



Victorian Ports Corporation (Melbourne) at Station Pier

Cruise season 2019-20

Ancillary Service Provider Application Form for

- vessel mooring and unmooring
- stevedoring
- passenger ground handling and portage
- tour operators
- provedoring and chandlery
- waste services
- vessel repair and maintenance services
- bunkering services

operating at Station Pier during the 2019-20 cruise season.

# Ancillary Service Provider Application Form

All entities seeking to provide ancillary services at Station Pier during the 2019-20 cruise season must enter into an Ancillary Services Provider Licence Agreement (Agreement) with Victorian Ports Corporation Melbourne (VPCM). This is a **two-step** process.

## Step one

Complete this Ancillary Service Provider Application Form and return it and any required documents to VPCM at [asp@vicports.vic.gov.au](mailto:asp@vicports.vic.gov.au) by **29 August 2019**. An information briefing will be held at VPCM on **23 August 2019 at 2.30pm**. Please RSVP if you intend to attend the briefing to [asp@vicports.vic.gov.au](mailto:asp@vicports.vic.gov.au)

## Step two

If VPCM approves your application, you will be forwarded a copy of the Agreement which sets out the terms and conditions of your access to Station Pier on 6 September 2019. You must execute and return the Agreement to VPCM by **20 September 2019**.

If you have any queries, please contact Helen Grutzner, Contracts Manager at VPCM on 8347 8300 or [Helen.Grutzner@vicports.vic.gov.au](mailto:Helen.Grutzner@vicports.vic.gov.au).

ITEM 1: Applicant details	
<b>Name of Applicant:</b>	
<b>ABN:</b>	
<b>Type of entity: (Tick as applicable)</b>	<input type="checkbox"/> Sole trader <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Trust
<b>Preferred execution clause (Tick as applicable):</b>	<input type="checkbox"/> As individual <input type="checkbox"/> As trustee <input type="checkbox"/> On behalf of partnership <input type="checkbox"/> Sole director <input type="checkbox"/> Two directors <input type="checkbox"/> One director and one company secretary <input type="checkbox"/> Other (Please specify)
<b>Address of applicant:</b>	
<b>Name and address of directors or principals:</b>	Name:
	Address:
	Position:
	Name:
	Address:
	Position:



## Ancillary Service Provider Application Form

<b>ITEM 5: Documentation to be provided</b>		
The applicant must provide VPCM with the following documentation with the completed application form. VPCM will not assess your application if it is incomplete. Please advise in the Comments column if you have any difficulty providing the requested documents.		
	<b>Yes / No</b>	<b>Comments</b>
Copy of Certification of Incorporation of Company or Copy of Certificate of Business Name (or both if applicable).	<input type="checkbox"/> / <input type="checkbox"/>	
Certificates of currency and policy schedules for the following insurance policies, including VPCM's interest noted as a third-party beneficiary for all VPCM contracts	<input type="checkbox"/> / <input type="checkbox"/>	
a) public liability insurance for an amount of not less than \$20 million public risk in respect of any single occurrence	<input type="checkbox"/> / <input type="checkbox"/>	
b) workers compensation insurance	<input type="checkbox"/> / <input type="checkbox"/>	
c) any other insurances required by the Applicant at law.	<input type="checkbox"/> / <input type="checkbox"/>	
A copy of the Applicant's Occupational Health & Safety Management System.	<input type="checkbox"/> / <input type="checkbox"/>	
A copy of the Applicant's Environment Management System.	<input type="checkbox"/> / <input type="checkbox"/>	
Copies of all appropriate training history and qualifications of employees/contractors (e.g. copy of relevant licences such as forklift licence if relevant). <i>Please contact VPCM if you are unsure what information is required via email at <a href="mailto:asp@vicports.vic.gov.au">asp@vicports.vic.gov.au</a></i>	<input type="checkbox"/> / <input type="checkbox"/>	
List of employees/contractors/subcontractors to enter the site and their details. including certified copies of identification documents (e.g. photocopy of driver licence) (please attach).	<input type="checkbox"/> / <input type="checkbox"/>	

<b>ITEM 6: Signature</b>	
<i>The individual signing this application form represents and warrants to VPCM that he or she has the authority and power to sign the application on behalf of the Applicant.</i>	
<b>Name:</b>	<b>Signature:</b>
<b>Position:</b>	<b>Date:</b> /                    / 2019
<p><b>Please submit this application to VPCM by email to: <a href="mailto:asp@vicports.vic.gov.au">asp@vicports.vic.gov.au</a></b>  <b>or by post to VPCM, GPO Box 261, Melbourne VIC 3001</b></p> <p>The completed application form and all required documents must be received by VPCM no later than <b>29 August 2019</b>.</p> <p>Please ensure you have completed this form and attached any required documents (lists of employees, qualifications, insurances etc.). If you have any questions, please contact Helen Grutzner, Contracts Manager at VPCM on 8347 8300 or by email <a href="mailto:Helen.Grutzner@vicports.vic.gov.au">Helen.Grutzner@vicports.vic.gov.au</a>.</p>	

