

Ilfracombe Harbour Moorings Waiting List – Procedure

Purpose

This procedure explains how applicants are added to and maintained on the waiting list for moorings at Ilfracombe Harbour, and the conditions for receiving and accepting an offer of a mooring. Ilfracombe Harbour is **not a marina** and does **not** provide pontoon berths; moorings are managed in accordance with harbour operations and local conditions.

Important note: Ilfracombe is a **drying harbour with the second highest tidal range (10.1 metres) in the World**; access and moving vessels will be restricted by tide and harbour conditions.

1. Harbour Master's Powers and Decision Authority

The Harbour Master (and authorised harbour staff) is responsible for the safe and efficient management of Ilfracombe Harbour. Applicants and mooring holders must comply with all lawful instructions, harbour directions and applicable harbour bylaws at all times.

- **Allocation and suitability:** The Harbour Master may determine whether a vessel is suitable for a particular mooring and may refuse, withdraw, or vary an offer where required for safety, operational, environmental, or harbour-management reasons.
- **Directions and movements:** The Harbour Master may direct the movement, relocation, securing, or removal of vessels and equipment (including in emergencies), and may require attendance within required timescales.
- **Conditions and compliance:** The Harbour Master may set reasonable conditions relating to mooring use, access, maintenance, insurance, and conduct within the harbour.
- **Operational discretion:** Decisions relating to day-to-day harbour operations, safety, and mooring management are made at the Harbour Master's discretion and will be treated as final for the purposes of this waiting list procedure, subject to any statutory rights or formal complaints/appeals process that may apply.

2. Eligibility (Distance / Local Contact)

Distance limit: To remain eligible for the waiting list, the applicant must normally be able to attend the vessel and harbour **within 2 hours** of being contacted (for example, to respond to an urgent call to attend the vessel e.g. broken mooring or to move the vessel when required).

Alternative – local contact: If the applicant cannot meet the 2-hour requirement, they must nominate a **local contact** who can attend **within 2 hours** on their behalf.

Local contact requirements: The local contact must be an adult, based locally, reachable by telephone, and willing/able to act promptly for the applicant (e.g., relay messages, attend the vessel, support arrangements with the harbour office). The applicant remains responsible for all decisions and charges.

Evidence: The harbour will request evidence of the local contact's details and consent.

Definition of "within 2 hours": The 2-hour limit refers to typical travel time by road at the time of contact (taking account of normal traffic conditions), unless otherwise agreed by the harbour office in writing.

3. How to Apply (Joining the Waiting List)

Applicants must submit a waiting list request to the harbour office using the current application method (online form, or paper form available from the harbour office). An application is not complete until all required information is provided.

Online: Apply to moor (North Devon Council website). [Ilfracombe Harbour | North Devon Council](#)

Applicant name, address and contact details (telephone and email).

Vessel details: name (if applicable), type, length overall (LOA), beam, draft, displacement (if relevant), and insurance confirmation.

Confirmation that the applicant meets the **within 2 hours** requirement **or** details of the nominated local contact (name, address/area, telephone number, email) and confirmation they consent to act.

Any additional information requested by the harbour office to assess suitability and safety.

4. Waiting List Management

Position on list: Applications are normally recorded in date order of a complete application being received. The harbour reserves the right to consider vessel suitability and operational constraints when allocating specific moorings.

Keeping details current: Applicants must notify the harbour office promptly of any change to contact details, vessel specifications, insurance status, or local contact arrangements.

Periodic confirmation: The harbour office may request periodic (every 5 years) confirmation that the applicant still wishes to remain on the waiting list and still meets the eligibility requirements.

Data handling: Applicant and local contact details will be held for the purpose of administering moorings and harbour operations.

5. Offers of a Mooring

Offer method: When a suitable mooring becomes available, the harbour office will contact the applicant at the top of the list using the most recent contact details held (telephone and/or email). Where applicable, the harbour office may also contact the nominated local contact.

Response time: Applicants must respond within the time stated in the offer (within 7 consecutive days from date sent). If no response is received, the harbour will withdraw the offer and approach the next eligible applicant.

Declining an offer: If an applicant declines an offer, the harbour office will record this and contact the next eligible applicant. Repeatedly declining suitable offers may result in the application being removed from the list (see Section 7).

6. Taking Up the Mooring

Arrangements: Once accepted, the applicant must first view the mooring location being offered, noting that Ilfracombe is a drying harbour and timings may be dependent on tide and harbour conditions.

Safety and suitability: The harbour office will require confirmation that the vessel is the same as on the application form and suitable for the allocated mooring and local conditions and may refuse or reallocate where safety or operational concerns exist.

Compliance: The vessel owner must comply with harbour bylaws, directions of harbour staff, and any terms/conditions of the mooring agreement.

7. Suspension or Removal from the Waiting List

- Failure to maintain the **within 2 hours** requirement and no suitable local contact in place.
- Failure to respond to periodic confirmation requests by the stated deadline.
- Repeatedly declining suitable offers (as determined by the harbour office).
- Providing incomplete, inaccurate, or misleading information.
- Failure to maintain required insurance or to meet essential safety/operational requirements.
- Unreasonable behaviour towards harbour staff or repeated non-compliance with harbour requirements.
- Where an application is removed or suspended, any reinstatement (including whether the original application date is retained) is at the Harbour Masters sole discretion.

8. Harbour Office Contact

For current application forms, fees, and response deadlines, contact Ilfracombe Harbour Office using the latest details published by the harbour authority.

Online applications: [Ilfracombe Harbour | North Devon Council](#)

Direct email – Harbourmaster@northdevon.gov.uk

Phone – 01271 862108 or 07775 532606