

Port Security Form



Guarding Request Form

SEC FM 017

Any operations required by tenants or licensees, to be undertaken outside the normal operating hours/conditions of each berth, will require additional security guards to be implemented.

Additional guarding costs will be charged back to the company making the request. Rates will be provided on request and are subject to change. All guarding requests must be on the below form and sent to Port of Newcastle **48 hours** prior to required commencement time at berthoperations@portofnewcastle.com.au.

Name:		
Company:		
Contact number:		
Berth Location:		
Proposed activity description (e.g. moving cargo out back gate, weekend maintenance on infrastructure, monitor cargo etc.)		
Guarding Dates and Times Required		
Date:	Start time:	End Time:
Any specific duties requested of the guard?		
If this activity is associated with a particular ship, please provide name of the ship?		
Other Comments:		

Berth Operations Team to forward this form to:

- Security Contractor to arrange guarding
- Company making request
- Wharf Officers
- Carrington Gatehouse and any other relevant Gatehouse
- Berth Operations Team