

## WAITING LIST PROCEDURE

### How to register on the waiting list?

Registration on the waiting list is done via the website on the homepage:

“Annual contract request – waiting list” or in the “ONLINE SERVICES” / “Register on the waiting list”.

All fields must be completed correctly. The applicant receives a confirmation by email. Registration on the waiting list is valid until 31 December of each year.

### How does the waiting list work?

#### Ranking of applicants on the waiting list:

Applicants are placed on the waiting list in a chronological order. Each category is ranked. The reference date for this ranking is the day of registration on our website. The reference date is kept as long as the applicant remains on the waiting list.

*In the event of a dispute over the reference date, it is up to the applicant to demonstrate that his registration, renewal of registration or change of category was carried out in accordance with this procedure.*

#### Waiting List Registration Categories:

Registration can only be done in one category.

Category registration is determined by [the overall length, overall beam and number of hulls](#) of the boat.

- [The overall length of a vessel](#) is taken into account in its usual configuration of moving and berthing in the port.

The length includes all structural and integral parts of the boat, such as the wooden, plastic or metal front and back. The length includes all parts that are normally attached to the boat, such as fixed spars, bowsprit pulpit, front or rear balconies, bow fittings, rudders, outboard motor chairs, propulsion bases, turbines and any propulsion system protruding from the stern, diving and hoisting platforms on board and fenders.

Propulsion bases, turbines, outboard motors, other propulsion systems and all moving parts shall be measured in their normal condition of use when the boat is in motion configuration in the port.

This length excludes any type of equipment that can be detached quickly without the help of tools.

- [The overall beam](#): must be measured between the outermost parts of the boat.

The overall beam includes all structural or integral parts of the boat, such as hull extensions, deck extensions, extensions such as, runner, chainplate, sheer rail guard, rub rails.

There are 10 categories grouped into 6 berth sizes:

	BERTH OF 6M		BERTH OF 8M		BERTH OF 10M	
LENGTH	< to 6m		6 to 6,99m	7 to 7,99m	8 to 8,99m	9 to 9,99m
BEAM	< 2,40m		< 2,60m	< 2, 80m	< 3,10m	< 3,40m
	BERTH OF 12M		BERTH OF 13M		BERTH OF 15M OR END OF THE PONTOON	
LENGTH	10 to	11 to	12 to 12,99m		> to 13m	Multicoques
BEAM	10,88M < 3,70m	11,99M < 4,30m	< 4,30m		> to 4,60m	

## Do I have to own a boat to register? No

It is simply necessary to specify the characteristics of the future boat so that the application can be classified in the right category.

However, it is important to note that the name of the owner must appear on the boat registration certificate when the port will offer you an annual mooring contract.

## How do I change my first registration?

For a change of boat and/or category or a change of contact details:

The change of information is done by modifying your profile (first registration form completed on: <mailto:https://www.port-armor.com/en/online-services/#> - "Waiting list" – "Update your information" and accessible by your email address or login and password.  
It is up to the applicant to update their profile information.

## Can the list be consulted?

At any time, any registered customer may view his rank in the waiting list available at <mailto:https://www.port-armor.com/en/online-services/#> - "Consult the waiting list" and accessible by your email address or login and password. The waiting list is also consulted at the Marina Office (paper format).

### Recurring question

You have regressed on the waiting list? Why?

If you are registered in a category and have moved backwards in the waiting list ranking in this category, there can only be one reason: a person previously registered on the waiting list changed category.

Example: You have been on a waiting list since 12.04.2013 for a boat < 7 m x 2.60 m. Another person had been on the waiting list since 10.08.2012 for a boat < 6 m x 2.40 m. This person has decided to change category and register for a boat < 7 m x 2.60 m, so he moved up in the ranking in your own category, and he went ahead of you, as he was on a waiting list at an earlier date than you.

## Is the waiting list registration permanent? No

The registration renewal takes place between November and December of each year.

It gives rise to a payment of €15, payable online via a secure access on our website <mailto:https://www.port-armor.com/en/online-services/#> - "Renew your registration on the waiting list"

It is up to the applicant to renew his registration after receiving an authorization email. Until the renewal is completed, the applicant will receive several notifications until December 31 of the current year.

Non-renewal or renewal after the deadline will result in removal from the waiting list.

## Can you re-register after a delisting? Yes

This new request will be considered as a first registration. The initial rank on the waiting list is lost. The selected registration date will be the new enrollment date.

## At what time of year are the annual mooring contracts allocated?

The main deadline is 1 January of each year.

Berths are assigned in November and December of the previous year. However, it is possible that the proposal takes place during the year. In this case, the mooring fee is prorated.

## How are berths assigned?

The berth released is offered in order of registration to the first boat of the category whose characteristics match with the available berth.

If the boat at the top of the list does not match the characteristics of the available berth, the place will be offered to the next one on the list.

If the applicant specifies a later date from which he wishes to be offered a berth, no proposal will be made and he will maintain his rank in the waiting list.

A maximum of 15 days is allowed for the applicant to respond to a berth proposal.

After this deadline, the berth will be offered to the next person on the list. However, the applicant will maintain his initial rank and will be contacted at an upcoming availability.

It is up to the applicant to change in his profile his desired annual mooring contract date.

Under no circumstances will an applicant who is offered a berth for his registered vessel be able to change boat at the time of the proposal. In this case, he will take up the rank corresponding to his new boat in the waiting list and the mooring contract proposal will be cancelled.

For any request made in co-ownership, only the co-owner registered on the waiting list will be the holder of the annual mooring contract when the site is awarded.

The applicant cannot forward his waiting list application to his co-owner or to a third party.

## Wait List Update:

The waiting list update occurs mainly in mid-January of each year. It changes according to the number of berths available, the cancellation or the change of category of an applicant.

The waiting list contains personal data, it obeys the law "IT and freedoms" N°78-17 of 06/01/1978 and framed at European level by the General Regulation on Data Protection (GDPR) EU 2016/679 of 27 April 2016.