

# Parks Victoria Works Permit Guidelines

## Local ports of Port Phillip, Western Port and Port Campbell

Parks Victoria is the port and waterway manager for the local ports of Port Phillip, Western Port and Port Campbell. Undertaking **any** works within the local port requires a Parks Victoria Works Permit, issued in accordance with the *Port Management (Local Ports) Regulations 2015*, **before** any works commence.

### Do I need a works permit?

Generally, if the proposed works interact with any local port waters, infrastructure or land, you will require a works permit. Works requiring a permit include:

- Maintenance or modification of existing infrastructure
- Any disturbance of the sea bed or beach
- Marina, boat ramp, jetty or infrastructure construction
- Installation of aids to navigation, signs, markers or buoys
- The use of hot works or dangerous goods within local port waters
- Dredging

If you are still unsure if you need a works permit, contact [works.permits@parks.vic.gov.au](mailto:works.permits@parks.vic.gov.au) or call 13 1963.

### Applying for a works permit

An application for a Parks Victoria Works Permit must include all of the following;

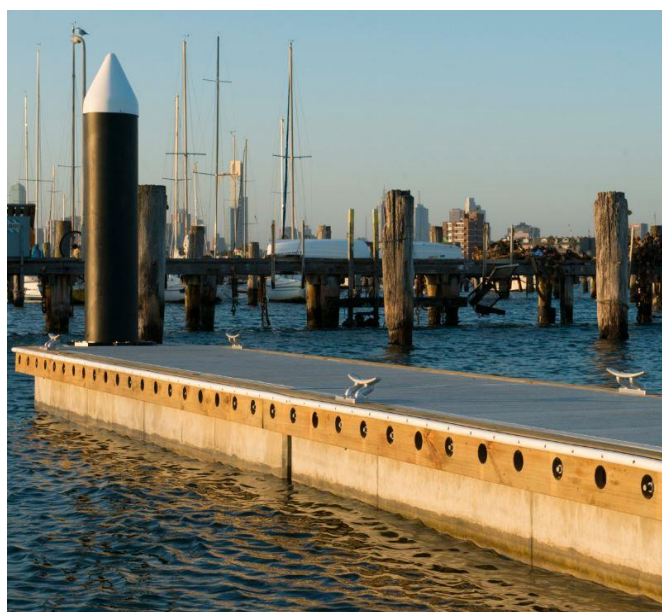
- Applicant details and contact information
- Evidence of lease, licences or authorities to demonstrate responsibility for the land, seabed and/or facility
- Project overview including; scope of works, timing, construction methodology and any other relevant information available
- Copies of all required statutory approvals, permits, or authorities to undertake the works
- A suitably developed Construction and Environmental Management Plan (CEMP), including public consultation and site signage details outlining; impacts to the general public, potential hazards and project manager contact details
- A vessel, traffic and pedestrian management plan
- Certified design drawings 'Issued for construction' to Australian standards, including Limited Mobility Access if required
- Details of any on water plant, machinery, equipment or other hazards to navigation, including their marking to IALA standards
- Plan for the control of marine pests (search; 'check, clean and dry' and 'marine pests' at [parks.vic.gov.au](http://parks.vic.gov.au) for more information)

Parks Victoria may request more information to support your application after submission. Applications are only considered finalised once all requested information has been supplied.

The Parks Victoria Works Permit application form is available by request from [works.permits@parks.vic.gov.au](mailto:works.permits@parks.vic.gov.au), or by calling 13 1963.



Applicants are encouraged to contact Parks Victoria *as early as possible* before submitting an application, to ensure the process is as efficient as possible



## Other approvals that may apply

Depending on the nature of the proposed works, other approvals and permits may apply. It is the applicant's responsibility to seek all applicable approvals, such as *Aboriginal Heritage Act 2006*, *Heritage Act 2017* and planning approvals with local council or the land manager.

Any developments on marine and coastal crown land (whether covered by water or not), require a consent issued under the *Marine and Coastal Act 2018*. For advice, contact the Department of Environment, Land, Water and Planning (DELWP) on 136 186.

**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.**

## Dredging

Dredging is a potentially high impact activity to the marine environment. As such, Parks Victoria requires the following additional information with any applications involving dredging operations:

- A proposed dredging plan, which must include:
  - a) Methodology and timing of works
  - b) The proposed area and volume of material to be dredged
  - c) Plant, machinery and equipment details
  - d) A recent pre dredge hydrographic survey of the area
  - e) Dredge spoil disposal plan
  - f) Placement and marking to IALA standards of pipeline or any other hazards to navigation (if applicable)
  - g) Public notification strategy
  - h) A proposed ongoing maintenance and monitoring program for the site

- Demonstration of conformity with the Environmental Protection Authority Victoria (EPA) 'Guidelines for Dredging' (2001) available at: [epa.vic.gov.au](http://epa.vic.gov.au)
- Demonstration of conformity with the Australian 'National Assessment Guidelines for Dredging' (2009) available at: [environment.gov.au](http://environment.gov.au)
- A post dredge hydrographic survey of the area after works have been completed

## 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 of the works to allow sufficient time to process and issue the notice.

## How to submit your application

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

Alternatively, you can mail an application to:

The Permit and Port Services Officer  
Parks Victoria  
P.O. Box 400  
Rosebud VIC 3939

For most applications, approval may be given within 30 business days once all requested information has been received. This is subject to the complexity of the application. All permits are issued subject to conditions, at Parks Victoria's discretion. Noncompliance with permit conditions may result in the cancellation of a permit.

**Applications received from October to December may incur delays.**

## More information

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

