

# Hazardous Port Activity & Permit to Work Application Process

## User Factsheet

### Ports Victoria has improved the way Hazardous Port Applications and lodged online.

Ports Victoria had implemented a new Incident and Emergency Management Solution which enables the consolidation of Hazardous Port Activity application forms into the one single online form.

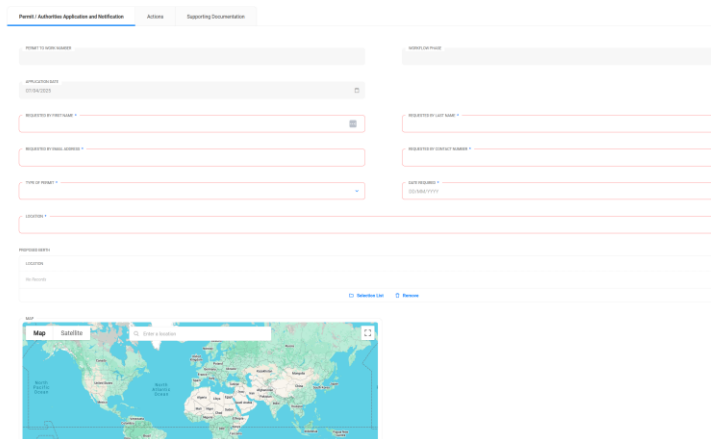
#### How does this impact me?

Your process for lodging requests remains largely the same. The key difference is that you will now use a **single consolidated form**, where you can simply select the relevant **Hazardous Port Activity** from a dropdown menu under **Permit to Work** which is accessible via the Ports Victoria website.

#### Why is the form changing?

The new system improves efficiency by automating how HPA applications are processed and allocated. Once submitted, your application will automatically enter a workflow, enabling faster review and approval times—helping us respond to your requests more quickly and effectively.

#### What does the form look like?

The screenshot shows a web-based application form for Hazardous Port Activity. At the top, there are three tabs: 'Permit / Authorities Application and Notification' (selected), 'Actions', and 'Supporting Documentation'. The form is divided into two main columns. The left column contains fields for 'Project Name', 'Project Location', 'Project Description', 'Project Start Date', 'Project End Date', 'Project Status', and 'Project Type'. The right column contains fields for 'Permit Type', 'Permit Sub-Type', 'Permit Category', 'Permit Sub-Category', 'Permit Sub-Sub-Category', and 'Permit Sub-Sub-Sub-Category'. Below these fields, there is a 'Map' section with a satellite view of the world and a 'Details' section with a table of 'Hazardous Port Activities'. The table has columns for 'Activity Name', 'Activity Description', 'Activity Status', and 'Activity Date'. The 'Map' section includes a search bar and a 'Map' button. The 'Details' section includes a 'Table of Hazardous Port Activities' and a 'Details' button.

#### How to complete the new form.

1. Access the Permits via the **Ports Victoria Website** to lodge a permit application.
2. Navigate to the Useful Resources section on the home page and “click” on Dangerous Goods – Melbourne.
3. Scroll down to the Forms sections where you will see “Applications for **authorities and hazardous port activities**.”
4. “Click” on the hyper link text in **blue** which is To apply for any of the hazardous port activity authorities listed below, [use our online hazardous port activities form](#).
5. An application form will launch for you to start completing.
6. **Select the Permit Type:** Choose your *Hazardous Port Activity* from the **Permit Type** dropdown. This selection will determine which location options are available.
7. **Enter Personal and Location Details:** Provide your personal information and select the relevant location using the dropdown menu.
8. **Upload Supporting Documentation:** Navigate to the **Supporting Documentation** tab to upload any required or relevant files.
9. **Save Your Form:** Once all information has been entered and documents uploaded, click **Save** to submit your application for processing.

If you require any additional assistance or help then please contact the **Port Duty Officer (24/7)** on **03 9644 9744**

#### Need more information?

Contact the Port Duty Officer at Ports Victoria on 03 9644 9744 for further assistance or information.

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

