



Application for a special berth declaration

Applying for or
amending a special berth
declaration



Applying for a declaration

Overview

The Dangerous Goods Safety (Goods in Ports) Regulations 2007 (the regulations) is administered by the Department of Mines and Petroleum (DMP).

The role of the "Chief Officer" under the regulations is exercised by the Executive Director, Resources Safety Division of DMP.

Regulation 33(2) requires the application to be accompanied by a risk assessment that complies with the requirements outlined in regulation 6.

Who can apply for this declaration?

Regulation 33(2) state that an application may only be lodged by the harbour master of the port or the berth operator of the berth.

Where the applicant is a berth operator and the port authority is responsible for the berth, there should be consultation and agreement between those parties on the application submission.

What dangerous goods are handled at a special berth?

Solid ammonium nitrate and ammonium nitrate based fertilisers listed as UN Class 5.1 exceeding 400 t in freight containers or 150 t in any other packaging, including intermediate bulk containers (IBCs), may only be handled at a special berth declared by the Chief Officer.

The Chief Officer has set mandatory requirements for handling ammonium nitrate (UN 1942 and UN 2067) in containers or IBCs through ports in Western Australia. These requirements emphasise the control of critical hazards associated with shipping ammonium nitrate. Adherence to these requirements means that, except in unusual circumstances, volumetric limits for ammonium nitrate shipments will not apply.

The mandatory requirements include:

- United Nations dangerous goods classifications test results for each shipment to verify that the product is indeed a Class 5.1 oxidising substance;

- strict controls over management of the berth; and
- an audit, signed off by a responsible person, of all operations to ensure compliance for every ammonium nitrate shipment handled at the special berth.

The regulations set out specific responsibilities for consignors, berth operators and masters of vessels. It is important that all persons involved in such capacities are familiar with the regulations.

Documentation that must be submitted with the application

The following documents must accompany the completed application form:

- risk assessment as required by regulation 6;
- standard operating procedures (SOPs) for transporting ammonium nitrate to or from the berth and onto and off the ship, demonstrating:
 - risk management controls; and
 - compliance with the relevant clauses of AS3846, the Chief Officer's requirements (as detailed in Dangerous Goods Safety Guidance Note P01/09) and the Dangerous Goods Safety (Security Risk Substances) Regulations 2007.
- an aerial view of the special berth with concentric circles around the berth at 500m and 1km radii distances to specific land uses including land use zoning (e.g. residential, industrial, port) and any specific activity that could impinge on ammonium nitrate handling - specific scenarios based on the location should be addressed in the berth emergency plan; and
- berth emergency plan as required by regulation 45 of the Goods in Ports Regulations.

Shipment audits

For each ammonium nitrate shipment, a responsible person is required to submit a completed audit check to Resources Safety within seven days of each shipment. A template for the audit check is available in Dangerous Goods Safety Guidance Note P01/09.

Reference material

Further information:

- *Dangerous Goods Safety Act 2004*
- Dangerous Goods Safety (Goods in Ports) Regulations 2007
- Dangerous Goods Safety (Security Risk Substances) Regulations 2007

(downloads available free on the State Law Publisher's website at www.slp.wa.gov.au/statutes)

- Australian Standard AS 3846 - The handling and transport of dangerous cargoes in port areas

(copies of Australian Standards are available from SAI Global, 165 Adelaide Terrace, East Perth WA 6004.

Phone: 13 12 42 or www.saiglobal.com/shop)

- IMDG Code, 2006 edition
- IMO Code of Safe Practice for Solid Bulk Cargoes (BC Code) 2004

(available from the International Maritime Organization website at www.imo.org)

- Dangerous Goods Safety Guidance Note P01/09 - Handling ammonium nitrate at a special berth
- Schedule of Fees and Charges for dangerous goods (available free from www.dmp.wa.gov.au/ResourcesSafety)

Application form

Complete the application section, including the checklist and attach all the required information. **Lodgement of an incomplete application may increase the time it takes to issue the declaration and deficient applications may be returned to the applicant.**

NOTE: Please refer to the schedule of fees on the Resources Safety website for the current fee applicable to this application.

Contact details

Tel: (08) 9358 8001

Fax: (08) 9358 8000

Email: rsdclientservices@dmp.wa.gov.au

Website: www.dmp.wa.gov.au/ResourcesSafety for fees, forms, FAQs, guidance material and publications.



Government of **Western Australia**
 Department of **Mines and Petroleum**
 Resources Safety

Application for a special berth declaration

Dangerous Goods Safety Act 2004
Dangerous Goods Safety (Goods in Ports) Regulations 2007

ABN: 69 410 335 356

Application no. *(office use only)*

SBD



1. What are you applying for? (please tick one)

New declaration

Amendments

For amendments please indicate declaration number.

SBD

2. Applicant details

Please tick one of the following boxes and complete the relevant sections below:

Harbour master of a port

OR

Berth operator

(A) Please complete if application is from a harbour master

Harbour master details

Surname

Given names

Name of port

ABN

Contact details of harbour master

Phone

Facsimile

Mobile

Email

Business street address (mandatory)

Unit no.

Street no.

Lot no.

Street

Town/suburb

State

Postcode

Postal address (complete if different from above)

Unit no.

Street no.

Lot no.

Street

PO box no.

Town/suburb

State

Postcode

OR

(B) Please complete if application is from a berth operator

Body corporate (name as shown on certificate of incorporation)

ACN

Contact details

Person who can be contacted regarding this applicaton

Surname Given names

Position

Phone Facsimile

Mobile Email

Business street address (mandatory)

Unit no. Street no. Lot no. Street

Town/suburb State Postcode

Postal address (complete if different from above)

Unit no. Street no. Lot no. Street

PO box no. Town/suburb State Postcode

3. Location of special berth

Berth details

Berth no. Name of port

Town/suburb Postcode

Site phone Site fax

Site email

Additional location information (if required)

Global Positioning System (GPS) coordinates (if available)

Geographic (GDA94): Latitude Longitude **AND/OR**

Projected (MGA94): Easting Northing Zone

4. Product details

Please list the types of dangerous goods that are to be handled at the special berth.

Proper shipping name or product name	Classification Code or packing group	UN No.	Quantity per consignment	Number of consignments per annum

5. Places of origin

Please list the countries that dangerous goods will be imported from.

6. Applicant’s declaration (where the special berth holder is not an individual, this declaration must be signed by a person within the business/firm who has authority to sign)

I certify that the above details are true and correct.

Name Position

Signature of applicant Date / /

7. Checklist (please tick the boxes to ensure your submission is complete)

- Completed and signed application form
- A certified copy of certificate of incorporation (if applicable)
- Risk assessment and other supporting documentation (refer page 2)
- An aerial view of the special berth with concentric circles around the berth at 500m and 1km radii showing distances to specific land uses including land use zoning (e.g. residential, industrial, port etc.)
- Berth operator standard operating procedure
- A berth safety dangerous goods plan in accordance with Regulation 47
- Payment of the fee

**Incomplete applications cannot be processed and will be returned.
 Declarations cannot be issued over the counter. Processing time for a compliant application that does not need a complex internal assessment is 20 business days.**

