



## Authorised use

You must display your Rottnest authorised user permit sticker before you can start using a mooring. The sticker must be clearly visible on the port side of your vessel at all times. You will also receive a mooring summary of your authorised sites and the contact details for each licensee. Please ensure you keep these details on board your vessel for reference.

[An interactive map showing the mooring locations](#) in each bay is available from our website at [ria.wa.gov.au](http://ria.wa.gov.au).

You must contact the licensee of each mooring prior to use. Do not assume availability, especially during peak periods just because there is no vessel on the mooring. RIA cannot provide any guarantee of availability, and if access to an authorised site is not available you will need to make use of the Shared mooring system (SMS) colour coded casual use, leaving a competent operator on board at all times.

The priority of mooring access is summarised on the colour coded information card issued with your sticker. Mooring site licensees have priority use of their own mooring site at all times. Licensee vessels display a red sticker showing their mooring site number. You must respect their right to priority access and vacate their mooring immediately upon request. Authorised users of a mooring have priority over other vessels accessing a mooring under SMS colour coded casual access.

Colour coded casual access within the SMS is only available to licensee and authorised user vessels displaying their current colour coded vessel sticker. Please follow the authorised use and casual access guidelines, otherwise infringements will apply and your application may be cancelled.

Please note that a vessel cannot remain secured to any mooring or at anchor overnight unless a competent operator is within the limits of the reserve. The competent operator must reside either on the vessel or in residence on the Island and vessels must be checked at least every 24 hours to ensure safety to other vessels.

All mooring sites have a maximum 40 knots wind limit and must be used in a responsible and safe manner at all times. Mooring use is at your own risk. Ensure you protect all mooring apparatus and report any damage to the licensee or Rangers.

## Colour coded casual access

The SMS is made up of licensees and authorised users and colour coded access is only available for their use. It is designed to enhance access to Rottnest Island reserve and give greater flexibility to participants of the system by allowing access to other licensed moorings on a casual basis in addition to their nominated moorings.

All vessels must display a current licensee or authorised user colour coded sticker.

A vessel's length determines the appropriate colour code which is indicated on the mooring site licence or authorised user permit sticker.

Coloured discs are attached to the mooring buoys indicating the appropriate size of each site. Mooring sizes are based on the certified length of a site. Colour coding applies for casual use only.

**Priority of mooring access** – Licensees have priority use of their own site at all times over all other vessels. Authorised users of a site have priority over any other SMS vessel using a site under the casual colour coded access.

**SMS vessels can access any vacant licensed mooring with the correct coloured disc under casual use**, however they must ensure a competent operator remains on board the vessel and is able to move the vessel should the licensee or any approved authorised user arrives to use the site.

**The competent operator may only leave the vessel for a maximum period of 20 minutes during which time they must leave their mobile phone number clearly displayed on the vessel and remain contactable.** If mobile phone access or signal cover is not available, the competent operator must stay on the vessel at all times. Vessels using a site under casual access overnight must have a competent operator reside on board.

**During SMS casual use a vessel must move off the mooring immediately** when the mooring site licensee or an approved authorised user of the site arrives to access the mooring. If the competent operator is not on board, then the licensee or authorised user should contact the competent operator by the phone number displayed and request they move their vessel.

**The licensee or authorised user can wait on a nearby suitably colour coded mooring while the casual use vessel operator returns to their vessel.** If the casual user fails to return and move their vessel immediately, the licensee or authorised user can then call RIA Rangers on 9372 9788 for assistance. Persons engaged in casual access that fail to respond in a reasonable manner and do not return to their vessel upon request will be issued an infringement by RIA Rangers.

All mooring site licensees have been advised to attach their tender to their mooring in a way that does not impede access to the site by other vessels. Under SMS casual use, vessel operators can use a mooring site providing that they do not release or damage a licensee's unattended tender from a mooring site when they tie up to it.

## Temporary use of RIA hire moorings

RIA rental swing moorings (green floats) have all been fitted with coloured coded discs to incorporate them into the SMS. This allows licensees and authorised users to access appropriately sized rental moorings if required whilst waiting for their authorised mooring to become available.

### Conditions for use are:

**The licensee or authorised user using the rental mooring must first phone the Rottnest Visitor Centre on 9372 9730 to ensure the rental mooring is not booked.**

**A competent operator must remain on the vessel at all times.** The 20 minute time frame for leaving your vessel does not apply on rental moorings.

**If a hire mooring is occupied when the hire mooring lessee arrives to access their rental mooring site, the licensee or authorised user vessel must move off immediately.**

**Penalties apply for unauthorised mooring use in the Rottnest Island reserve.**



# HOW TO APPLY

## Eligibility

To be eligible to apply for an authorised user permit:

### You –

- must be an individual applying for your own personal use
- must be named on the Boat registration certificate issued by Department of Transport (DoT) as the owner of the vessel, or otherwise able to provide legal evidence you are the owner of the vessel, if required.

### Your nominated vessel –

- must have adequate insurance cover where:
  - **for vessels 6.4m or longer** – third party legal liability insurance providing indemnity of not less than \$10 million and salvage insurance providing indemnity of not less than \$10 million, or
  - **for vessels 6.4m or less** – third party legal liability insurance providing indemnity of not less than \$5 million.

If you have met all the above criteria, you may proceed to completing your application. Information and instructions are provided below to assist you with the application process.

## How to complete this form

**This is an interactive PDF fillable form** and can be completed online using suitable PDF reader software.

Acrobat Reader is software for your Windows, Mac OS and Android devices which can be downloaded for free from Adobe.

All fields in the application form are required to be completed, unless otherwise indicated 'if applicable'.

[Get Adobe Acrobat Reader \(download and installation\).](#)

[Get Adobe Fill & Sign mobile app \(download and installation\).](#)

Rottnest Island Authority (RIA) are not responsible for external links and are unable to offer software or computer support.

## Signing your application

### Electronically

Using the Acrobat Reader Fill & Sign tool you can sign your application with a scan or photograph of your hand-written signature. For more information refer to [Adobe's instructions on how to sign your form](#).

If you are applying with a licensee's authorisation, both you and the licensee need to sign the agreement on the *Licensee mooring site authorisation form*.

**To obtain the licensee's signed authorisation electronically**, complete the authorisation form using Adobe Acrobat. Once you have signed the agreement, in the Fill and Sign toolbar click Request E-signature. You can then choose to send a link to the document, or a copy of the document in a personalised email. For more information refer to [Adobe's instructions on how to send your form to others](#).

### By hand

To sign your application by hand you will need access to a printer and scanner. Once you have printed, completed, and signed your application form it will need to be scanned back into an electronic document so that it can be submitted by email.

### Signatures that are not accepted –

- electronic signatures that are typed
- digital IDs and certificate-based digital signatures
- proxy signatures.

## Mooring site authorisation

There are two ways to be authorised use of a licensed mooring:

- by the mooring site licensee, or
- by RIA.

**You must note that authorisation does not guarantee a mooring will be available for you to use.** Please read carefully the [Shared mooring system information and guidelines](#) before making your application.

### Authorisation by a mooring site licensee

To obtain a licensee's authorisation, both parties need to complete and sign the *Licensee mooring site authorisation form* which is to be provided with your completed permit application.

If you have more than one licensee's authorisation you must ensure that all completed and signed authorisation forms are included with your permit application.

### Authorisation by Rottnest Island Authority

To apply to be authorised use of a licensed mooring site by RIA complete your order of bay preferences on the first page of your permit application form.

RIA will assess your application and if available, authorise you use of a mooring site that is most closely suited to your vessel specifications (length and draft) and as close as possible to your order of bay preference.

However, authorisation will depend on what sites are available for RIA authorisation that are suitable for your vessel at the time of your application.

As availability is very limited, it is recommended to only exclude bays from your preferences if you would like for your application to not proceed if there is no availability in your preferred locations.



## Supporting documents

**You must provide with your application a current copy of the Boat registration certificate** issued by Department of Transport (DoT). The certificate needs to show the full particulars of the vessel, including the registered length and registration expiry date.

You can download a copy of your *Boat registration certificate* by logging in to your [DoT Direct online account](#). If you need assistance obtaining your certificate you must contact DoT directly.

**If you are not named on the Boat registration certificate as an owner of the vessel** you will also need to include other evidence of your ownership. The evidence must be a legal document that proves you, as an individual, own the vessel.

**You can provide –**

- a [Statutory declaration of vessel ownership](#) that has been signed in the presence of a witness, or
- you may provide any other form of legal evidence, for example a bill of sale.

Any supporting evidence of your vessel ownership that you provide with your application is subject to assessment by Rottnest Island Authority (RIA) and approval of your application is not guaranteed.

You can download a [Statutory declaration of vessel ownership](#) from our website at [ria.wa.gov.au](http://ria.wa.gov.au).

## Submitting your application

**Your application is required to be submitted electronically** to Marine Administration at [moorings@rotnnestisland.com](mailto:moorings@rotnnestisland.com) from the address you have nominated as your account ID.

Please ensure that all required documents are included in the one email.

## Outcome of your application

Once your application has been received by Marine Administration at the above email address it will be placed in the queue for assessment and processing.

Whilst we endeavour to attend to your application as soon as possible, please allow up to 10 business days for your application to be assessed and note that delays can be expected during periods of high demand.

Once assessed you will be notified via email whether your application has been –

**Approved** – your application was successful and payment is now due.

**Unsuccessful** – your application for RIA authorised use was unsuccessful as there was no availability of mooring sites suitable for your vessel able to be authorised use of by RIA.

**Returned** – your application could not be processed due to being incomplete.

**Rejected** – your application could not be processed as you have not met the eligibility criteria.

If your application has been returned due to being incomplete, you re-apply at any time by submitting a new application that has been completed correctly and includes the required vessel paperwork.

**Applications that cannot be processed are discarded and not retained on file.**

## Payment

Payment for your authorised user permit is for the 2023-2024 season which commences on 1 September 2023 and ends on 31 August 2024. Your permit includes [annual admission](#) and access to the shared mooring system as an [authorised user](#).

The current season's [authorised user permit fees](#) can be found on our website at [ria.wa.gov.au](http://ria.wa.gov.au).

Once your application has been approved you will be notified via email and a secure BPoint payment link will be sent to your email account ID for payment of your authorised user permit invoice.

**Payment must be made within 14 days** of notice otherwise your application will be discarded.

**Apply for a refund of admission fees paid**

If you have paid admission fees for a journey to the island on your authorised vessel you may apply for a refund once payment for your authorised user permit has been made.

Further information on how to apply for a refund of admission fees will be provided with your payment notice.

## Approval

**Final approval is not granted by RIA until the authorised user permit sticker is displayed on your vessel so that it is clearly visible from the exterior.**

Once payment for your authorised user permit has been received an authorised user permit sticker will be dispatched to the postal address provided in your application. Please allow up to 14 days from the time of payment for your sticker to be received.

Once you receive your authorised user permit sticker you must display this on your vessel at all times whilst within the Rottnest Island reserve. Penalties apply for entry to the reserve and use of the licensed moorings without the appropriate sticker issued in respect of that vessel and vessel owner being displayed.

You will also receive via email a copy of the contact details for the licensee(s) of the mooring site(s) you are authorised to use as you must contact them prior to use. Refer to the [Shared mooring system information and guidelines](#) for further information.



- **Before completing this application** ensure you have read the accompanying information on how to apply.
- **Do not complete this application** if mooring licence or authorised user fees for the current season have already been paid for the nominated vessel. If you are an existing licensee or authorised user and wish to be authorised use of a further mooring site by a licensee you can complete a [Licensee mooring site authorisation](#) form available for download from our website at [ria.wa.gov.au](#).
- **Incomplete applications cannot be processed** and will be discarded.

**Authorised user’s details**

The authorised user must be an individual who is the owner of the vessel nominated in this application. An individual cannot apply on behalf of any other person, or on behalf of a corporation, trust, partnership, or other entity.

Surname		Other names (in full)			
Date of birth	day	month	year	Mobile	
Residential address		Suburb	State	Postcode	
Postal address (if applicable)		Suburb	State	Postcode	

Your mobile phone number and email address will be provided to the licensees of the mooring sites you are authorised to use in accordance with the [Terms and conditions of vessel entry to the Rottnest Island Reserve](#).

**Email account ID**

Nominate an email address as your unique account ID which will be used to protect your personal information and verify your identity as the authorised user and account administrator. No other individual is permitted to act on your behalf. In the interests of protecting confidential information group email accounts are not suitable.

**Nominate an email account ID for which:**

- The email address is unique to you.
- You are the owner of the email account and have unrestricted access.
- You are the author and recipient of correspondence sent and received from that address.

Email account ID
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**Emergency contact details**

Full name	Relationship	Contact number
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**Authorised vessel details**

**Nominate your authorised vessel for which:**

- You are named on the *Boat Registration Certificate* issued by Department of Transport (DoT) as an owner of the vessel, or you have provided with your application legal evidence of your ownership.
- Has not already been nominated by a joint owner as their licensed, authorised, or waitlist vessel with Rottnest Island Authority (RIA).
- Has adequate insurance cover with the required level of third party legal liability indemnity, as defined under the [Terms and conditions of vessel entry to the Rottnest Island Reserve](#).

Vessel registration	Vessel name	Vessel length (m)	Vessel draft (m)
Names of all vessel owners		Insurance public liability cover	\$5 million \$10 million or above

**Mooring site authorisation**

**Authorisation by a mooring site license (overleaf)**

To be authorised use of a suitable mooring site by the licensee, attach the [Licensee mooring site authorisation](#) form on the next page which has been signed by both parties. You can attach multiple licensee authorisations with your permit application.

**Authorisation by Rottnest Island Authority (below)**

If you do not know a licensee of a mooring site suitable for your vessel you may apply to be authorised use of a licensed mooring site by RIA by providing your order of bay preferences below. Your application will be returned if there is no availability in the bays you have indicated.

<input type="checkbox"/> Catherine Bay	<input type="checkbox"/> Longreach Bay	<input type="checkbox"/> Narrow Neck	<input type="checkbox"/> Stark Bay
<input type="checkbox"/> Geordie Bay	<input type="checkbox"/> Marjorie Bay	<input type="checkbox"/> Porpoise Bay	<input type="checkbox"/> Thomson Bay

Locations of mooring sites can be found via the [Wadjemup / Rottnest Island Interactive Map](#) at [ria.wa.gov.au](#).



**Has the authorised user paid mooring licence or authorised user fees for the current season for the nominated vessel?**

- No** – This authorisation form must be accompanied by an [Application for authorised user permit](#) which has been completed and signed by the authorised user.
- Yes** – This authorisation form must be completed by the individual who currently has the vessel nominated with Rottnest Island Authority (RIA) and cannot be completed by a joint owner of the vessel.  
Any authorised user permit stickers previously issued for the vessel for the current season must be returned to:  
Marine Administration, Rottnest Island Authority, PO Box 693, Fremantle WA 6959.

**Authorised user and nominated vessel details**

Full name		Email account ID	
Vessel registration	Vessel name	Length (m)	Draft (m)
Full name(s) of registered owner(s)			

**Mooring licensee and mooring site details**

Full name		Email account ID	
Mooring site	Maximum vessel length (m)	Date of last inspection	/ /

**Authorisation agreement and declaration**

**Both parties hereby agree** in accordance with the [Rottnest Island Authority Act 1987](#), the [Rottnest Island Regulations 1988](#), the [Terms and conditions of vessel entry to the Rottnest Island Reserve](#), the [Shared mooring system information and guidelines](#), and their mooring licence and authorised user permit agreements, that:

1. Permissions for use of the licensee’s mooring given by the licensee will not be recognised unless this authorisation form has been submitted to and approved by Rottnest Island Authority (RIA), and that the relevant authorised user permit sticker is displayed on the authorised vessel.
2. Upon approval by RIA this authorisation is valid until the mooring licence ceases to have effect, the authorisation is revoked by the licensee, the authorised user permit is cancelled, or the permit is not renewed by the authorised user prior to 31 August 2024.
3. The licensee is responsible for providing permission to the authorised user to occupy their mooring site at a particular time, and any conflicts between licensees and their authorised users is a matter dealt with by the licensee and not RIA.
4. For the purposes of this authorisation only, RIA will provide the mobile phone number and email address for each party to the other via means of the email account ID nominated by each party, to allow the approved authorised user to contact the licensee to obtain their consent to occupy their mooring site. Both parties agree to not provide, or allow to be provided, the personal contact information given to them by RIA to any other individual or third party and to take all reasonable precautions necessary to ensure the security of that confidential information.
5. Both parties agree to ensure that their personal contact information is kept current with RIA at all times and to advise RIA and the respective parties when their contact information has changed.
6. The licensee is responsible for maintaining the mooring apparatus as safe to use, is under current inspection at all times, and for providing RIA with a copy of the mooring inspection report within 7 days of inspection. Should RIA not hold a current inspection report for the mooring the licensee must not permit use of the mooring.
7. The licensee confirms that the mooring apparatus has been certified and that a current inspection report has been provided to and approved by RIA showing that the site is certified for a maximum vessel length equal to or greater than the authorised vessel’s registered length, and the authorised vessel’s draft does not exceed the minimum mooring depth. RIA will not approve the authorisation if the authorised vessel has a registered length that exceeds the maximum vessel length the mooring is certified to be suitable for at time of application.
8. The authorised user has no ownership rights in relation to the mooring apparatus, nor priority in relation to reallocation of the licence if relinquished.
9. The licensee may not lease, sub-let or profit from the use of the mooring site, or refuse or inhibit its use by an approved person unless the mooring is being occupied at that time by the licensee with a vessel registered on their mooring licence, or by another authorised user of the site with their authorised vessel who has obtained the licensee’s permission to occupy it at that time.
10. Nothing in this authorisation is to be considered or construed as assignment or transfer of the licensee’s benefits, liabilities, rights, or obligations under their mooring site licence agreement to the authorised user. Neither party has the authority to assume or create any obligation whatsoever, expressed or implied, on behalf of or in the name of the other party, nor to bind the other party in any manner whatsoever.

**By signing this authorisation form both parties are declaring** their identity as the individuals named and that the information provided is true and correct to the best of their knowledge. Both parties understand it is an offence under the Regulations to provide, or to authorise or permit to be provided, information to RIA that is known to be false or misleading in a material manner, or to omit information whereby the omission renders the information provided as misleading, and that it is an offence to alter information on an authorisation document issued by a mooring site licensee.

Signature of mooring site licensee	_____	Date	____ / ____ / ____
Signature of authorised user	_____	Date	____ / ____ / ____

If signing electronically, your e-signature must be a digitised image of your handwritten signature.

**The signed authorisation form must be submitted by the authorised user from their email account ID to:** moorings@rotnnestisland.com.



### Authorised user agreement

- You must be named on the certificate of registration as an owner of the vessel nominated as your authorised vessel, or be able to produce other evidence of ownership satisfactory to Rottnest Island Authority (RIA).
- Your authorised vessel must at all times have adequate insurance cover in accordance with the required level of third party legal liability indemnity defined by the vessel's registered length.
- You, or a person otherwise responsible for your vessel, may not bring the vessel within the limits of the Island, or allow the vessel to remain within the limits of the Island, unless your vessel has [adequate insurance cover](#).
- Your authorised vessel must clearly display at all times whilst within the limits of the reserve the valid and current sticker issued by RIA identifying it as an authorised vessel of that mooring site.
- You must return or surrender a sticker to RIA prior to the sale or disposal of your authorised vessel, or upon request.
- You are not permitted to destroy or discard a current season's vessel sticker issued by RIA.
- It is an offence to alter a sticker issued by RIA.
- Your email address is your account ID and is how you will identify yourself as the end user and person responsible for the authorised user permit held in your name.
- The email address you register must be unique to you.
- You must have unrestricted access to the email address you register for your account ID.
- You must be the end user of that email address when making changes or enquiries pertaining to the personal and vessel information held on file for the authorised user permit in your name; no other party may act on your behalf.
- You must notify RIA if the details provided in this application change, as soon as is practicable, via email from your the email address nominated by you as your account ID to Marine Administration at [moorings@rotnnestisland.com](mailto:moorings@rotnnestisland.com).
- Your mobile phone number and email address will be provided by RIA to the mooring site licensee(s) of mooring site(s) you are authorised to use. By agreeing to these conditions, you consent to these details being provided in these circumstances and for these purposes only.
- Likewise, you will be provided the mobile phone number and email address of mooring site licensee(s) of the mooring site(s) you are authorised to for the purposes of determining availability for use. You are not permitted to provide these details to a third party.
- You, or any person responsible for your authorised vessel, must abide by the Shared mooring system information and guidelines and the Terms and conditions of vessel entry to the Rottnest Island reserve.
- Mooring site authorisations granted to you in your name are not transferable to any other party or joint vessel owner.
- Authorised use of a mooring site will be revoked if the mooring site licence is relinquished or cancelled.
- Authorised use of a mooring site may be revoked if the mooring site licence is exchanged, as permitted under the Regulations.
- Authorised use of a mooring site granted by a mooring site licensee can be revoked by the mooring site licensee at any time.
- Authorised use of a mooring site granted by RIA will be revoked for failure to comply with the conditions of the authorised user permit, or failure to make payment for renewal prior to the commencement of that season.
- Your authorised user permit and all mooring site authorisations will expire at the end of that season on 31 August, unless renewed prior.
- An application to renew your authorised user permit and mooring site authorisations is required in the approved form, with payment of the annual admission and authorised user fees prior to the commencement of that season on 1 September.
- An invitation to renew will be emailed at the end of the season.

### Declaration

#### My signing this agreement you are declaring that –

- You are the individual named in this application as the authorised user, the owner of the vessel nominated as the authorised vessel, and the information provided by you is true to the best of my knowledge.
- You understand that under regulation 74A of the [Rottnest Island Regulations 1988](#) a person must not provide information to RIA or authorise or permit provision to RIA of information, that the person knows (a) to be false or misleading in a material manner; or (b) has omitted from it a matter or thing, the omission of which renders the information misleading in a material respect. I understand that under regulation 74C it is an offence to alter information on an authorisation document issued by a mooring site licensee, the penalty for which is \$200.
- You agree to comply with and be bound by the [Rottnest Island Authority Act 1987](#), the [Rottnest Island Regulations 1988](#), the [Terms and conditions of vessel entry to the Rottnest Island reserve](#), the [Shared mooring system information and guidelines](#), and the conditions outlined in the Authorised User Agreement.
- You understand that my personal and contact information will only be used for the purpose stated on the application or renewal. Except where provided by law, my personal information will not be provided to any other agency but may be used internally by RIA for the purpose of market surveys to evaluate the delivery of RIA services. RIA may also send you marketing material and emails related to boating, promotions, and any other important island information. By submitting or renewing my authorised user permit I am providing my consent to receive such communications.

Signature of authorised user



Date

\_\_\_\_/\_\_\_\_/\_\_\_\_

If signing electronically, your e-signature must be a digitised image of your handwritten signature.

### Supporting documents

The following documents are required to be provided with your application:

**A current copy of the Boat Registration Certificate issued from the Department of Transport (DoT) for the nominated vessel on which you are named as a registered owner.** Registration renewal notices and receipts are insufficient and will not be accepted.

If you are not named on the certificate as the owner of the vessel, you will need to also attach legal evidence of your ownership. A [Statutory declaration of vessel ownership](#) is available to be downloaded from our website at [ria.wa.gov.au](http://ria.wa.gov.au).

Submit your application to **Marine Administration** at [moorings@rotnnestisland.com](mailto:moorings@rotnnestisland.com) from email account ID.

**You will be notified in writing to your nominated email account ID of the outcome of your application within 10 business of your application being received by Marine Administration.** Please allow for delays during periods of high demand.

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