


15.9 Vessel Traffic Management Forms

15.9.1 VTIS A1 – Booking Form

[Link to fillable PDF](#)

 Queensland Government		Booking Request	
Port code	Port name		
<input type="text"/>	<input type="text"/>		
Arrival			
Ship's name	LOA	Voyage number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Please choose from the following:			
Is a Pilot required? <input type="checkbox"/>			
Do you have a Pilot exempt certificate? <input type="checkbox"/> Please complete Exempt Master and Exempt Master's name below			
IMO number	Exempt Master	Exempt Master's name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Invoicing body	Agency	Agent	Contact
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason for visit	Ship's defects		
<input type="text"/>	<input type="text"/>		
ISPS Code - security level	ISSC number provided to ACS		
<input type="text"/>	<input type="text"/>		
Last port		Next port	
<input type="text"/>		<input type="text"/>	
Berth code	Direction	Pilot on arrival	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Pilot Boarding Ground			
Date	Time		
<input type="text"/>	<input type="text"/>		
Pilot to board:		ETA berth:	
Date	Time	Date	Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tug(s) request number	Thrusters:	Bow	Stem
<input type="text"/>	<input type="text"/>	<input type="text"/>	Dual
<input type="text"/>			
Tug company			
<input type="text"/>			
Draft Fwd	Draft Aft	Air Draft	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Linesmen request:			
Company name			
<input type="text"/>			
Launch request number	Company name		
<input type="text"/>	<input type="text"/>		
Dangerous Goods: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Tanker NGF: Tanker GF:			
<input type="text"/>	<input type="text"/>		

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Departure

Berth code	Direction	ETD:	
		Date	Time
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>

Please choose from the following:

Is a Pilot required? ☐Do you have a Pilot exempt certificate? ☐ Please complete Exempt Master and Exempt Master's name below

Exempt Master	Exempt Master's name
<input type="text"/>	<input type="text"/>

Tug(s) request number	Tug company
<input type="text"/>	<input type="text"/>

Draft Fwd	Draft Aft	Air Draft
<input type="text"/>	<input type="text"/>	<input type="text"/>

Launch request number	Company name
<input type="text"/>	<input type="text"/>

Dangerous Goods: Yes ☐ No ☐

Tanker NGF: Tanker GF:

<input type="text"/>	<input type="text"/>
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Permit(s)

	Date/Time from:	Date/Time to:
Hot work:	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Immobilise:	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Overside work:	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Boat drills:	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Tank wash:	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Engine trials:	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Bulk liquid transfer:	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Agent only checklist:

VTIS A1 VTIS A2 VTIS A3 GF Certificate

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Agent's signature

15.9.2 VTIS A2 Vessel details form VTIS A2 – Booking form (Removals)

[Link](#) to fillable PDF



Queensland
Government

Booking Request (Removals)

Removal

Ship's name	Agency	Contact	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Exempt Master	Exempt Master's name		
<input type="text"/>	<input type="text"/>		
From berth	Direction	Date	Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
To berth	Direction	Date	Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tugs from:		Tugs to:	
Number	Company	Number	Company
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lines launch from/to:		Company	
<input type="text"/>		<input type="text"/>	
Departure Draft:			
Fwd	Aft	Airdraft	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Tanker status	Dangerous goods	Thrusters available	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Removal

From berth	Direction	Date	Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
To berth	Direction	Date	Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tugs from:		Tugs to:	
Number	Company	Number	Company
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lines launch from/to:		Company	
<input type="text"/>		<input type="text"/>	
Departure Draft:			
Fwd	Aft	Airdraft	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Tanker status	Dangerous goods	Thrusters available	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Agent's signature			
<input type="text"/>			

15.9.3 VTIS A3 Vessel Details Form

[Link](#) to fillable PDF – Please return to VTSBrisbane@msq.qld.gov.au



**Queensland
Government**

Vessel Details

Port Code		Port Name	
<input type="text"/>		<input type="text"/>	
Ship's name		Agency	Agent
<input type="text"/>		ISS	<input type="text"/>
IMO/Lloyd's number		Call sign	
<input type="text"/>		<input type="text"/>	
Principal agent		MMSI number	
<input type="text"/>		<input type="text"/>	
Ship type		Flag	
<input type="text"/>		<input type="text"/>	
GRT	NRT	DWT	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
LOA	Beam	LBPP	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Summer draft	Sea speed	Bow to bridge	Bow to manifold
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thrusters			
<input type="text"/> -TBC kW			
Previous name		Other changes	
<input type="text"/>		<input type="text"/>	
Remarks			
<input type="text"/>			

Please email completed form to your regional VTS.

15.9.4 VTIS A4 Form – Tug and Tow Advice

[Link](#) to fillable PDF



Queensland
Government

VTIS Tug and Tow Booking Request

Port name

Arrival

Ship's name	LOA	Voyage number
<input type="text"/>	<input type="text"/>	<input type="text"/>

IMO Number	Exempt Master
<input type="text"/>	<input type="text"/>

Invoicing body	Contact details	Ship's defects
<input type="text"/>	<input type="text"/>	<input type="text"/>

Pilot to board:		ETA berth:	
Date	Time	Date	Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Last port	Next port
<input type="text"/>	<input type="text"/>

Berth code	Direction
<input type="text"/>	<input type="text"/>

Draft Fwd	Draft Aft
<input type="text"/>	<input type="text"/>

Support Tug(s) Request number	Tug company
<input type="text"/>	<input type="text"/>

Dangerous Goods: Yes ☐ No ☐

Departure

ETD:		Berth code	Voyage number
Date	Time	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>		

Exempt Master	Contact details
<input type="text"/>	<input type="text"/>

Support Tug(s) Request number	Tug company
<input type="text"/>	<input type="text"/>

Draft Fwd	Draft Aft
<input type="text"/>	<input type="text"/>

Dangerous Goods: Yes ☐ No ☐

Barge details

Name
<input type="text"/>

LOA	Beam	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>

Draft Fwd	Draft Aft
<input type="text"/>	<input type="text"/>

Length of tow:	
Sea	Shortened up
<input type="text"/>	<input type="text"/>

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Remarks

Other information

15.9.5 UKC® Vessel particulars request

[Link](#) to fillable PDF



**Queensland
Government**

NCOS Vessel Particulars

It is requested the master of this vessel completes this form with the following information basis the vessel's deep arrival/ departure at Brisbane.

Once this information is received we will forward this to the Harbour Master to assess and calculate your berthing/ sailing window.

Thank you for your co-operation.

Name of vessel

IMO

Hull type:

Bulk carrier ☐ Tanker ☐ Container ☐

Beam

LBP

LOA

Owner/Line

Summer Draft

DWT for transit

Displacement for transit

Draft:

Fore

Mid

Aft

GM:

Centre of Gravity to Metacentre

with corrected figure applied

Solid, GM(s)

Corrected GM(f)

KG:

Keel to Centre of Gravity

KM:

Keel to Metacentre

15.9.6 Gas Free Status Declaration

[Link](#) to fillable PDF



Queensland
Government

Gas Free Status Declaration

Declaration required prior to acknowledgement of 'Gas Free' status

Master to declare

Has your ship any flammable liquid or gas cargo on board in bulk?

Yes ☐ No ☐

Have your empty cargo tanks been washed, vented and inspected for flammable residue?

Yes ☐ No ☐

Are your slop tank/s, pump room/s, and cargo pipe/s free of flammable residue?

Yes ☐ No ☐

Is your combustible gas indicator working and calibrated correctly?

Yes ☐ No ☐

Has the atmosphere in each pump room, cargo tank or residue space been tested with a combustible gas indicator and a zero reading obtained?

Yes ☐ No ☐

Can the atmosphere in each pump room, cargo tank or residue space be maintained with a zero gas reading?

Yes ☐ No ☐

Have you a current 'International Safety Guide for Oil Tankers and Terminals' (ISGOTT) manual on board?

Yes ☐ No ☐

Master/Agent's Name

Master/Agent's Signature

Date

Ship's Stamp

Privacy Statement: The Department of Transport and Main Roads is collecting the information on this form under the provisions of the *Transport Operations (Marine Safety) Act 1994*. The department may disclose this information to authorised departmental officers and officers of Queensland port authorities. Your personal information will not be disclosed to a third party without your consent unless required or authorized to do so by law.


TRB Forms Area Form FS202 CFD V01 Oct 2017

Master / Agent

To be lodged to the VTS Centre at least 48 hours prior to ship's ETA pilotage area.


15.9.7 'Permission to Immobilise Main Engines' – Sample

Applications for approval by the Regional Harbour Master must be submitted via the [QSHIPS](#) programme.

Port of Brisbane					
Immobilise Engines					
Ship Name:	MV QSHIPS II	IMO:	9000111	Call Sign:	ICANCU
Agency:	Maritime Safety Queensland (Brisbane)		Agent:	James Dean	
Location:	Fisherman Island No 10 (Berth)	Start:	05/12/2014 15:00	End:	05/12/2014 22:00
Permit Issued:	05/12/2014	By:	System Administrator	Permit#:	3749
Activity description:					
<hr/>					
<ol style="list-style-type: none">1. The ship's crew is required to call Brisbane VTS on VHF Channel 12 prior to the commencement of and following the completion of the engine(s) immobilisation.2. The ship is to fly signal flags "R" over "Y"3. The master of the ship complies with the berth operators requirements.4. The ship's moorings are to be tended at all times.5. The engine(s) are to be mobilised at least one (1) hour prior to the scheduled departure of the ship.6. The engine(s) may only be immobilised during favourable weather conditions.7. Vessel at anchorage, anchored position is to be monitored at all times.8. Monitor the weather conditions.					
Local weather forecasts and marine warnings can be obtained at any time from the following numbers:					
SE Queensland Marine Forecast1300 360 428					
Marine Warnings1300 360 427					
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15.9.8 'Permission to Conduct Lifeboat Drills' – Sample

Applications for approval by the Regional Harbour Master must be submitted via the [QSHIPS](#) programme.

Port of Brisbane		 Queensland Government	
Lifeboat Drills			
Ship Name:	MV QSHIPS II	IMO:	9000111
Agency:	Maritime Safety Queensland (Brisbane)	Call Sign:	ICANCU
Location:	Fisherman Island No 10 (Berth)	Agent:	James Dean
Start:	05/12/2014 14:00	End:	05/12/2014 15:00
Permit Issued:	05/12/2014	By:	System Administrator
		Permit#:	3747
Activity description:			
<hr/>			
<p>1. Maritime Safety Queensland acknowledges the request for this activity to occur however it is the responsibility of the ship's agent to obtain the necessary approvals from the Australian Customs Service before the activity can proceed.</p> <p>2. Application to the Australian Customs Service must be lodged on FORM 44 which is available on their website via the below address:</p> <p>http://www.customs.gov.au/site/page4288.asp</p> <p>3. The ship is to contact Brisbane VTS on VHF channel 12 prior to the commencement of the drill and at the completion of the drill once the lifeboat is secured back on board.</p> <p>4. Any conditions imposed by the Australian Customs Service are adhered to.</p>			


15.9.9 'Permission to hold Main Engine Trials' - Sample

Applications for approval by the Regional Harbour Master must be submitted via the [QSHIPS](#) programme.

Port of Brisbane



Main Engine Trials

Ship Name:	MV QSHIPS II	IMO:	9000111		Call Sign:	ICANCU
Agency:	Maritime Safety Queensland (Brisbane)				Agent:	James Dean
Location:	Fisherman Island No 10 (Berth)	Start:	05/12/2014 10:00		End:	05/12/2014 12:00
Permit Issued:	05/12/2014	By:	System Administrator		Permit#:	3746
Activity description:						

1. The ship's crew is required to call Brisbane VTS on VHF Channel 12 prior to the commencement of and following the completion of the activity.
2. The ship is to fly signal flags "R" over "Y".
3. All cargo work is to cease.
4. All moorings are to be tended and manned.
5. The gangway is to be raised and manned.
6. The ship is to have personnel on the wharf to tend lines if required.
7. The activity is conducted in favourable weather conditions.
8. Ship/s berthed ahead/astern are to be advised of the activity.

15.9.10 'Permission to tank/crude oil wash' – Sample

Applications for approval by the Regional Harbour Master must be submitted via the [QSHIPS](#) programme.

Port of Brisbane



Tank Wash

Ship Name:	MV QSHIPS II	IMO:	9000111	Call Sign:	ICANCU
Agency:	Maritime Safety Queensland (Brisbane)			Agent:	James Dean
Location:	Caltex Fisherman Island (Berth)	Start:	04/12/2014 23:00	End:	05/12/2014 11:00
P permit Issued:	05/12/2014	By:	System Administrator	P permit#:	3745

Activity description:

Open Sea Valves: No

1. Maritime Safety Queensland acknowledges the request for this activity to occur however it is the responsibility of the ship's agent to obtain the necessary approvals from the Port of Brisbane Pty Ltd (PBPL) before it can proceed.
2. Australian Standard AS 3846-2005 (attention is drawn to paragraph 8.2.9) and ISGOTT requirements are complied with.
3. All requirements stated in the PBPL permit for the activity and the requirements of the berth operator are adhered to.
4. The ship's master is aware of and understands the safety requirements and procedures contained in the PBPL Port Notice with regard to the opening of sea valves. This may be accessed online via the web address below:
<http://www.portbris.com.au/ShippingOperations/PortNotices>
6. The ship is required to call Brisbane VTS on VHF Channel 12 prior to the commencement of and following the completion of the tank wash activity.

Applications for approval by the Regional Harbour Master must be submitted via the [QSHIPS](#) programme.

Permit Info:

General Info:

Address:

Arrive to: Brisbane Cruise Terminal [at: Dec 25 2014 2:00PM]

(Note - this permit is issued for the arrival movement but the prescribed conditions are also valid for the departure movement).

