

General terms and conditions for entry to the Port of Luleå

1 General entry permit information

- For applications for new entry permits, extensions, or changes to current ones, please visit the Port of Luleå's website, [Application for entry permit](#).
- The entry permit is personal, and the tag/card for entry is to be treated with care.
- The permit holder is responsible for checking the validity of their entry permit and applying for an extension well before the expiration date.
- The Port of Luleå must be notified if the validity of the entry permit is to expire before the registered expiration date.
- Loss of entry permit must be reported immediately to the Port of Luleå.
- Tags/cards must, whenever possible, be returned after the permit has expired.
- Misuse that results in callouts by service personnel or an official on standby and damage incurred will be charged to the responsible employer or the permit holder (private person).

1.1 Identification and personal data

- Photo identification must be presented when retrieving the entry tag/card.
- Submitted personal data is stored in the Port of Luleå's access control system in accordance with GDPR.
- All passages are recorded and stored.
- All entrance gates are under [camera surveillance](#).
- Anyone within or near the Port of Luleå area must be able to present photo identification at the request of an authorized person.
- Possession of an entry permit also means approval of possible vehicle inspection.

1.2 Costs

For new and lost tags, a fee of SEK 450 per tag excl. VAT will be charged. In the event of an extension, no additional fee will be added. Damage to gates and other damage caused by negligence will be charged to the responsible employer or the permit holder (private person). If an entry permit is revoked due to non-compliance with the conditions set out in this document, a fee of SEK 500 will be charged (see section 3).

1.3 Contact

Access: 0920-45 68 01, access@portlulea.com

Contact in case of technical faults or damage: 070-325 12 87 (24 hours/day)

2 Rules and regulations

The Port of Luleå constitutes a port security area according to the Port Security Act and includes port facilities (so-called ISPS areas) according to the Maritime Security Act.

The Port of Luleå has zero tolerance for alcohol and drugs. This means that it is not permitted to drink alcohol and/or take drugs within the area. It is also not permitted to be drunk and/or be under the influence of drugs. It is also forbidden to bring or store alcohol and/or drugs within the area.

As a holder of an entry permit, you have the obligation to inform yourself about the applicable rules, regulations, routines and risks for staying/working in the area.

Those staying in the port area must:

- Comply with current Port Regulations
- Comply with the port of Luleå's operating regulations
- Comply with other instructions and restrictions
- Follow the safety instructions provided
- Use protective equipment when required



The operator/permit holder is responsible for their visitors throughout their stay.

2.1 Work permits and requirements for personal protective equipment

Contractors who will carry out work in the area need a work permit and/or permit for hot work. The port of Luleå is responsible for coordination and must be contacted at every work opportunity. Operators who hire a contractor within their operations must ensure that the contractor has the required permits and knowledge of the area's rules, regulations, routines, and risks.

Work permits within leased areas must be notified to the Port of Luleå if it may affect other work or actors.

Basic requirements for the execution of work (can be adjusted according to risk assessment).	
Helmet	SS-EN 397:2012 /A1:2012 A damaged helmet or helmet with an expired date is not approved.
Protective footwear	SS-EN ISO 20345:2022 /A:2024, S3 (tight upper part, nail penetration protection, patterned sole)
Protective clothes (Class 2 high visibility clothing)	ISO 20471:2013 /A1:2016 overall class at least 2
Work gloves	

Life jackets must be worn for mooring work, when working on deck and quays/piers, unless it is clearly unnecessary, and for other work where there is a risk of falling into the water.

2.2 Special terms and conditions Strömören

All visitors must contact the operator or property owner for entry.
The area is a no-parking zone. Parking is only allowed in designated spaces.
If access to Strömören pier is granted, it only applies to the pier, not Victoria terminal.

2.3 Special terms and conditions Uddebo Energy Port

The Uddebo Energy Port is a protected object according to a decision by the County Administrative Board by the Protection Act (2010:305).

Uddebo Energy Port is considered a dangerous facility according to the Act on Protection against Accidents. (2003:778) Chapter 2, Section 4

Anyone who wishes to gain access to or is present near Uddebo Energy Port is obliged, at the request of a security guard, police officer, or military person, to:

1. state your name, date of birth, and place of residence,
2. submit to a body search that does not relate to the examination of letters or other private documents, and
3. accept an inspection of any vehicles, vessels, and aircraft brought to area.

Visitors without an entry permit must contact the company to be visited. The company then arranges entry/exit for the visitor through pilotage. This only applies to the host companies LKAB, ST1, Ragn-Sells, Stena Recycling, and SSAB and requires pre-registration. The host company is responsible for the visitor's stay in the area and must ensure that the visitor complies with applicable rules and regulations.

The authorized approver must pre-register every visit to tib@portlulea.com and **MUST** contain the following information:

1. The visitor's first and last name, company, mobile number
2. First and last name of the person piloting the visit (the person piloting the visit must be employed by the host company and hold an entry permit to Uddebo Energy Port)
3. Date of the visit
4. Reason for the visit

3 Rejection or revocation

Rejection of an application for an entry permit and revocation of an existing one can be made if:

1. the person has no valid reason to stay in the area
2. entry tag/card has been used by someone other than the holder of the permit
3. a person with an entry permit brings or lets an unauthorized person into the area
4. the permit has been used to stay in the area for a matter other than that stated in the application
5. failure to comply with specified rules, requests from responsible personnel, and/or regulations within the area
6. other reasons why permission to stay in the area is not appropriate

In the event of revocation by 2–5 above, the person's entry permit will be revoked for one month. A processing fee of 500 SEK, excluding VAT, will also be charged. If repeated or severe deviation occurs, the person's entry permit will be revoked for three months. In addition, a new application for a personal entry permit is required.

A person who has used someone else's entry tag/card or who has entered the area without authorization will not have an application for an entry permit processed within one month of the occurrence.