

# Application for a local knowledge certificate

Marine Safety Act 2010 (Vic), Marine Safety Regulations 2012 (Vic)

## Things to know before applying

A master of a commercial vessel who is a holder of a certificate of competency as deck crew may apply for the issue of a local knowledge certificate. Holders of engineer level certificates of competency are ineligible.

Applicants should refer to the *Local Knowledge for Masters of Commercial Vessels Guide (Local Knowledge Guide)* for the specific requirements of some local knowledge areas.

Further information regarding local knowledge areas can be obtained from the relevant Harbour Masters and the following accredited training organisations: Federation Training (for south-eastern areas); South West TAFE (for south-western areas) and Marine Training Services (for Melbourne and Geelong). Some of these accredited training organisations may offer practical familiarisation training in some of the local knowledge areas.

## Supporting documents

This form provides the information needed to assess an application for a local knowledge certificate. Applicants will be required to demonstrate/provide evidence of training, course completion and sea service requirements. For some applications, supporting documents are required. The required attachments are provided below.

## Fees and payment

The fee payable depends on the type of application and how many local knowledge areas are required. Applications incur an oral examination fee and certificate issue fee for each local knowledge area. A local knowledge certificate cannot be issued until applicants have paid all fees.

## Oral examination

You do not need to complete an oral examination to submit this application. Maritime Safety Victoria (MSV) will notify applicants in writing regarding the conduct of their oral examination once their application has been assessed. It is expected that applicants are well prepared and have a detailed knowledge of the area(s) in which they are applying for local knowledge prior to attending their oral examination. Local knowledge examinations include assessment of your knowledge of navigational aids, geographical features, statutory requirements, marine traffic and any other local characteristics, operational condition or anomaly which may relate to safety of navigation.

## Attachments

**As part of the application you must attach the following supporting documentation:**

- certified copy of photographic proof of identity (e.g. current passport or driver licence).
- two identical passport size photos (approximately H45mm x W35mm) with your signature on the back. Photos must be less than 12 months old, showing a full front view of your head and shoulders without any head covering or tinted glasses. If you wear a head covering for religious reasons, a photograph showing your facial features is acceptable. The photograph must have a plain and lightly coloured background.

**If you are applying for a local knowledge certificate for Passenger Operations through Port Phillip Heads or across the Lakes Entrance Bar**

- a certified copy of a statement of attainment or certificate issued by a registered training organisation (RTO) or an accredited training provider (ATP) within the last 5 years, showing successful completion of the relevant training.

**If you hold a certificate of competency that was issued outside of Victoria (interstate or AMSA)**

- a certified copy of your certificate of competency.

## How to lodge

Send your completed application and attachments by post to Maritime Safety Victoria, PO Box 2797 Melbourne VIC 3001.

## What happens next?

- If the form is completed correctly and all necessary documents are attached, please allow four (4) weeks for processing.
- If requested by MSV, you may be required to provide further information.
- If any change occurs in the information you have provided in your application, you must notify MSV as soon as possible.
- MSV will write to you advising of the next steps.

Please contact MSV on 1800 223 022 should you have any questions regarding this application.

## Privacy

Maritime Safety Victoria, a branch of Transport Safety Victoria (TSV) collects and holds the personal information provided in this application to assist the Director, Transport Safety (Safety Director) to administer the *Marine Safety Act 2010 (Vic)* and *Marine Safety Regulations 2012 (Vic)*. TSV is committed to protecting personal information in accordance with its obligations under the *Marine Safety Act 2010 (Vic)*. The personal information provided in this application may be disclosed to other government agencies in accordance with section 306 of the *Marine Safety Act 2010 (Vic)* and section 177 of the *Transport Integration Act 2010 (Vic)*. It is an offence under the *Marine Safety Act 2010 (Vic)* to give information that is false or misleading in order to obtain or attempt to obtain a certificate. The individuals whose personal information is collected on this application have a right to seek access to this personal information and to seek correction of any error in the personal information held. All individuals whose personal information is included with this application should be informed of this fact. For more information on privacy please refer to TSV's privacy statement at [www.transportsafety.vic.gov.au/privacy](http://www.transportsafety.vic.gov.au/privacy).

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## Applicant details

1. Do you currently hold a certificate of competency?

No → You are ineligible to apply for a local knowledge certificate until you hold a certificate of competency. Please do not continue with this application. For further information contact MSV on 1800 223 022.

Yes → What type of certificate of competency do you hold?

Grade/Class	Issuing authority	Expiry date
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Surname  Given names

3. Date of birth (dd/mm/yyyy)  City or town of birth  State  Country  Australia or specify

4. Gender  Male  Female Height (centimetres)  Eye colour  Blue  Brown  Green  Grey  Hazel

5. Hair colour  Black  Blonde  Brown  Grey  Red  Bald Other (specify):

6. Residential address  
Street number and name

Suburb  State  Postcode

7. Postal address  
 Same as residential address  
OR Street number and name/PO Box

Suburb  State  Postcode

8. Mobile number  Daytime telephone number  Same as mobile OR ( )

Email

## Type of certificate

9. For what State water/s are you seeking a local knowledge certificate?

Choose all that apply (Please note the additional requirements for certain areas)

Apollo Bay (code LK.1)

Barwon Heads (code LK.2)

Corner Inlet – restricted to approaches to Corner Inlet and Barry Beach large vessels (code LK.3)

Corner Inlet (code LK.4)

Port Albert (code LK.5)

**Refer to the Local Knowledge Guide for the qualifying sea service requirements of these three areas**

Geelong (code LK.6)

Gippsland Lakes (code LK.7)

Lakes Entrance Bar – passenger carrying vessels (code LK.8)

**Successful completion of the relevant course and qualifying sea service is required for this certificate**

Lakes Entrance Bar – non-passenger carrying vessels (code LK.8)

**Refer to the Local Knowledge Guide for the qualifying sea service requirements of these two areas**

Maribymong River – no 1 Maribymong Berth to Canning Street (code LK.9)

Port of Geelong (code LK.10)

Port of Melbourne (code LK.11)

Port of Port Fairy (code LK.12)

Port of Portland (code LK.13)

Port of Queenscliff and adjacent waters of Port Phillip Bay (code LK.14)

Passenger Operations through Port Phillip Heads (code LK.15)

**Successful completion of the relevant course is required for this certificate**

**Refer to the Local Knowledge Guide for specific requirements of this area**

Port and Ports of Port Phillip Bay (South) (code LK.16)

Warrambool (code LK.17)

Port and Ports of Port Phillip Bay (North) (code LK.18)

Yarra River (code LK.19)

Westport and Hastings (Western Channel and East Arm) (code LK.20)

Westport (North Channel) (code LK.21)

Westport (Eastern Waters) (code LK.22)

Please outline any additional information regarding your training and/or experience that will be relevant to the local knowledge area(s) you are applying for

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10. Are you seeking a local knowledge certificate for dredging and/or channel maintenance operations?

No → Go to question 12.

Yes → Please provide details of area of proposed operation and vessel details (name, length, etc.) below:

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11. During the dredging and/or channel maintenance, will you be engaged in towing operations?

No

Yes → Please provide details of estimated length of combined towage (barge and tug) below:

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12. Are you seeking a local knowledge certificate for the Ports of Corner Inlet or Lakes Entrance Bar crossing?

No → Attach your photograph at 14 and go to the declaration and signature at 15.

Yes → Go to 13 and complete details of your sea service for the local knowledge area.

### Sea service details for Ports of Corner Inlet and/or Lakes Entrance Bar

13. Provide details of your sea service in the local knowledge area for which you are seeking a local knowledge certificate, starting with the most recent service. Please refer to the Local Knowledge Guide for specific sea service requirements. If you need more space, attach a separate sheet with the details below or copy this table as needed and attach.

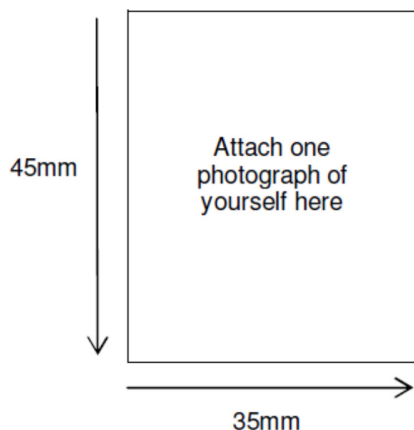
Details of vessel		Details of operation <small>(see legend below and insert relevant letter/s or number/s)</small>			Details of service on vessel		
Name and number	Length in metres	Area	Type	Duties	Date from	Date to	Total no. of days on this vessel
<i>e.g. Fishing Vessel – ZZ1234</i>	<i>20</i>	<i>LK.3</i>	<i>2</i>	<i>M</i>	<i>01/02/2013</i>	<i>10/02/2013</i>	<i>8</i>
<b>Total</b>							

**Details of operation legend**

Area	Type	Duties
LK.3 – Corner Inlet	1 – Passenger	L – In command
LK.8 – Lakes Entrance Bar	2 – Non passenger	M – Watchkeeper in charge of watch at sea
		N – Senior deckhand/boatswain
		P – Deckhand only
		Q – Deckhand including steering watch

## Applicant's photograph

14. Provide **two** identical passport size photographs of yourself that are less than 12 months old with your signature on the back. Attach one below and include a second with this application.



## Declaration and signature

15. **Applicant declaration and signature**

- I declare the particulars supplied on this application form and any attachments are true and correct
- I understand it is an offence under section 305 of the *Marine Safety Act 2010 (Vic)* to provide any false or misleading information and that penalties apply.

Signature of applicant

Date

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