

CONTRACTORS APPLICATION GUIDELINE FOR AN ELECTRICAL CABLING PERMIT

SCOPE

Melbourne Airport has developed standards and procedures for electrical installation work at Melbourne Airport, including facilities leased to others and within the boundaries of Melbourne Airport.

All works; and workers, need to maintain standards and safe working requirements when working on; or in the vicinity (No Live Works) of, equipment controlled by Melbourne Airport. Strict adherence to these procedures is necessary for the safety of Melbourne Airport employees, patrons and Contractors, and for the security and reliability of the Melbourne Airport electrical systems.

DO I NEED TO APPLY...

Any work carried out on Extra-Low, Low and High Voltage, Melbourne Airport equipment and networks, requires an Electrical Cabling Permit. Melbourne Airport requires all works to be carried out by suitably trained and qualified personnel and that works meet its standards and AS3000, to ensure all works are safe, compliant, and are fit for purpose.

ADDITIONAL PERMITS, CONDITIONS AND APPROVALS

Additional permits, conditions and approvals related to an Electrical Cabling Permit Request are:

- Lease Agreement
- Connection Agreement
- Melbourne Airport Permit to Commence Work
- Low Voltage Isolation Permit
- High Voltage Isolation or Impairment Permit
- Excavation Permit

All works carried out under an Electrical Cabling Permit, must be carried out by an individual which:

- Is an; or is part of, a currently [Registered Electrical Contractor](#); and
- Holds a current and electricians 'A Grade' License

All works carried out at Melbourne Airport, including facilities leased to others and within the boundary of Melbourne Airport must prior to energisation:

- Be in accordance with Melbourne Airport's Electrical Standards
- Supply a copy of the following to Melbourne Airport's Electrical Supply Team:
 - a [Certificate of Electrical Safety](#)
 - a statement of electrical compliance for all fittings and fixtures
 - Achieved Building Activity Completion Signoff

PREPARING FOR YOUR SUBMISSION

Prior to submitting your application for an Electrical Cabling Permit, please ensure that you have:

- an agreement in place to occupy the site, and
- a PERCOW authorising the works.

Please talk with your Melbourne Airport Business Partner about these requirements to prepare for your application.

WHAT TO INCLUDE IN YOUR SUBMISSION

Please include in your submission the following:

- A copy of the relevant PERCOW
- A program and description of works
- Works Drawings
- JSA/SWMS
- Electricians 'A Grade' License
- Evidence of:
 - [Registered Electrical Contractor](#)
 - Public Liability Insurance
 - Certificate of Currency

DECISION ON THE SUBMISSION

Melbourne Airport will; upon receiving your application, make a decision on the application based on the impact to the safety of the airport's staff and patrons, and to the continuation of airport operations.

CONTACT US

For any queries please call the Electrical Supply Team on +61 3 9297 1828 or; quoting your Application Reference Number, email CablingPermit@melair.com.au.