

REGISTRATION

Westhaven Marina wishes to ensure that all companies working in and around Westhaven understand their legal obligations and responsibilities in regard to OSH and Environmental legislation.

Westhaven Marina requires all Contracting firms to register before being given access to undertake work in and around the Marina.

HOW TO REGISTER

1. Complete this application form.
2. Provide confirmation of insurance cover. Westhaven Marina currently requires a minimum of \$2 million Public Liability and \$2 million Ship Repairers insurance.

In many cases, the contracting firm may choose to hold more insurance cover based upon the value of the vessels they are undertaking work on.

An updated certificate is required each time the Public liability and Ship Repairers insurance policy is renewed. Gate access remains active for up to one month after the insurance expires.

WHAT WORK CAN BE COMPLETED AT WESTHAVEN?

Westhaven publishes Maintenance Guidelines that can be collected at the Marina office or downloaded from our website. The intent of these guidelines is to limit work within the Marina to minor maintenance. We believe that major maintenance works should be completed in a purpose built yard where environmental impacts are minimised. This also limits the potential for maintenance works becoming a nuisance to others within the Marina.

WHAT WE PROVIDE

As a registered contractor we will actively promote your business to all Marina customers. We do this by providing you the opportunity to place your business cards within a Contractor directory at the Marina Office. In addition, we add your company to our registered contractors listing on our website and in a printed list at the Marina Office.

Letter drops are not permitted in Westhaven. You must not place any promotional material on Vessels or Berths in Westhaven.

MARINA PROXIMITY CARDS

Should your application be accepted and approved you will be issued with proximity cards that will provide your staff access to all piers at Westhaven Marina. Each card will cost \$30 (incl GST). Each card will be named to a respective employee as noted by you from time to time.

The proximity cards will be valid for one month longer than your insurance cover and will be updated each year upon receipt of your annual insurance cover.

CAR PARK PASSES

We will provide you with annual car park passes which will be valid until June 30th each year. Up to four passes can be requested. The permits allow use of the yellow Permit Parking areas between A & Y piers at Westhaven Marina anytime you are in the marina for business. If space is limited, then the white marked parking areas including the P180 car parks can be used.

APPLICATION FORM:

Company Name: _____

Trading As: _____

Managers Name: _____

Postal Address: _____

Street Address: _____

Business Phone: _____

Mobile: _____

Email: _____

Website: _____

- I have read the Westhaven Marina Rules and the Westhaven Maintenance Guidelines and agree to abide by their terms and conditions. I agree to pass on all relevant information to my employees whom will work at Westhaven Marina.
- I consent to Westhaven Marina requesting an updated public liability and / ship repairer insurance certificate of currency from my insurer.

Insurance Company: _____

Signature: _____

Name: _____

WEBSITE DETAILS:

In addition to the details you have listed above, the following details will assist people to find your listing on our website:

Primary Trade: _____

Key Words: (e.g. Diesel, Volvo, Engines)

Please list staff names over the page.



NAMES OF EMPLOYEES

NAME	PROX CARD NO (Office Use)

It is agreed that all listed employees above acknowledge that these tags are for use whilst on company business and not for personal use.

For security reasons you must advise the Marina if any employee named above ceases employment with your company or if any of the above proximity cards are misplaced.

I do / I do not (*delete one*) consent to my contact details being supplied to the Independent Marine Trades Group.

FOR YOUR SAFETY PLEASE READ THE FOLLOWING:
Fire Alarm or Other Emergencies

If the Fire Alarm is sounding, please leave the pier and assemble behind the Marina Office. If you wish to leave the site, please confirm this with the Fire Warden.

Health and Safety

All contractors and visitors must follow reasonable instructions whilst on the Marina to ensure that no hazards are created for people or the property.

If you identify a hazard whilst on site, please bring it to our attention. If you have an accident on the site, you must inform us immediately by phoning 0800 Marinas.

Maintenance

Please make yourself familiar with the Westhaven Marina Maintenance Guidelines that can be viewed at the Marina Office. These guidelines will assist you to decide if the works you wish to undertake within the Marina are acceptable.

CONTRACTOR APPLICATION

WESTHAVEN MARINA

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