

Access to a Wharf or Ramp for Offshore Operations



If you need help lodging your form, contact us				Office use only	
Email	council@northernbeaches.nsw.gov.au			Form ID	4131
Phone	1300 434 434			TRIM Ref.	June 2024
Customer Service Centres	Manly Town Hall, 1 Belgrave Street, Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	Mona Vale 1 Park Street, Mona Vale NSW 2103	Last updated	Parks and Open Space
				Business unit	
				Application no.	
				Receipt no.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Lodgement options	
In person	Visit the Customer Service Centre (listed above) to apply with supporting documentation
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option.
Via email	Send the completed application form with supporting documentation to council@northernbeaches.nsw.gov.au
Payment options	
Payment	Following application/permit approval, an invoice for payment will be issued with the various payment options available.
Please note, all credit / debit card payments attract a 0.5% surcharge.	

This form is to be completed by an organisation that require use or to access to a Council wharf or boat ramp in order to conduct offshore operations. Example operations may include transporting heavy machinery for private works and the delivery or removal of goods and supplies to Scotland Island and Western Foreshore residents.

Part 1: Contact details

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other:		
Company name		ABN	
Applicant name			
Address			
		Postcode	
Phone		Mobile	
Email			

Part 2. Wharf or ramp access

Which location is required?	<input type="radio"/> Cargo Wharf, Church Point	<input type="radio"/> Rowland Reserve Wharf, Bayview	<input type="radio"/> Rowland Reserve Boat Ramp, Bayview	<input type="radio"/> Careel Bay Wharf, Avalon
Proposed access dates & duration				
Reason for access to wharf or ramp				
Off shore address where intended works will take place		Postcode		
Type of vehicle requiring access to wharf or ramp		Vehicle registration		

Part 3. Insurance and indemnity

Please attach a copy of your Public Liability Insurance to this application form

Name of insurance company			
Public Liability Policy number			
Period of insurance	From:	To:	
Limit of liability (\$20,000,000)			

Part 4. Application and approval process

- Applications will be assessed as soon as possible after receiving the fully completed form. Applicants may be contacted for further information.
- All requests will be assessed individually and the applicable fees applied.
- A bond (maximum of \$5,000) may be required and will be dependent on the type of vehicles accessing the wharf or ramp.
- An invoice and contract outlining the terms and conditions of the permit will be forwarded once approved.
- All fees are payable within thirty (30) days of receipt of the invoice or prior to accessing the wharf or ramp (which ever date comes first).
By paying the invoice you will be agreeing to the terms and conditions listed in the booking contract.

Part 5: Terms and conditions

Please read the following terms and conditions prior to submitting the application form. Additional conditions may be included in your booking contract as based on the application.

1. The permit is in the name of one person or one company only.
2. The permit may not be sold or transferred to another person or business under any circumstances.
3. A copy of the permit must be kept on each relevant vehicle/vessel at all times and be made available to Northern Beaches Council Staff as requested.
4. Adhere to the maximum vehicle loads as indicated in the booking contract for each wharf or ramp at all times.
5. Access will only be permitted Monday to Friday 7am - 5pm. Access is not permissible on Public Holidays.
6. The wharf may only be used for loading and unloading of goods. All vehicles and vessels are not to be left unattended whilst accessing the wharf.
7. A boat ramp may only be used for launching or retrieving of vessels. When not in use, all boat trailers and vehicles must be parked legally in defined parking areas.
8. Storing of goods or the depositing of waste, building debris, garden refuse or other materials is not permitted on the wharf or ramp and may incur the related fines and retrieval fees.
9. Vehicles and any other equipment and goods must be removed from the wharf or ramp at the end of each day and the site left in a safe and clean condition.
10. All vehicles and vessels using the wharf or ramp must be registered and operated by licenced staff.
11. Vehicle loading cranes are permitted for loading and unloading. If you require the use of fixed crane on the wharf or ramp please contact Council for further approval.
12. Any vehicles and operations on the wharf or ramp must adhere to the appropriate industry standards, legislation (including WorkCover and Work Health and Safety), codes of practice, manufacturers specifications and other relevant requirements.
13. Safe pedestrian access is to be maintained at all times. Notification to people in the area and precautionary actions are to be undertaken to ensure safety of the general public in the vicinity.
14. Any utility services infrastructure damaged during access must be immediately reported to the relevant authority and Council.
15. Council Rangers regularly monitor the area to ensure permit holders are adhering to the terms and conditions of the approval. Any operator found not complying to their contract may be issued with an infringement notice and approval terminated. Please note that safety cameras maybe in operation at some sites.

Part 6: Declaration and agreement

I hereby acknowledge that the above information is correct to the best of my knowledge and that I have read and accepted the terms and conditions listed above.

Applicant name			
Signature		Date	