|  |  |  |  |
| --- | --- | --- | --- |
| **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 Vehicle / Mobile Plant Movement / Scope of Work |
| --- |
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|  |

| Section 3. Type of Vehicle / Mobile Plant |
| --- |
|  |
|  |

| Section 4. Location of Vehicle / Mobile Plant Movement (Tick **all** applicable) |
| --- |
|[ ]  Connell Road (Northern end) |[ ]  Security Gate 2 Access Road |
|[ ]  Connell Road (Southern end) |[ ]  Gillam Road and Access Ramp |
|[ ]  Ian Bogle Road (West outside secure zone) |[ ]  Iluka Access Road |
|[ ]  Ian Bogle Road / Tug Pen Road (Inside secure zone) |[ ]  Minerals Storage Road |
|[ ]  Lemmon Road / Lemmon Road Entry |[ ]  IGO Access Loop |
|[ ]  Reg Clarke Road |[ ]  Talc Access Road |
|[ ]  Graham Road / Northern Reclaim Road |[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

| Section 5. Type of Plan Required (Tick **all** applicable types) |
| --- |
|[ ]  Traffic Management Plan (TMP) |[ ]  Vehicle Movement Plant (VMP) |
|[ ]  Working Between Traffic Plan |[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

| Section 6. Requirement Checklist |
| --- |
| The following minimum requirements MUST be met / understood / attached by Permit Owner |
|[ ]  **MWPA Traffic Management** **Procedure** – Geraldton Port and/or Traffic Management Plan – Gillam Road Guideline – Permit Owner confirms they have reviewed the Procedure(s) and understand what type of plan is required; Traffic Management Plan or Vehicle Movement Plan or Working Between Traffic Plan. |
|[ ]  **Risk Assessment** – Permit Owner confirms a risk assessment meeting the minimum requirements identified within the Traffic Management Procedure – Geraldton Port and/or Traffic Management Plan – Gillam Road Guideline 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. |
| [ ]  Yes [ ]  No [ ]  NA | **Traffic Management Plan (TMP)** – Permit Owner confirms that the proposed activity meets the criteria for a Traffic Management Plan and is ATTACHED with this application.***Note*** – A TMP must be designed and approved by an Advanced Worksite Traffic Management (AWTM) qualified Worker. The Worker’s name and qualification number must be listed on the TMP. |
| [ ]  Yes [ ]  No [ ]  NA | **Vehicle Movement Plan (VMP)** – Permit Owner confirms that the proposed activity meets the criteria for a Vehicle Movement Plan and is ATTACHED with this application.***Note –*** A VMP must include a diagram (see Attachment 1) showing the preferred travel paths for plant / vehicles associated with the works including the direction of travel, and staging areas. |
| [ ]  Yes [ ]  No [ ]  NA | **Working Between Traffic Plan** – Permit Owner confirms that the proposed activity meets the criteria for a Working Between Traffic Plan and is ATTACHED with this application.***Note*** – A Working Between Traffic Plan may be a stand-alone document or a supplement to the mandatory Risk Assessment requirements identified in this Section. |
| [ ]  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. |

| 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  |
| --- |
| Permit Coordinator confirms appropriate Authorisations have been completed. |
| **Permit Received** | **Position** | **Name** | **Signature** | **Date** |
| [ ]  Yes [ ]  No [ ]  NA | Wharf Supervisor |  |  |  |
| [ ]  Yes [ ]  No [ ]  NA | Permit Coordinator |  |  |  |
| [ ]  Yes [ ]  No [ ]  NA | WHS Officer |  |  |  |
| [ ]  Yes [ ]  No [ ]  NA | Permit Authoriser – Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|[ ]  **Authorised** |[ ]  **Rejected – Revise and Resubmit** |
| Authoriser Name | Signature |
| Role |
| Comments |
|  |
|  |
|  |

| 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  |
| --- |
| 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. Permit Owner – Site Review and Revalidation |
| --- |
| Daily revalidation shall be recorded prior to the commencement of work.  |
| **Approver Name** | **Approver Position** | **Signature** | **Date / Time** |
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| Section 13. MWPA Use – Completion of Work |
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| 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 14. MWPA Use – Permit Closed |
| --- |
|[ ]  Permit has been CLOSED. |

| Section 15. 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 Traffic Management 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 – Permit Coordinator**

**Approver – Operations Manager**