

- This application is required under Section 211 of the *Marine Safety Act 2010 (Vic) – Control of navigation etc. in the vicinity of works carried out on, over or under waters* and/or Section 232 of the *Marine Safety Act 2010 (Vic) – whichever is applicable*.
- Please refer to the **Port Works Explanatory Notes** available on the Ports Victoria website prior to completing this form.
- This application form is to be completed for port works where occupancy of channels, channel reaches, rivers, berth pockets and waters of Port Phillip contained within the port limits of Port of Melbourne is required.
- This form is required to be submitted as follows:
 - **MAJOR WORKS:** Not less than **10 business days or as agreed** prior to date of intended works (for works requiring an exclusion zone, minimum of 6 weeks' notice is required – refer to Ports Works Explanatory Notes).
 - **EMERGENCY WORKS:** **As soon as possible or as agreed** prior to start of intended works.
 - **ROUTINE WORKS:** This application form is not required. Please refer to the **Port Works Explanatory Notes** available on the Ports Victoria website.

To	Ports Victoria Navigation Services	From	
Email	navigationservices@ports.vic.gov.au	Email	
		Phone number	

Details of works

From time (24-hr)		to time (24-hr)	
From date (select)		to date (select)	
Location of works (Specify as applicable: berth, berth chainage, channel, channel reach, river, fairway, anchorage, beacon numbers, GPS position)			
Description of works to be carried out (specify) Include as required: <ul style="list-style-type: none"> • Hours of operation • Work afloat operations • Diving operations 			

Restrictions to Shipping, Domestic Commercial Vessels and Recreational Crafts		
Works conducted around shipping? (Y/N)	Yes	No
Works encroaching into shipping channels? (Y/N)	Yes	No
Specify any passing restrictions for shipping, domestic commercial vessels and recreational crafts.		
Do the works require an exclusion zone? (Y/N) <i>For exclusion zone requests, please complete Ports Victoria's Works Zone Request Application.</i>	Yes	No
List any required port users and terminals engaged/notified of any disruptions or restrictions.		

Contact details for Notice to Mariners			
Name of Works Supervisor on site/onboard vessel		Phone number	
Vessels involved in works			
Name of vessel	Vessel details (type, LOA)	Phone number	VHF Ch 12 VHF working channel

Checklist	
Tick where applicable	✓
1. Have all necessary approvals for the works been obtained prior to submission of this form?	
2. Attached relevant documents outlining project overview and project execution plan.	
3. Attached project risk assessment, safe work method statements and traffic management plan.	
4. Attached vessel / plant details and photos.	
5. Attached works photos or diagrams and map/chartlet required for Notice to Mariners.	
6. Have contractors been advised of hot work authorisation requirements? <i>Refer to Ports Victoria Hot work procedural guidelines and online hazardous port activities form.</i>	
7. Have contractors been advised to complete an Occupational Diving Notification form as required.	
8. Have contractors been advised to complete a Work Afloat Notification form as required.	

Privacy Collection Notice

	Tick where applicable	✓
Ports Victoria is collecting personal information, which may include sensitive personal information, in order to assess the application for the works, manage the use of any approval which may be granted as a result of this application, and monitor access by individuals accessing port waters or other sites managed or regulated by Ports Victoria under any approval granted. Ports Victoria and applicants are required to comply with State and Federal legislation relating to, for example, border security and critical infrastructure.		

Signatures and Applicant Acknowledgement

Any signatory on this Application represents and warrants to Ports Victoria that they have the authority and power to sign the Application on behalf of the Applicant;

The Applicant acknowledges that:

- It has read and understood the **Port Works Explanatory Notes**.
- Any Acknowledgement by Ports Victoria acts only as confirmation that the Applicant has supplied the information required under section 211(2) of the MSA.
- Ports Victoria is not providing any other service other than to confirm that the Applicant has submitted the information required and to provide any required directions on vessels because of the Works for the purpose of eliminating or reducing the risks to safety associated with the Applicant carrying out of the Works (Directions).
- It is not at Ports Victoria's discretion, under section 211(2) to place any obligations on the Works, only to confirm that the relevant requirements have been provided and to issue Directions.
- Ports Victoria has relied on the information provided by the Applicant and is under no obligation to verify the accuracy or competency of the information provided. Ports Victoria is not liable to the Applicant for any action or inaction of Ports Victoria in granting the Acknowledgement and issuing or not issuing any Directions.
- Because of the Works, Ports Victoria may issue the Directions on vessels (if any) as set out in the **Port Works Explanatory Notes** or as required by the circumstances of the case.
- The rights granted under this Acknowledgement are personal to the Applicant and must not be transferred, sub-licensed, assigned, charged or otherwise dealt with by the Applicant. Any purported transfer, sub-licence, assignment, charge or other dealing in breach of this paragraph will result in the immediate cancellation of the Acknowledgment.
- I will ensure any changes to the operational details in this form will be notified immediately to the Ports Victoria Navigation Services team at: navigationservices@ports.vic.gov.au
- **I will await confirmation from the Ports Victoria Navigation Services team prior to commencing any works.**

Name			
Position			
Company			
Email		Telephone	
Signature of authorised signatory		Date (dd/mm/yyyy)	

Submitting the Application

Please submit this application to Ports Victoria by email to: navigationservices@ports.vic.gov.au

Once an application is submitted with all the required documents, the expected time for a decision on the granting of the approval is 10 business days or as agreed for Major Works. For emergency works, the application will be reviewed as soon as possible. If any documents are not received, the application cannot be processed.

If you have any queries, please email navigationservices@ports.vic.gov.au.

Navigation Services use only

Ports Victoria acknowledges either of the following:

- that the requirements of Section 211 of the MSA 2010 are satisfied and that works may be carried out as set out in the Applicants Application.
 - it has relied on the information provided by the Applicant and the acknowledgement of the Applicant on signing the Application.
 - The Applicant is under no obligation to undertake the works subject to the Acknowledgement. However, if the works are not carried out within the term set out in the Application (Term), a new Application will be required, unless otherwise agreed in writing by Ports Victoria.
 - The Applicant must not undertake the works:
 - other than in accordance with the works set out as agreed in the Application;
 - at any time outside the Term; or
 - otherwise, than strictly in accordance with this Acknowledgement.
 - As a consequence of the works, Ports Victoria may issue Directions on vessels as deemed required.
 - The Applicant may re-submit the Application or clarify details to mitigate the effect of Directions, provided it replies to the Acknowledgment promptly and acts in good faith to mitigate the effect of the works on safe navigation.
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- that the application does not comply with Section 211 of the MSA 2010, and the works may not proceed until the requirements of Section 211 are satisfied.

Comments

Name		Date (dd/mm/yyyy)	
Position		Port Works Application Number	