

Aquatic Event

Online Process

User Factsheet

Ports Victoria has improved the way Aquatic Event Advice forms are lodged.

Ports Victoria has implemented a new solution which enables the Aquatic Event Advice (AEA) form to be lodged online.

How does this impact me?

Your process for lodging an AEA form remains largely the same. The key difference is that you will now use an online form which is accessible via the Ports Victoria website.

Why is the form changing?

The new system improves efficiency by automating how AEA's are processed and monitored. Once submitted, your AEA will automatically enter a workflow, enabling faster review and approval times, helping us respond to your requests more quickly and effectively.

Where can I find the new form?

1. Access the Aquatic Events notification online portal from **20th April 2026** on the [Ports Victoria](#) website
2. Navigate to the **'Boating & events'** tab, select **'Aquatic Events'**

What does the form look like?

How to complete the new form.

1. Click the link provided on the **'Aquatic Events'** page
2. An application will be launched for you to start completing
3. Complete the contact details
4. Choose **'Aquatic Events'** from the 'Type of Permit/Authority/Notification' drop down menu
5. Enter your organisation
6. Complete date and time of event, if multiple events in a series, select date and time of the start of first event and date and time of the finish of the last event.
7. In events section, enter date, time, description and comment for each event. Example:

04/02/2026	10:00	14:00	Club Name	Race 1
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8. Choose **'[name of port] port waters'** from the 'location' drop down menu
9. Select the location of the event on map
10. If vessels are involved, add vessel details. *Note: only add vessels used for running the event, for example, rescue craft*
11. Add description of event.
12. Choose **'Aquatic Events Form [name of port]'** from the 'Permit Notification Checklist' drop down menu
13. Ensure all sections of the checklist are complete and correct. Failure to submit complete or correct details may result in a delay to your notification
14. Tick **'submit for approval'** at the bottom of the form
15. Press blue **save** icon to submit the form
16. Ports Victoria will review notification. Once processed you will be notified by email. The email will contain event details and the assigned PTW number
17. **1 hour before starting each event within the series, call VTS/Marine Control via phone and quote PTW Number**

Need more information?

Contact the Navigation Services department at Ports Victoria for further assistance or information.

Email: NavigationServices@ports.vic.gov.au

www.ports.vic.gov.au