

Request to conduct hot work

Before you fill in the form

Read the Frances Bay hot work policy before completing this form.

This form is for the purpose of obtaining permission from DLPE to conduct hot work and does not remove the requirement for users to complete their own safe systems of work. Hot work means any construction, demolition, alteration, repair or maintenance work involving burning, cutting, welding, grinding, drilling or any other heat, flame or spark producing operation. If a contractor is undertaking the hot work on the vessel, then the contractor will apply for the hot work permit. A residual current device for portable equipment is mandatory.

Vessel details

Vessel name					
Berth facilities		Date		Time	

Applicant details

Hot work permit holder (person conducting or supervising the hot work)

Name		Contact number	
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Responsible person (master, owner, supervisor or contractor)

Name		Contact number	
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Stand-by person/firewatcher (if required, person providing a continuous presence during the hot work that may present an ignition hazard or for work in hazardous areas such as confined spaces)

Name		Contact number	
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Work activity details

Hot work type (mark X)	Welding		Burning	
	Cutting		Grinding	
	Drilling		Other	

If other, specify	
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Welding equipment to be used	
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Description of hot work			
Required equipment (mark X)	PPE		Fire hydrant
	Barricades (safety)		Fire extinguisher (white)
	Fire extinguisher (red)		Fire extinguisher (blue)
	Welding blanket		Signage (safety)
	First aid		Fire blanket
	Welding apron/screen/glasses		Residual current device for portable equipment
	Extraction fan		Spill equipment
	Other		
If other, specify			
Hazard controls	Yes / No	Checked and completed by who (name)	
Has a JHA or SOP been provided			
Do all duty holders understand their responsibilities			
Has the surrounding area been made safe			
Have weather conditions been taken into account			
Has a gas vapour test been conducted (if required)			
Do you have a permit to work system for hot work that may be carried out in a confined space/enclosed space on the vessel			
Has the fire watch person been appointed and understands their duties (If required)			
Have combustible and flammable material and substances been removed from the hot work area (3 meters)			
Are the mandatory minimum control measures in place as per the Frances Bay hot Work policy (section 8)			

Has the minimum separation distances been observed as per the Frances Bay hot work policy (section 9)		
Notes		
Declaration		
I acknowledge that it is my responsibility to ensure that all persons engaged in this work, whether employed directly or on sub contract are suitably qualified and execute their duties in a safe manner in accordance with the requirements of this Application. I accept the conditions of this Hot Work Permit and will ensure all hazards control are adhered to and all equipment have been identified & in working condition.		
Hot work permit holder signature		
Responsible person signature		
DLPE authorisation - office use only^		
I am satisfied that the applicant/contractor information provided to me is sufficient to show that a safety system is in place to fulfil their legal obligations to conduct works in a safe manner. Hot work is allowed to be conducted from the period of time specified on the application unless notes have stipulated further guidance or instruction.		
Name^		
Signature^		
Permit duration		
Hot works are allowed for 9 hours only (per day). If extension is required, please notify the wharf staff. All hot work must be inspected 30 minutes after completion of the task to ensure no hazards are present. If the scope of work changes, a new application must be completed and the current application becomes void.		
Dates		Time commenced
Hot work permit holder – on completion of the task, I have inspected the work site and confirm that all necessary measures have been taken to ensure the site is clean and no hazards are present.		
Signature		
Permit closed (date)		Time completed

Collection notice

The Northern Territory Government respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the Northern Territory Information Act 2002.

You have been asked to provide personal information necessary for us to meet your application requirements. You do not have to provide your personal information but if you choose not to, this application will be incomplete, and we will be unable to process it.

The information you provide will be accessible to the Department of Lands, Planning and Environment and will only be used to provide a department service or program. We will not disclose your personal information to third parties unless, authorised or required by law to do so you have given us consent to share your personal information for a specific purpose.

You may request access to the personal information we hold about you. If you want more information about the Northern Territory's privacy laws, please refer to the Northern Territory Information Act 2002, or the Office of the Information Commissioner NT.

How to submit

Email your completed form to fbmb.dlpe@nt.gov.au or deliver in person to our administration office at:
28 Frances Bay Drive
Darwin NT 0800
(Adjacent Fisherman's Wharf)