Local Port Permit - Works

Guideline and Application Version 4.0, July 2025.

Parks Victoria is the port and waterway manager for the local ports of Port Phillip and Western Port. To ensure the safety of all port users, any works within the local ports requires a local port permit, issued pursuant to the *Port Management Act 1995 and* *Port Management (Local Ports) Regulations 2025*, before works commence.

# What is a local port permit for works?

Under Regulation 52 of the *Port Management (Local Ports) Regulations 2025* (Regulations), a person must obtain a local port permit from the port manager or their delegate to undertake works within local port waters or land.

# Why is a local port permit required?

The objectives of the Regulations are to provide for the safe, efficient and effective management of the local ports. Works within the local ports can present hazards to other port users and the environment. The local port permit process ensures that the port manager has assessed the broader implications of the proposed works on safe and efficient operation of the local ports.

# How do I apply for a local port permit for works?

Step 1 – pre-application

Contact the Permit and Port Services Officer, via [workspermits@parks.vic.gov.au](mailto:workspermits@parks.vic.gov.au) to discuss an application or if you need further assistance.

Step 2 - application form

This form is designed to ensure an application is consistent with the information required by the Regulations. Under Regulation 17, applications must be made on this form.

Applications are to be submitted to the permits officer at [workspermits@parks.vic.gov.au](mailto:workspermits@parks.vic.gov.au)

Step 3 - Determination of application for local port permit for works

For most applications, approval may be given to a finalised application within 30 business days, provided that all requested information has been received and is developed to a suitable standard.

Parks Victoria may also refuse to issue a local port permit in accordance with Regulation 19.

Applications will be prioritised at Parks Victorias discretion.

Additional information requests

Additional information may be requested to assist in the assessment of the application. The request for further information will be made in writing and the applicant must provide a response for the application to progress. Applications are only considered finalised once all requested information has been supplied.

Permit conditions

All permits are issued subject to conditions. Noncompliance with permit conditions may result in the suspension or cancellation of a permit.

# Notice to Mariners

A Notice to Mariners may need to be issued to alert waterway users to 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 process and issue the Notice.

## Local port permit for works - application form

**Answer all fields below or write ‘N/A’ next to any items noted as not applicable in your pre-application meeting**

|  |  |
| --- | --- |
| **Applicant and Proposal Details** | |
| 1. **Please complete all fields below.**   **Project/works title:**  **Submission date:**  **Proposed works start and completion date:** *Note – the proposed commencement date cannot be before a permit is issued. Completion dates should include contingency for adverse weather, material availability and other possible delays.* | |
| **Due date for assessment:** *Internal use only* | |
| **Applicant contact details**  Name:  Position:  Organisation:  Postal address:  Phone number:  Email address: | **Permit holder details**  Name: *Note – must be the entity responsible for the works e.g. council, yacht club, asset owner or land manager.*  ACN:  Contact Person:  Postal address:  Phone number:  Email address: |
| **Location of proposed works**  Street address:  Crown allotment/s:  Parish / Township:  Latitude/ Longitude co-ordinates (Degrees Decimal Minutes, WGS84): XX°XX.XXX’S, XXX°XX.XXX’E  Standard Parcel Identifier (SPI):  Local name:  *Attach aerial map depicting location of proposal. Applicant must identify all land proposed to be used for the proposal i.e. laydown area, access points etc.*  *Attachment #: attachment name* | |
| **Pre-application** | |
| **2. Pre application meeting details**  Did you have the pre-application meeting with Parks Victoria?  Yes  No  Meeting date:  Parks Victoria officers present:  Have you addressed all matters identified in the pre-application meeting?*Identify any outstanding matters from the pre-application meeting that still need to be clarified or resolved:* | |
| **Works Overview** | |
| **3. Evidence of responsibility for the land, seabed or facility (i.e. Committee of Management, lease, licence or authority)**  *Paperclip with solid fillAttach evidence of the lease, licence or authority giving the applicant responsibility over the land and permission to undertake works.*  *Attachment #: attachment name* | |
| **4. Provide summary of the proposed works.** *Must include:*   * Contractor details (if works will be undertaken by a third party): * Proposed works timing and considerations: * Works summary: | |
| **Statutory Approvals** | |
| 5. **Provide copies of all required statutory approvals, permits, or authorities to undertake the works.**   1. ***Marine and Coastal Act 2018* consent**  (Department of Energy, Environment and Climate Action)  Expiry date:  *Attachment #: attachment name* *Must be provided. If not applicable, evidence is required.* 2. **Planning Permit**  (Local government or relevant Planning Authority) Expiry date: *Attachment #: attachment name* *Must be provided. If not applicable, evidence is required.* 3. **Other** (e.g. *Aboriginal Heritage Act 2006, Heritage Act 2017, etc.*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ expiry date: *Attachment #: attachment name* 4. **Other** (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ expiry date: *Attachment #: attachment name*   *An application for a local port permit for works may be made prior to these statutory approvals being granted but will not be finalised until they are issued and provided by the applicant.*  *It is the applicant’s responsibility to obtain and maintain all relevant approvals.*  *Paperclip with solid fillAttach copies of all required statutory approvals.* | |
| **Detailed Application Information** | |
| 6. Construction and Environmental Management Plan (CEMP)  The CEMP document must outline how the applicant (or their contractor) will safely manage the works. The CEMP should at a minimum include details such as:   * Project overview including scope of works, methodology, planned dates and contact details * Maps of works areas * Risk assessments for the works in relation to safety * Plan for the control of marine pests (search; ‘check, clean and dry’ and ‘marine pests’ at parks.vic.gov.au) * Waterway user consultation * Public communication strategy and signage plan.   The CEMP can also be used as a broader project document to house all other application materials in one place for ease of development.  *Paperclip with solid fillAttach a Construction and Environmental Management plan addressing all requirements above.*  *Attachment #: attachment name* | |
| 7. Vessel, Traffic and Pedestrian Management Plan  Please provide a plan for mitigating risks to other vessels, traffic and pedestrians. Typical strategies for mitigating these risks are to include:   * Maps of the area showing relevant elements such as buoyage, navigable channels, signage, access routes, works laydown areas, barricading, exclusion zones, etc * A Notice to Mariners to be issued * Spotters to be used while works are underway * Works safety signage including project manager contact details * A lighting plan to IALA standards for all hazards.   *Note - Notice to Mariners alert public to hazards within local port waters and are required for most works. Please provide a contact phone number to be nominated on the Notice for public enquires.  Attach a Vessel, Traffic and Pedestrian Management plan addressing all requirements above.*  *Attachment #: attachment name* | |
| 8. Certified Drawings  All applications must be assessed against the latest versions of Australian Standards, particularly the relevant marine standards such as AS3962 marina design and AS4997 guidelines for the design of maritime structures, when applicable. Certified drawings Issued For Construction must be submitted. Preliminary drawings will not be accepted.  *Attach copies of all certifications and Issued For Construction Drawings.*  *Attachment #: attachment name*: (Certification Letter)  *Attachment #: attachment name*: (Issued for Construction Drawings) | |
| 9. Equipment and Vessel Details  Please provide details of plant, machinery, equipment, or any other potential hazards to navigation. This should include vessel type, size and registration wherever applicable.   All vessels and masters undertaking works for commercial purposes must comply with National Law. For details contact the Australian Maritime Safety Authority (AMSA) on 1800 627 484. More details are available at [www.amsa.gov.au](http://www.amsa.gov.au)  Are all vessels and masters complying with the requirements of National Law?   Yes (continue with application)  No (Discuss the requirements of National Law with AMSA)  Paperclip with solid fill*Attach any relevant equipment details addressing all requirements above.*  *Attachment #: attachment name* | |
| 10. Dredging  Dredging is a potentially high impact activity to public safety and the marine environment. As such, Parks Victoria requires the following additional information with any applications involving dredging operations:  Proposed dredging plan including:   * Recent pre-dredge hydrographic survey dredge equipment details, design depth, proposed material volume for removal, spoil disposal plan, placement and marking of any pipeline to IALA standard, inclement weather plan, public notification strategy * Proposed future dredging, ongoing maintenance and monitoring program.   *Note - a post dredge survey will be a requirement of the permit and must be provided to Parks Victoria as soon as practicable following the works.*  Paperclip with solid fill*Attach a Dredging Plan addressing all requirements above.*  *Attachment #: attachment name* | |
| 11. Any Other Supporting Documents  Paperclip with solid fill*Attach any other relevant supporting documents.*  *Attachment #: attachment name* | |