



- **This application is for mooring site licensees** requesting to register an additional vessel owned by them on their mooring licence.
- **This application must be completed and signed by the mooring site licensee.** No other party is permitted to act on their behalf.
- **Incomplete applications cannot be processed** and will be discarded.

**Mooring site licensee's details**

Surname			Other names (in full)		
Date of birth	day	month	year	Email account ID	
<b>Mooring site licence number</b>					
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					

**Additional vessel details**

**Nominate your additional vessel below for which:**

You are named on the *Boat registration certificate* issued by Department of Transport (DoT) as an owner of the vessel, or if the vessel does not have a certificate of registration 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	Registered length (m)	.	Overall length (m)	.
Vessel draft (m)	.	Displacement tonnage (t)	.	Vessel type	
Names of all vessel owners					
Your percentage of interest in the net worth (%)	.	Insurance public liability cover	\$5 million	\$10 million or above	

**Declaration**

**By signing this application you are declaring that –**

- The information provided in this application is true and correct to the best of your knowledge.
- You understand it is an offence under the Regulations to provide, or to authorise or permit to be provided, information to RIA that you know to be false or misleading in a material manner, or to omit information whereby the omission renders the information provided as misleading.
- You are in the individual named in this application and the licensee of the mooring site indicated on which the nominated vessel is to be registered.
- You are considered the legal owner of the vessel nominated in this application, for which your intention is your own personal use in respect to the mooring licence held in your name.
- The vessel nominated in this application has adequate insurance cover as defined under the [Terms and conditions of vessel entry to the reserve](#).
- You will personally notify RIA in writing from your nominated email account ID as soon as possible if there are any alterations to the particulars provided in this application.
- Admission to the reserve and use of your own mooring site or any other licensed site under casual use guidelines is not approved by RIA until the mooring licence sticker issued to you for the vessel nominated in this application is clearly displayed on the vessel. Failure to display the relevant sticker accordingly is an offence under the Regulations.
- You will ensure that the vessel sticker issued to you by RIA for your additional vessel is clearly displayed at all times whilst within the limits of the reserve and whilst mooring to your own site, or any other mooring site under the casual use guidelines.
- Should you sell or dispose of your interest in the vessel nominated in this application you –
  - will remove all RIA issued stickers from the vessel prior to sale or disposal;
  - will personally notify RIA as soon as possible of the date of sale or disposal in writing from your nominated email account ID;
  - will return to RIA all stickers issued to you in respect of that vessel for the current season;
  - understand that in accordance with our [Cancellation and refund policy](#) any refunds or credits you may be eligible for upon the sale or disposal of your vessel are only applicable upon receipt of all relevant vessel stickers by RIA. Any refunds you may be eligible for will be calculated in accordance with the date all relevant stickers have been received by RIA.
- You understand that vessel stickers remain the property of RIA and agree –
  - to not willingly or intentionally destroy or discard a vessel sticker issued to you by RIA;
  - to not alter information on a sticker issued by RIA;
  - that you are responsible for ensuring that upon the sale or disposal of your vessel, or upon notice, stickers issued to you in respect of your vessel are returned to RIA as soon as practicable;
  - that failure to comply with clauses 8 (a), 8 (b) and 8 (c) may be deemed an offence under the Regulations for which your licence, permit, or application may be cancelled by RIA and without requirement to refund any fee or portion of a fee paid by you;
  - that RIA are not liable for any loss you may experience due to failure to remove all RIA issued stickers from your vessel prior to sale or disposal, or to return a sticker upon the sale or disposal of your vessel or upon notice and within a reasonable time-frame.
- You are making this application pursuant to the [Rottnest Island Authority Act 1987](#), the [Rottnest Island Regulations 1988](#), and the [Terms and conditions of vessel entry to the Rottnest Island reserve](#).

**Signature of licensee** \_\_\_\_\_ **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 the vessel does not have a registration certificate, 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).

**A current copy of the insurance certificate for the nominated vessel showing the level of third party legal liability cover.**

- Insurance renewal or payment notices are insufficient and will not be accepted.
- The certificate must identify the vessel covered under the policy, the policy expiry date, and the level of third party legal liability cover.

## Fees and payment

- The annual admission fee is payable for your additional vessel.
- Where your additional vessel has a greater registered length than the vessel currently nominated as your licensed vessel additional mooring site licence fees may apply. Your additional vessel will then be recorded as your licensed vessel upon which mooring licence fees will be determined.
- [Mooring licence and annual admission fees](#) for the current season can be found on our website at [ria.wa.gov.au](http://ria.wa.gov.au).
- Once your application has been approved and processed you will be advised via email to your nominated email account ID of the applicable costs.
- A secure BPoint payment link will be issued with a 14 day period for payment.
- If payment is not received within 14 days your application will be cancelled and discarded. You can then make a new application at any time.

## Approval

- Once payment has been received a mooring licence sticker for your new vessel will be issued for dispatch. Please allow up to 12 business days for your sticker to be received. Due to circumstances outside of our control we are unable to guarantee dispatch time-frames.
- **Approval of your application is not granted until the mooring licence sticker is displayed on your vessel so as to be clearly visible from the exterior.**
- You must display the mooring licence sticker on your vessel at all times whilst mooring within the limits of the reserve. *Penalties apply.*

## Application submission

- Your completed application must be submitted together with all required supporting documents, personally by you from your nominated email account ID.
- Please ensure all documents are included in one email.
- Incomplete applications cannot be processed and will be returned to you without being retained on file.

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

**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.