

## Things to know before applying

- This form is to be completed by persons carrying out works on, over or under managed waters and who wish to apply to control navigation, prohibit navigation and movement of vessels and/or regulate anchoring of vessels.
- Please refer to the **Port Works Explanatory Notes** listed on the Ports Victoria website prior to completing this application.
- A waterway manager can only issue a works direction or notice in relation to the operation of vessels on waters under its control.
- Works include
  - construction, maintenance or decommissioning of a facility or infrastructure;
  - dredging a channel and related activities;
  - construction, maintenance or decoration of a building or other structure;
  - demolition or removal of a building or other structure;
  - erection, maintenance and removal of signs or hoardings;
  - removing, destroying or lopping vegetation.
- As part of this application, you will need to provide an assessment of safety risks associated with the works and the proposed risk controls to be implemented to eliminate or reduce those safety risks. Your application cannot be considered without a risk assessment.
- If you are seeking an exclusion zone or vessel anchorage regulation, you must attach a chartlet marking the exclusion and/or regulation areas. The chartlet cannot be hand drawn. Chartlets must show relevant infrastructure and reference Lat/Long coordinates to WGS84.
- There is no fee to lodge this application.
- If you need additional space to answer the questions in this form, attach a separate page referencing your answer to the question number.
- **Submit this application 6 weeks before the commencement of works to ensure it can be assessed in time.**

## Applicant details

### 1. Business name of person or organisation carrying out the works

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### 2. Business address

Street number and name:					
Suburb:		State (select):		Postcode:	

### 3. Postal address

Same as address above:					
OR street number and name / PO box:					
Suburb		State (select):		Postcode:	

### 4. 24/7 contact person

Name:		Position title:	
Business telephone number:		Mobile number:	
Email:			

## Works details

### 5. Description of works to be carried out:

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### 6. Location of works (specify the waters affected by the works)

Name of waterway:	
Specific location of works on this waterway:	

### 7. Duration of works (include set up and pack-up time)

Start date ( <i>select</i> ):		Start time (specify am or pm)	
End date ( <i>select</i> ):		End time (specify am or pm)	

### 8. Public liability

Please attach a copy of your company's Certificate of Currency of Public Liability insurance, showing a minimum cover for \$20 million.

## Restriction and/or prohibition information

### 9. What regulation or prohibition are you seeking to restrict the navigation or movement of vessels? Choose all that apply and provide details.

	<p>Directions to vessel masters to regulate navigation or movement of vessels within the works vicinity.</p> <p>What restriction are you seeking?</p>
	<p>Exclusion zone - prohibit all vessels and/or persons in the works vicinity.</p> <p>What prohibition/exclusion zone are you seeking? Provide a description of the exclusion zone</p>

Regulate the position and manner in which any vessel may anchor or be secured in the works vicinity.  
What regulation of vessel anchorage or mooring are you seeking? Include details of the current anchorage/mooring and the proposed anchorage/mooring.

## Infrastructure and advertising

### 10. Are you installing infrastructure to mark the works area?

No Go to question 11.

Yes Please provide details (e.g. type and number of buoys, location of buoys)

### 11. How are you proposing to manage the works zone?

How will the zone be identified on the water? (i.e. type, quantity & location of signs/buoys/markers)

How and who will be monitoring and enforcing the zone?

What procedure is in place for unauthorised vessels or persons entering the zone?

## Infrastructure and advertising

How will the zone be communicated to waterway users ahead of the activity and during? (Other than Publishing in the Victorian Government Gazette.)

For example, Notice to Mariners, distribute to regular users of the waterway, publish on website, signs/notices at location, notifying local clubs and user groups, engagement with other authorities i.e. land manager/council).

## Vessel usage

### 12. Will vessels be used in conjunction with the works?

No	Go to part 13.
Yes	<p>Vessels used for commercial purposes must comply with the <i>Marine Safety (Domestic Commercial Vessels)(National Law) Act 2012</i> (Cth). Please fill in details below.</p> <p>*If you are intending to use more than one vessel, please attach details of EACH vessel to the application.</p>

#### Details of vessel.

Vessel identification mark (eg MSV 12670) and name (if applicable):

Vessel details (type/make/length) including ancillary equipment (cranes, plants):

Suitability for this type of work:

#### Details of master

Name:	
Qualifications:	
Experience:	

## Other equipment

List any other equipment that you are intending to use in the works (ie lighting, generators, vehicles etc.)

## Risk assessment

**As part of this application, you must include an assessment of risks associated with the works including risks specific to vessels and persons in the works vicinity.**

**13. Have you already completed a risk assessment to identify the risks/hazards associated with the works on, over or under waters and listed control measures to mitigate or reduce the risks/hazards? For example a Safe Work Method Statement or Job Safety Assessment?**

No	Go to question 14
Yes	Attach a copy of your risk assessment to this application form. Go to part 15. <b>Note: Risk assessment must include risks associated with working in the vicinity of water (e.g. drowning, missing person, black water, hypothermia) and risks associated with interaction of vessels and the works in the works area.</b>

## 14. Risk assessment

The key steps of a risk assessment process and the matrix below provide a basic framework for identifying and measuring risk.

- Identify and consider each of the hazards/risks associated with the works. What can happen, how it can happen given a number of different circumstances, or in conjunction with another hazard?
- Identify the Likelihood of each hazard/risk occurring. Is it Almost Certain, Likely, Moderate, Unlikely or Rare?
- Identify what the Consequence would be. Would it be Insignificant, Minor, Moderate, Major or Catastrophic?
- Match the Likelihood score and the Consequence score to determine the Risk Rating. Is it High, Significant, Moderate or Low?
- Any identified Risk Rating in the Moderate, Significant or High categories require some form of control measure to reduce the risk.
- Identify and record the control measures that are already in place to reduce the level of risk associated with the hazard and determine if any additional controls are required to reduce the risk to an acceptable level. Include both preventative controls (to prevent a hazard from occurring) and mitigating controls (to reduce the degree of harm in the event of a hazard or incident occurring). Ensure that the number and effectiveness of controls reflect the level of risk.
- Re-assess the risk rating for each identified hazard/risk taking into account the specified control measures.

**Risk assessment matrix**

		Consequence (C)				
		Insignificant First aid	Minor Medical treatment	Moderate Hospitalisation	Major Single death/ multiple injuries	Catastrophic Multiple deaths
<b>Likelihood</b>		1	2	3	4	5
Almost Certain Event expected to occur	<b>5</b>	Moderate 5	Significant 10	High 15	High 20	High 25
<b>Likely</b> Event may occur	<b>4</b>	Low 4	Moderate 8	Significant 12	High 16	High 20
<b>Moderate</b> - Event may occur once in 3 events	<b>3</b>	Low 3	Moderate 6	Moderate 9	Significant 12	High 15
<b>Unlikely</b> - Event may occur once in 10 events	<b>2</b>	Low 2	Low 4	Moderate 6	Moderate 8	Significant 10
<b>Rare</b> - Event occurs only in exceptional circumstance	<b>1</b>	Low 1	Low 2	Low 3	Low 4	Moderate 5

Hazard/Risk: Identify, record and assess the hazards and risks to safety specific to this activity/event	Initial L	Initial C	Initial Risk Rating (LxC)	Preventative controls List control measures in place to prevent a hazard from occurring and reduce the risks to safety identified	Revised L	Revised C	Revised Risk Rating (LxC)	Mitigating controls List control measures to reduce the degree of harm in the event of an incident occurring
<b>Example</b> Collision: vessels may collide with scaffolding and/or other temporary building infrastructures in the vicinity of works, injuring workers.	3	4	12	Prohibit vessels from entering a 10 metre radius in the vicinity of the works. Publish works details on websites and issue a Notice to Mariners. Prohibited area marked by lit buoys. On water monitoring of the exclusion zone.	1	4	4	On-site working trained in first aid. Workers wear PFDs.

## Declaration and signature

15. I declare that:

- I am authorised to make this application on behalf of the organisation/person carrying out the works.
- To the best of my knowledge the contents of this application and any attachments are true and correct.
- I understand it is an offence under section 305 of the *Marine Safety Act 2010* (Vic) to provide any false or misleading information and that penalties apply.

I acknowledge that if lodging this request electronically, Ports Victoria will accept this communication as containing my signature for the purposes of the *Electronic Transactions (Victoria) Act 2000* (Vic).

Signature of applicant (if lodging electronically, type name and signature here)

Signature of applicant (if lodging electronically, click here)

Date  
(select)

## Attachments checklist

Your application cannot be considered without the following attachments.

- **If you have not provided a risk assessment in question 14, attach the risk assessment.**
- **Waterway chartlet: If you are seeking an exclusion zone or vessel anchorage restriction, you must attach a chartlet clearly marking key features of the works site and the exclusion or regulation areas. Hand drawn chartlets cannot be accepted.**
- **Waterway Traffic Management Plan**
- **Job Safety Analysis/Safe Work Method Statement**
- **Insurance**

## How to lodge

Send your completed form and any attachments:

By email to: [navigationservices@ports.vic.gov.au](mailto:navigationservices@ports.vic.gov.au)

## What happens next

- Ports Victoria will consider your application and may forward it (and the required notification / notice) to Safe Transport Victoria.
- You may be required to provide further information.
- Ports Victoria will notify you of the decision.
- A works notice may be published in the Government Gazette.