

# Parks Victoria Works Permit Application 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. For the safety of all port users, **any** works within the local ports requires a Works Permit, issued in accordance with the *Port Management (Local Ports) Regulations 2015*, **before** works commence.

### Do I need a works permit?

If the proposed works interact with or are within the local port waters, infrastructure, or lands, you will require a works permit. The type of works requiring a permit include:

- Maintenance or modification of existing infrastructure
- Dredging, or any other disturbance of the seabed 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 the local ports

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

### Applying for a works permit

An application for a Works Permit *must* include all of the following:

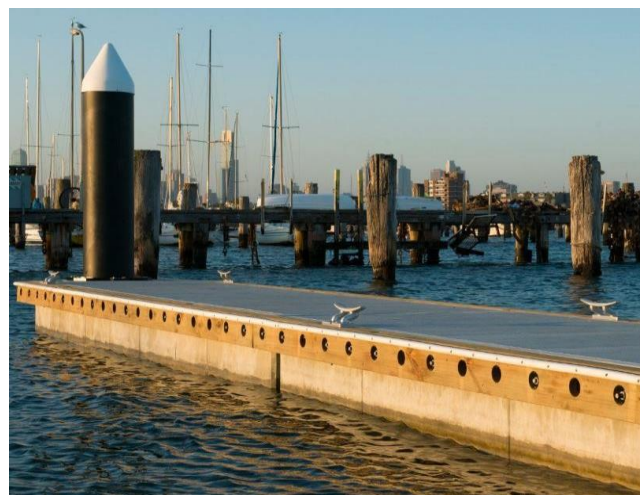
- **Evidence of responsibility** for the land, seabed and/or facility, such as Committee of Management, lease, licence, or authority
- **Copies of all required statutory approvals, permits, or authorities** to undertake the works. An application for a Works Permit may be made before these are granted, but will not be finalised until these are approved and provided to complete the application.
- **Certified design drawings to Australian standards**, 'Issued for Construction', including Disability Standards compliance if necessary
- **A suitably developed Construction and Environmental Management Plan (CEMP)**. This document must outline how the applicant and any contractors will manage the project in a manner that is safe to both the public and the environment. The CEMP should include all relevant details and can include:
  - Project overview including scope of works, methodology, planned dates and contact details
  - Risk assessments for the works
  - 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))
  - Waterway user consultation
  - Public communication strategy and signage plan.
- **A vessel, traffic, and pedestrian management plan** that shows thorough planning of how risks to port users will be mitigated. This can include:
  - Details of any on water plant, machinery, equipment or other hazards to navigation, including their marking to IALA standards, including lights if present after dark
  - Maps of the area depicting signage, fencing, access routes, works areas, barricading, exclusion zones etc;
  - A Notice to Mariners to be issued
  - Spotters to be used while works are underway
  - The use of Variable Messaging Signs (VMS trailer signs).

Parks Victoria may request additional 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 from the permits officer by email request via [workspermits@parks.vic.gov.au](mailto:workspermits@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 enable efficiency and speed in processing



## 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 *Aboriginal Heritage Act 2006*, *Heritage Act 2017*, *Planning and Environment Act 1987* and/or *Marine and Coastal Act 2018*). Public land manager approval may also be required.

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

Any developments on marine and coastal crown land (whether covered by water or not), require consent 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, dredge depth that will be achieved, 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)
- Demonstration that a post dredge hydrographic survey of the area will be undertaken and provided to Parks Victoria.

## 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.

## How to submit your application

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

Alternatively, applications can be mailed 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, provided that all requested information has been received and is developed to a suitable standard. Please note that more complex applications or missing information will result in delays in meeting this timeframe.

All permits are issued subject to conditions, at Parks Victoria's discretion. Noncompliance with permit conditions may result in the cancellation of a permit.

**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)

