



Empire Marina Lake Macquarie

Contractor Registration Package

Revision: F – May 2026

Empire Marina Bobbin Head Pty Ltd
T/A Empire Marina Lake Macquarie
ABN: 33 632 688 991

1 Nanda Street
Marmong Point
NSW Australia 2284

Ph +61 2 4958 3333
www.empiremarinalakemacquarie.com.au
Lake Macquarie, NSW

GUIDE TO COMPLETING THIS APPLICATION

Thank you for taking the time to complete the contractor registration process for Empire Marina Lake Macquarie.

We request that you use this checklist as a guide to ensure that all the required information is provided upon submission of the application and to avoid any delays in processing your application.

1. I have read the application and understood the terms and conditions.
2. I have completed the application form.
3. I have attached copies of insurances.
4. I have completed the Contractor WH&S and Environmental Management Plan.
5. I have completed the Contractors Chemical Register.
6. I have booked my induction with the Marina.

We look forward to seeing you at Empire Marina Lake Macquarie

CONTRACTOR REGISTRATION APPLICATION FORM

Marina Information

Marina's Business Name ("Marina")	Empire Marina Bobbin Head Pty Ltd TA Empire Marina Lake Macquarie
ABN	33 632 688 991
Contact person	Kate Roy – Boatyard Manager
Address	1 Nanda Street, Marmong Point NSW
Contact phone numbers	Phone: (02) 4958 3333
Email	boatyardlm@empiremarinas.com.au

Contractor's Information

Contractor's Business Name	
ABN	
Contact person	
Address	
Contact phone numbers	
Email	
Emergency Contact	
Emergency phone	

Core Business

(Description of the services your Company normally provides)

BIA Marine Card (s)

(Please list all owners, employees, agents or sub-contractors)

Name	Card No.

BIA Marine Cards (Blue Card)

Name	Card No.

Contractor’s Insurance details – these should be uploaded directly into the BIA as well as being attached to this application

- a. PUBLIC LIABILITY** current copy attached

Entity Insured
 Insurance Company
 Marina Interests noted
 Policy Number
 Expiry Date
 Value:

- b. SHIP REPAIRER’S LIABILITY** current copy attached

Entity Insured
 Insurance Company
 Marina Interests noted
 Policy Number
 Expiry Date
 Value:

- c. WORKER’S COMPENSATION** current copy attached

Entity Insured
 Insurance Company
 Marina Interests noted
 Policy Number
 Expiry Date
 Value:

Notes: (list any discussions, warnings/reminders and follow-up conversation if insurance details are incomplete)

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Reference check for all outside contractors.

We request you supply us with contact details of two recent customers or companies that can give us further information on your services. This information will be treated confidentially and will be used for this internal reference check only.

Reference 1:

Contact name:

Company name:

Contact details:

Reference 2:

Contact name:

Company name:

Contact details:

Licenses and Permits

List any Licenses and Permits required and obtain copies

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Other notes or special conditions

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The contractor must complete induction on, or prior to, the first day that he/she intends to provide any work or services at our facility

MARINA INDUCTION CHECKLIST

The following checklist is to be completed by the Marina while undertaking an induction of a contractor proposed for Registration:

- 1. Completed Registration form and provided Insurances
- 2. Diving special conditions (if applicable)
- 3. Review of Terms and Conditions of Registration
- 4. Submitted Management Plan
- 5. Submission of Required SWMS and Confirmation of PPE
- 6. Submission of Chemical Register (refer
- 7. Confirm Licenses and Permits
- 8. Review of Marina Safety Equipment and Emergency Plan
- 9. Provide list of BIA Marine Card holders.
- 10. Watch site induction video - [site induction video](#)

Additional Notes, Comments and Conditions

CONTRACTOR WHS MANAGEMENT PLAN

1. Activity Details

List Major Activities undertaken on site

2. Safe Work Method Statement

Complete the following section, outlining how you will ensure that all your employees understand your Safe Work Method Statements (SWMS) relevant to the work being undertaken on site. Attach copies of the relevant SWMS to this document

3. Emergency Procedures

Please provide details of any emergency procedures you have in place.

4. Licensing

List any special licences required for works undertaken at Empire Marina Lake Macquarie e.g. – crane, forklift)

5. Safety Monitoring

List any ongoing inspections, incident reporting and hazard management to be carried out during works.

Risk Assessment

The contractor is required to provide a risk assessment (Safe Work Method Statement or Job Safety Analysis) prior to commencing any job that involves a certain risk to Marina property, vessels, personal safety or the environment.

SAFE WORK METHOD STATEMENT FORM			
Date			
Contractor's Business Name			
Employees Name			
LIST BELOW SWMS ATTACHED TO THIS DOCUMENT RELEVANT TO WORK BEING UNDERTAKEN			

SAFE WORK METHOD STATEMENT FORM

Personal Protective Equipment required (tick the appropriate box)

<input type="checkbox"/> Gloves	<input type="checkbox"/> Protective clothing	<input type="checkbox"/> Safety glasses/goggles	
<input type="checkbox"/> Hearing protection	<input type="checkbox"/> Safety footwear	<input type="checkbox"/> First Aid kit	<input type="checkbox"/> Other
<input type="checkbox"/> Face shield	<input type="checkbox"/> Respirator	<input type="checkbox"/> Safety harness and strong point	

Environmental & Safety precautions that must be taken when appropriate (follow Best Management Practice)

<input type="checkbox"/> disconnect power supply (12V, 24V and/or 240V) and tag "do not operate" for the duration of your service	<input type="checkbox"/> ensure residual current devices are fitted to each power outlet, check functionality of RCD's
<input type="checkbox"/> place oil absorbing pads in bilge area	<input type="checkbox"/> have a basic oil spill / recover kit within reach.
<input type="checkbox"/> keep all chemicals in spill proof containers	<input type="checkbox"/> observe strict NO SMOKING
<input type="checkbox"/> use dust extraction systems	<input type="checkbox"/> have firefighting equipment within reach
<input type="checkbox"/> place oil spill booms around the vessel	<input type="checkbox"/> check for trip or slip hazards
<input type="checkbox"/> place (floating) mats underneath work area to collect shavings / dust	<input type="checkbox"/> ensure adequate ventilation when working in confined spaces
Completed by (print name):	Signature:

CONTRACTOR HAZARDOUS CHEMICAL REGISTER

Product	Qty.	SDS Number	Hazard	Controls Required

A copy of all relevant SDS must be made available by the contractor for all listed products.

EXTERNAL CONTRACTORS ANNUAL FEE

External Contractors are required to pay a site access fee. The annual fee contribution is due on re – application in January each year. Please select an option below:

Fees:

Annual fee - \$1500 per annum

Per visit fee - \$50 per visit - payable on sign in per visit

Upon approval of this application, if you have selected the annual fee option, an invoice will be issued. Payment can be made via our secure on-line payment system or at the Marina office. Per-visit fees are payable upon arrival when signing in.

Contractor Acknowledgement of Compliance and Safe Work Practices

I, _____, as a contractor engaged to perform work at Empire Marina, hereby confirm that I have provided all required documentation in accordance with Empire Marina's policies, procedures, and compliance requirements.

This includes, but is not limited to, current and valid licences, insurances, and my own company's Safe Work Method Statements (SWMS), Standard Operating Procedures (SOPs), and Job Safety Analyses (JSA) relevant to the scope of works being undertaken.

I acknowledge and agree that:

- I am responsible for developing, maintaining, and implementing my own SWMS, SOPs, and JSAs for all works carried out on site
- All documentation provided is site-specific, current, and compliant with applicable legislation
- I will ensure all personnel under my control are familiar with, trained in, and always adhere to these documents

I further acknowledge that I have read, understood, and will comply with all Empire Marina site rules, safety requirements, and any additional SWMS, JSAs, or procedures provided by the marina that are relevant to my work.

I confirm that:

- I am competent, qualified, and appropriately trained to carry out the works
- All equipment brought on site is fit for purpose, compliant, and properly maintained
- Appropriate personal protective equipment (PPE) will be always worn
- Hazards, incidents, and near misses will be reported immediately
- Work will cease immediately if conditions are deemed unsafe, and site management will be notified

I further confirm that I am fit for work and will conduct all activities in a manner that ensures the health and safety of myself, my workers, and others on site always.

I understand that failure to comply with these requirements, including the provision and implementation of my own SWMS, SOPs, and JSAs, may result in removal from site.

Company or Trading Name: _____

ABN: _____

Name: _____ Position: _____

Date: _____ Signed: _____

The Contractor shall be liable for and shall keep this Marina indemnified against any legal liability, loss, claim or proceedings for personal injury to or death of any person, or for injury or damage to property or for any penalties incurred because of any direct or indirect act of the Contractor or its employees, agents or subcontractors.

Terms and Conditions of Registration

Introduction

This Marina complies with the Work Health and Safety Act 2011 and the Protection of the Environment Operations Act 1997 to ensure the safety and wellbeing of all employees, visitors, guests, contractors, and for the protection of the environment. In support of this commitment, contractors conducting business at this Marina have an obligation to comply with this Marina's Policies and Procedures. In this document we outline your responsibilities, obligations, and rights. We collect and check the information you provide to ensure our customers receive the best possible workmanship from reliable tradesmen. This Marina reserves the right to control who is granted access and who is not.

Marina staff and our on-site tenants provide a wide range of services and quality products. As a result, we have a much sought-after location with many nearly new boats, which in return creates the ideal environment for dedicated and professional contractors to provide services that will complement our existing services and ensure full customer satisfaction. This privilege is offered to reputable contractors who have accepted our conditions, and who will respect our facility.

Registration Requirements

Why

With the current strict Environmental legislation, WHS, Insurance and Liability issues, the Company is required to ensure that all contractors understand their rights and accept their responsibilities in these matters. Only legitimate businesses with adequate insurance cover are allowed the privilege to provide their services to our customers, at our facility. Furthermore, your services should be complimentary to the existing services on the Marina.

When

Once this document is read, understood, signed, and all required information is provided and approved, you may be granted registration. As a condition of this registration, you will be required to register "in" and "out" every day you visit our facility and to collect and visibly wear a visitors pass. You will be required to record the boat details you are working on and specify the type of work you will be doing.

Who

It is important that each employee of your business understands the registration procedure and acknowledges the conditions. We request that all contractors register with us prior to job commencement, even if your services are arranged through our on-site tenants, or directly through the boat owner.

Reference check

We request you supply us with contact details of two recent customers or companies that can give us further information on your services. This information will be treated confidentially and will be used for this internal reference check only.

Duration

Your registration with this Marina will be valid for the duration of your insurance cover (refer specific insurance requirements). It is important that you provide us with updated insurance documents when applicable.

Disclaimer

This Marina reserves the right, at its absolute discretion, to reject or withdraw the privilege of entry or provision of services from our facility from any person or company at any time.

Required Insurance Information

The Marina requires outside contractors to provide the following Certificates of Currency from the insurer (copies must be provided with your registration):

- Public Liability Insurance (minimum value AUD \$20 million dollar)
- Ship Repairers Liability Insurance (minimum value AUD \$10 million dollar)
- Workers Compensation Insurance (unless sole trader)

These requirements apply in full to all work done on boats at the Marina, including detailing. Contractors will not be allowed to commence work at the Marina until such time as the necessary certificates are provided.

A separate **Risk Assessment** is required for all work that could potentially harm the Environment, threaten personal safety, or cause damage to property. Refer to the template **Safe Work Method Statement** (SWMS) in Appendix 1.

For regular contractors who perform re-occurring jobs, a detailed generic (SWMS) indicating all specific tasks and associated risks will be accepted to replace the individual SWMS. This document could be supplemented by individual SWMS for less frequent jobs.

Where required, (SWMS) must be provided prior to the commencement of any work at the Marina.

Health & Safety

Contractors are required to ensure that they are physically fit and capable of undertaking the work for which they have been contracted.

Accidents and Incidents

Any accident or incident that results in personal injury, property damage, or in environmental harm, or threatens environment harm, must be reported immediately to this Marina's staff.

Any person requiring first aid treatment is to contact either Administration or a Dockmaster.

Safe Work Method Statement (SWMS)

Contractors must provide a Safe Work Method Statement (SWMS) and risk assessment for any high-risk work, including activities that may pose a risk to persons, Marina property, vessels, or the environment, prior to commencing work. Templates are available at the Marina office. The contractor's PCBU remains responsible for the content, implementation, and compliance with all relevant WHS legislation.

Compressed air / cylinders

Safety valves are to be utilised in the use of compressed air. Cylinders are to be stored and used in a secure and upright position. All air-lines are to be securely joined to prevent separation during operation.

Confined space entry

Contractors performing work in confined spaces must provide a valid Confined Space Entry Permit issued by their own PCBU and comply with all relevant WHS requirements. The Marina reserves the right to review the permit prior to work commencing.

Diving work

All diving work MUST be approved by the Marina Manager. Divers are to ensure compliance with AS/NZS2299.1:1999 Occupational Diving Operations Part 1: Standard Operational Practice. All divers are to be appropriately certified and possess a medical certificate (not older than twelve months) certifying fitness to undertake the diving work. In addition, we require copies of Commercial Diving Tickets for each diver.

Underwater hull cleaning or removal of underwater vessel fixtures is not permitted within the marina.

Electrical

Electricity and water are a lethal combination. All electrical equipment must be recently tested (expires in twelve months) and tagged before being used at this Marina. Any equipment supplied and/or installed by your organisation at this Marina must be tested and tagged before 'handing over'. On arrival on site, or during your work at this Marina your electrical equipment may be inspected by a Marina representative. Extra care must be exercised during and immediately following periods of rainfall. Electrical leads must be switched off at the point of power supply and removed when not in use. Extension leads must be kept as short as possible and must be located and protected in such a manner as to prevent damage from vehicular traffic, hot equipment and the water. Use of safety switches for all portable equipment is mandatory. Taped joints, double adaptors and piggyback plugs are not to be used.

If electrocution occurs DO NOT TOUCH the victim unless you have been able to turn off the power supply. Call "000" and notify Marina staff.

Explosive-powered tools

An Explosive-powered tool (EPT) uses an explosive charge to drive a fastener against, onto or through building materials. EPT's are not to be used at this marina without prior consultation with the Marina Manager. The Marina Manager will set strict conditions for the use of such EPT when deemed that such tool is required to perform a specific job. EPT may then only be used by a qualified tradesman, following SafeWork NSW safe-use guidelines "Operator of Explosive-power Tools", refer <https://www.safework.nsw.gov.au/>

Fuel

Where petrol- or diesel-powered equipment is used on site, fuel must be stored in satisfactory metal safety containers. Contractors are to ensure that adequate ventilation is provided when using petrol- or diesel-powered equipment and that sufficient non-smoking signs are displayed.

Fire Hoses

Fire hoses are to be used for firefighting purposes only. Misuse of fire safety equipment is prohibited. During periods of water restrictions, compliance with all local water regulations must be observed.

Hazardous chemicals

A Safety Data Sheet (SDS) for all hazardous substances must be available upon request by an Empire Marina Lake Macquarie representative. All users must be familiar with and understand the first aid and control measures required.

Hot Work / Welding

A separate application is required to be completed and approved before any hot works are permitted

Machine guarding

No machinery, hand tool or other equipment is to be used without effective guards.

Personal protective equipment and clothing

Appropriate personal protective equipment and clothing, including shoes, must be always worn.

Working at heights

In accordance with clause 78 of the WHS regulations 2025, "Managing the risk of falls" you must manage risks to health and safety associated with a fall by a person from one level to another that is reasonably likely to cause injury to the person or any other person. You must protect workers from the risk of falling from one level to another – no matter the height.

A fall-arrest system can only be used when it is not reasonably practicable to use either a fall-prevention device or a work positioning system. Fall-arrest systems do not prevent a fall, however, if installed and used properly, they reduce the impact of the fall. Examples include industrial safety nets, catch platforms, and harness-based fall-arrest systems.

If you use a fall arrest system, you must have emergency and rescue procedures in place and test them to ensure they are effective.

Safety harnesses must be worn and properly secured and must always be worn in cherry-pickers and other mobile working platforms. Safety harnesses must be worn and properly secured when working atop fly bridge cruisers and on masts.

Any working platform must conform to the relevant Standards. Hoists and scaffolding must be to the standard required by local authorities and approved in writing where applicable.

Ladders must be of industrial standard and be tied off at the top and secured on even ground at the bottom. No one is permitted to work from the top step of a ladder including freestanding industrial ladders. It is advisable to always have one hand holding the ladder and the ladder must not be used as a work platform.

For further information: <https://www.safework.nsw.gov.au/hazards-a-z/working-at-heights>

Environmental considerations

General

Any work undertaken on the Marina that could result in a pollution incident must be safeguarded against. This may require the pre-deployment of floating booms or drop sheets. Any contractor found in breach of environmental legislative requirements will be suspended from the Marina immediately. Any penalties incurred by the Marina because of a contractor's breach of Environmental Legislation will be recovered from the contractor. It is the contractor's responsibility to determine whether the activities that they are to undertake on the Marina could result in a pollution incident. If any doubt exists, consult with the Marina Manager before commencing your work.

Mechanical repairs and engine servicing

Any mechanical repairs and/or engine servicing are to be conducted in such a manner as to prevent any oil or waste oil products from entering the vessel's bilge or from being spilled into the water.

Noise and fumes

All operations and activities occurring on the premises must be conducted in such a manner that will not cause offensive noise or fumes.

Painting and Anti-fouling work

Only work of a minor nature is to take place on vessels in wet berths. Major sanding, scraping and painting are only to occur on the Marina Hardstand. All residue from such operation is to be disposed of correctly, in accordance with Environmental Legislation. Under no circumstances is residue to be placed in the Marina's waste bins, unless prior approval has been gained from the Marina Manager.

Any paint or anti-fouling spillages on a hardstand area are to be wiped up. Spillages are not to be hosed down into the waste-water collection system. The use of a drop sheet is recommended.

Re-fuelling activities

Re-fuelling of vessels is not permitted unless the vessel is berthed at the fuel wharf and Marina staff supervise the refuelling procedure. Refuelling your vessel or petrol-powered equipment using portable fuel containers (i.e. jerry cans) are not permitted at the Marina. These restrictions are in place to safeguard the Marina from the risks associated with refuelling. Designated firefighting equipment and spill kits are located at the fuel wharf only. Marina staff at the fuel wharf are trained in emergency response procedures.

Washing of boats

When contractors are washing and cleaning boats, care is to be taken to minimise the amount of run-off that goes into the water and run-off collection must be implemented in accordance with EPA guidelines. Only appropriate bio-degradable detergents are to be used. The use of a trigger nozzle device on the hose to prevent excess water being wasted is recommended.

Current water restrictions require strict adherence from the contractor.

Waste

No waste must be allowed to enter the water. Waste includes, but is not limited to, paint, varnish, wood and fibreglass dust, oil or oil-based products and oily bilge water. Waste bins are located at the fuel wharf. We expect contractors to recycle waste where appropriate (paper and cardboard, glass, and general waste).

Oil, oil products and drained oil filters, scrap metal (including anodes), batteries, acids and all other harmful waste generated by the contractor are to be taken off-site by the contractor.

General

Damage

Marina property damaged by a contractor will be repaired at the contractor's expense.

Right of Refusal

This Marina reserves the right to refuse access to any contractor.

Dress and conduct

This Marina reserves the right to ask contractors to wear clothing that is in keeping with safety requirements and standards appropriate to the overall presentation of the Marina. Contractors must always conduct themselves in a manner acceptable to Empire Marina Lake Macquarie. Loud, coarse, or abusive language will not be tolerated.

Housekeeping

Work areas must be kept clean and tidy with prompt removal of all garbage. Oily rags, and any flammable material residue are to be disposed of correctly. They are not to be placed in the Marina's rubbish bins. The marina structure and walkways are to be always kept clear.

It is the responsibility of the contractor to remove all rubbish unless otherwise agreed with an Empire Marina Lake Macquarie representative.

Hoses

Water hoses located on the Marina belong to Marina customers. They are not for general or contractor use. If you require the use of a hose, please bring your own. If in doubt, contact a Dock Master.

Courtesy trolleys

Courtesy trolleys are provided for the convenience of boat owners only. Courtesy trolleys are not to be used by contractors.

Marina operating times

The Marina's operating hours for Registered Contractors are 8.30am to 5.00pm, Monday to Friday. Any work undertaken by contractors outside these times is to be by prior arrangement only.

Power supply

Under no circumstances is a contractor to unplug any other vessel's power supply to operate power tools or accessories. Each individual power outlet is locked and should be locked after each use. Marina staff can unlock outlets when required.

Smoking

Smoking is only permitted in designated areas

Workshop

The Marina workshops are restricted areas and are not for contractors use. It is Marina policy that tools and equipment will not be lent or hired out.

Advertising

Contractors are prohibited from distributing promotion or advertising pamphlets, business cards or samples whilst working at our facility.

Alcohol

Consumption of alcohol by contractors is not permitted.

Contractor activities

Contractors are only to carry out activities they are lawfully able to perform in New South Wales.

Please Note:

Any New South Wales Workplace Health, Safety & Environmental Legislation or other applicable Statutes will take precedence over the above conditions.

EMERGENCY ESCAPE PLAN

Empire Marina Lake Macquarie
1 Nanda Street
MARMONG POINT NSW 2284
PH. 02 4958 3333



EMERGENCY CONTACTS

Marina Office	02 4958 3333
Police	
Fire Brigade	DIAL 000
Ambulance	
NSW Environment Protection Authority (EPA)	1300 361 967
NSW Maritime	131 236
Water Police	1800 658 784
Poisons Information Centre	131 126
Hospital – John Hunter	02 4921 3000
Electricity - Ausgrid	131 388
Hunter Water	1300 657 000
NSW Fisheries	1300 550 474
NSW Rural Fire Service	02 4914 4500
Road Closures	132 701
State Emergency Service	132 500