

Appendix D Seaplane Base Request Form

Requestor Information

Company Name:

Contact Name:

Contact Phone #:

Contact Email:

Date of Work:

Seaplane Base Access Time:

**I acknowledge the responsibilities detailed in the
Pat Bay Seaplane Base Request Checklist:**

Signature: _____

Site Supervisor Information

Name:

Phone #:

Contact Email:

Barge Information

Barge Name:

Barge Dimensions:

Barge Owner:

Tug Information

List **all** vessels that will be on-site

1. Name:
Dimensions:
Call Number:
2. Name:
Dimensions:
Call Number:
3. Name:
Dimensions:
Call Number:

Date Request Submitted:

Description of Work:

Crane Information:

Is a crane required for ramps or loading?

Yes No

If yes- Max height of crane is

Timing and Conditions

Forecast High Tide Depth:

Forecast High Tide Time:

Barge Arrival Time:

Barge Departure Time:

Contingency Time:

Skipper Name:

Skipper Cell #:

Victoria Airport Authority - Approval

Name:

Signature: _____

Date:

NOTE: You are **NOT** authorized to use the seaplane base until you receive approval.

Please submit completed form and supporting documents to:
seaplanebase@victoriaairport.com

Please note: Approval will not be considered until all supporting documentation has been submitted.

BARGING PROCEDURES FOR SEA PLANE BASE OPERATIONS

Please provide a detailed description of the barge plan, including but not limited to the time you will require access to the Seaplane Base from start to finish, estimated arrival time of barge, wind check 12 hrs prior to barge operation, tidal checks, time and duration for mooring, loading and contingency time, crane use plan, route plan including road closures or traffic control, communications, anchor/tie-offs and general safety rules and responsibilities.

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Appendix D Seaplane Base Request

CHECKLIST

Request Process:

- Submit PBSB Request Form to VAA at seaplanebase@victoriaairport.com:
(minimum 5 business days notice)

Request Form must include the following supporting documents:

- Barging Procedures Plan using the template provided
- Proof of insurance
- Site Specific Safety Plan
- Environmental Protection Plan (if applicable)

It is your responsibility to:

12-24 hours prior to any barge operation, confirm:

- Tides will be adequate for the proposed operation
- Weather forecast allows for safe operations with winds not in excess of 25kn (46 km/h)
- Changes in barge or captain information (if applicable)
- Changes to the site supervisor (if applicable)
- Update expected barge arrivals
- Monitor for changing conditions that may affect the operation
- Ensure all on-site employees and contractors, including tugboat operators have reviewed the following:
 1. Barging Procedures Plan
 2. No Go Blue Zone map
 3. No Vessel/No Thrust Zone Map for the specific barge/tug identified in the plan

PLEASE NOTE: If request to use the Seaplane Base is approved, a VAA representative will reach out to arrange a briefing with the site supervisor and/or management representative from the requesting company.

Day of Operations:

- Barging Procedures Plan has been reviewed by all employees on site
- Barge tie-downs in place - anchors and tie-downs will **MUST** be provided by requestor
- Applicable No Vessel/No Thrust Zones reviewed by all employees and contractors on site
- No-Go Blue Zones have been reviewed by all employees and contractors on site
- Designated Spotter w/air horn
- Emergency Spill Kit on site
- First Aid on site
- Lighting in place on site
- Navigational Lighting
- Establish Radio or Cell Phone Communications
- Site/Route Clean-up Plan

PLEASE NOTE: On the day of the barge, no work shall commence until VAA representative is on site.



Barging Operations Tugboat Arrangements (common size)

Barge: 50' wide x 240' long

Tugboat: 43 wide X 20 length X 1



Barging Operations Tugboat Arrangements (largest size)

Barge: 80' wide x 400' long

Tugboat: 50 wide X 24 length X 12



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No Go 'Blue Zone'

Vehicles are not permitted with 1 meter of the blue line in front of Float Planes