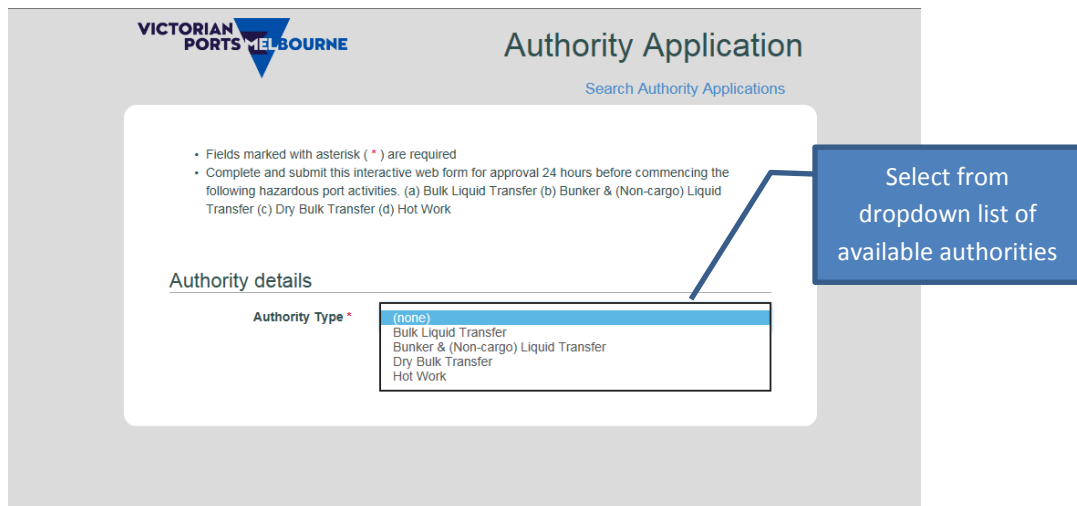


## Online Authority application process

To apply for a Victorian Ports Corporation (Melbourne) (VPCM) Authority use your preferred internet browser to navigate to the [VPCM website](#) then select [Safety & security/Safety/ Handling dangerous cargoes](#). The following link is provided to access the new online forms. <https://forms.nogginoca.com/vpc/authority-application.html>

Once on the initial welcome screen use the dropdown box beside Authority Type to select the authority being applied for.



The screenshot shows the 'Authority Application' form. At the top, there is a search bar labeled 'Search Authority Applications'. Below it, there are instructions: 'Fields marked with asterisk ( \* ) are required' and 'Complete and submit this interactive web form for approval 24 hours before commencing the following hazardous port activities. (a) Bulk Liquid Transfer (b) Bunker & (Non-cargo) Liquid Transfer (c) Dry Bulk Transfer (d) Hot Work'. The 'Authority details' section includes a dropdown menu for 'Authority Type \*' with the following options: '(none)', 'Bulk Liquid Transfer', 'Bunker & (Non-cargo) Liquid Transfer', 'Dry Bulk Transfer', and 'Hot Work'. A blue callout box points to the dropdown menu with the text 'Select from dropdown list of available authorities'.

After selecting the appropriate Authority complete all required information as marked by the red asterisk (\*). Also note that an Authority cannot be completed unless the applicant selects the radio button answering “Yes” in acknowledgement of the applicant declaration.

To protect the privacy of information entered into an Authority the applicant will be required to enter a security pin number (4 – 8 digits long). It is a good idea for each applicant to use the same PIN when applying for subsequent Authorities as this will group results when using the system search feature to check an authority status.

Note: All Authorities with the exception of hot works will receive an immediate automated email reply from the system approving the application and issuing an Authority number. This email notification will be returned to the applicant and vessel if a vessel is involved and this information has been completed.

In the case of hot works involving a Port of Melbourne site (Holden Dock, No 1 Maribyrrong, 6 Yarraville) the following approval process will apply.

**Step 1.** Authority awaiting endorsement (Port of Melbourne safety department reviewing authority application). Port of Melbourne will only review hot work authorities in normal business hours Monday to Friday excluding public holidays unless in the event of an emergency.

**Step 2.** Authority awaiting approval (Port of Melbourne have now endorsed the authority application and currently waiting on review and approval from the VPCM Duty Officer). Once this approval has been received an email with the Authority details and number will be emailed to the applicant.

All other sites involved in hot works including ships will be approved by the VPCM Duty Officer with an email notification sent to the applicant with the Authority details and number once approved.

To check on the status of a Hot Work Authority or search for previously approved applications select “Search Authority Applications” from the welcome screen.

Complete the search criteria starting with your security PIN number (4 – 8 digits) and the authority number if searching for an individual application or your First and Last Name if checking for multiple applications.

NOTE: All applications will only be displayed in a multiple search if the same security PIN number has been used for each application.

Search results can be emailed to any address supplied or printed for future reference.

For more information please contact the VPCM Health and Safety Department on Tel:03 9644 9744 or Email: [portsafety@vicports.vic.gov.au](mailto:portsafety@vicports.vic.gov.au) during business hours Monday to Friday.