



PNG HARBOURS MANAGEMENT SERVICES
(A division of PNG Ports Corporation Limited)

PROJECT DEVELOPMENT APPLICATION FORM

It is mandatory for all applicants to complete every section of this form.

SECTION A - APPLICANT DETAILS

- 1) Organization/Applicant's Name:
Contact Person/Title:
Contact Number:..... Fax:.....
Postal Address:.....
.....
Email Address:.....

Applicant's legal interest in property (be specific):
.....
(owner, leaseholder, etc including document number)

- 2) Authorized Agent's Name.....
Address/Phone No:.....
.....

- 3) Property Owner's Name:.....
Address: _____
Contact Person/Title _____ Tel. No: _____

- 4) Has any previous application been made to PNGHMS relating to the same site? Yes
_____ No _____. If yes, give the previous application
number(s). _____

SECTION B – DESCRIPTION OF LAND (attach extra sheets if necessary)

1. Street name and address (Not your postal address)

2. Water body/watercourse, within which the development is proposed (if applicable)

3. Section / Lot on Plan Description / GPS Coordinates

4. Lease Description

5. Total Area of the Land (m2 or ha)

6. Type of Project Development

6. Type 1	7. Type 2	8. Type 3	9. Type 4
Any form of developments or activities that are not listed in the port development assessment schedules <input type="checkbox"/> NO <input type="checkbox"/> YES	Incomplete minor developments that do not have Environmentally relevant Activity(ERA), such do not require referral agencies <input type="checkbox"/> NO <input type="checkbox"/> YES	Moderate complex development that require one or more ERAs and require detailed planning and environment assessments <input type="checkbox"/> NO <input type="checkbox"/> YES	Complex applications that require detailed ERAs and involves other referral agencies such, Lands Departments, Environment & Conservation, Provincial Governments, Customary Landowners, transport dept, Health & Safety, Fire and Emergency Services. It involves a detailed analysis of environmental impact studies and Risk Assessments. <input type="checkbox"/> NO <input type="checkbox"/> YES

7. Is this project an initial phase of a larger planned development that will occur within the next ten (10) years? Yes _____ No _____.

7.1 If No, attach the following where appropriate:

- a) Detailed site plan of all proposed work, including structures to be removed or demolished (2 copies)
- b) Floor plans (2 copies) for all proposed buildings and elevations of all proposed structures, parking plan if applicable.
- c) Grading and drainage plans (2copies)
- d) Plans (2 copies) for all utility line extensions
- e) A comprehensive site specific geology and soils report
- f) Detailed drawings showing the exact location of underground structures, pipelines, and utilities.

7.2 If **YES**, attach complete project description and plans for the entire project

8. Estimated cost of the project (materials & labour) K _____

9. Does the project involve public funds? Yes _____ No _____

10. Proposal Details

a) Existing Use of Land (vacant, Shed, Tank, etc)

b) Proposed Use of land

11. Describe current location of service lines for necessary utility connections and proposed extensions or relocations of service lines

12. Other Necessary Documents

a) Other referral / concurrent agencies' completed forms

13. Application fee of K _____



OFFICE USE ONLY

Fee: K _____

DATE RECIEVED: _____

REFERENCE NUMBER: _____ OFFICER RECIEVED: _____

■ PROJECT DEVELOPMENT APPLICATIONS

- a) A project developer must first notify PNGHMS by way of a written letter, email or telephone of their intention to put up the project development within the declared ports areas.
- b) PNGHMS will conduct meetings with the project proponent to advise them of its requirements and the processes therein.
- c) PNGHMS will advise the project proponent of its requirements consistent with the items classified under **clause 10**.
- d) The applicant is required to fill out the mandatory application form prescribed in **Schedule 1**. The completed application form together with other necessary requirements stated in **clause 6** be submitted to:

The Chief Executive Officer
 PNG Ports Corporation Limited
 P O Box 671
PORT MORESBY
 National Capital District

■ OTHER APPROVALS

The project proponent is required to first get approvals from other state agencies like Department of Environment and Conservation (DEC), NMSA, Lands and Building Board depending on the location and the type of project proposed. The project proponent is required to submit to PNGHMS together with PNGHMS' mandatory application form prescribed in *schedule 1*.

■ WHAT TO SUBMIT FOR EACH CATEGORY OF DEVELOPMENT

- a) The table below shows the documentation or information that is required to be submitted for each project type. An applicant is required to submit the documentation or information that is suitable to his project type.

Project Type	What To Submit
Type One – Minor Developments	<ol style="list-style-type: none"> 1) Written Application 2) Covering letter explaining the details of the application 3) Show plans of the proposed development
Type Two – Uncomplicated minor developments	<ol style="list-style-type: none"> 1) Completed application forms & Assessment Checklist 2) Covering letter explaining details of the proposal 3) Impacts on the existing land use, services and infrastructure 4) Professionally drawn plans showing details of the proposed development 5) Brief EIS & EMP for the Construction & Operational phase of the project
Type Three – Moderate Complex developments	<ol style="list-style-type: none"> 1) Completed application forms & Assessment Checklist 2) Short report explaining the details of the proposal which addresses the development requirements 3) All issues will be reviewed & addressed where relevant 4) Professionally drawn plans showing details of the proposed development 5) EMP for the Construction & Operation phase of the development

	6) Detailed EIS & controlled measures
Type Four – More Complex Developments	1) Completed application forms & Assessment Checklist 2) Detailed reports explaining the details of the proposal which addresses the development requirements 3) All issues will be reviewed and addressed where required 4) Professionally drawn plans showing details of the proposed development 5) EMP for the Construction & Operation phase of the development 6) Detailed EIS & controlled measures

b) The table below shows the additional information required for the construction of developments such as wharves, jetties, laying of pipes and ramps.

Item	Description of Items	Item	Description of Items
1.	Geotechnical Report	4	Land
	a. Map of Borehole location		a. Port/Project Cadastral Survey
2	Engineering Design & Drawing		b. Underwater Lease
	a. Design Calculations		c. Land Title
	b. Design Drawings		
	c. Scope of Works		
3	Environmental Studies & Approval (Copies Only)	5	Sea
	a. EMP		a. Hydrographical Survey
	b. Environmental Submission for Permit	6	Shipping Simulation
	c. Final Marine Ecology Report		a. Millipede JPEG
	d. Snake-Cantoria Anulata Report		b. Model Pieces
	e. Terrestrial Ecology Report		c. Wharf Vehicle Turning Templates
	f. GAP Analysis	7	Vessel Traffic Management Plan during Construction
	g. Environmental Report	8	Others
	h. EIS Final Report		
	i. DEC Permit		
	j. Department of Environment and Conservation Waste Management Plan Approval		
	k. PNG Ports EIS Approval		

c) Mooring Buoy Design Documentation:

The following design documents (plans and particulars) shall be submitted for approval, as applicable;

- a) Buoy structure including fairleads/anchor line stoppers
- b) Turnable and bearings
- c) Universal joints
- d) Loading boom/yoke
- e) Helideck
- f) Superstructure
- g) Anchoring arrangement
- h) Mooring arrangement
- i) Arrangement of fluid transfer systems with the following information to be included,
 - Materials to be applied for pipes, hoses, fittings, branches, unions, plugs, flanges, bolts, nuts, gaskets, etc
 - Materials to be applied for valve bodies, bonnets, stems, seat seals, springs, actuators, etc
 - Corrosions allowances
 - Wall thickness listed for each applicable line size
 - Rating and type of flanges, valves, fittings, branches, unions, and type of caskets etc
 - Drawings or certified proof test reports for non-standard piping components
 - Pressure test plan
- j) Complete specification of fire extinguishers
- k) Drawings showing details such as the means of access to different enclosed areas.

The following plans, descriptions and calculations shall be submitted for information, as applicable;

- a) General arrangement showing extend of hazardous areas/main layout drawings
- b) Structural analysis
- c) Stability analysis
- d) Anchoring analysis
- e) Mooring analysis
- f) Main particulars for the fluid transfer system such as;
 - Applicable code and standards
 - Design temperature (min & max)
 - Design pressure rating
 - Fabrication specifications including pipe bending, welding,, heat treatment, type and extend of NDE, testing etc
 - Flow sheets of piping and instrumentation diagram (P & ID) with reference to appropriate designation
 - Strength calculations

d) Other information are required to be submitted such as:

- (i) Accurate description of the land, which is the subject of the application
- (ii) A covering letter or report describing the proposed development in as much detail as possible
- (iii) A site plan showing the following:
 - Contours of the site
 - Building or structure location (existing and proposed)
 - Pedestrian and service entrances
 - Proposed location of service connection point (water & sewer) and gross pollutant traps

 - Access, parking and manoeuvring areas,
 - Setback and landscaping areas,
 - Refuse storage areas
 - Location, height and material of any proposed fencing, and
 - Height, gross floor area and site coverage of the proposed buildings,
- (iv) Site based stormwater management plan
- (v) Additional reports, assessments, studies and plans as and when required by PNGHMS.