

Southern Ports Authority (SPA) - Online Permit Application - ALBANY

Welcome to the SPA Online Permit

If you require a Permit to utilise either a Crane, MEWP or Forklift on a wharf / berth, an online permit will need to be completed.

Proceed to the application form utilising the link below:

[LINK](#)

(Hover over the link, hold the CTRL key and click on the word LINK)

NOTES on use of Form

- **Any numbers entered must NOT contain decimal points – round UP to the nearest Tonne or kN. (E.g. 0.6T goes to 1.0T)**
- **This Permit is ONLY for the review and approval of safe working loads on a Wharf / Berth structure to ensure the Wharf / Berth structure is not overloaded.**
 - This Permit does NOT provide approval of activities and documentation related to the permit e.g. Crane Safe Operating Procedures, SWMS or Lift Studies.

Please take note of the permit submission and authorisation timeframes listed below;

Business Permit



Section 1: Information

This form **MUST** be completed by any applicant requested to complete work onsite utilising a crane and/or MEWP.

A separate Permit request must be submitted for each berth being worked on, i.e. if multiple lifts are planned during the time period indicated but are on different Berths a separate Permit Application is required for each berth.

The Application form will be lodged for authorisation with the relevant Port nominee once all mandatory information is supplied.

Work **CANNOT** proceed without Port Approval / Authorisation and a valid permit.

All inductions and mobilisation requirements **MUST** be met prior to work commencing onsite.

Submission / Approval Timeframes

1. Authorised Breakdown & Emergency works will be immediately communicated to the relevant Port contact
2. Standard Allowable Site Limits met - requires 3 days (72 hours)
3. Work outside Standard Allowable Site Limits requires a minimum of 3 weeks.

Permit Contact and Queries

loadpermits@southernports.com.au

Albany: (08) 9892 9000

Bunbury: (08) 9729 6500

Esperance: (08) 9072 3333

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Section 2 Applicant Details

Section 2: Application Details


Internal (Port) or External (Contractor) Application * External x ▾

Applicants Company Name * PAEMAC

Applicants Name * Ben Miller
First Name Last Name

Applicants Role / Position *

Applicants Mobile Number * +61 ▾ 0432222222

Application Email * fleur@paemac.com 

Number of personnel planned onsite for Lift * 4


Enter details of your Port Contact and Site of the work activities

Section 3: Applicants Port Contact Details

Port Contact Name Glen Pikor
First Name Last Name

(who has requested you to complete this work for the Port)

Port Company Southern Ports

Port Contact Email Glen.pikor@southernports.com.au 

Section 4: Port Location

Port Location where work will occur * Esperance x ▾

Has your Company worked at this Port before? * Yes No

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Section 5 Work Activities & Section 6 Plant

- Enter the details of the work activities and plant that will be utilised.
- **Any numbers entered must NOT contain decimal points – round UP to the nearest Tonne or kN. (E.g. 0.6T goes to 1.0T)**
- If an item of plant is not required please select NO.
- Please note that there is a slide bar under the plant boxes that will need to be moved to left to expose further boxes on the right of the screen.

Section 5: Work Details

Date Works is to commence onsite*

Permit Duration Requested*

Provide a description of the Load to be lifted
(E.g. Pipe, Steelwork, Crusher, Mast, Container, Turbine)

Load Description*

Start Time*

Is the work on a Sunday or Nightshift?
 Yes No

Berth*

Priority*

Provide a brief description of the work to progress*

Does the lift involve one crane or multiple cranes*

Is the job a single lift (once) or are multiple lifts to occur? (more than one)

Section 6: Plant

Is a Crane required?* Yes No

CRANES IN OPERATION:

Crane Capacity / Rating (t)	Crane Model	Crane Manufacturer	Crane Counterweight (tonnes)	Crane Load (Item/ what is being lifted)	Max Crane Load weight Tonnes	Crane Slewing Radius (m)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is MEWP required?* Yes No

Is a Forklift required?* Yes No

7A Port Layout Drawings – for Markup

Attached at the back of this Guide are Drawings of the Port berths. Please either mark up electronically or print off and mark up and scan back in ready for electronic upload.

These drawings can be attached to the permit application prior to it being completed - upload instructions to complete this are located on the next page of this Guide.

Should an error occur with uploading the drawings wait until you receive the permit application acknowledgement email, the drawings can then be emailed to loadpermits@southernports.com.au BUT be sure to add the allocated Permit number documented in the acknowledgement email to the Drawing email to avoid delays to the permit approval.


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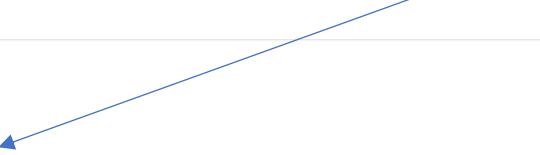
Section 7 – Information Upload / Attachments


If there are any documents to be uploaded with the application complete this by selecting the upload icon, this should then allow access to a location in which to select the document to upload.


Section 7: Information Upload


Please upload the relevant documentation.

Sketch of work location on Berth with distances of the plant footprint and distance to edge of wharf marked. 

Lift Study  


Crane Loading Diagram. Load charts and calculations 

Crane Specification 


Other File 

Section 8: Applicant (as Representative) Statement of Acknowledgement


I confirm that the company has provided accurate information within this application and that the company will not undertake any lift or operate on a berth without the approval / authorization of the nominated Port Permit Representative via the issuing of a Berth Load Permit.

Representative Signature *


Position in Company

Date Stamp 

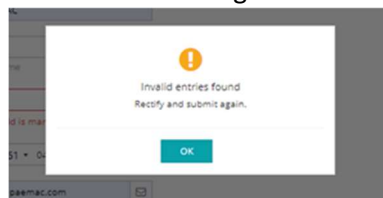
Thank you for your application. The application will be sent to the Port team for processing.

Verification Code 

Section 8 - Acknowledgement that all information supplied is accurate.

Sign the box as the representative, add position / role and then enter the verification code and select submit.

Error Message - Should you receive an error message check the following;



- A field has been left blank that needs to be checked or information added to it.
- A decimal point has been entered in a plant info box – **only whole numbers can be entered** e.g. 2 NOT 2.0
- The verification code has not been entered correctly – try again

Fix the identified problem, request and re-enter a new verification code and press submit again.

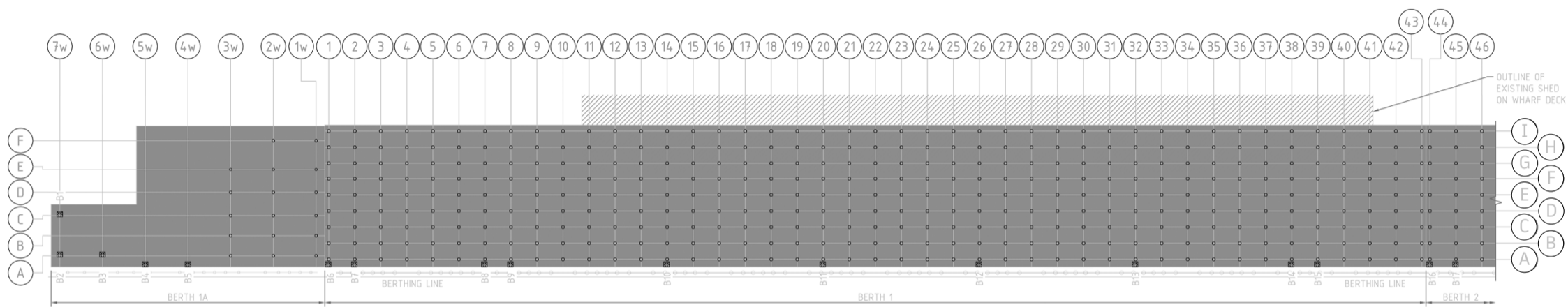
Once the submission is successful a message will be displayed “Data Successfully Added” and an email will be sent to the address entered at Section 2.0.

The application will then be automatically sent to the Port identified for processing.

Once the application is processed a Port representative will be in contact for further information if required.

When the Application is Approved an email will be sent to the email recorded in section 2.0 with a permit attached, the permit will require signing before it can be utilised. **NOTE: if an email is not received within 4 hours please check the Junk / Spam folder.**

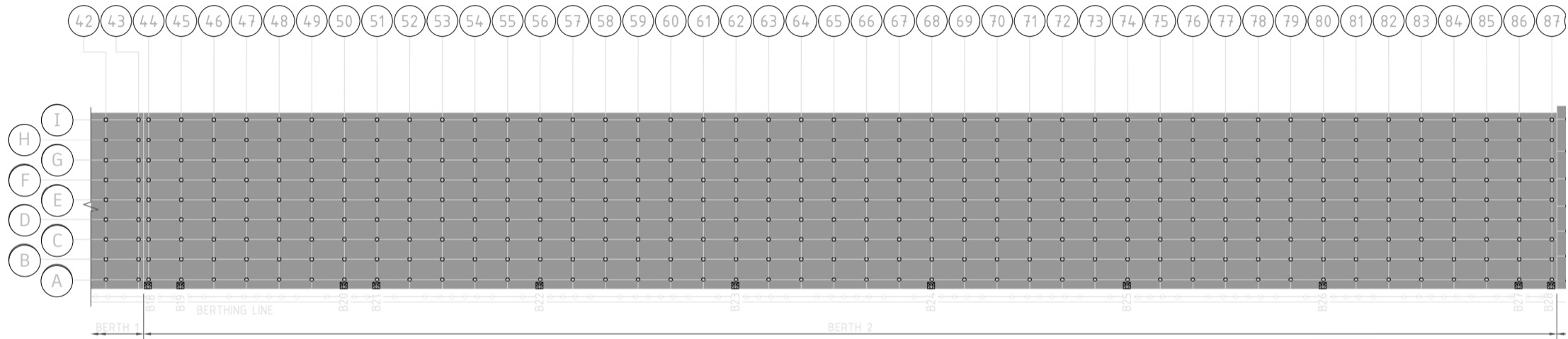
Should there be any problems with completing the Application Form please contact your Port Representative for Assistance.

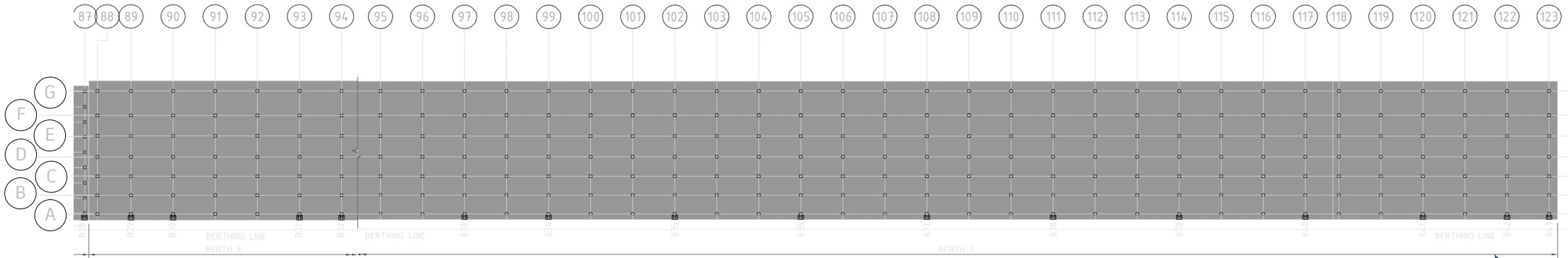


Harbour Side

Port of Albany Berth 1







Harbour Side

Port of Albany Berth 3

