



WELCOME TO ALBERT DOCK LIVERPOOL

Albert Dock is the largest group of Grade I listed buildings in Britain being 1.25 million square foot, and was built to the design of Engineer and Architect, Jesse Hartley. Plans were submitted in 1839, approved in 1841 and Albert Dock was officially opened on 30 July 1846 by Prince Albert.

The refurbishment of Albert Dock was carried out by the Arrowcroft Group plc in partnership with the Merseyside Development Corporation. Plans were prepared in 1982, work began in 1983 and the first phase was opened in 1984 in time for the arrival of the Tall Ships Race and the International Garden Festival.

The land contained within the Albert Dock Estate is owned in the most part by Gower Street Estates (GSE), whilst the water space and pontoon structures are controlled by Canal & River Trust (CRT). Contact details for each party can be found at the end of this document.

The Albert Dock is open 7 days a week with free admission. The Estate is protected by 24 hour security and CCTV surveillance.

Around 5 million people now visit each year and the Dock is the most visited, multi-user attraction in the UK outside London.

Albert Dock consists of approximately 70 retail units and nearly 40 office units. The Albert Dock is also home to 3 major individual tourist attractions: - The Tate Gallery Liverpool, National Museums Liverpool and Beatles Story.

The Colonnades Pavilion houses 115 luxury residential apartments, including penthouses with conservatories and rooftop patios with views across the River Mersey and the Albert Dock.

To assist with presentation of the Albert Dock Estate and the efficient management of the various interests, the freeholder, Gower Street Estates (GSE) have requested that all parties including occupiers, their contractors, and visitors adhere to a Code of Conduct for the benefit and enjoyment of all users. This Code of Conduct is updated frequently and all readers are encouraged to contribute to the smooth and safe running and presentation of the Albert Dock environmental by suggesting changes which might be considered for the benefit to the majority.

Where compliance with any rule or regulation will cause difficulty, the reader is requested to contact the Estate's managers to discuss their concerns.

ESTATE CODE OF CONDUCT

■ Estate Health and Safety

The Estate Manager is responsible for co-ordinating health and safety arrangements on land, while the Harbour Master is responsible for health and safety arrangements on the water space.

They shall ensure that all external works and works impacting on the public realm are equipped and laid out in a manner that provides for the safety of workers and members of the public.

■ Health & Safety - Vessels

It is accepted that Health & Safety planning on board vessels across the Albert Dock Estate is the responsibility of the individual vessel owners, except when directly impacting on the public realm and common areas. On these occasions the direct advice and permission is to be sought from the Estate Manager or Harbour Master in the first instance or the Surveyor in their absence. The Estate Manager and Harbour Master reserve the right to temporarily stop any works from continuing that they feel pose a threat to any person's health or safety.

In terms of property occupied by other organisations, the responsibility for health and safety will rest with those organisations. Regardless of the split of responsibilities, there is a collective duty on all occupiers and users of the Estate and water space to co-ordinate their activities and co operate with each other.

■ Works on Board Vessels

Gower Street Estates and Canal & River Trust appreciate that periodically vessel owners may wish to undertake works to their vessels and invite their own contractors onto the Estate.

All works must be carried out in accordance with the terms of the agreement between the Vessel Owner and CRT, the Licence for the Berthing of a Vessel at Liverpool Waterfront. Vessel owners are asked to be mindful that the Albert Dock is home to both Commercial and Residential occupiers and that any works carried out should be of a minor nature and should not cause nuisance to any other users of the Estate. The Estate Manager and Harbour Master reserve the right to stop any works that are causing a nuisance to any other users of the Estate.

Where the works to the Vessel are likely to have an impact on the Estate, their contractors will be subject to the Estates 'Contractor Site Rules' (please refer to Estate Manager for a copy) and will be required (through CRT) to provide the Estate Manager with:

- Details of the approved works
- Copy of a valid certificate of insurance (as above)
- Evidence of Consents (as above)
- Risk Assessments and Method Statements

■ Car Parking

GSE operate 24 hour traffic management (for a full set of Conditions please refer to the Estate Manager). There is no dedicated parking for Canal & River Trust Bertholders. For details of parking tariff and Terms and Conditions, please refer to the signage within the car parks.

No vehicle shall use the pay & display car parking facilities unless there is a valid ticket, securely affixed inside the vehicle and clearly from outside.

There are **no exemptions** for

- CRT berth holders
- Vehicles with valid disabled persons badge
- motor bikes
- Tennant employee's / occupiers
- Tennant contractors or visitors

Albert Dock is a private property and is not dedicated as a public highway. By entering Albert Dock with or without a vehicle and/or by making use of any of the facilities provided within Albert Dock all persons accept the conditions contained within the Policy, some of which restrict and/or exclude the liability of GSE.

GSE reserves the right at any time and from time to time in its absolute discretion to:

- Close or to restrict access to the whole or any part of the Albert Dock Estate.
- To exclude vehicles or persons from or to restrict access by vehicles or persons to the whole or any part of the Albert Dock Estate.

Whenever possible, prior notice will be given of any such closure, exclusion or restriction, but no liability can be accepted by GSE for any failure to give such notice.

ALL FUNDS RAISED VIA ALBERT DOCK CAR PARKS ARE USED FOR THE PURPOSE OF THE UPKEEP OF THE ESTATE

■ **Refuse / Garbage Collection**

- There is no land based waste facility for Bertholders within the Albert Dock Estate. Waste from vessels will be collected daily from your vessel (Monday-Friday). There is no waste collection at weekends. Please leave your waste on board your vessel ready for collection (in an obvious place!).

■ **Security**

CRT do not provide 24 hour security for users of the water space. GSE employ a 24 hour service at Albert Dock in relation to the land and will offer assistance in an emergency. Please see contact details at the end of this document.

■ **Corporate Events**

Please note that any corporate events that may encroach upon the land must not take place without prior agreement from the Estate Manager and Harbour Master.

■ **Deliveries and land side refuelling**

Deliveries to your vessel must take place between 8am and 10am, unless by prior arrangement with the Estate Manager or Harbour Master. Land side refuelling must also take place between within these hours.

■ **Dogs**

Dogs are welcome on board vessels but please be aware that irresponsible dog owners will be asked to leave the Estate.

ALBERT DOCK EMERGENCY PROCEDURES

■ Fire & Evacuation

Please refer to the CRT notice board for detailed emergency procedures and ensure that emergency telephone numbers are always to hand.

Whilst it is the responsibility of each Vessel owner to ensure that a plan is in place for evacuation in the event of a fire on board their vessel, it is the Estate Managers responsibility to ensure that any evacuations are correctly carried out once they enter the public realm. Vessel owners must also ensure that roadways are kept clear, persons are correctly located safely on a paved area away from traffic and must await the instructions of the emergency services.

■ Calling Merseyside Fire & Rescue Service.

All Vessel owners are responsible for calling the Fire Service in the event of a fire on board.

Only in extreme cases such as an activation during night time hours will Albert Dock Security Staff make the decision to call the emergency services.

■ Calls to all other emergency services.

A call must be placed to the Albert Dock Security Control room on – 0151 707 8384 in the event of ANY emergency services call out in order to ensure swift access, response, and location of your vessel. A Security Officer will meet and direct emergency services accordingly and log the attendance.

■ Bomb Threats & Suspicious Packages

On discovery of a suspicious object every attempt should be made to locate an owner. When this has been done and is unsuccessful, then within a reasonable timescale the following steps should be taken.

- Make a call to the emergency services using 999, inform the advisor of the situation, description of suspect object and what attempts have been made to locate the owner. Then proceed with the following steps.
- Make a call to Albert Dock security control room to enable them to prepare for and assist during the arrival of the emergency services.

■ Defibrillators at Albert Dock

Northwest Ambulance Service have supplied and trained all Albert Dock staff in the use of defibrillators. A defibrillator is located at the Albert Dock security control room. At any one time there is a minimum of 5 members of security personnel who are able to provide assistance to your own first aid trained staff in the event that this equipment may be required.

The Estate Team and Canal & River Trust are here to assist and advise. Please don't hesitate to call or email should you require any assistance regards any of the topics mentioned above.

Many thanks



Contacts

If lives are at risk call 999

<p>Albert Dock Security Control Room Tel: 0151 707 8384 Email: albertdock@stonemg.co.uk</p>	<p>Andrew Goudie Harbour Master Tel: 0151 709 6558</p>	<p>CRT Enquiries North West (Urgent) Tel: 0800 47 999 47 enquiries.northwest@canalrivertrust.org.uk</p> <p>CRT Enquiries (Non Urgent) Tel: 0303 040 4040 (8am to 6pm)</p>
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