Factsheet

Seagoing Ships visiting NSW Minor Ports

If you operate (or are the agent or representative for) a Seagoing Ship that intends on visiting a NSW Minor Port, it is a requirement that you provide the agency responsible for managing the Port with advance notice and make arrangements for the visit.

NSW Minor Ports include:

- Port of Disaster Bay
- Port of Merimbula Bay
- Port of Montague Island
- Port of Batemans Bay
- Port of Jervis Bay
- Port of Kiama
- Port of Bass Point
- Port of Broken Bay
- Port of Port Stephens
- Port of Broughton Island
- Port of Port Macquarie
- Port of Trial Bay
- Port of Coffs Harbour
- Port of Lord Howe Island.

Note: Vessels conveying Dangerous Goods as cargo are required to obtain approval from the managing agency prior to entering a NSW Port, in accordance with the Dangerous Goods (General) Regulation 1999. Please visit here for more information.

NSW Maritime will administer the visit for Seagoing Ships between 45.72 and less than 80 metres in length (and under 500 Gross Tonnage), excluding Cruise Ships.

If your ship fits into this category, please follow the steps below:

1. Call the Oil Spill and Emergency Response Duty Officer Phone Line on 02 9962 9074 or email shipping@transport.nsw.gov.au to advise of a Seagoing Ship’s intention to visit a Minor Port.

   This is to be done well in advance, six weeks and a minimum of seven days, ahead of the proposed entry date. Shorter timeframes may be permitted for short notice or unscheduled visits, with an appropriate justification provided.

   Complete the Minor Port Visit Request Form and include relevant information listed below.

2. NSW Maritime is likely to require the following information in response to notification of a proposed Minor Port visit. Submission of the following information upon initial notification will streamline the review process:

   - Detailed operational plans, including:
     - Arrival date and time
     - Duration of visit
Qualifications of master/navigator of vessel
- Cargo/passengers/crew onboard
- Intentions for time within Port
- Passenger or cargo transfers (including any quarantine or border clearances, if required)
- Rubbish and sullage removal intentions.

- Risk assessments for proposed operations.
- Incident response plans for proposed operations (including responses to any marine pollution event).
- Evidence of approvals from other relevant authorities (e.g. local councils, marine parks, quarantine, border force etc.).

NSW Maritime will assess the details and information supplied and work with the proponent to ensure the visit has the highest chance of endorsement. Additional and/or ongoing information from the operator / master may be requested throughout this process and during the visit to Port.

3. Following review and assessment of the request to visit a NSW Minor Port, NSW Maritime may impose special conditions upon the request to ensure the safety and amenity of the waterway is maintained. These conditions will be tailored to each visit to a NSW Minor Port, depending on the nature and location of the visit and are in addition to those imposed by the standing Harbour Master Directions for all NSW Minor Ports.

Examples of special conditions that NSW Maritime may impose include (but is not limited to):

- Approved timings for proposed operations during the Visit due to scheduled waterway activities (e.g. aquatic event or other waterway operations).
- Specific advice relating to local waterway conditions (e.g. avoiding a particular channel or area of the waterway due to shallow water or other hazard).
- Specific directions relating to proposed vessel operations, including any transfer of passengers/crew or cargo.
- Specific conditions related to the crossing of Coastal Bars. A number of the listed NSW Minor Ports contain waters designated under Schedule 1 of the Marine Safety Regulation 2016 as Coastal Bars. As such, additional conditions and considerations may apply.

Note: During the visit, the Seagoing Ship is to remain under the master’s control at all times and appropriate watches put in place to monitor the Seagoing Ships position and condition while in Port.

4. If conveying Dangerous Goods as cargo, obtain a copy of the Dangerous Goods Port Entry Approval Form and Dangerous Goods Manifest from the website roads-maritime.transport.nsw.gov.au, or by contacting the Duty Officer on 02 9962 9074, and complete the relevant details. Email the completed Dangerous Goods entry form and manifest to shipping@transport.nsw.gov.au at least 48 hours ahead of the proposed entry date and time.
The Port Authority of NSW will administer a visit to a Minor Port by a Seagoing Ship, including any Dangerous Goods entry approvals, when the ship is:

1) A Cruise Ship; or
2) 80 metres or greater in length; or
3) 500 Gross Tonnage or greater.

The Port Authority of NSW is also the administering authority for all entry requirements associated with the NSW Major Ports of Sydney Harbour, Newcastle Harbour, Port Kembla, Port Botany, Port of Eden and Yamba.

Contact the Port Authority of NSW on 02 9296 4999 or visit www.portauthoritynsw.com.au.

For any enquiries or to follow up on an entry approval request, call the Duty Officer Phone Line on 02 9962 9074 or email shipping@transport.nsw.gov.au.
NSW Minor Ports Overview Map

Click here for specific NSW Minor Port maps and boundary descriptions.