

# Information for Applicants - Certificate of Local Knowledge

Newcastle  
Pilotage Checklists and Forms



## General Information:

Certificates of Local Knowledge are issued under the Marine Safety Act 1998 (section 29). The requirements for the issue of a Certificate of Local Knowledge are detailed in the Marine Safety (General) Regulations 2016 and the NSW Marine Pilotage Code Vol 1 (Schedule 3) issued 1st of February 2011 as revised 23 October 2015.

Certificates of Local Knowledge will only be valid for the type of vessel stated on the Certificate of Competency held by the Master at the time of issue and will cover the port of Newcastle.

Certificates of Local Knowledge are not normally required for masters of vessels of less than 30m LOA and are limited to vessels up to 80m LOA. In some circumstances the Harbour Master may require the Master of a vessel less than 30m LOA to possess a Certificate of Local Knowledge.

## Initial Application for Certificate of Local Knowledge:

The following information and documentation is required to be submitted to the Port Authority NSW at 100 Wharf Road Newcastle, 2300, prior to a Certificate of Local Knowledge being issued.

- Application for Issue / Renewal of Certificate of Local Knowledge
- Valid Certificate of Competency
- A valid Certificate of Medical Fitness as required for the Certificate of Competency held by the Master
- Satisfactory completion of 'Blank Chart' and oral examination
- Payment of application fee (Credit Card or cheque payment only)
- Letter from a company official verifying evidence of 10hrs by day and 10hrs by night operation on the harbour under supervision of a Master with a Certificate of Local Knowledge
- 2 pilotage observations (Ship Assist tug masters only)

## Renewal of a Certificate of Local Knowledge:

To renew an existing Certificate of Local Knowledge a candidate must demonstrate and submit.

- Application for Issue / Renewal of Certificate of Local Knowledge
- Valid Certificate of Competency
- A valid Certificate of Medical Fitness as required for the Certificate of Competency held by the Master
- Operational use of the Certificate within the last 6 months prior to application
- 2 pilotage observations (Ship Assist tug masters only)
- Payment of renewal fee (Credit Card or cheque payment only)

Renewal is only permitted within a period extending up to 6 months after expiration of the Certificate. Otherwise the applicant will require to complete all of the requirements for Initial application.

If the Certificate has not been operationally used as above, the candidate will have to complete 10hrs by day and 10hrs by night as required in the initial application process detailed above.

Owner:	Grade 3 Marine Pilot	Version no:	5	Approval Date:	22.07.2019	Page 1 of 2
Approver:	Harbour Master	Objective Id:	A718501	Review Date:	22.07.2021	

## Examination:

The examination consists of two parts:

### Part A. The completion of a blank chart for Newcastle

The '**Blank Chart**' shows the basic outline of Newcastle Harbour, foreshores and channels boundaries. The chart requires to be completed indicating:

- Names of prominent points and channel names
- Navigation marks including buoys, leading marks, light characteristics
- Depth contours
- Berth numbers and locations
- Speed restrictions and areas of application
- Basic tidal information
- Magnetic variation
- Cable and pipeline areas
- VHF communication channels

**Part B.** An oral examination verifying the candidate's knowledge of the port procedures and applicable regulations. The oral examination will be conducted by a Newcastle 'Check Pilot'.

The '**Oral Examination**' will generally test the candidate's knowledge of the following:

- Standard Marine Communication phrases
- VHF operational channels and procedures with VTIC
- Harbour Masters Directions, Harbour Masters Instructions, Ship Handling Safety Guidelines, Notice to Mariners, Promulgation of Depths and where to find this information to stay up to date as relevant
- Effects of tides
- Operations in the vicinity of commercial shipping
- Navigating in fog- procedures
- Holding areas within the port to allow passing of shipping
- Procedures in the event of damaging any port infrastructure or navigation mark
- Where information on shipping movements can be found
- Relevant legislation applicable to Certificates of Local Knowledge (Marine Safety Act and Regulations, NSW Marine Pilotage Code)
- Any areas requiring clarification after completion of the 'Blank Chart'

**NB: Newcastle Certificates of Local Knowledge have a validity of 2 years.**

Copies of these guidelines and application forms can be downloaded from the Port Authority of NSW web site.

Further information can be obtained by contacting Port Authority of New South Wales:

Phone: (02) 4985 8222

Email: [email@portauthoritynsw.com.au](mailto:email@portauthoritynsw.com.au)

Owner:	Grade 3 Marine Pilot	Version no:	5	Approval Date:	22.07.2019	Page 2 of 2
Approver:	Harbour Master	Objective Id:	A718501	Review Date:	22.07.2021	