

Ports Victoria use No:

Event name			
Start time (24-hr hh:mm)	Date (dd/mm/yyyy)		Location
Finish time (24-hr hh:mm)	Date (dd/mm/yyyy)		Location
Organisation	Name		
	Email		
	Telephone		
Vessels involved	How many	Type	
Event organisers' mobile phone numbers (2 required) Must be persons on water taking part in the event	Mobile 1		
	Mobile 2		
VHF Channel for event			
Call sign (if applicable)			
Other relevant information (courses, routes, special requirements). Max. 1200 characters. Attach a map or chart with course or event details as a PDF to this application.			

Conditions for this Aquatic Event Advice:

Aquatic Event Advice is issued pursuant to:

- Part 6.4 of the *Marine Safety Act 2010* (Vic) – Functions and Powers of Harbour Master
- Ports Victoria *Harbour Master's Directions* for port of Melbourne (Ports Victoria HMD).

Vessel Traffic Service (VTS) refers to:

- 'Melbourne VTS' for events held within Ports Victoria jurisdictional waters north of 38° 05' S
- 'Lonsdale VTS' for events held in Ports Victoria jurisdictional waters south of 38° 05' S.

The Event Organiser(s) agrees to:

- Read and understand all information contained within this Aquatic Event Advice
- Notify other relevant authorities of the event (e.g. Water Police)
- Call VTS on VHF Channel 12 at least one hour before the scheduled start and advise the VTS Officer of the:
 - Aquatic Event Advice reference number
 - expected time of start and finish of event
 - expected time yachts will transit Port Phillip Heads, where applicable.
- In accordance with Ports Victoria HMD, pass on instructions including the requirement for participants to keep clear of commercial shipping and dredgers and avoid impeding the safe passage of shipping using the shipping channels.
- Navigational beacons are not to be used as rounding marks for the purpose of event activities.
- Advise vessels not to cross commercial shipping channels where such crossing would interfere with the passage of commercial shipping or be so close as to cause concern for commercial shipping. Event commencement shall, if necessary, be adjusted as advised by the VTSSO so as to prevent interference with commercial shipping movements.
- Monitor Channel 12 and pass on to race participants any updated information from VTS.
- Advise VTS when the last boat is clear of Port Phillip Heads and/or the shipping channels specified in the advice.
- In accordance with Ports Victoria HMD 'Incident Reporting', organisers are to ensure all event participants are aware of the requirement to report any incident, hazard or obstruction as soon as reasonably practical to the VTS.
- Ensure the participants are aware of their responsibility to keep clear of commercial shipping at all times.

The Applicant performs this activity within the port of Melbourne at its own risk and indemnifies Ports Victoria (including its officers, employees and agents) against all claims and losses sustained or incurred by any person, in respect of personal injury or death or damage to any property, arising directly or indirectly out of, or as a consequence of, a default or act or omission of the Applicant or its contractor (subject to a reduction to the extent of any contribution by Ports Victoria).

The Applicant must hold current public liability insurance for loss and damage arising from, or in any way connected with, activities being performed under this Permit, and this insurance cover must extend to third party beneficiaries as provided for in s48 of the *Insurance Contracts Act 1984* (Cth).

For events outside port of Melbourne waters, event organisers must seek permission from the [relevant waterway manager](#).

I have read and understood the conditions pertaining to this Aquatic Event Advice.		
I have read and understood the applicable sections of the Harbour Master's Directions.		
I have completed and attached a risk assessment for the event to this Aquatic Event Advice.		
I have attached a PDF map or chart with event details to this Aquatic Event Advice.		
I confirm the event organiser and on water event contact details are correct.		
I understand that the Harbour Master and Melbourne/Lonsdale VTS may delay or cancel the event within port waters due to safety considerations.		
Contact name		
Contact email		Telephone
Organisation address		
Email this completed form to navservices@ports.vic.gov.au		

Ports Victoria use			
Approved		Date (dd/mm/yyyy)	
Title		E navservices@ports.vic.gov.au	T +61 3 9644 9758