

KOLKATA PORT TRUST
Traffic Department

Tfc/GZZY 355/Land Policy/P-V

Dt : 21.02.2018

Procedure of short-term monthly license of Shed /Yard space inside docks of KDS for storage of cargo

License for shed/yard space inside Custom's bond area of KDS for storage of cargo is given to vessel agent and importer/exporter (whose names appear in the shipping documents) or any such person (clearing agents/ stevedores/handling agents) authorized by them to take license on their behalf.

1. The licensee will apply for shed/yard space against a particular cargo consignment to the concerned operational Dy. Traffic Manager. (In case the licensee is someone appointed by the steamer agent or importer / exporter, then the said licensee needs to produce letter of authority to license the plot on behalf of the steamer agent / importer / exporter).
2. The Dy. Traffic Manager will process the application on POMS, generate a space allocation number (SAN), allocate the plot for 30 days and hands over the bill for License Fees and Security Deposit to the licensee.
3. The licensee will make payment for both License Fees and Security Deposit at the Dock License Section.
4. On production of proof of the payment, the licensee will be allowed to take physical possession of the allocated shed/yard space inside the Customs bound area to store cargo.
5. After completion discharge/receipt and storage of cargo within 30 days, the plot will be measured by Port's surveyor in presence of licensee and shed staff in order to establish the actual area occupied. In case the area occupied is greater than the allocated area, a difference bill will be immediately handed over to the party for payment.
6. In special cases a licensee may apply for a plot with fixed area that will not be increased or decreased till the same is vacated so that the licensee can take delivery/make shipment of the cargo before completion of discharge/receipt of the total consignment and reuse the plot for further storage against the same consignment. In such case Port will demarcate the plot separately prior to storage, but the licensee will not be allowed to re-measure and reduce the plot size. The size of such plots licensed with fixed area should not be less than 1000 sqm. If the actual area occupied is more than the area demarcated, then the licensee is to be notified of the same immediately. The licensee has to clear the excess occupied area within 24 hrs failing which entire area will be treated as in occupation from the date of issue of license and applicable charges levied accordingly.
7. All shed/yard licenses are allotted for 30 days only without any extension (except for Export and Nepal bound consignments). After completion of 30 days if the party fails to hand over the plot, compensation charge will be levied on monthly (30 days) basis. However, the charge will be on the actual re-measured area that is in the possession of the licensee provided that the licensee applies for re-measurement before the end of the 30 day period. In case application of re-measurement is not submitted before the end of the 30 day period, compensation charge will be levied on the full area that was under occupation.
8. When the party clears all the cargo from the licensed plot, he will intimate the concerned shed officials who notify the same on POMS. Once all the dues are cleared, the party will apply for refund of Security Deposit. The same will be processed in the Dock License Section and the advise for refund of Security Deposit will be forwarded to BR Section of Finance Department within three working days.

Traffic Manager