



- **This application must be completed and signed by the licence or permit holder.** No other party is permitted to act on their behalf.
- **Incomplete applications cannot be processed** and will be discarded.

**Applicant's details**

Surname		Other names (in full)	
Date of birth	day	month	year
Email account ID			

**Permit or licence type** (select all that may apply)

**Authorised user permit**  
(yellow sticker)

**Mooring site licence waiting list**  
(no sticker)

**Mooring site licence:**  
(red sticker)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Mooring licence number

**Remove vessel**

**Provide the details of the vessel to be removed from the above indicated licence, permit, or application held in your name.**

Only leave blank if you have provided your written notice of sale to Rottnest Island Authority (RIA) previously.

Vessel registration	Registered length (m)	.	Date of sale	day	month	year
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**Substitute vessel**

**Nominate a 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 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 –**

- You are in the individual named in this application and that the information provided 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 considered the legal owner of the vessel nominated in this application, for which your intention is your own personal use in respect to the permit, application, or 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.
- You will ensure that the vessel sticker issued to you by RIA for your substitute vessel is clearly displayed at all times whilst within the limits of the reserve.
- 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 that season;
- (d) 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 on 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 applicant** \_\_\_\_\_ **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](#).

**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

- Provided all vessel stickers issued for the current season have been received by RIA, fees paid for the current season will be credited towards the invoice for the applicable fees for your new vessel.
- Where such a credit payment is greater than the calculated fees for your new vessel, no refund or credit will be made or given.
- If the substitute vessel is larger in registered length, additional fees may apply.
- Once your application has been processed you will be advised via email to your nominated email account ID of any applicable costs. A secure BPoint payment link will be issued with a 14 day period for payment. Fees for the current season can be located on our website at [ria.wa.gov.au](#).

## Return of vessel stickers and submission of your application

As required under the [Rottnest Island Regulations 1988](#), all stickers issued to you for this season must be provided with your application to substitute your vessel. Stickers may only be omitted if they have been previously returned with a notice of sale.

**Are all stickers that have been issued to you this season for your prior vessel attached to this application?**

**Yes – all relevant stickers are attached to this application.**

Post your application together with your supporting documents and vessel stickers to:

**Marine Administration**  
Rottnest Island Authority  
PO Box 693  
Fremantle WA 6959

**No – all relevant stickers have been returned to RIA separately on:**

Date	day	month	year
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Only if **all** relevant stickers have already been received by RIA may you submit your application by email from the address nominated by you as your account ID.

Email your application together with your supporting documents in **one** email to:

**Marine Administration**  
[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.



**Lodgment of stickers to be returned**

**NOT TRANSFERABLE TO ANY OTHER PERSON OR VESSEL**

**Attach all relevant vessel stickers here**



**ROTTNEST ISLAND  
AUTHORITY**

Sticker is RIA property and must be surrendered  
or returned on request and sale of vessel.



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EMERGENCY 000 • Rottnest Police 131 444 • RIA Rangers 9372 9788 • Nursing Post 9292 5030 • Sea Rescue 9335 1332

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