treated as duly served if served on any one of the registered owners appearing in the register at the commencement of the period to which the invoice relates or on a consignee or agent within the meaning of section 207 of the Merchant Shipping Act 1997. For the purposes of section 7 of the Interpretation Act 1978^(a) (service of documents by post) an invoice shall be deemed to be properly addressed to the registered owner if it is addressed to him at the address for the time being recorded in relation to him in the register.
3. When issuing an invoice in respect of a tug or a fishing vessel a general lighthouse authority or its authorised collector shall inform the recipient of his right to elect to make payment by means of two equal payments under paragraph 1(1)(b) of the scale. Where the recipient makes a payment of the appropriate amount under the said paragraph 1(1)(b) within 28 days of the service of the invoice that paragraph shall apply; otherwise he shall be liable to pay in accordance with Rule 2. If the recipient makes such a payment in respect of the period from 1 April in accordance with the said sub-paragraph (b) the remaining payment shall be payable within 28 days of 1 October.
4.
 - (a) Any payment in respect of a visit as is referred to in paragraph 1(4)(a) of the scale shall be payable at the commencement of the period in respect of which it is due.
 - (b) Any payment under paragraph 1(1)(a) or (b) of the scale in respect of a tug or fishing vessel which a general lighthouse authority is satisfied is ordinarily registered and kept outside the United Kingdom shall be payable at the commencement of the first visit in the period to which it relates by the ship to a port in the United Kingdom.

PART IV

DESCRIPTION OF VESSELS EXEMPT FROM LIGHT DUES

- (1) Ships on charter to Her Majesty or used by a Government department or a foreign Government other than for commercial purposes.
- (2) Ships of less than 20 tons, other than ships liable to pay light dues by reference to their length.
- (3) Sailing ships used exclusively for sail training purposes, operating as travelling museums or vessels of historical interest.
- (4) Tugs and fishing vessels of less than 10 metres in length.
- (5) Ships putting in solely for bunkers, stores, crew changes, embarkation or disembarkation of pilots, a medical emergency, or for provisions for their own use on board, unless they are otherwise engaged in any revenue earning or commercial activity or service.
- (6) Ships putting in from stress of weather or because of damage or on voyages solely for the purpose of damage or running repairs, where they are not otherwise engaged in a revenue earning or commercial activity or service, provided they do not discharge or load cargo other than cargo discharged with a view to such repairs, and afterwards re-shipped.
- (7) Ships navigating solely and entirely within the limits of a harbour authority; except in the outer areas of the Port of London Authority and the Forth Port Authority where aids to navigation are maintained by the General Lighthouse Authorities.
- (8) Any ship (including a pleasure vessel) in respect of any year during the whole of which it is laid up; and in the case of any ship which has opted to pay in two payments as provided for in paragraph 1(1)(b) of the scale, this exemption shall apply in respect of any period covered by such option, during the whole of which it is laid up.
- (9) Vessels engaged solely in harbour maintenance, dredging, building or maintenance of sea defences or land reclamation on behalf of a statutory or harbour authority.
- (10) Vessels solely engaged in pollution control prevention or recovery on behalf of a statutory authority.
- (11) Vessels engaged solely in the transportation of sewerage waste to spoil grounds by or on behalf of a statutory authority.

- (12) Vessels putting in for the purpose of modification, alteration or scrapping, not otherwise engaged in any other revenue earning or commercial activity or service.
- (13) Dumb barges, lighters, hulks, or other vessels being towed which are specifically designed and built without a means of propulsion.

**Issued by Trinity House Lighthouse Service
on behalf of the three General Lighthouse Authorities**