

Application for renewal of a local knowledge certificate

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

Things to know before applying

An application for renewal of a local knowledge certificate must be made before it expires. If a local knowledge certificate has expired, please complete an *Application for a local knowledge certificate*.

Fees and payment

The fee payable depends on the type of application and how many local knowledge areas are required.

You must pay the applicable fees for each local knowledge area being renewed when lodging your application with Maritime Safety Victoria (MSV). The applicable fees can be paid by cheque or money order. A local knowledge certificate cannot be issued until all fees have been paid. For information about the fees for local knowledge certificates, please contact MSV.

Sea service

Applicants are required to provide evidence that they have suitable qualifications and experience appropriate to the State waters to which the local knowledge certificate will apply. This will be satisfied by evidence that the applicant has used their local knowledge certificate for the declared waters within the period between 42 months and six months prior to the expiry date of the current local knowledge certificate. This can be demonstrated in part 7 of this application.

Attachments

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

- certified copy of your current certificate of competency as evidence that you have suitable qualifications and experience appropriate to the State waters to which the local knowledge certificate will apply.
- 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.

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 or material in respect of the application.
- You may also be required to have the information or material verified.
- If any change occurs in the information you have provided in your application, you must notify MSV as soon as possible.

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.

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Applicant details

1. Surname Given names Date of birth (dd/mm/yyyy)

2. Residential address
Street number and name
Suburb State Postcode

3. Postal address Same as residential address
OR Street number and name/PO Box
Suburb State Postcode

4. Mobile number Daytime telephone number
 Same as mobile OR ()
Email

Renewal details

5. Local knowledge certificate number/s for renewal

6. For what State water/s are you seeking to renew a local knowledge certificate?

Choose all that apply

- 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)
- Geelong (code LK.6)
- Gippsland Lakes (code LK.7)
- Lakes Entrance Bar – passenger carrying vessels (code LK.8)
- Lakes Entrance Bar – non-passenger carrying vessels (code LK.8)
- 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)
- 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)

7. For the past five years, provide details of your sea service in all local knowledge areas for which you are seeking renewal of, starting with the most recent service. If you need more space, attach a separate sheet with the details below or copy this table as needed and attach.

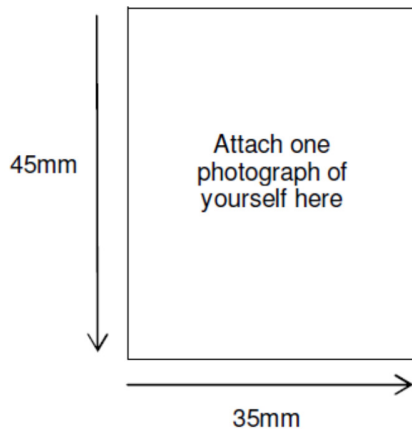
Details of vessel		Details of operation (see legend below and insert relevant number/s)			Details of service on vessel		
Name and number	Length in metres	Local knowledge area code	Type	Duties	Date from	Date to	Total no. of days on this vessel
<i>e.g. Fishing Vessel – ZZ1234</i>	<i>20</i>	<i>LK.3</i>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

Details of operation legend

Local knowledge area code	Type	Duties
Insert applicable local knowledge area code as listed on page 4 (e.g. "LK.19" for Yarra River)	1 – Passenger	L – In command
	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

8. 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

9. Applicant declaration and signature

I declare that:

- the particulars supplied on this application form and any attachments are true and correct
- I have undertaken and completed the sea service as described in this application
- the supplied photographs are a true representation of me as the applicant.

I understand it is an offence under section 305 of the *Marine Safety Act 2010* to provide any false or misleading information and that penalties apply.

Signature of applicant

X

Date

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