

# Port Works notification Online Process

## User Factsheet

Ports Victoria has improved the way notification of port works within port waters are lodged.

Ports Victoria has implemented a new electronic solution which enables the consolidation of the notification process to carry out works on, over or under port waters for port of Melbourne, port of Geelong and port of Hastings

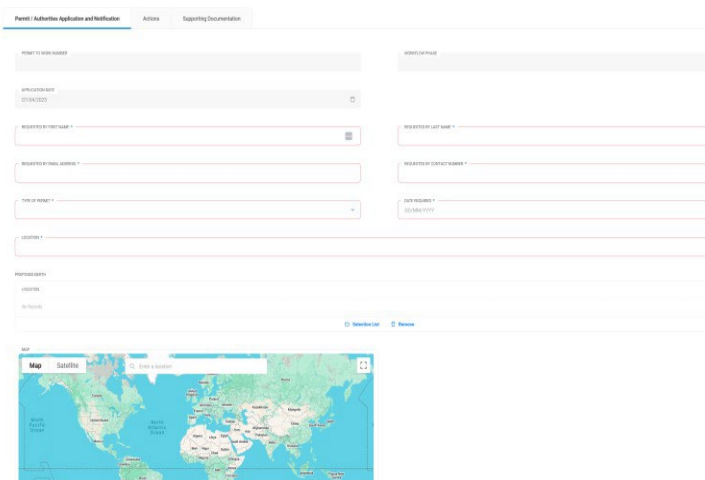
### How does this impact me?

The process for lodging a notification of works has been consolidated into one single form, namely 'Port Works'. A further key difference is the form is lodged online via the Ports Victoria website.

### Why is the form changing?

The new system simplifies the works notification process and improves user experience by consolidating all notifications relating to works within port waters into one single form. Once submitted, your notification will automatically enter a workflow for processing and monitoring. Further it is not necessary to lodge a notification every month for the continuation of works as previously required.

### What does the form look like?

The image shows a screenshot of the 'Port Works' notification form on the Ports Victoria website. The form is titled 'Permit / Authority Application and Notification' and includes sections for 'Requester Information', 'Request Details', and 'Location'. The 'Requester Information' section includes fields for 'Requester Name', 'Requester Email', 'Requester Phone', and 'Requester Address'. The 'Request Details' section includes fields for 'Request Type', 'Request Start Date', 'Request End Date', and 'Request Description'. The 'Location' section includes a 'Location' dropdown menu and a 'Map' section with a satellite view of the world. The form also includes a 'Submit for Approval' button and a 'Save' button.

### How to complete the new form.

1. Access the Port Works notification online portal from **20<sup>th</sup> April 2026** on the [Ports Victoria](#) website
2. Navigate to the '**Operations**' tab, select '**Port Works**'
3. Click the link provided on the '**Port Works**' page
4. An application will be launched for you to start completing
5. Complete the contact details
6. Choose '**Port Works**' from the 'Type of Permit/Authority/Notification' drop down menu
7. Enter the 'Principal Organisation Requesting Works'. Example: berth operator / manager or port manager name
8. Enter your 'Organisation'. Example: contractor company
9. Complete date and time details
10. Choose the '**relevant port waters**' from the 'location' drop down menu
11. Select from the '**proposed berth**' selection list
12. Select the location on map, *hint: use 'ctrl + scroll' to zoom and move around map, double click on your location to set marker*
13. If vessels are involved, tick box and add vessel details
14. Add description of works
15. Choose '**Port Works Application Form [Name of port]**' from the 'Permit Notification Checklist' drop down menu
16. Ensure all sections of checklist are complete and correct. Failure to submit complete or correct details may delay the processing of your notification
17. Tick '**submit for approval**' at the bottom of the form
18. Press blue '**save**' icon to submit the form
19. Ports Victoria will review the notification. Once processed you will be notified by email.
20. When starting works, navigate to 'Notification and Completion of Work' tab, tick 'commencing work'.
21. On completion of work, navigate to 'Notification and Completion of Work' tab, tick 'completed work' and tick 'all work associated with this permit/authority/notification is complete and safe.'

## Need more information?

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

Email: [NavigationServices@ports.vic.gov.au](mailto:NavigationServices@ports.vic.gov.au)

[www.ports.vic.gov.au](http://www.ports.vic.gov.au)

**PORTS VICTORIA**