



PORTO MONTENEGRO

---

MARINA HANDBOOK  
2015

---

## WELCOME TO PORTO MONTENEGRO

Porto Montenegro is the most comprehensive homeport in the Mediterranean, and our team strive to continually exceed the needs of our guests, captains and crew. With this in mind, we have sought to create a marina that includes the most up-to-date and broadest range of services and facilities in Montenegro and across Europe.

The following pages provide you with important information for your stay within the marina. If at any time you have questions, please feel free to contact the marina office or our 24/7 Yacht Assist team.

We would be happy to help you.

**TONY BROWNE**  
Marina Director



## TABLE OF CONTENTS

### General Information

- Useful contacts .....
- Marina guidelines .....
- Marina expansion .....

### Arrival and Departure

- Arriving .....
- Customs and immigration .....
- Arrival procedures .....
- Departure procedures .....

### General Operations

- Electricity and water .....
- Utility module instructions .....
- Import of goods .....
- Goods in transit .....

### Services and Facilities

- Fuel bunkering .....
- Security .....
- Parking .....
- Internet Services .....
- Crew club .....





## USEFUL CONTACTS

**Marina Office**  
Summer Opening  
(May 1st to September 30th)  
8 am – 8 pm

Winter Opening  
(October 1st to April 30th)  
9 am – 6 pm

Tel: +382 (0) 32 661 061  
Fax: +382 (0) 32 674 658

[berths@portomontenegro.com](mailto:berths@portomontenegro.com)

**The Yacht Conierge**  
Tel: +382 (0) 32 660 990

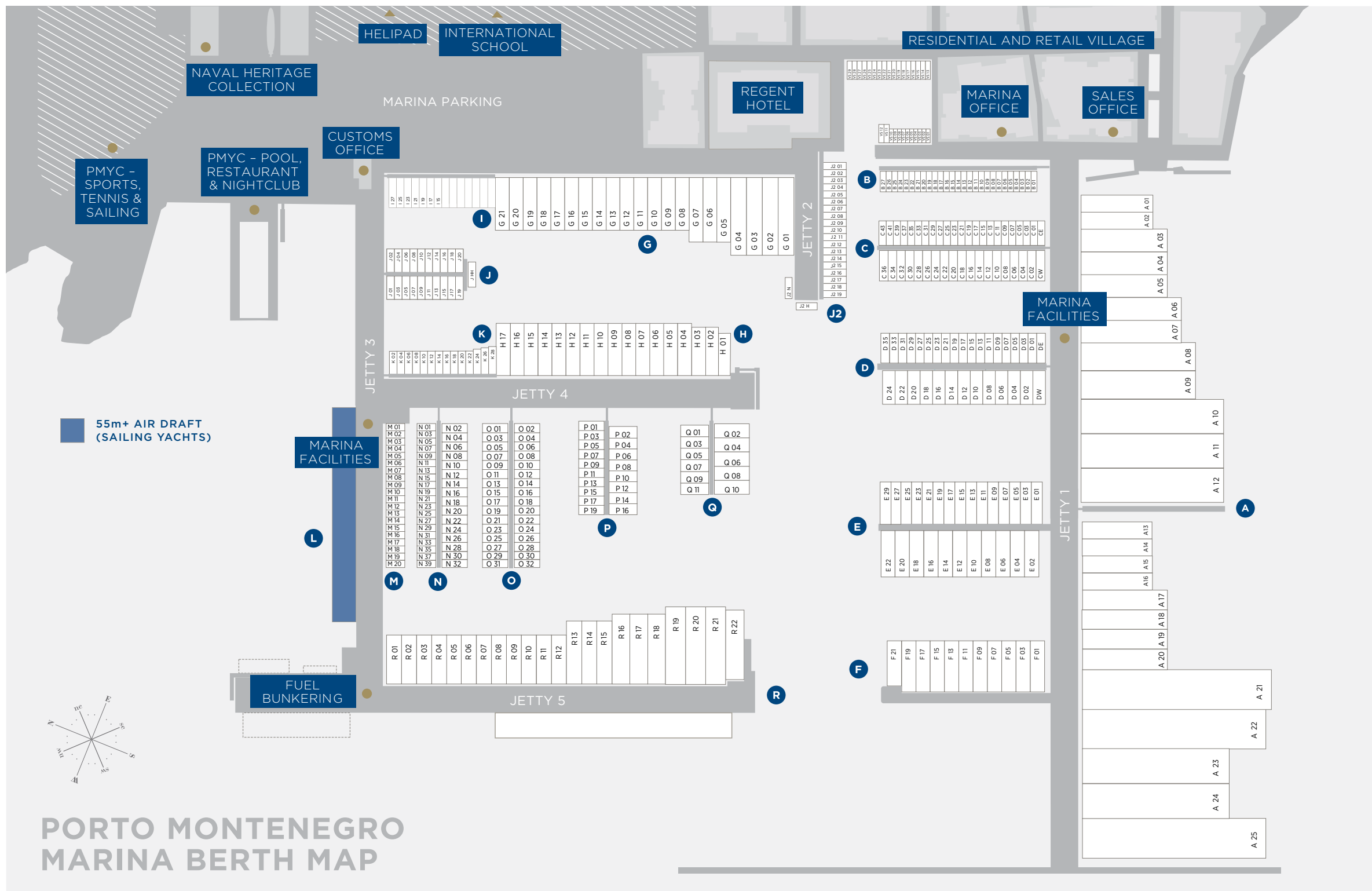
**24 Hour Assistance**  
VHF Channel 71

**Crew Club**  
Tel: +382 (0) 32 660 990  
[crewclub@portomontenegro.com](mailto:crewclub@portomontenegro.com)

**IT Assistance**  
+382 (0) 32 661 061  
[marinaoffice@portomontenegro.com](mailto:marinaoffice@portomontenegro.com)

**Sales**  
If you would like any additional information on extending your stay or another of our services please contact our sales office which is located at the entrance to Jetty 1.

+382 (0) 32 661 059  
[sales@portomontenegro.com](mailto:sales@portomontenegro.com)







## MARINA GUIDELINES

The following Marina Guidelines are designed to make your stay with us as enjoyable as possible. If, at any time, you require assistance or further information please contact the marina office.

### Speed Limit

The marina is a dead slow, no wake zone. The wake you cause outside the marina may affect vessels within, please do not cause a disturbing wake in front of the breakwater. The speed limit in the bay is 10 knts, with a 6knts zone between the Kumbor Straight and Verige Passage.

### Border Crossing

Clearance in and out of Montenegro can be made with the assistance of the Porto Montenegro team. No persons apart from the captain should leave or board the vessel until clearance has been completed.

### Waste Waters

Black and grey water pump-out is available free of charge. It is prohibited by Montenegrin Law to discharge any liquid waste within the marina. The harbour master will be notified in the event of violation.

### Garbage

Do not leave garbage on the docks or next to the small litter bins. Garbage should be bagged and tied, then properly placed in designated receptacles. For large quantities, please contact the marina office for collection.

### Hazardous Waste Disposal

Porto Montenegro offers MARPOL certified hazardous waste disposal. Please call the marina office for collection. Disposal of oils or other contaminants in the garbage bins is strictly prohibited.

### Pontoons and Jetties

Pontoons and jetties are to be kept clear of all dinghies, equipment, spares, sails, etc. at all times.

### Boat Repairs and Contractor Work

Minor repairs are allowed in the marina assuming due consideration to your neighbours and the environment is being observed. Pollution as a result of works is not allowed (*wood shavings, sanding dust, etc*) and no hot works are permitted in the marina. All contractors must visit the marina office prior to commencing works for submission and approval of a method statement.

### Neighbourly Consideration

Noise must be kept down after 10pm. If deck lights are used, please ensure they do not intrude on other boats. Dogs must be kept under control at all times.

### Barbecuing

Only electric barbecues are permitted in the marina. For shore side barbecues, please contact the marina office for approval. Alternatively, marina guests have access to use the barbecue facilities at the Yacht Club.



## ARRIVAL INFORMATION

GPS position - 42°26.03'N 018°41.33'E  
VHF Channel 71

Porto Montenegro's marina dock staff is available 24/7 and **MUST** be contacted before arrival and prior to departure. Upon arrival, please provide the following information.

- Vessel name
- Vessel length
- Berth code (*if known*)
- Last port of call (*if arriving from a foreign port, see customs and immigration section*)

### Marina Entrance

The entrance to the marina is marked with red and green lights at night – the green light is on the head of N breakwater while the red light is on the head of Jetty 5. Keep clear of Jetty 4 (*outer side*) due to shallow waters (*marked with orange buoys*). During construction of the marina extension, please take extra care whilst manoeuvring the entrance in the hours of darkness.

### Pilotage

Pilotage is compulsory for all boats of over 1000 GRT (*gross register tonnes*). The Pilot may be organised through our Yacht Assist team and the Pilot boarding station is on the entrance of the bay (*for arrivals*).



### Assistance

The assistance of a small dinghy boat may also be requested on VHF channel 71. The dock crew will be standing by for arrival and departure.

### Anchoring

Anchoring is not allowed within the marina except on A Dock.

### Diver

The marina has its own certified diver. Diving by any other unauthorised persons is prohibited.

### Mooring

The mooring system for boats at Porto Montenegro is "Med" or "stern to". For yachts on all jetties, with the exception of Jetty 1, the mooring system consists of two bow mooring lines (*ground lines*).

Please be sure to contact the marina on VHF 71 to ensure the marina staff will be at your berth on arrival to assist with line handling.

## CUSTOMS AND IMMIGRATION

Porto Montenegro is an official port of entry, with an onsite customs and immigration office located directly in the marina.

A valid vignette and stamp with yacht details are required to complete customs procedures. A vignette is a document that indicates navigable water tolls have been paid. The validity period may be chosen; up to 7 days, 1 month, 3 months, 6 months and 1 year. Fees depend on the validity period. For more information, please contact the marina office.

### Arrival Procedure

- All foreign-flagged yachts should fly the 'Q' flag on arrival in Montenegro and display the Montenegrin courtesy flag
- All vessels must contact the Marina office on VHF Ch 71 or by telephone at: +382 32 660 990
- The marina office will direct you either to your berth or to the customs dock
- Transportation will be provided to the border crossing where we will personally assist you through the customs process
- All crew must remain on board the yacht while our Yacht Assist team complete the arrival process

### White Cards

From the beginning of 2014 under the laws of Montenegro ALL visitors need to be issued with a white card to register their stay in the marina. White cards will be issued by our Yacht Assist team on arrival and need to be completed within 12hrs.

## Departure Procedure

All vessels departing Porto Montenegro for either local or international destinations must contact the marina office on VHF Ch 71 before leaving the marina.

**The marina office can assist with the following prior to your departure:**

- Update crew and passenger list (*if required*)
- Ensure all parking permits have been returned
- Ensure all transponders and electrical plugs have been returned
- Ensure your account is settled
- All departing crew must stay on board the yacht while our Yacht Assist complete the departure process

### Required Documents

**For yachts that already have a Montenegrin Vignette:**

- Existing Montenegro crew list with attached vignette
- Boat's Certificate of Registry (*Registration*)
- Passports of all crew and passengers
- Evidence of last port of departure (on arrival only)

**For yachts without a Montenegrin Vignette:**

- Boat's Certificate of Registry (Registration)
- Passports of all crew and passengers
- Insurance for the boat
- Skipper's license
- Notarized power of attorney in English, Italian or French if the skipper is not the boat owner
- Evidence of last port of departure (on arrival only)

ELECTRICITY AND WATER

Porto Montenegro offers the following electricity options:

- Single and three phase – 16A, 32A, 63A, 125A, 250A and 400A (A=Amperes)
- 230V & 400V (V = Volts)

The available power at each berth depends on the berth size.

PLEASE NOTE:

- Anyone found using electricity or water from another yacht will be responsible for the entire metered cost.
- Power cords and water hoses must be kept neat and orderly at all times.
- Power cables must not dangle into the water at any time.
- Do not cross the pontoon with hoses or cables. Please contact the marina team if you cannot use the meter nearest to your boat.

UTILITY MODULE INSTRUCTIONS

The following steps will guide you in connecting to Porto Montenegro’s electricity supply:

Start Up

Obtain a transponder from the Marina Office. Upon returning to your berth, plug the extension cable into the module. To switch on, bring the transponder close to the sensor located above the socket. Wait for the transponder data to upload while maintaining the transponder at reading distance (about 1 cm).

Options

While maintaining the transponder at reading distance, you will be presented with a series of utility options: water only, power only and water & power. Move the transponder away from the sensor when scrolling to the required option.

Shut Down

Bring the transponder close to the sensor and complete the reading procedure to deactivate the utility supply. When the system shuts down, the residual amount of credit on the transponder will be displayed. A generic error message will be displayed (eg: “on t1” or “off t2”) if the transponder is moved outside the reading distance during the start up or shut down procedure. To remedy the error, simply repeat the start-up or shut-down procedure correctly.

Credit Top-Up

To top-up the available credit on the socket, simply shut down the system and start it up again within 10 seconds, thereby avoiding even a temporary loss of power.

WARNING:

The extension cable must be appropriately rated in relation to the power output of the socket and must be no more than 20 meters in length.

If the water and power indicator light starts to flash, this means that the anti-theft protection has tripped. To reset the protection, simply perform the shutdown procedure and then repeat the start-up procedure.



IMPORTING GOODS

We have put together the following guidelines to ensure the smooth and speedy clearance of your goods through customs.

If you are ordering goods from abroad, ask the supplier for a pro forma invoice and send it to us before the shipment’s departure and we will check it for compliance with Montenegrin regulations.

1. Invoice

All exporters that are sending goods must be instructed to issue an itemised invoice with stated units and total price, total number of packages, total net weight (kgs), total gross weight (kgs), and delivery terms – preferably DDU (delivered duty unpaid).

2. Consignee Name And Address

The importing company is Adriatic Marinas or Adriatic Marinas Service depending on which company is ordering the goods. The importing company is not Porto Montenegro.

3. Eur1 Form

In the case that goods are coming from EU countries and our neighbouring countries, please insist that a proper Eur1 form accompanies the shipment, as this will significantly reduce customs fees.

4. On-Time Import Planning

Please order goods to allow adequate time for shipping and clearing.

5. Invoice Signatures

Montenegrin customs insist that all invoices must be signed and stamped.

GOODS IN TRANSIT

Guests of Porto Montenegro requesting or expecting the delivery of supplies from abroad should adhere to the following guidelines as stated in the Customs Law of the Republic of Montenegro.

In order to receive the shipment, the vessel must have an official stamp (*M/Y or S/Y name*) that must be presented to the marina office prior to requesting the delivery of goods.

Deliveries of goods in transit must be made directly to the vessel and not to the marina office.

In order to receive shipment, the receiving party must have:

- Proper documentation accompanying the goods in transit, including a pro forma invoice (see previous section) specifying the quantities and weights of the goods in transit
- Sender’s address
- Receiver’s address (ie. Marina Porto Montenegro address stated below)
- Name of vessel to which the delivery is to be made
- Name of person who is authorised to receive the shipment

Sample invoice

Sender Address:  
\_\_\_\_\_  
Montenegro

Delivery Address:  
Vessel Name  
Marina Porto  
Obala b.b. 85320, Tivat  
Montenegro

PROFORMA INVOICE

Date: \_\_\_\_\_

No. Products

Value

Total

1

2

3

4

TOTAL:

Total Weight: \_\_\_\_\_ Kg

Total Value for Custom Purposes: \_\_\_\_\_ EUR

Name of Vessel: \_\_\_\_\_

Signature: \_\_\_\_\_



## FUEL BUNKERING

Our diesel quality is in accordance to ISO 8217/2010 and delivery is fully compliant with MARPOL and SOLAS regulations.

Fuel tanks hold up to 900,000 litres (800,000 litres of duty free diesel, 70,000 litres of diesel for domestic use and 30,000 litres of unleaded gasoline).

### WARNING:

Marine pollution is a criminal offence in Montenegro. In case of pollution, the Harbourmaster's office will be advised.

The fuel dock is located at the foot of Jetty Three and is 130m LOA, however the marina has capacity to provide duty-free fuel up to 200m.

### Working Hours

#### High season

May 1st to September 30<sup>th</sup>

08:00 to 20:00 hrs, 7 days a week

#### Low season

October 1st to April 30<sup>th</sup>

09:00 to 17:00 hrs, Monday to Friday

### Fuel Orders

Orders for fuel should be placed preferably 24 hours in advance during working days and 48 hours in advance for delivery during weekends and on Mondays. Fuel orders will be confirmed subject to fuel dock availability. The fuel bunkering station is on standby at VHF08.

## Customs Regulations

A valid vignette and a stamp with yacht's details are required to take duty free fuel.

Upon completion of bunkering the yacht must leave the territorial waters of Montenegro, however, with Customs permission, yachts taking duty free fuel can stay within a dedicated area of the marina for up to 24 hours.

### Quality

Fuel quality is monitored on site by Inspectorate - a Bureau Veritas Group Company.

### Supplies

We can arrange supply of Shell lubricants to be supplied at the fuel dock or delivered and are an exclusive agent for GO2 fuel additive.

### Contact

For more information on fuel bunkering at Porto Montenegro, please contact: [bunkering@portomontenegro.com](mailto:bunkering@portomontenegro.com)  
+382(0)32 661 096



## SECURITY

Porto Montenegro is committed to your safety. The marina includes 24-hour security personnel, as well as round-the-clock CCTV surveillance.

Dedicated security staff are also available. For more information on this service, or for any security-related questions, please contact the 24-hour security hotline on: +382 (0)67 262 375.

## PARKING

Marina guests must complete the parking application form (*available from the marina office*). Upon completion of the form and payment of a €20 refundable deposit, marina customers will be issued a parking permit. The permit must be shown at the security checkpoint in order to gain access to the marina. The permit will only be valid for the duration of the rental agreement and must be returned to the marina office on expiry or prior to vessel departure.

Long-term parking on the jetties is not permitted; a maximum of one hour drop-off and pick-up is permitted whilst accessing a vessel and only in the dedicated parking area where the yacht is berthed. Marina customers are allowed to park one car per boat at a time.

If the permit is not returned, the deposit will be forfeited. The pass will automatically be cancelled once its validity has expired.

Any violations to this policy will result in the vehicle being tire-clamped and a €50 removal fine.

## INTERNET SERVICES

Porto Montenegro offers the following internet options:

### Wi-Fi

- Enable wireless on your device and connect to 'Porto wireless'
- Open a browser and follow the onscreen instructions for free wireless
- For a faster wireless service, please contact the marina office

The fibre optical cable connection includes 25/2 Mbps & IPTV with 57 channels

For IT assistance please contact the Marina Office:

[marinaoffice@portomontenegro.com](mailto:marinaoffice@portomontenegro.com) or call: +382 32 661 061



## RECOMMENDED MARINE SERVICE PROVIDERS

### ON-SITE

#### AGENTS

##### BWA

+382 (0)69 024 327  
montenegro@bwayachting.com

##### MRM

+382 (0)69 179 893  
bs@mrm-maritime.me

#### BROKER / CHARTER

##### Azimut Yachts

+382 (0)69 130 540  
info@azimutyachts.me

##### Edmiston

+382 (0)69 756 077  
montenegro@edmiston.com

##### Engel & Völkers

+382 (0)69 244 450  
portomontenegro@engelvoelkers.com

##### Burevestnik Group (Sunseeker)

+382 (0)69 951 870  
dl@burevestnik.ru

##### S-Nautica (Princess)

+382 (0)32 540 320  
info@s-nautica.me

#### CLEANING

##### Rapida-Polar Clean

+382 (0)69 146 146  
polardryclean@t-com.me

#### CHANDLERY

##### Compositeworks

+382 (0)32 643 697  
info@compositeworks.me

#### CREW PLACEMENT

##### Yacht Crew Power

+382 (0)68 129 457  
nikky@yachtcrewpower.com

#### FLOWERS

##### Gardenija

+382 (0)69 548 080  
gardenijativat@t-com.me

#### PROVISIONS

##### Berba (Tax free wines, champagne & spirits)

+382 (0)67 423 722  
mike@berba.me

##### Bonella (Groceries)

+382 (0)67 911 44 72  
mnmoney1@gmail.com

##### Moritz Eis (Ice-cream)

+382 (0)67 177 800  
porto@moritzeis.com

### OFF-SITE

#### AGENTS

##### BCM – Kotor d.o.o.

+382 (0)69 08 56 01  
info@bcmkotor.com

##### C2C Yachting Montenegro

+382 (0)68 339 249

#### AC

##### Pavicevic

+382 (0)69 062 659  
pavicevicd@t-com.me

##### Kiko

+382 (0)69 046 075  
kikofrigotivat@gmail.com

#### CLEANING

##### Montenegro Yacht Cleaning

+382 (0)67 635 207  
info@adriatica.me

#### CHANDLERY

##### Una

+382 (0)67 642 090  
info@una.me

#### ELECTRIC

##### Y.E.S.

+382 (0)67 281 219  
office@yes.co.me

##### Zmaj

+382 (0)69 012 504

#### ENGINEERING/MECHANICAL

##### Boka Bay Marine

+382 (0)69 291 239  
alnsmt@aol.com

##### Marine Services

+382 (0)69 100 224  
info@marine-services.co.me

##### Prento Yachts

+382 (0)69 655 017  
prento@t-com.me

##### Techno Marine

+382 (0)68 222 530  
technomarine@t-com.me

#### FREIGHT FORWARDING

##### Zetatrans

+382(0)69 340 666  
zoran.jancic@zetatrans.com

#### LIFE RAFT SERVICE

##### Antipiros-Split-Tivat

+382( 0)67 641 921  
antipirosuna@una.me

##### Oceanus Marine-Rijeka

+385 (0)917 623 772  
info@oceanus.hr

#### PROVISIONS

##### Yacht Pantry (Food)

+382 (0)67 841 008  
info@yachtpantry.com

#### RYA TRAINING

##### 42° North

+382 (0)69 816 132  
info@42degreesnorth.me

##### Montenegro+

+382 (0)69 149 566  
info@montenegroplus.me

#### SAIL REPAIR

##### Avel Yachting

+382 (0)69 927 411  
info@avel-yachting.com

#### SHIPWRIGHT AND JOINERY

##### Light House

+382 (0)69 980 105  
elink@t-com.me

#### SHIPYARDS

##### Navar

(Lift up to 40m / beam 9.8m / 200 tonnes)  
+382 (0)67 356 321  
navar@navaryacht.com

##### Marina Zelenika

(Lift up to 100 tonnes)  
+382 (0)69 042 660  
marinazelenika@t-com.me

##### OMC-Bar

(Lift up to 240 tonnes)  
+382(0) 69 030 602  
omc@t-com.me

#### STORAGE

##### Avel Yachting

+382 (0) 69 927 411  
info@avel-yachting.com

##### Montenegro+

+382 (0)69 149 566  
info@montenegroplus.me

#### UPHOLSTERY/CANVAS WORK

##### Doki d.o.o.

+382 (0)69 050 346

##### Marko Kascelan

+382 (0)69 045 815  
kascelan.marko@yahoo.com

#### WATERSPORTS EQUIPMENT

##### Montenegro+

+382 (0)69 149 566  
info@montenegroplus.me

#### YACHT MANAGEMENT

##### Montenegro Marine Services

+382 (0)69 845 613  
edward@montenegromarineservices.com

*For more information please contact the Marina Office  
at berths@portomontenegro.com or call +382(0)32 661 061*





As a year-round facility, the Porto Montenegro Crew Club ensures crew are catered for both on and off season via a calendar of events and activities. Membership is free and crew can sign up at the Marina Office or by emailing [crewclub@portomontenegro.com](mailto:crewclub@portomontenegro.com)

### Crew Events

Each month the Crew Club hosts organised events and activities for its crew community, ranging from sports tournaments and paintballing to outdoor excursions and jetty-side BBQs.

### Discounts and Offers

With the Crew Club membership card, crew can enjoy exclusive offers in and around the marina on food, drinks, spa treatments, retail and leisure activities.

### Crew Bar

The Clubhouse bar hosts regular themed parties, live-cast sports, and is the hub of all crew activity in the port. Use the Crew Club membership card to claim festive discounts and drinks promotions.

### PMYC Sailing Club Facilities

Crew can use the Sailing Club's lounge free of charge, including Wi-Fi, kitchen, comfy sofas, big screen, book exchange and poker kits. The PMYC also have a fleet of Blu26 race yachts, rowing, RYA courses and local and international regattas.

### Complimentary Ski Chalet

During the winter season Porto Montenegro offer crew a free ski chalet in Kolasin, just a 2.5 hour drive from the marina which is equipped with towels, bedding, kitchen and parking.

### Outdoor Sports and Excursions

Within close proximity and around the port there is an abundance of water and mountain sports including; sailing, kitesurfing, wake boarding, scuba diving, hiking, mountain biking, skiing, canyoning, off-road motor biking, white water rafting and an adventure park. The Crew Club works with a group of professional operators so Crew can get the most out of their stay in Montenegro.



Join us on Facebook:  
[Porto Montenegro Crew Club](#)



**+382 32 661 061**  
**[berths@portomontenegro.com](mailto:berths@portomontenegro.com)**  
**[www.portomontenegro.com](http://www.portomontenegro.com)**