



Patterson Lakes Jetty Guidelines



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Contact Us

If a lessee has any questions about these guidelines, please contact the Patterson Lakes Team on:

Telephone

- General enquiries – 131 722
- Translating and Interpreting Service (TIS) – 131 450

National Relay Service

- TTY/voice calls – 133 677
- Speak and listen – 1300 555 727

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melbournewater.com.au/pattersonlakes

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Background

Melbourne Water owns a number of jetties and pontoons in Patterson Lakes ("jetties").

- Melbourne Water makes its jetties available to nearby residents for use as vessel moorings.
- Residents who wish to use a Melbourne Water jetty are required to sign a mooring lease. The mooring lease sets out the resident's rights and obligations in relation to the use of the jetty.
- All residents who are jetty mooring allocation holders ("lessees") must comply with these guidelines.

Purpose

The purpose of these guidelines is to:

- Specify clear and practical rules regarding the use of jetties by lessees.
- Specify the requirements and procedures which lessees must comply with if they wish to install and use additions and services on jetties.
- Specify the requirements and procedures which lessees must comply with if they wish to alter or replace a jetty.

Leases

There are a set number of jetties and available moorings in Patterson Lakes. Melbourne Water will not allow any new jetties to be built or issue any new mooring allocations.

Mooring leases apply to a specific property and cannot be transferred to a different property. The mooring lease sets out the process for transferring the mooring lease to a new owner if the property to which the lease applies is sold.

For information regarding the transfer of a mooring lease when buying or selling a property, please contact the Melbourne Water Property Leases & Licences Team (refer to page 1 Contact Us).

Maintenance obligations

Both Melbourne Water and lessees have obligations under the mooring lease to ensure jetties remain in a good condition. A high-level summary of the mooring lease maintenance obligations is set out in Table 5.1 below (please refer to the mooring lease for details):

| Lessee's obligations | Melbourne Water's obligations (funded by annual charges levied by Melbourne Water under Section 264 of the Water Act) |
|--|---|
| <p>The lessee:</p> <ul style="list-style-type: none"> • Must keep the mooring and the jetty clean and tidy, in good order, repair and condition. • Is responsible for all damage caused by the lessee. • Must notify Melbourne Water of any maintenance issues or damage. • Must not make additions to, or conduct works on, the jetty without the consent of Melbourne Water and other relevant authorities. • Is responsible for the installation, maintenance, repair and removal of any additions to the jetty. • Is responsible for maintaining water depth within their leased mooring. Lessees must obtain Melbourne Water's prior written approval before dredging beneath their mooring. Information for the dredging of a mooring is set out in Appendix F to these guidelines. | <p>Melbourne Water:</p> <ul style="list-style-type: none"> • Is responsible for structural maintenance, replacement or repair (unless damage has been caused by the lessee). • Must take out public liability insurance for the jetty and mooring. |

Table 5.1 - Mooring lease maintenance obligations summary

Use of jetties

Cooperation

The jetties are usually shared among a number of lessees and Melbourne Water expects all lessees to cooperate with each other and treat each other with respect.

General obligation not to interfere with other users

Lessees must not do anything which may be dangerous or offensive or may interfere with other users of the jetty or the surrounding area. This obligation applies to all activities in connection with moorings, jetties and use of vessels.

Melbourne Water encourages all lessees to be considerate to others to help maintain an enjoyable community for all residents.

Jetty access

Some lessees access a jetty by using Melbourne Water's three metre wide easement on private property, which encircles the entire tidal waterways system (the "easement"). The easement means owners of private property must allow this access. However, when accessing the easement lessees must comply with all requirements specified by Melbourne Water from time to time and must not:

- Do anything that is, or may be, dangerous or offensive or that may interfere with landowners or other users of the easement;
- Obstruct the easement at any time;
- Use the easement for any purpose other than access for the 'permitted purpose' specified in the mooring lease;
- Permit the easement to become contaminated or polluted; or
- Place anything on the easement (other than in accordance with these guidelines).

Noise

Sound travels long distances over water and lessees must keep noise levels to a reasonable level at all times. Unreasonable noise levels may result in action being taken by the Council or Victoria Police. Please refer to the Environment Protection Authority's ('EPA') website for further details regarding noise levels: <http://www.epa.vic.gov.au/noise/residential/residential.asp>.

Fishing

Lessees may fish from a jetty as long as they comply with all relevant laws and do not clean fish on the jetty.

Refuelling

Lessees must not refuel vessels at a jetty.

Boating regulations

Lessees are reminded that the same water vessel laws and regulations apply in the tidal waterways as in Patterson River and lessees must comply with all applicable vessel laws. To improve safety and reduce potential damage from excessive vessel wash the tidal waterways at Patterson Lakes are a "No Wash Zone" and lessees must comply with the "No Wash" requirements. At 5 knots, most vessels make very little (if any) wash or waves. Illegal behaviour can be reported to the Victorian Water Police (24 Hours) on 9399 7500.

Pets

Pets on a leash are permitted on jetties, provided the lessees keep the jetty and surrounding areas clean and tidy at all times.

Waste

Lessees must not throw waste into the waterways and must ensure waste is removed from vessels to avoid spills. Waste must not be stored on a jetty. Melbourne Water encourages lessees to consider the environment when disposing of waste and to use recycling bins where possible.

Sewage

Lessees must not dispose of sewage in the waterways.

Cleaning vessels

Lessees must only use EPA approved biodegradable detergents to 'wash down' or clean vessels. Further information can be found in the Code of Practice for Vessel and Facility Management (Marine and Inland Waters) published by the EPA.

Safety

Safety of lessees is paramount and lessees must comply with all laws and the requirements of all relevant authorities in relation to safety. General information and guidance is available in the Victorian Recreational Boating Safety Handbook:

<http://www.transportsafety.vic.gov.au/maritime-safety/recreational-maritime/recreational-boating-safety-handbook>

Equipment

Lessees must ensure all equipment used near a jetty or vessel is safe, 'fit for purpose' and complies with all applicable laws.

Basic Unfixed Accessories

Lessees are permitted to use basic accessories on the jetties (such as fenders tied to the jetty with ropes), provided those basic accessories are not fixed to the jetties. Basic unfixed accessories must be within the lessee's mooring allocation specified in the relevant mooring lease and the lessee must comply with the mooring lease at all times in relation to those accessories (for example, by ensuring that the accessories do not damage the jetty and do not interfere with other lessees).

Emergency procedures

In the case of any fire or explosion, lessees must immediately notify Emergency Services on 000. In the case of fuel spillage or a collision resulting in damage to a jetty complex or surrounding areas it is the responsibility of the relevant lessees to immediately notify the Melbourne Water Property Leases & Licences Team (refer to page 2 Contact Us) or alternatively report the incident to the Victorian Water Police (24 Hours) on 9399 7500.



Additions to jetties

General

Lessees must obtain Melbourne Water's prior written approval before installing an addition. Failure to do so is a breach of the mooring lease.

If Melbourne Water approves a jetty addition, Melbourne Water's approval will at all times remain subject to the relevant lessees complying with:

- The mooring lease;
- These guidelines;
- All relevant laws and the requirements of all relevant authorities;
- All requirements specified by Melbourne Water from time to time in relation to the addition, including the requirements set out in Melbourne Water's approval letter for the addition; and
- All directions given by Melbourne Water from time to time in relation to the addition.

Lessees are responsible for (at their cost):

- Making all necessary arrangements and obtaining all necessary approvals for jetty additions;
- Installing, maintaining and repairing jetty additions;
- Removing jetty additions as required; and
- Ensuring all jetty additions comply with all applicable laws and Australian Standards.

Melbourne Water may revoke its approval of a jetty addition at any time (including if a lessee fails to comply with the requirements specified in this section), in which case the lessee must remove the additions at the lessee's cost (refer to the mooring lease for details).

The information and Melbourne Water rules and requirements set out in this section and Appendices A, B, C and D are nonexhaustive and may be added to or amended by Melbourne Water at any time in its absolute discretion.

For the avoidance of doubt, Melbourne Water's consent or approval in relation to a jetty addition may be given conditionally or unconditionally, withheld or revoked by Melbourne Water in its absolute discretion.

Lessees must obtain Melbourne Water's prior written approval before installing an addition. Failure to do so is a breach of the mooring lease.

Disputes

Please note that Melbourne Water will not become involved in any disputes among lessees or residents regarding additions to jetties. Disputes may lead to Melbourne Water refusing or revoking its consent in relation to the relevant addition.

Ownership and risk

Lessees will retain ownership of all jetty additions. If the lessee is transferring a mooring lease, the lessee must (at its cost) remove the addition and reinstate the jetty (in accordance with the mooring lease) or provide Melbourne Water with written confirmation (to Melbourne Water's satisfaction) that the new owner accepts responsibility for the addition.

Subject to limited exceptions, the mooring leases clearly states that jetty additions will be at the lessee's risk and the lessees will be solely responsible for all liability in connection with the jetty additions. Melbourne Water's approval of a jetty addition under these guidelines will not in any way prejudice or affect the mooring lease provisions regarding risk and liability in relation to jetty additions.

How to request an addition

To request approval for an addition, a lessee must complete the "Jetty Additions Application Form" (including relevant attachments) and send it to the Melbourne Water Property Leases & Licences Team (refer to page 1 Contact Us). The application form is set out at the back of these guidelines or can be downloaded from melbournewater.com.au/pattersonlakes

Planning permits

Lessees are responsible for applying to the City of Kingston for all necessary planning permits. As at the date of these guidelines, the City of Kingston has advised that the installation of basic fixed accessories and boat lifting devices, watercraft floats and docks MAY require a planning permit.

In addition, the City of Kingston has advised that the installation of electricity and water services to jetties will generally NOT require a planning permit. However, if a lessee is required by an electricity or water authority to create an

easement, the lessee DOES need to apply for a planning permit. Please contact the City of Kingston's Statutory Planning Team on 1300 653 356 or visit www.kingston.vic.gov.au for more information.

Basic Fixed Accessories

If approved by Melbourne Water in accordance with these guidelines, a lessee may install a ladder, mooring cleat, fixed fender or disability access lifting device on a jetty. Melbourne Water does not permit bait boxes to be fixed to jetties, or additional mooring poles within the tidal waterways. Additional information regarding the installation of basic fixed accessories is set out in Appendix A to these guidelines.

Boat Lifting Devices, Watercraft Floats or Docks

If approved by Melbourne Water in accordance with these guidelines, a lessee may install a boat lifting device, watercraft float or dock on a jetty. Additional information regarding the installation of devices, floats and docks is set out in Appendix B to these guidelines.

Electricity and Water Connections

In some circumstances, if approved by Melbourne Water in accordance with these guidelines, a lessee may install electricity and/or water connections on a jetty. Additional information regarding the installation of electricity and water connections is set out in Appendices C and D to these guidelines.

Please note that a Melbourne Water Permit to Work will be required for all electricity and water connections. To obtain a Permit to Work, the relevant contractor must be Melbourne Water 'recipient trained'. To arrange training, the contractor should contact the Melbourne Water Property Leases & Licences Team (refer to page 1 Contact Us). There are limited places in training sessions, so please contact us as early as possible.

Signage

Lessees must not install signs on or near a jetty.

Replacing jetties

Jetty Replacement Program

Construction for Melbourne Water's Jetty Replacement Program commenced in 2011. As part of the program, most jetties owned by Melbourne Water and leased to residents in the tidal waterways will be replaced.

For more information about the Jetty Replacement Program call 1800 035 245 (operational until early 2015) or email jetty.replacementprogram@melbournewater.com.au.

Requests for jetty replacements and upgrades

Lessees must not upgrade or replace a jetty without Melbourne Water's prior written consent. All replaced or upgraded jetties will continue to be owned by Melbourne Water.

Questions regarding jetty upgrades and replacements (including requests for an inspection) must be directed to the Patterson Lakes Team (refer to section 4 for contact details).

Melbourne Water will not consider a request for a jetty replacement or upgrade unless:

- All affected lessees agree to the proposed upgrade or replacement.
- The proposed upgrade or replacement complies with Melbourne Water's design requirements.

Enforcement

Failure to comply with these guidelines (including any requirements set by Melbourne Water in accordance with these guidelines) is a breach of a legally binding mooring lease agreement which can have very serious consequences (for example, Melbourne Water can terminate the mooring lease).

Melbourne Water may enforce these guidelines in its absolute and unfettered discretion. Please note that some sections of these guidelines have been included at the request of the community. While Melbourne Water is happy to address issues in these guidelines which are important to the community, it may or may not be appropriate or possible for Melbourne Water to enforce compliance with all aspects of these guidelines.

A failure by Melbourne Water to exercise, or a delay in exercising, any right, power or remedy under these guidelines does not operate as a waiver. A single or partial exercise or waiver of the exercise of any right, power or remedy by Melbourne Water does not preclude any other or further exercise of that or any other right, power or remedy. A waiver is not valid or binding on Melbourne Water unless made in writing.

Appendices

Appendix A

Information for the installation of basic fixed accessories

Melbourne Water may allow a lessee to install basic fixed accessories (such as ladders, mooring cleats, fixed fenders and disability access lifting devices), subject to compliance with these guidelines.

A “Jetty Additions Application Form” and relevant attachments must be completed and forwarded to the Melbourne Water Property Leases & Licences Team (refer to page 2 Contact Us). The application form can be found at the back of this document or downloaded from melbournewater.com.au/pattersonlakes.

Restrictions

The restrictions which will apply to all basic accessories, including lighting pedestal, mooring cleats, ladders, fixed fenders and disability access lifting devices include:

| | |
|--------------------|--|
| Type and materials | <p>All accessories must be professionally manufactured and must not be home-made.</p> <p>Mooring cleats must be of similar shape, colouring and dimensions to existing cleats on the jetty to ensure visual uniformity.</p> <p>Disability Access Lifting Devices must be removable after each use.</p> |
| Location | <p>All accessories must be located within the lessee's mooring allocation under the mooring lease and must not intrude on pedestrian access.</p> <p>Disability Access Lifting Devices must be removable after each use.</p> <p>The proposed location of the accessory must not interfere with other lessees.</p> |



Appendix B

Information for the installation of boat lifting devices, and watercraft floats and docks

Melbourne Water recognises that boat lifting devices, watercraft floats and docks are a desirable solution for some lessees (e.g. they minimise the impact of “fouling”, electrolysis and osmosis and maximise the time that lessees can enjoy their boat in the water).

Melbourne Water may allow a lessee to install a lifting device, float or dock provided the lessee complies with these guidelines.

A “Jetty Additions Application Form” and relevant attachments must be completed and forwarded to the Melbourne Water Property Leases & Licences Team (refer to page 2 Contact Us). The application form can be found at the back of this document or downloaded from melbournewater.com.au/pattersonlakes.

Restrictions

The restrictions which will apply to all boat lifting devices, watercraft floats and docks can be found in the table to the right.

| | |
|---------------------|--|
| Type | The device, float or dock must be either pneumatic or self-buoyant and must not rely on cable drives or gantry lifting points. The device, float or dock must not have any elevated shading structures. |
| Location | The device, float or dock must be adjacent to an existing jetty and within the lessee's mooring allocation under the mooring lease. Many devices, floats and docks require a minimum water depth which may not be available in some areas in the tidal waterways. The proposed location of the device, float or dock must not interfere with other lessees. |
| Dimensions | The “footprint” of the device, float or dock must not exceed the dimensions of the relevant mooring allocation set out in the mooring lease. Mooring sizes may vary under different mooring leases. For example, for a typical 3.7 x 9 metre mooring: a. The width of the device, float or dock must not exceed 3.7m. b. The length of the device, float or dock must not exceed 9m. |
| Material | The device, float or dock must be constructed from materials which are resistant to: <ul style="list-style-type: none"> • Ultraviolet light • Salt water • Petrochemicals • Fire The device, float or dock must not be made of material which requires “anti-fouling”. |
| Installation | The boat lifting pump device must be fixed to the jetty using: Concrete floating pontoons – Use M10 X 80 dyna bolts or wedge anchors. All bolt fixings must be 316 stainless steel. Fixed timber jetty – Use M10 cup head coach bolt with washer and nut. All bolt fixings must be 316 stainless steel. Boat lifting devices, watercraft floats and docks must only be tied to the jetty within your mooring allocation |
| Colour | The device, float or dock must be coloured in muted tones (e.g. black, grey or mist green). |

Appendix C

Information for the installation of electricity

The following information was developed in 2012 in consultation with Energy Safe Victoria (ESV) to assist jetty lessees in Patterson Lakes. This is non-exhaustive, general information only and the requirements of both Melbourne Water and ESV may change without notice. For the most recent information regarding the relevant laws and guidelines please visit the ESV website www.esv.vic.gov.au or phone 9203 9700.

Required Consents

ESV is the relevant regulatory authority for electricity services and lessees are responsible for liaising with ESV and complying with all applicable ESV requirements. Melbourne Water will not liaise with ESV on behalf of lessees.

Melbourne Water will not issue a Permit to Work for any electrical jetty additions unless the relevant lessees have obtained ESV's written approval. In particular, ESV has specific requirements which must be met by prospective owners of private electric lines on public land. Details of ESV's requirements and process for the installation of electric lines on public land are available on ESV's website at www.esv.vic.gov.au/Electricity-Professionals/Construction-of-electric-lines-on-public-land.

Lessees must also obtain the consent of the relevant electricity distribution company, United Energy (phone 1300 131 689).

Installation of Electricity to a Single or Two Berth Jetty

For single and two berth jetties, electricity authorities require electricity to be supplied from each applicable property directly to the jetty, as demonstrated in Figures 1, 2 and 3. Where the jetty is not located at the applicable property boundary or on a beach, an appropriate easement may be required on the neighbouring property through which the electrical line must

run to reach the jetty, as demonstrated in Figure 4. It is the responsibility of the lessees to arrange the easement and obtain appropriate legal advice. An easement is not required over the Melbourne Water beach.

Electricity authorities require the supply from each property to run to a pillar (one for each property requiring electricity) near the property boundary just outside Melbourne Water's 3 metre easement to allow for local isolation of the supply to the jetty, as demonstrated in Figures 1, 2, 3 and 4.

The conduits and pillars must be clearly marked to identify which property supplies the installation. Conduits for electricity and water supplies have been provided under all new concrete pontoons. Electrical and water service cables must not be attached to retaining walls; they must be placed in a conduit through the wall. Proposed works to retaining walls will be assessed on a case by case basis.

For two berth jetties, only one service pedestal is permitted and pedestals must be capable of servicing both berths. This is in order to safeguard future service requirements. All pedestals must have the capability of connecting both electricity and water and must be no higher than 1.2m.

Lessees must keep records of the installation and must provide them to electricity authorities or Melbourne Water on request. Melbourne Water may request a current electrical safety certificate from lessees at any time at the lessees cost.

Note that Figures on the left-hand side of Page 15 show example arrangements where two berth jetties both require electricity. Figures on the right-hand side of Page 15 show example arrangements where only one berth requires electricity.

It is the responsibility of the lessees to ensure they comply with the current requirements of all electricity authorities.



Appendix C

Information for the installation of electricity

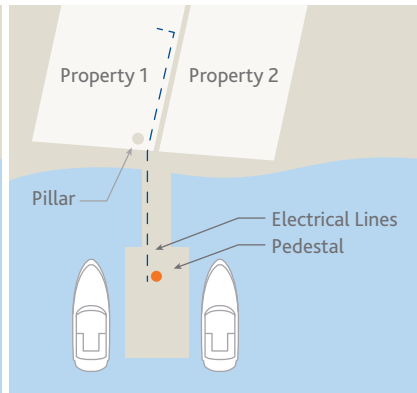
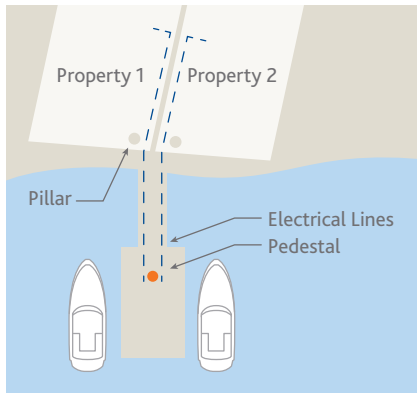


Figure 1 – Example electrical details for two berth jetties (at the property boundary)

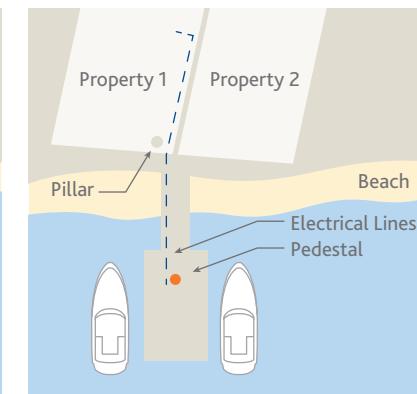
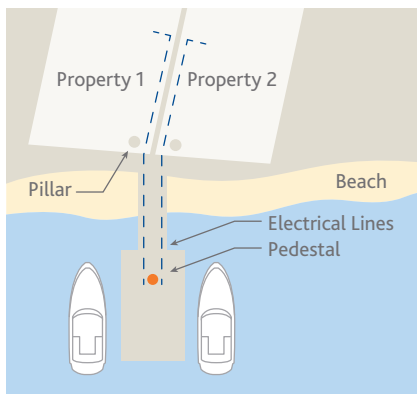


Figure 2 – Example electrical details for two berth jetties located on beach (at the property boundary)

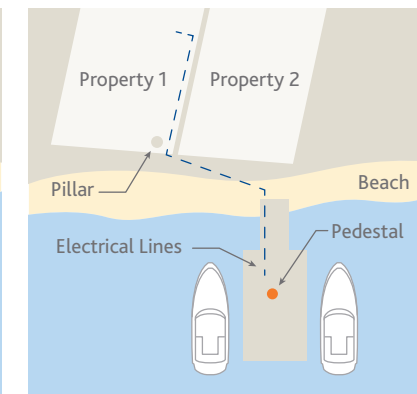
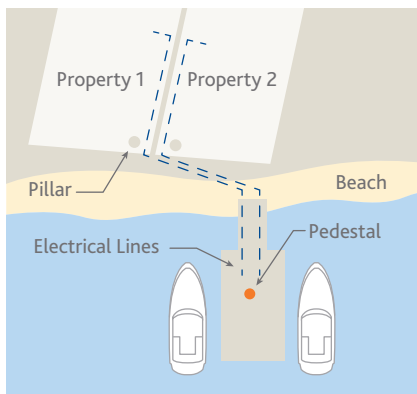


Figure 3 – Example electrical details for two berth jetties located on beach (not at the property boundary)

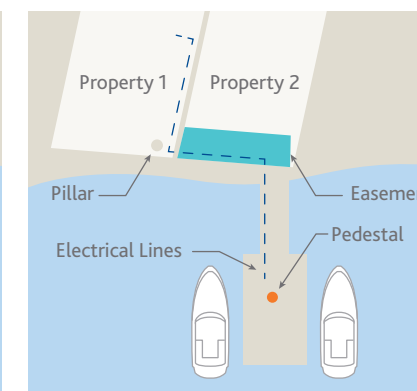
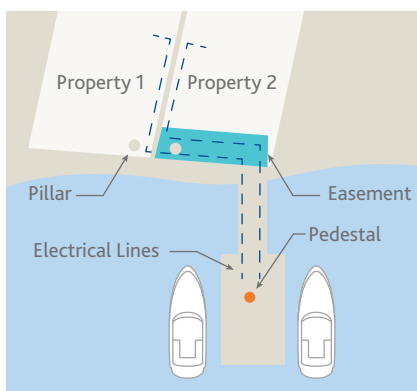


Figure 4 – Example electrical details for two berth jetties not located at the property boundary or on a beach

Appendix C

Information for the installation of electricity

Multiple Berth Jetty

For an electricity connection on a multiple berth jetty, electricity authorities require an Owners Corporation (formerly Body Corporate) to be formed between the owners of a multiple berth jetty. Appropriate legal advice should be obtained regarding the establishment and retrospective establishment of an Owners Corporation. For more information, contact the relevant energy distribution company, United Energy or Energy Safe Victoria.

Electricity authorities require a point of electricity supply with authority metering to be installed in the road reservation at the property boundary to allow for meter reading at a location where electricity authority access is possible, and to allow for local isolation of the supply to the jetty. An easement may need to be established on at least one of the properties to enable a private power cable to be conveniently installed and run to the jetty, as demonstrated in Figures 5, 6 and 7. It is the responsibility of the lessees to arrange the easement and obtain appropriate legal advice.

An easement is not required over the Melbourne Water beach. Electricity authorities require the conduits and pillars to be clearly marked to identify which property supplies the installation. Conduits for electricity and water supplies have been provided under all new concrete pontoons. Electrical and water service cables must not be attached to retaining walls; they must be placed in a conduit through the wall. Proposed works to retaining walls will be assessed on a case by case basis.

For multiple berth jetties, service pedestals must be capable of servicing a minimum of two berths. This is in order to safeguard future service requirements. All pedestals must have the capability of connecting both electricity and water.

Lessees must keep records of the installation and must provide them to electricity authorities or Melbourne Water on request. Melbourne Water may request a current electrical safety certificate from lessees at any time at the lessees cost.

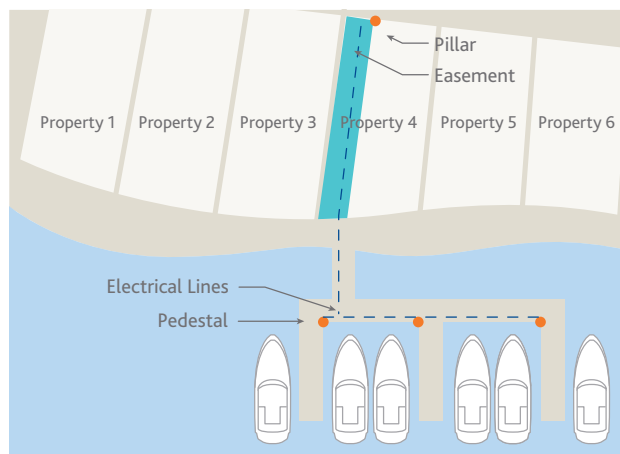


Figure 5 – Example electrical details for multiple berth jetty

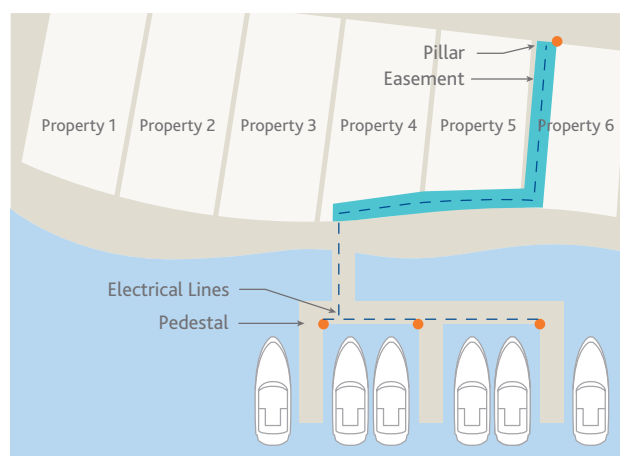


Figure 6 – Example electrical details for multiple berth jetty

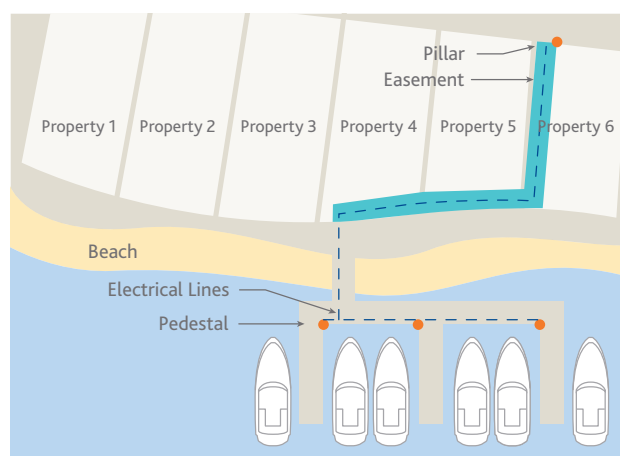


Figure 7 – Example electrical details for multiple berth jetty located on beach

Appendix D

Information for the installation of water

The following information was developed in 2012 in consultation with South East Water to assist jetty lessees in Patterson Lakes. This is non-exhaustive, general information only and the requirements of both Melbourne Water and South East Water may change without notice. For the most recent information regarding the relevant servicing requirements and guidelines please visit the South East Water website www.southeastwater.com.au or contact South East Water's Development Branch on 131 694.

Required Consents

South East Water is the relevant authority for water supply services and lessees are responsible for liaising with South East Water and complying with all applicable South East Water requirements. Melbourne Water will not liaise with South East Water on behalf of lessees.

Melbourne Water will not issue a Permit to Work for the installation of water supply on jetties unless the relevant lessees have obtained South East Water's written approval. For detailed information regarding Metering and Servicing visit: www.southeastwater.com.au/Building/Pages/WaterMeteringServicingGuidelines.aspx

Installation of Water to a Single or Two Berth Jetty

For single and two berth jetties, South East Water requires water to be supplied from each applicable property directly to the jetty. It is recommended the supply from the property run to an isolation valve at the property boundary to allow for local isolation of the water supply to the jetty. An appropriate backflow prevention device must be installed. This requirement will be specified with the individual 'Conditions of Connection' issued by South East Water for each application.

A design plan of the proposed water supply installation must be provided with each application. Lessees must keep records of the installation and must provide them to South East Water or Melbourne Water on request. Melbourne Water may request a current certificate of compliance from lessees at any time at the lessees cost.

Multiple Berth Jetty

For a water connection on a multiple berth jetty, South East Water requires an Owners Corporation (formerly Body Corporate) to be formed between the owners of a multiple berth jetty. Appropriate legal advice should be obtained regarding the establishment and retrospective establishment of an Owners Corporation.

South East Water may require an easement to be established on at least one of the properties to enable a convenient private water supply to be installed and run to the jetty. It is the responsibility of the lessees to arrange the easement and obtain appropriate legal advice. An easement is not required over the Melbourne Water beach.

For multiple berth jetties, service pedestals must be capable of servicing a minimum of two berths. This is in order to safeguard future service requirements. All pedestals must have the capability of connecting both electricity and water.

A main meter and check meters must be installed to service the lessees' requirements. An appropriate backflow prevention device must be installed at the main water meter to be located near the property boundary, just outside Melbourne Water's 3 metre easement. This requirement will be specified with the individual 'Conditions of Connection' issued by South East Water for each application.

A design plan of the proposed water supply installation will be required with each application. Lessees must keep records of the installation and must provide them to South East Water or Melbourne Water on request. Melbourne Water may request a current certificate of compliance from lessees at any time at the lessees cost.

Appendix E

Information for the installation of electricity

Lessees are reminded that these guidelines are legally binding (lessees are legally required to comply with these guidelines under the terms of the mooring lease).

The following interpretation rules apply to these guidelines:

- A reference to 'these guidelines' is a reference to this document, including all appendices.
- 'Including' and 'includes' are not words of limitation.
- The singular includes the plural and vice versa.
- Terms which are not otherwise defined in these guidelines have the meaning set out in the mooring lease (2012 version).
- Where any act, matter or thing under these guidelines is dependent on Melbourne Water's consent or approval or is within Melbourne Water's discretion, the consent or approval may be given or the discretion may be exercised conditionally or unconditionally or withheld by Melbourne Water in its absolute discretion.

Appendix F

Information for dredging a mooring

Making an Application

Lessees must obtain Melbourne Water's prior written approval before dredging beneath their mooring. When making an application to Melbourne Water for approval for the dredging of a mooring please follow the steps outlined below. Please direct applications to;

Email: assetservices@melbournewater.com.au

Phone: (03) 9679 6614

Postal address:

Asset Services
Melbourne Water
PO Box 4342
Melbourne, VIC 3001

Step 1 – Initial Consultation / expression of interest

What to do before making a formal application to Melbourne Water.

It can save you time and money to write to Melbourne Water outlining your proposal. Before you talk to an engineer to draw up detailed plans or functional reports we suggest sending us a concept of what you have in mind. We can give you feedback and advice on how to proceed, which can subsequently help you to develop your detailed plans with your engineer.

Include these details in your concept:

- Jetty number
- Property address
- Location of works
- Estimate of mooring depth required
- Distance to any structures such as a retaining wall
- Photos

Step 2 – Obtaining Approval – Formal application to Melbourne Water

To obtain approval the following must be met.

Lessees need to submit a report and plans from a qualified engineer that should at a minimum include:

- Detailed design plans showing location of dredging, jetty, retaining wall and or beach.
- Quantify in cubic metres how much sediment/sand is to be removed
- Levels in metres AHD to be achieved post dredging
- Cross section profiles of the current and proposed surface (dredging must not have an adverse impact on retaining walls, jetty structures, rock beaching or beaches)
- Environmental assessment (must meet the relevant environmental management guidelines)
- Method of dredging
- Any other requirements advised in Step 1

Please note that this is only a guide and additional requirements may be applicable. Upon satisfaction of the application and supplied information, a formal approval letter with applicable conditions will be provided by Melbourne Water.

Step 3 – Dredging the mooring

Upon receipt of formal approval of the design plans and report, a letter of conditional approval will be provided by Melbourne Water. However, prior to commencement of dredging, there are a number of additional items required:

- Completed acceptance form and relevant fees and bonds
- Submission of SEMP (Site Environmental Management Plan)
- A permit to work must have been issued to carry out works on/ within Melbourne Water assets. As part of the permit to work requirements the following will be required to be kept on site during works;
 - Work Method Statement & Task Risk Assessment
 - Safety & Risk Assessment

Fees and Security Bonds

All applications will attract an application/inspection fee, security bond, valuations and any legal fees etc. Fees and bond amounts are subject to change. Please see Melbourne Water's website for current fees and bonds. www.melbournewater.com.au



Applications for additions to a Jetty

Application for additions to a Jetty

Send to:
Melbourne Water Property Leases & Licences Team
Melbourne Water, PO Box 4342
MELBOURNE VIC 3001

OR
Email completed forms to
pattersonlakes@melbournewater.com.au

| | |
|---|--------------------------|
| Details of Jetty | Details of Lessee |
| Jetty No | Name |
| Fixed Timber <input type="checkbox"/> | Contact Address |
| Concrete Pontoon <input type="checkbox"/> | Phone Number |
| | Email |

Details of additions(s)

- | | |
|-----------------------------------|--------------------------|
| Electricity Supply | <input type="checkbox"/> |
| Water Supply | <input type="checkbox"/> |
| Watercraft Lifting Device or Dock | <input type="checkbox"/> |
| Ladder | <input type="checkbox"/> |
| Mooring Cleat | <input type="checkbox"/> |
| Fixed Fenders | <input type="checkbox"/> |
| Disability Access Lifting Devices | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

Description of the addition

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Please complete and send the relevant attachments with your application.

Attachment A – Basic Accessories (i.e. ladder, mooring cleat, fenders, disability access lifting device, other)

Attachment B – Boat Lifting Devices, Watercraft Floats and Docks

Attachment C – Electricity or Water Service

Please note: Melbourne Water does not allow bait boxes to be fixed to Melbourne Water jetties or additional mooring poles within the waterway.



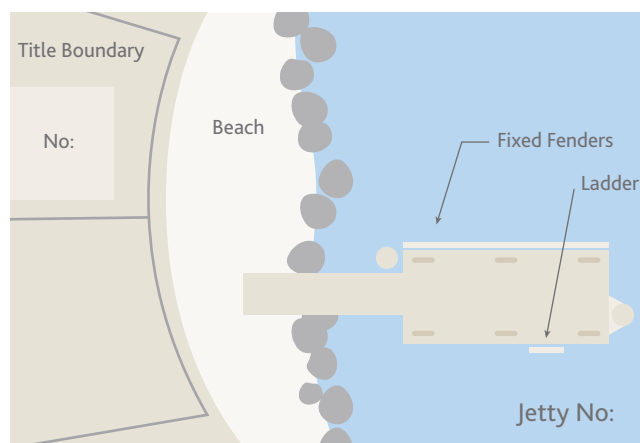
Attachment A

Basic Accessories

Complete and attach this document to the Jetty Additions Application Form for basic accessories such as a ladder, mooring cleat, fixed fenders or disability access lifting device.

1. You must attach the drawing and specifications of the addition from the manufacturer.
2. You must attach a sketch or plan of where the accessory will be located on the jetty complex. This should include the location of property boundaries, beaches, retaining walls and jetty.

Example



3. What installation method do you or your contractor plan to use?

[illegible]

I have read the "Patterson Lakes Jetty Guidelines" and my Mooring Lease agreement.

I understand my obligations when making additions within a Melbourne Water jetty complex and land.

Signature of Lessee _____

Date ____/____/____

Upon receipt of your application, Melbourne Water will review the above information and provide a written response within 28 days. If we require further information we will notify you and your application will go on hold.

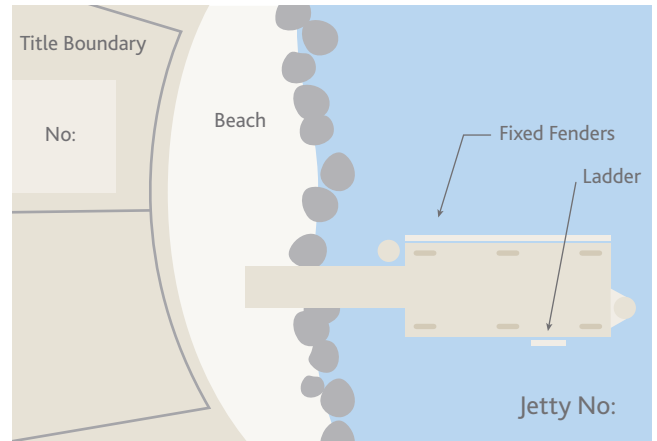
Attachment B

Boat Lifting Devices, Watercraft Floats & Docks

Complete and attach this document to the Jetty Additions Application Form for boat lifting devices, and watercraft floats and docks.

1. You must attach the drawing and specifications of the device, float or dock from the manufacturer.
2. You must attach a sketch or plan of where the device, float or dock will be located within the jetty complex. This should include the location of property boundaries, beaches, retaining walls and jetty.

Example



3. What installation method do you or your contractor plan to use to fix the boat lifting device pump to the jetty complex?

Please note: The boat lifting device pump must be fixed down to a concrete pontoon using M10 X 80 dyna bolts or wedge anchors, and to timber jetties using M10 cup head coach bolt with washer and nut. All bolt fixings must be 316 stainless steel

I have read the "Patterson Lakes Jetty Guidelines"
and my Mooring Lease agreement.

I understand my obligations when making additions
within a Melbourne Water jetty complex and land.

Signature of Lessee _____

Date __/__/____

Upon receipt of your application, Melbourne Water will review the above information and provide a written response within 28 days. If we require further information we will notify you and your application will go on hold.



Attachment C

Electricity or Water Service

Complete and attach this document to the Jetty Additions Application Form for the installation of electricity and/or water services.

1. You must attach the drawing and specifications of the service pedestal(s) (houses the electricity and water connections on the jetty) from the manufacturer.

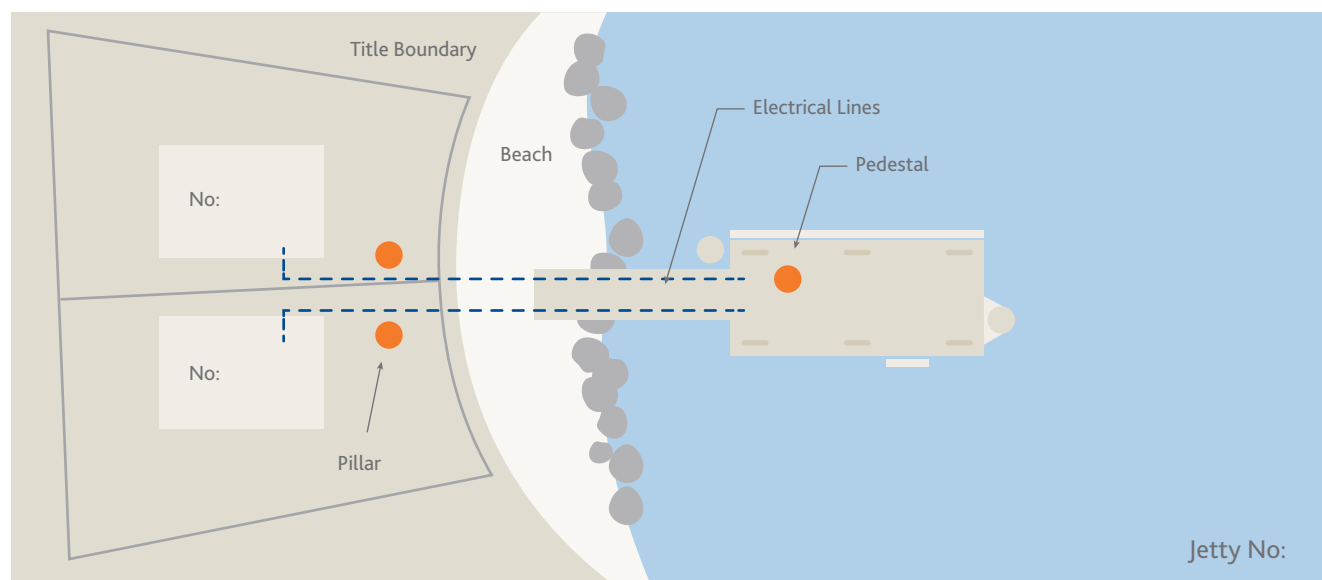
Please note: For two berth jetties, only one service pedestal is permitted and pedestals must be capable of servicing both berths. For multiple berth jetties, service pedestals must be capable of servicing a minimum of two berths. This is in order to safeguard future service requirements. All pedestals must have the capability of connecting both electricity and water.

2. You must attach a sketch or plan of where the service pedestal will be located within the jetty complex, and the proposed path of the electricity and/or water supply. This should include the location of property boundaries, beaches, retaining walls and jetty.

Please note: Conduits for electricity and water supplies have been provided under all new concrete pontoons.

3. If applicable, a drawing and methodology of how services are proposed to cross through a retaining wall Please note: Electrical and water service cables must not be attached to retaining walls, they must be placed in a conduit through the wall.
 - a. The penetration must be done by core-hole drilling method, no saw-cutting will be accepted.
 - b. The core-hole must be located a minimum 300mm above high water level (RL 0.730)
 - c. The minimum required cover for reinforcement is 50mm.
 - d. No drilling through the expansion joint will be accepted.
 - e. e. All necessary effort must be taken to avoid cutting through the reinforcement or drilling in more than one concrete block.
 - f. Following the service installation, the core-hole must be sealed back with a 20MPa non-shrink grout.

Example



Signature of Lessee _____

Date __/__/__

Upon receipt of your application, Melbourne Water will review the above information and provide a written response within 28 days. If we require further information we will notify you and your application will go on hold.





