

Organisers of recreational events should ensure that they consult with Cromarty Firth Port Authority (CFPA) regarding events both on and over the waters that falls within CFPA's jurisdiction. Organisers should give not less than 7 days notice to the Port Manager (CFPA Byelaw Part V. 43.1)

Those intending to hold a recreational event for which any form of risk assessment will be required are encouraged to consult with CFPA at the earliest opportunity. Formal approval to such events can then be made subject to a proper risk assessment conducted by the event organiser. (CFPA Byelaw Part V. 43.2)

Where an event occurs regularly, the scope of subsequent risk assessments may be adjusted accordingly. In approving any event, the Port Manager needs to be satisfied that risk to the safety of navigation, or other port users has been effectively mitigated. The Port Manager also needs to ensure that the event organizer has consulted with, and has met the requirements of the Maritime Coastguard Agency, the RNLI, local emergency services and local authority where appropriate. Also if applicable, the event should take into account the guidance provided by and with the approval of the national bodies representing the types or classes of craft or vessels participating. The Royal Yachting Association has prepared a series of standard templates for various categories of event and organisers may wish to refer to these.

Any requirement for additional Port Authority resources, be they navigational marks, craft to patrol, control or escort the event, or any emergency or SAR resources, would normally be at the expense of the event organiser. The same would apply to any public safety or emergency provision considered necessary by the Police or other emergency services.

Having conducted a risk assessment, and following any advice or requirement of the Port Manager, the event organiser is required to promulgate clear details of the event, including where appropriate:

- Names of event organisers;
- List of participants;
- List of authorities consulted;
- Timetable and programme of events;
- Arrangements for controlling the event, including any special communications, i.e. contact phone numbers, VHF channels and call-signs;
- Any navigational constraints being imposed, e.g. restricted areas, or partial port closures;
- Emergency arrangements;
- Media arrangements.

Depending on the scope of the event, it may be appropriate to publish the full risk assessment and associated mitigating measures.