

Guidelines for the Cruise Ship Reservation System for Berthing Facilities at Tokyo Port

(Enactment) No. 510, December 24, 2024, issued by the Port Development and Coordination Division 6

(Purpose)

Article 1 The guidelines set forth herein aim to establish the necessary procedures for reserving cruise ship berthing facilities as specified in the Tokyo Port Management Ordinance (Tokyo Metropolitan Ordinance No. 93 of 2004, hereinafter referred to as the “Ordinance”) and its Enforcement Regulations (Tokyo Metropolitan Regulation No. 104 of 2004, hereinafter referred to as the “Regulations”) to ensure fair and efficient use.

(Target Facilities)

Article 2 The berthing facilities covered by this system shall be as follows:

- (1) Tokyo International Cruise Pier
- (2) Harumi Pier

(Eligible Ships)

Article 3 This system shall apply to cruise ships calling at Tokyo Port. Reservation applications shall be accepted on a per-ship basis.

(Types of Reservations)

Article 4 There shall be two types of reservations under this system: Advance reservations and general reservations.

(Advance Reservations)

Article 5 Advance reservations are defined as follows:

- (1) Target period: From January 1 to December 31, three years after the application year.
- (2) Application period: From April 1 to April 15 each year.
- (3) For foreign-registered ships, reservations are limited to 30 calls per ship annually.

(Advance Reservation Application)

Article 6 Applications for advance reservations are accepted through the submission of the Advance Reservation Application Form (Form No. 1).

(Evaluation and Scoring of Advance Reservation Applications)

Article 7 Upon receiving an application, the following criteria shall be comprehensively considered to calculate a total evaluation score for each ship. Regarding item (2), “Degree of Social Contribution,” evaluation and scoring shall be conducted by a review committee established by the Tokyo Metropolitan Government.

- (1) Positive effect on the vibrance of Tokyo
 - i. Scheduled number of port calls
 - ii. Total passenger capacity
- (2) Degree of Social Contribution
 - i. Initiatives aligned with administrative objectives
(Examples: Tokyo resident cruises, onboard tours for residents, children's events)
 - ii. Initiatives to enhance public awareness of Tokyo Port
(Examples: Events and public relations activities promoting Tokyo Port)
- (3) Reservation Reliability
History of reservation cancellations

2. In addition to the above, ships with the following features will be awarded extra points:

- (1) First call at Tokyo Port
- (2) Registered at Tokyo Port

(Decision on Advance Reservations)

Article 8 If there are no overlapping requests for the same reservation date, the reservation will be confirmed.

2. If there are overlapping requests, the following procedures shall apply:

- (1) Ships with the highest total evaluation scores, as determined in Article 7, will be given priority.
- (2) If scores are tied, the following criteria will be considered in this order:
 - i. The higher number of scheduled port calls in the application
 - ii. Greater number of port calls in the past three years
 - iii. Lottery

(Notification of Advance Reservation Priority)

Article 9 Applicants will be notified of reservation priorities on May 15 each year. If May 15 falls on a non-business day (weekend or holiday), notification will be given on the next business day.

(General Reservations)

Article 10 For general reservations, the following shall apply:

- (1) Reservations shall be accepted on a first-come, first-served basis.
- (2) The target period is from the application date until December 31, three years after the application year. However, general reservations for the period from January 1 to December 31 of the third year will be accepted starting the day after advance reservation notifications are issued.

2. For foreign-registered ships, the total number of reservations, including advance reservations, will be limited to 30 calls per ship annually.

(Reservation Cancellations)

Article 11 Reservations will be canceled upon request from the applicant, regardless of whether they are advance or general reservations.

2. If a reservation is canceled less than two years before the scheduled port call date, one cancellation point will be assigned per canceled day per ship. However, the following cases will be exempt from cancellation points:

- (1) Cancellations due to weather or other reasons beyond the shipping company's control
- (2) Cancellations accompanied by new reservations for alternative dates (reservation date changes)

(Application of Cancellation Points)

Article 12 The cumulative total of cancellation points for the year shall be deducted from the total evaluation score calculated in Article 7 for the following year's advance reservations.

2. Ships accumulating 30 or more cancellation points annually shall be disqualified from applying for advance reservations the following year. Additionally, general reservations shall not be accepted for six months after the start of the general reservation period.

Supplementary Provisions

The guidelines stipulated shall come into effect on April 1, 2025.