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| **MWPA Use Only** |  | Permit No. |  |
| Associated Permits |  |  | Work Order No. |  |

**Applicant (Permit Owner) to complete Sections 1-7.**

| Section 1. Permit Owner Details |
| --- |
| Full Name |  | Company |  |
| Email Address |   | 24hr Contact No. |  |
| MWPA Responsible Worker |  | MWPA Responsible Worker Contact No. |  |
| Start Date / Time |  | Completion Date / Time |  |

| Section 2. Reason for Excavation / Penetration / Scope of Work |
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| Section 3. Location of Excavation / Penetration (include dimensions of excavation including depth) |
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|  |

| Section 4. Expected Disruption to Services |
| --- |
| **Service** | **Yes** | **No** | **Service** | **Yes** | **No** |
| Power |[ ] [ ]  Fuel |[ ] [ ]
| Water |[ ] [ ]  Sewer |[ ] [ ]
| Communications |[ ] [ ]  Air |[ ] [ ]
| Groundwater Bores [ ]  |

| Section 5. Type of Excavation / Penetration (Tick **all** applicable types) |
| --- |
|[ ]  Excavation |[ ]  Penetration |

| Section 6. Requirement Checklist |
| --- |
| The following minimum requirements MUST be met / understood / attached by Permit Owner. |
|[ ]  **MWPA Excavation / Penetration Procedure** – Permit Owner confirms they have reviewed the Procedure. |
|[ ]  **MWPA Contaminated Soil and Operational Waste Management Procedure** – Permit Owner confirms they have reviewed the Procedure. |
|[ ]  **MWPA Traffic Management Procedure –** Permit Owner confirms they have reviewed the Procedure. |
|[ ]  **Risk Assessment** –Permit Owner confirms a risk assessment meeting the minimum requirements identified within the MWPA Excavation / Penetration Procedure must be ATTACHED with this application.The risk assessment must include Emergency Procedures, or they are to be attached as a separate document.Copies may be required for adjacent leaseholders / operations. |
|[ ]  **Isolations** –Permit Owner confirms they have discussed the scope of work with the MWPA responsible Worker and understand the isolation requirements for the proposed work.***Note*** – Isolations shall be completed by MWPA Electrical team (Worker) prior to the commencement of works. |
|[ ]  **Drawings / Sketches** –Permit Owner confirms they have reviewed applicable Port Services Drawings refer: <http://www.midwestports.com.au/health-safety-environment/permit-system.aspx> and have ATTACHED a marked up features and services diagram(s) detailing the nature and extent of proposed works, including any areas identified for relocation of excavated material. |
| [ ]  Yes [ ]  No [ ]  NA | **Excavation within Leasehold Areas** – Permit Owner advises if the excavation be conducted within a lease or licenced area by a party other than the leaseholder / licence holder. (Commercial Manager to communicate with relevant parties.) |
| [ ]  Yes [ ]  No [ ]  NA | **Imported Fill** – Permit Owner confirms a certificate identifying fill imported onto site is free from contamination can be provided upon request when purchasing fill. |
| [ ]  Yes [ ]  No [ ]  NA | **Relocation of Fill** –Permit Owner confirms they have reviewed the Excavation / Penetration Procedure and are aware of the requirements related to relocation of excavated material within the MWPA boundary. |
| [ ]  Yes [ ]  No [ ]  NA | **High Voltage Cables** –Permit Owner confirms they have contacted the MWPA responsible Worker and identified if High Voltage cabling is present in the area. A High Voltage - Authority to Work in the Vicinity of Electrical Apparatus Form is required from the MWPA Electrical Superintendent or delegate for any works within three metres of High Voltage services and cabling. |
| [ ]  Yes [ ]  No [ ]  NA | **Traffic Management** – Permit Owner confirms that they have contacted the MWPA responsible Worker and discussed the possibility of excavation work disrupting road / traffic flow. An Application for Traffic Management may be required. |
| [ ]  Yes [ ]  No [ ]  NA | **Works Adjacent to a Berth** –Are the works adjacent to a berth, near bollards or close to vessel mooring lines? If yes, Permit Owner confirms they have reviewed the hazards associated with this activity in the Workers Handbook. |
| [ ]  Yes [ ]  No [ ]  NA | **Works Within 5m of a Fuel Pipeline** – If works are scheduled within 5m of a fuel pipeline then additional requirements may apply from the licenced pipeline owner. Permit Owner confirms they have discussed this issue with the MWPA Permit Coordinator. |
| [ ]  Yes [ ]  No [ ]  NA | **Confined Space** – Is work area a confined space? If yes, Permit Owner confirms they have reviewed the following:• Mandatory requirements included within the Hot Work Procedure.• Confined Space Entry Procedure and completed an Application for Confined Space Entry. |

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| Is relocation / disposal of excavated soil material / required? [ ]  Yes [ ]  No |
| Location soil to be taken from  |  |
| Location soil to be taken to |  |
| Estimated volume requiring relocation / disposal |  |
| For soil relocation / disposal – will environmental sampling be required? (MWPA Environment to complete and advise) |
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| Section 7. Permit Owner – Acceptance of Conditions / Requirements |
| --- |
| By signing this document, I understand and accept the Terms and Conditions of this application and declare that all information given is true and accurate.I understand that prior to the commencement of work, this Application and supporting documentation will be subject to site review and final approval. |
| Permit Owner Name |
| Signature |  | Date |  |

**This form and attached documents should be emailed to** **permits@midwestports.com.au****.**

| Section 8. MWPA Use – Authorisation  |
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| Permit Coordinator confirms appropriate Authorisations have been completed. |
| **Permit Received** | **Position** | **Name** | **Signature** | **Date** |
| [ ]  Yes [ ]  No [ ]  NA | Maintenance Supervisor |  |  |  |
| [ ]  Yes [ ]  No [ ]  NA | Environment and Sustainability |  |  |  |
| [ ]  Yes [ ]  No [ ]  NA | Commercial Manager |  |  |  |
| [ ]  Yes [ ]  No [ ]  NA | Port Planner |  |  |  |
| [ ]  Yes [ ]  No [ ]  NA | Asset Engineer |  |  |  |
| [ ]  Yes [ ]  No [ ]  NA | Electrical Supervisor |  |  |  |
| [ ]  Yes [ ]  No [ ]  NA | Plumbing Supervisor |  |  |  |
| [ ]  Yes [ ]  No [ ]  NA | Permit Authoriser – Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|[ ]  **Authorised** |[ ]  **Rejected – Revise and Resubmit** |
| Authoriser Name | Signature |
| Role |
| Comments |
|  |
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|  |

| Section 9. MWPA Use – Issue  |
| --- |
|[ ]  The Application has been reviewed by the appropriate Permit Authorisers and found suitable for return to the Permit Owner. |

| Section 10. MWPA Use – Site Review, Approval  |
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| I confirm that this Application and supporting documentation has been reviewed. The Permit is now OPEN and Permit Owner has been advised they have control of their activities and work may commence.  |
| **Approver Name** | **Approver Position** | **Signature** | **Date / Time** |
|  |  |  |  |

| Section 11. Permit Owner – Acceptance of Conditions / Requirements |
| --- |
| I confirm that this Permit is now OPEN and as the Permit Owner, I have control of the work activities covered by this Permit. Daily revalidation shall be recorded prior to the commencement of work. |
| Permit Owner Name |
| Permit Owner Position |
| Signature | Date / Time |

| Section 12. MWPA Use – Completion of Work |
| --- |
| Permit Owner advises work has been completed. I confirm the work area has been left in a clean, safe and acceptable condition and the Permit can be CLOSED. |
| Approver Name |
| Approver Position |
| Signature | Date / Time |

| Section 13. MWPA Use – Permit Closed |
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|[ ]  Permit has been CLOSED. |

| Section 14. MWPA Terms and Conditions |
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| 1. To ensure timely approval for PERMITS, the following MINIMUM approval times apply.
	* Application for Land Based Crane Lift, Application to Excavate / Penetrate and Application for Traffic Management shall be lodged at least seven days prior to work.
	* All other Permits shall be lodged at least three days prior to works.
 |
| 1. A copy of this Application for Excavation / Penetration Permit plus mandatory documentation is to be held on site at all times.
 |
| 1. Permit Applicant accepts that no work can commence on site until this Permit and associated documentation has been reviewed and approved on site.
 |
| 1. Permit Owner warrants that it understands the nature of the work permitted by the Permit and risks associated with it, has sufficient competence to carry out the work and accepts responsibility (including work health and safety responsibility) for the work.
 |
| 1. All Workers accessing MWPA sites, as a minimum are required to have completed the MWPA Induction. Within the Landside and Waterside Restricted Zones, individuals are required to carry their own Maritime Security Identification Card (MSIC) at all times. A visitor’s pass may be obtained, although all visitors must be escorted at all times by a holder of a current MSIC.
 |
| 1. Any incidents (safety / environmental / damage) must be reported to MWPA immediately. After hours, please call the 24hr Emergency Contact on 0437 413 734.
 |

\* Refer to Permit Revalidation Extension form if work period extends past seven days.

**Custodian – Maintenance Services Manager**

**Approver – Chief Operating Officer**