

Background

The Port of Apollo Bay has a total of 29 berths on a floating marina facility and 17 swing moorings.

Berths Available

The minimum vessel length to qualify for a berth is **10m**

The floating marina pens AB001 – AB005, AB010- AB014, AB015- AB019, AB024- AB028 accommodate 15m vessels and have a pen width of around 6m. Pen AB029 is a small berth between the first finger and the wharf on the west side of the marina and can cater for a vessel about 8.5m.

Pens AB006, AB009, AB020 & AB023 are on the inside of the marina T-heads and can accommodate 17m vessels. Pens ABO07, AB008, AB021 & AB022 are on the outside of the marina T-heads and can accommodate 18m vessels with no beam constraint.

Waiting List for marina berths and swing moorings

There are 2 waiting lists maintained by Colac Otway Shire. One is for marina berths and the other is for swing moorings. They record the date of receipt of application/application fee for a berth, swing mooring (or either) and other information on the application form.

An applicant can elect to be added to one waiting list or the other or both. If a swing mooring becomes available and is accepted by the applicant, the applicant may elect to remain on the other waiting list for a marina berth.

Offers for berths and moorings as they become available will be made in writing to applicants who are in the first priority position on either waiting list. Offers will need to be accepted within 10 weeks from the date of offer. Failure to do so will imply that the offer has been declined.

If a swing mooring holder who is on the waiting list for marina berths is offered an upgrade to a marina berth, acceptance of the marina berth implies forfeit of the swing mooring.

The refusal of an offer of a berth or mooring will not alter the position of the applicant on the waiting list. The offer will simply be made to the next in line on the waiting list.

Change of ownership of a vessel currently berthed or moored at the Port of Apollo Bay does not allow for the new owner to continue using the berth or mooring. The berth or mooring will need to be vacated upon change of ownership. The new owner may elect to join the waiting list/lists.

Process for renewal of annual licences.

Applications for pens and swing moorings are required to be made on the appropriate form (Form PAB 6), which records applicant's name and contact details, along with information about the vessel, such as name and dimensions.

Allocations for berths and moorings are issued as an annual permit subject to the payment of the applicable fee, lodgment of the required form and supporting information and meeting the requirements of these guidelines. Allocations are made to a single person or entity, not to a vessel. The name of the owner should be reflected in the registration of the vessel. Should the vessel be owned by a company, the company director's name should be made evident. These allocations are reviewed annually with existing berth holders being required to re-submit applications on a standard form (Form PAB 6) to update addresses, contact numbers and vessel details.

A copy of the following documents must be provided for an application to be valid:

- The completed **Form PAB 6 (Long Term Berth/Mooring Permit Application)**.
- Copy of your current **Certificate of Registration** for the vessel.
- Copy of the current **Certificate of Survey** for the vessel (commercial vessels only).
- Copy of your current **Insurance Policy** for marine and small craft applicable to the vessel nominated on Form PAB 6.
- Completed **Form PAB 20** – Declaration of Mooring Integrity.

- Completed **Form PAB 12** – SEMP Induction Acknowledgement Form. This indicates that the Port of Apollo Bay Safety and Environmental Management Plan (SEMP) has been sighted and the applicant agrees to comply with the SEMP requirements. A detailed SEMP document can be perused by contacting the Team Leader, Port of Apollo Bay (5232 9475 or 0418 320 441) and is available on the Colac Otway Shire website.

No fee will be accepted without receiving the above documents. An exception may be granted if the applicant is in the process of buying a vessel in which case a grace period of up to six months may apply upon signing of an undertaking.

Assessment Guidelines

Decisions on the allocation of the berths and swing moorings are made using the guidelines. The following guidelines are used to support the decision processes.

1.1 Applications for a berth or swing mooring will be considered if the following prerequisites are met.

- 1.1.1 For existing berth holders- Form PAB 6 duly completed with all required information.
- 1.1.2 Being listed on the waiting list prior to the date of the annual review being conducted.
- 1.1.3 No outstanding payments associated with Port of Apollo Bay, owing to Colac Otway Shire.

1.2 Waiting list Priority

- 1.2.1 Commercial applicants on the waiting list will be given priority over recreational applicants.
- 1.2.2 Priority within Commercial and Recreational categories will be determined by the "Local Residential Status" of the applicant followed by the date of receipt of the Form 6A. "Local Residential Status" will be determined from Colac Otway Shire rates information.

Waiting List Priority Criteria (highest priority to lowest)

Commercial Vessel Local Resident
Commercial Vessel Non-Local Resident
Recreational Vessel Local Resident
Recreational Vessel Non-Local Resident

1.3 Vessel Size

- 1.3.1 Vessels 20m or greater in length will not be considered for a berth.
- 1.3.2 The beam of vessels *may* be a constraint when considering a Pen berth with the exception of the outer pens AB007, AB008, AB021 & AB022.
- 1.3.3 Notwithstanding the compliance of the vessel length with the requirements above for a pen or swing mooring berth, a vessel will not be allocated a berth unless a suitable length pen is available.

1.4 Changing Berths

1.4.1 Colac Otway Shire reserves the right to change the location of the allocated berth from one year to the next and, if required, during the year.

1.4.2 Decisions in relation to the re-allocated berth will be based on the vessel type, size, new berth allocations and the effective operations of the Port and Marina. It may include movement from berth to swing mooring or vice versa.

1.5 Vacant allocated berths or swing moorings

1.5.1 If a vessel is to be absent from the allocated berth or swing mooring for a period greater than six (6) months, the owner is expected to notify the Port Manager and to have a legitimate reason for the extended absence.

1.5.2 Should a vessel be allocated a berth or swing mooring and records indicate that that the berth or swing mooring has been vacant for a period of six months or more, the owner will be required to show just cause as to why the berth should not be forfeited. Without just cause being demonstrated and permission provided for an extended period of vacancy, if the berth is vacant for 12 months, the berth will be forfeited at the discretion of the Manager Services and Operations (Port Manager).