

## Parks Victoria Works Permit Application Guidelines

### Yarra River & Maribyrnong River

Parks Victoria is the declared waterway manager for the waters of the Yarra River upstream of the port waters of the Port of Melbourne and the declared waterway manager for the waters of the Maribyrnong River upstream of Shepherds Bridge under the Marine Safety Act 2010 (Vic) (Act) .

For the safety of all river users, any works within the Yarra or Maribyrnong Rivers requires a Works Permit prior to commencing works.

#### Do I need a works permit?

If the proposed works impact, interact with or are within the Yarra River or Maribyrnong Rivers, you will require a works permit.

Works requiring a permit include:

- Maintenance or modification of existing infrastructure e.g. bridge works over the river
- Dredging, or any other disturbance of the riverbed
- Installation of temporary infrastructure for event or commercial purposes
- Installation of aids to navigation, signs, markers, or buoys

If you are still unsure if you need a works permit for the Yarra River or Maribyrnong River, please email [waterways@parks.vic.gov.au](mailto:waterways@parks.vic.gov.au) or call 13 1963.

#### Applying for a works permit

To obtain an application form email [waterways@parks.vic.gov.au](mailto:waterways@parks.vic.gov.au) or call 13 1963.

In addition to the application form the following must be included:

- A detailed overview of the planned works including scope of works, methodology, planned dates and contact details, risk assessments for the works, Safety Management Systems; (including appropriate JSAs/SWMS) and any Certified design drawings to Australian standards
- River Traffic Management Plan – including a Buoyage System Plan
- Certificate of Survey/Operation for all vessels to be used
- All relevant Certificates of Competency for vessel Masters
- Certificate of Public Liability Insurance for \$20+ million and Certificate of Currency with Parks Victoria, Safe Transport Victoria and the State of Victoria as interested parties

You will need to allow **6 to 8 weeks** from completion of the application for processing. Parks Victoria may request additional information to support your application after submission. Applications are only considered finalised once you have received a signed Works Consent letter.

**Please note:** Any works that impact on the navigation of the waterway (an exclusion zone or river closure) will need to be approved by Marine Safety Victoria (MSV) WM6 notification process. This process can take up to **28** business days.

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## **Fees**

Parks Victoria does not charge fees for this service; however, fees may apply in the following circumstances:

- The use and associated fees of Parks Victoria vessels and staff to manage full river closures if required
- Government Gazettal advertising fees for any changes to navigation on the rivers (if applicable). Government Gazettal requires reissue each time a change to RTMP is requested.

## **Other approvals that may apply**

Depending on the nature of the proposed works, further approvals or permits may also be required under other legislation (for example under the Marine and Coastal Act 2018, Aboriginal Heritage Act 2006, Heritage Act 2017, Planning and Environment Act 1987). Public land manager approval may also be required.

It is the applicant's responsibility to obtain all relevant approvals.

Applicants are advised to seek all required statutory approvals prior to submitting an application. Should the proposal fail to receive or maintain any other required approval, a Parks Victoria Works Permit will not be issued or may be cancelled.

## **Notice to River Users**

A Notice to River Users may need to be issued to alert waterway users to exclusion zones, river closures and any hazards in the area associated with any works. Parks Victoria requires notification one week prior to commencement and at completion of the works to allow sufficient time to issue the Notice.

## **How to submit your application**

Applications are to be submitted to [waterways@parks.vic.gov.au](mailto:waterways@parks.vic.gov.au)

Please note that October through to December is a peak period for Parks Victoria, and applications received during this time may incur processing delays.

## **More information**

For more information on Works Permits or the application process, go to [parks.vic.gov.au](http://parks.vic.gov.au), call 13 1963 or email [workspermits@parks.vic.gov.au](mailto:workspermits@parks.vic.gov.au)