



Ministry
of Defence

Secretariat
Defence Infrastructure Organisation
Kingston Road
Sutton Coldfield
B75 7RL

E-mail: diosec-parli@mod.gov.uk
www.gov.uk/DIO

16 July 2018

Dear [REDACTED]

Thank you for your email of 15 June 2018 requesting the following information:

"Please can you supply a copy of the Encroachment Order for non crown owned vessels, using the under cover storage boat facility / shed at the Joint Services Adventurous Sail Training Center, Haslar Road, Gosport, PO12 2AQ."

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the Ministry of Defence, and I can confirm that all the information in scope of your request is held.

The information you have requested can be found at Annexes A, B and C.

Section 40(2) has been applied to some of the information in order to protect personal information as governed by the Data Protection Act 1998. Section 40 is an absolute exemption and there is therefore no requirement to consider the public interest in making a decision to withhold the information.

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.gov.uk). Please note that any request for an internal review should be made in writing within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely,

DIO Secretariat

JSASTC SERVICE PRICE LIST 2018/19

Service	Cat 1 Service within JSASTC	Cat 2 Service for other MOD establishments	Cat 3 Retired Members
Berthing Per metre/month	£8.00	No entitlement	No entitlement
Building 98 Per metre/month	£20.00	No entitlement	No entitlement
Endeavour Building Per metre/month	£15.00	No entitlement	No entitlement
FB3 Parking not to exceed 6m in length			
**Note the below price for a boat and trailer within FB3. If the boat is then launched and the trailer still kept on FB3, an additional invoice with the berthing rates will be raised for the time in the water.			
Yacht/Trailer Storage Ashore**	£180 pa	£200 pa	£300 pa
Storage of Motorhome			
Storage of Caravan			
Storage of Container	£125 pa	No entitlement	No entitlement

Other Facilities			
Lift Launch	£15 per metre each way	£25 per metre each way +£55 HSSC charge	£25 per metre each way +£55 HSSC charge
Mast Storage (if available)	£10 per month	£15 per month	No entitlement
Lift and hold in slings	£125 for 1 st hour and then £25/hr	£125 for 1 st hour and then £25/hr	£125 for 1 st hour and then £25/hr
Mast in or out	£125 for 1 st hour and then £25/hr	£125 for 1 st hour and then £25/hr	£125 for 1 st hour and then £25/hr
Cradle Hire	£30 per week	£40 per week	No entitlement
Power Washer	£10 per hour	£15 per hour	No entitlement

Overnight berthing		
Casual Berthing on Fieldhouse Pontoon	< 7.5 metres	£19.50
	7.5 – 9.0 metres	£22.00
	9.0 –10.5 metres	£24.50
	10.5 –12.0 metres	£27.00
	12.1 – 13.5 metres	£29.50
	> 13.5 metres	£39.50

JSASTC APPLICATION FOR BOAT STORAGE FACILITIES/PARKING PERMIT

Please complete sections A - C in BLOCK CAPITALS , and once signed and complete, return (with certificates) to: FSA, JSASTC, Haslar Road, Gosport, PO12 2AQ	Sponsor Details (Non MOD personnel) Name: Rank: Place of Work: Contact No:	PASS NUMBER Official Use Only <div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;"></div>
SECTION A - PERSONAL DETAILS		
Name:		Contact Tel:
E Mail::		
Rank/Grade:	Service Number:	Affiliation to JSASTC:
(Important - this section Must be completed Circle as required)		
Category 1	Category 2	Category 3
SECTION B - BOAT & VEHICLE/TRAILER DETAILS (Refer to accompanying Notice and Conditions)		
Berthed Boat Dimensions as per makers specifications		
Name:	Length () Metres	Width () Metres
Motorhome/Caravan/Trailer/Container/Other (*Delete as appropriate and not to exceed 6 metres with the exception of an ISO container)		
Length () Metres	Width () Metres	
Make/Name:	Model:	MOT Exp:
Brief Description if other:		
SECTION C – Location of Storage (tick as appropriate)		
<input type="checkbox"/> MOD pontoon	<input type="checkbox"/> FB3 car park	<input type="checkbox"/> Other (provide details)
DECLARATION - I have read the accompanying renewal instruction and fully understand and accept the Terms and Conditions. I also attach a copy of my insurance *and MOT certificate (roadworthy vehicles only).		
Signature		Date:
SECTION C – AO/FSA ONLY		
From: FSA		To: 2IC
I have checked the eligibility of the applicant and the size of the caravan/boat/trailer and confirm that the insurance and MOT certificates have been photocopied and are attached.		
Signature:		Date:

1 Apr 18

JSASTC STORAGE AND BOAT SERVICES – RENEWAL INSTRUCTION 2018

Introduction

1. The Officer in Charge JSASTC has authority delegated by the Defence Infrastructure Organisation to permit the parking and outdoor storage of caravans, boats, motor homes, or other similar recreational vehicles, on the JSASTC site. This facility is made available at a competitive cost to all serving and ex Service, Civil Service and contracted personnel working on site.

Aim

2. The aim of this TM is to promulgate the arrangements and fees for the temporary storage of the above mentioned boats/vehicles/containers to cover the period 1 Apr 18 - 31 Mar 19 after a review of policy and pricing.

Background

3. This facility is for all Service, Civil Service, Veterans and civilian staff, on a case-by-case basis. The categorised fees to be charged for 2018/19 are set out at Annex A – these have been aligned with the similar services at both HMS Sultan and Collingwood.

a. All future annual categorised fees will run from 1 Apr of the current year to 31 Mar of the following year and will be invoiced the full 12 month period in advance.

b. The demand for storage spaces continues to grow and allocation of spare capacity is under constant review. Priority will always be given to those currently serving on site, with a number of spare spaces ring-fenced for 'new joiners' through the course of the year. All customers are to be aware that parking permits will be reviewed on an annual basis.

Eligibility

4. RTV parking permits will be placed into one of the following three categories with priority for applicants being given in the order from 1 - 3:

a. Category 1 - All Service, Civil Service and/or civilian personnel who currently work at JSASTC.

b. Category 2 – Current Service and Civil Service personnel who are currently employed within other MOD establishments.

c. Category 3 - All retired Service and Civil Service personnel with a previous bona fide affiliation to JSASTC.

Sponsors

5. All applicants who fall into Categories 2 - 3 are required to have a sponsor. The sponsor is to be a serving military member or MoD Civil Servant within JSASTC. Individual sponsors are to maintain regular contact with their respective nominees throughout the course of the year. The details of the sponsor are to be recorded on the Application Form found at Annex A.

Fees

6. All fees can be found at Annex A to this instruction and are payable in advance.

Invoicing

7. On submission of the new application form, the AO will issue an invoice on behalf of the FSA, and send via the email address listed. This payment is expected to be paid in full within 30 days. A reminder will be sent after the 30 day period, failure to provide payment will result in assumed abandonment – see para 11.

Refund of Fees

8. No refunds will be given to boats/vehicles/equipment removed from the establishment before expiry of a permit.

Conditions of storage facilities

9. Once the equipment is parked or berthed at JSASTC the following conditions are to be adhered to:

- a. Display a valid JSASTC pass at all times.
- b. Provide a photocopy of their Insurance certificate to the AO/FSA on submission of Annex B. The insurance must have a minimum cover of £1 Million, Third Party Risk. Failure to do so will result in a request to remove the item from JSASTC.
- c. Motorhomes, caravans and trailers are to be maintained in a roadworthy condition and in date for MOT. A copy of the MOT is to be provided to the AO/FSA with Annex B.
- d. Vehicles/boats/containers must be checked regularly by their owners, particularly after storms or high winds. Owners must ensure that they are clean, presentable and in full working order at all times. Adequate husbandry is therefore expected of owners, especially where the primary purpose is longer term parking rather than parking for regular use.
- e. Ensure that, in an emergency the vehicle/boat can be moved quickly either by leaving a spare key with the JSASTC Security Staff, or you as the owner accepts to be available at short notice.
- f. When the allocated space is no longer used, you are required inform the AO/FSA in writing of the intended removal date.

Note that every effort is made to protect boats/vehicles but no special arrangements are possible and the MOD cannot accept any responsibility for damage however caused.

Pass renewal

10. The fees and registration system for 2018 will commence with immediate effect and expire on 31 Mar 19. Applications for a pass renewal must be forwarded to the AO/FSA for invoicing in Apr 18. Reminder emails will be sent.

Abandonment

11. Where a storage space is not utilised over a 12 month period, or where there is a failure to respond to letters / emailed communications, the space and its contents will be deemed to be abandoned and will be disposed of as allowed under current Civil Law with any capital raised after costs to the JSASTC Adventure Fund. If the Crown incurs expense in dealing with abandonment, then the last registered owner of the towed vehicle/motor home will be billed for disposal.

Enquiries

12. Initial enquiries with regard to eligibility, costs, conditions and movement of caravans, boats and trailers should be addressed to the FSA on [REDACTED], or AO on [REDACTED]

13. Review this TM 1 Feb 19.

(Signed on Original)

[REDACTED]
Staff Sergeant
Chief Clerk

Annexes:

- A. JSASTC Price List 2018/19
- B. JSASTC Application for use of storage facilities

Distribution:

Full