



### How do you apply?

To apply for a mooring site licence under Regulation 20 of the *Rottnest Island Regulations 1988* ("the Regulations") please make application and payment of the application fee. You will need to attach your vessel's current WA Department of Transport registration papers as part of the application.

To assist you in complying with the Regulations, the main requirements relating to an application and mooring site licences are summarised in this information sheet and the current Terms and Conditions.

### Who may apply?

Under Regulation 20(3)(b), to apply for a mooring site licence you must be an individual whose:

- principal place of residence is within Western Australia;
- name appears on the electoral roll as an elector under the *Electoral Act 1907*;
- must be named as a registered owner of your recreational vessel on the certificate of registration issued by the Department of Transport (DoT) for the vessel you nominate in your application, or who produces evidence of ownership to satisfy the Rottnest Island Authority (RIA). If the vessel is in your company name and registered with the DoT in your business name, you will need to attach to this application a Western Australia Statutory Declaration that declares your association with the business and by what grounds you are considered a legal owner of the registered vessel via that association.
- is the owner of at least 25% of the net worth of the vessel nominated in the application;
- does not already have an application recorded on the waiting list; and does not have another mooring site licence.

### What type of vessel can be nominated?

Under Regulation 19 and 20(3)(d), the vessel nominated in your application must:

- not be nominated in any other application in a co-owners name, or be a licensed vessel or an additional vessel for any other mooring site licence;
- be a recreational vessel registered in Western Australia with the Department of Transport. The registration status must be current at time of application
- have a registered length of at least 6.4 metres;
- be a sailing vessel or have its own form of self propulsion capable of achieving a speed of 5 knots; and
- have a Hull Identification Number (HIN) at time of mooring licence allocation.

You can only nominate one vessel as your nominated vessel. However, after you have been granted a mooring site licence, you may apply to have other vessels owned by you registered to the mooring site under Regulation 27 as additional vessels. Where you are joint owner of the vessel nominated, you must own at least 25% of the net worth of that vessel.

### What happens when your vessel or contact details change?

Under Regulation 20(7), if any of your personal contact details or vessel details in your application change you must update your details with the RIA as soon as they change.

Should you sell your vessel you must record the date of sale in writing to the RIA as soon as practicable. Once you have confirmed the date of sale, the RIA will authorise **6 months** from the registered date of transfer to lodge new suitable vessel details with the RIA to retain your waitlist application. This timeframe also applies to mooring site Licensees.

### Nominated bay

Under Regulation 20(3)(e) you must nominate *one* preferred mooring area only. Please choose your preference carefully as it cannot be changed once your application has been processed. If you do wish to change bays at a later date your original application will be cancelled and a new application submitted. Your position on the new waitlist will be consistent with the date of the new application.

### Confirmation of your position

You can confirm your current position on the waiting list at any time by emailing our office.

### Mooring site licence Terms and Conditions

A mooring site licence is offered to you under the RIA Terms and Conditions. If you choose to accept the mooring site offered to you, you will be bound by these Terms and Conditions, the Rottnest Island Authority Act and the Rottnest Island Regulations 1988, which are available on our website. All mooring site licence renewals will be under the Terms and Conditions and Regulations current at the time. Please make sure you have read and understood them prior to making an application.

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### **How your application be dealt with**

Mooring site licences are allocated under Regulation 22. Once your completed application has been verified and processed, you will be placed on the waiting list for a mooring site licence in your preferred mooring area. The waiting list is arranged in order of priority by date and time of application. Confirmation will be emailed to you.

When an appropriate mooring site becomes available (determined by reference to swing room, depth and the specifications of your nominated vessel) a mooring site licence will be offered to you. The offer will be emailed to the address contained in your application form. The Authority will provide you with the contact details of the relinquishing Licensee to allow you to negotiate the purchase of the existing mooring apparatus on the site. You are not obliged to purchase the apparatus and instead you may wish to install a new mooring. However, the mooring allocation cannot be finalised until disposal of apparatus is settled in writing from both parties.

New mooring site licence offers are open for 14 days. If you accept the offer, you will also need to provide documentation including the current registration and insurance papers for your nominated vessel/s. An adhesive sticker for the licensed vessel will be sent to you on completion of licence requirements. The mooring site licence will be conditional upon you providing a current mooring inspection report to us within 28 days of the offer. You and the RIA may also allocate authorised users under the Shared Mooring System to use the site under Regulation 31.

If for whatever reason the offer is not accepted within this time, the offer will be withdrawn and the mooring site licence will be offered to an alternative waitlisted applicant. If you do not respond to, or decline the offer of a suitable mooring, your name will be removed from the waiting list. You may reapply at any time and your position will be consistent with the date of the new application.

### **Maintenance of the mooring apparatus**

Under the Regulations, the maintenance of the mooring to specifications set by the RIA will be your responsibility and at your cost once you are allocated a mooring licence. You will be required to submit a mooring inspection report from a mooring contractor every 12 months, certifying that the mooring is safe and suitable for the use at all times.

In keeping with our commitment to the valuable seagrass beds found in the Rottnest Island Reserve, all mooring apparatus must be of an environmentally friendly and low-impact design specified by us. You will be responsible for maintaining the mooring apparatus through your chosen mooring contractor to meet the current RIA specifications.

You will note that under the Regulations that the mooring is entirely your responsibility, and you will be responsible for maintaining the apparatus and for any damage that occurs whilst anyone is using the mooring. These requirements allow us to provide vessels within the Shared Mooring System access to moorings sites within the Rottnest Island Reserve.

### **The Rottnest Island Regulations**

Whilst you are within the Rottnest Island Reserve, you will also be bound by the *Rottnest Island Act 1987* ("the Act") and the *Rottnest Island Regulations 1988* and any amendments. The Regulations contain requirements relating to applications and mooring site licences, and the terms that are referred to in this application and in our standard Terms and Conditions are defined in the RIA Regulations.

### **Insurance Requirements:**

Under RIA Regulations a person shall not bring or allow a vessel to remain within the limits of the Island unless the vessel has adequate insurance cover. The required cover for vessels of registered length 6.4 metres and greater is \$10 million Third party Legal Liability, and for vessels of less than 6.4 metres length is \$5 million Third Party Legal Liability insurance cover.

If you have any queries in relation to this application, please contact our office.

Marine Administration  
Rottnest Island Authority  
P O Box 693 FREMANTLE WA 6959  
[moorings@rotnnestisland.com](mailto:moorings@rotnnestisland.com); [www.rotnnestisland.com](http://www.rotnnestisland.com)



This is an application to be placed on a waiting list for a Rottnest Island Mooring Site Licence. Applications need to be submitted with a copy of the nominated vessel's DoT registration certificate to the Marine Administration office. The accompanying 'Mooring Site Licence Information' pages form part of this application. Should any of your details change you are required to notify RIA in writing as soon as they change.

Upon approval, payment and processing of the application, your name will be placed on the waiting list for the nominated bay below and you will be sent confirmation of your application details and current position.

### SECTION A – NOMINATION OF PREFERRED MOORING AREA

By making this application, you understand that if the RIA makes an offer of a mooring site, it will do so on the basis of the information provided in this application, and you will be bound by the *Rottnest Island Act 1987*, the *Rottnest Island Regulations 1988* and the RIA Terms and Conditions applicable to mooring site licences.

There are eight mooring areas available. Please **choose only ONE mooring area**. Preference **cannot** be changed without losing your original application date.

I hereby apply to be placed on the waiting list to be offered a mooring site licence within the mooring area below:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Catherine Bay | <input type="checkbox"/> Geordie Bay             | <input type="checkbox"/> Longreach Bay |
| <input type="checkbox"/> Marjorie Bay  | <input type="checkbox"/> Narrow Neck (Rocky Bay) | <input type="checkbox"/> Porpoise Bay  |
| <input type="checkbox"/> Stark Bay     | <input type="checkbox"/> Thomson Bay             |  |

### SECTION B - DETAILS OF APPLICANT

**Full name of applicant** (applications can only be in one individual's name and are not transferable)

\_\_\_\_\_ **Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_

I am currently registered on the **WA Electoral Roll** (you must be listed on the electoral roll to be eligible for a Rottnest mooring site licence)

- Yes     Yes, however I am a silent elector and proof of my enrolment is attached.

**Residential address** \_\_\_\_\_

(applicants principal place of residence must be in the WA to be eligible for a Rottnest mooring site licence)

\_\_\_\_\_ **Postcode** \_\_\_\_\_

**Postal address** \_\_\_\_\_

(leave blank if same as Residential address)

\_\_\_\_\_ **Postcode** \_\_\_\_\_

E-mail \_\_\_\_\_ **Mobile** \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

### MARINE ADMINISTRATION - OFFICE USE ONLY

Complete application received    Date \_\_\_\_/\_\_\_\_/\_\_\_\_ by: \_\_\_\_\_

BP\$ link issued    Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Payment received:    Date \_\_\_\_/\_\_\_\_/\_\_\_\_    Payment processed:    Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Application processed    Date \_\_\_\_/\_\_\_\_/\_\_\_\_    PI # \_\_\_\_\_

Confirmation emailed to applicant:    Date \_\_\_\_/\_\_\_\_/\_\_\_\_ by: \_\_\_\_\_



### SECTION C - DETAILS OF YOUR NOMINATED VESSEL

#### VESSEL DETAILS

a copy of the current Department of Transport **REGISTRATION PAPERS** showing vessel length & listing all owners is attached

The vessel must be a recreational vessel registered with the WA Department of Transport.

If the vessel owned by you is registered with the Department of Transport in your business name, you will need to attach to this application a [Western Australia Statutory Declaration](#) that declares your association with the business and by what grounds you are considered a legal individual owner of the registered vessel via that association.

Name of vessel \_\_\_\_\_ Registration number of vessel: \_\_\_\_\_

Draft (in metres) \_\_\_\_\_ Tonnage \_\_\_\_\_

Length of vessel (metres) \_\_\_\_\_  
(on Department of Transport registration certificate and **must be a minimum length of 6.40m**)

Overall length of vessel (metres) \_\_\_\_\_ Vessel type (Yacht / Cabin Cruiser / other) \_\_\_\_\_  
(Registered length in metres plus bowsprit, marlin board etc.)

Registered owner(s) of vessel \_\_\_\_\_

Percentage of the applicant's interest in the net worth of the vessel \_\_\_\_\_  
The waitlist applicant must be the owner of at least 25% of the net worth of the nominated vessel.

### SECTION D - DECLARATION BY APPLICANT

I (print name) \_\_\_\_\_ declare that the information provided by me in this application is true to the best of my knowledge. I have read the Terms and Conditions and agree to be bound by them, the Rottnest Island Authority Act 1987 and by the Rottnest Island Regulations 1988.

- I understand that I must notify the RIA of any changes to any of the details I have provided in this application in writing.
- Where I am a joint owner of the vessel nominated to my waiting list application, I confirm that I own at least 25% of the net worth of that vessel.
- I understand that my personal and contact information will only be used for the purpose stated on the application. 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 your licence, permit or application, you consent to receive such communications.
- I also understand that under Rottnest Island Regulation 74A, a person must not provide information to the RIA, or authorise or permit provision to the 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.

**Signature of APPLICANT** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(must be signed by applicant, no proxies can be accepted)

Signed in the presence of: \_\_\_\_\_  
(print name) (signature of witness)

Address of witness: \_\_\_\_\_

### SECTION F - PAYMENT DETAILS

\$62.00 non-refundable application fee applies for applications received 1 July 2023 to 30 June 2024, GST inclusive.

**A BPoint payment link will be emailed to you once the application has been processed. You will be provided with 14 days to make payment.**

### **SECTION E - CHECKLIST**

Please ensure all sections have been completed and all the required paperwork is attached before submission as incomplete or incorrect applications will be returned.

- A **full copy of the current Department of Transport registration papers is attached** for the vessel nominated in section C confirming the registered length and the applicants name as an owner.
- Retain a copy of this waiting list application for your records.

**Submit your application:**

**Rottnest Island Authority Marine Administration: [moorings@rotnnestisland.com](mailto:moorings@rotnnestisland.com)**

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