



# How to add an additional vessel to mooring site licence

- 1 Navigate to <https://mooringlicensing-ria.dbca.wa.gov.au/>

The screenshot shows the Rottneest Island Authority website home page. At the top left is the logo and name 'ROTTNEEST ISLAND AUTHORITY'. Below this is a navigation bar with 'Home' on the left and 'Welcome Barry' and 'Options -' on the right. The main content area features five large, light grey buttons with rounded corners, each containing a menu item and a description, and a downward-pointing chevron icon on the right side. The buttons are: 'Licences and Permits - View or renew licences or permits', 'Applications - Lodge new applications or view pending applications', 'Compliances - Manage compliance requirements', 'Waiting List - View or amend your waiting list allocation', and 'Endorsements (licensees only) - View or approve mooring authorisations'.

## 2 Click the "Licences and Permits" drop-down

Home Welcome Barry Options ▾

- Licences and Permits** - View or renew licences or permits 
- Applications** - Lodge new applications or view pending applications 
- Compliances** - Manage compliance requirements 
- Waiting List** - View or amend your waiting list allocation 
- Endorsements (licensees only)** - View or approve mooring authorisations 

## 3 Click the expander to view additional details and your "Mooring Site Licence" document

Home Welcome Barry Options ▾

**Licences and Permits** - View or renew licences or permits 

Type:  Status:

Show  entries

Search:

Number	Type	Sticker Number/s	Sticker Mailed Date	Status	Issue Date	Start Date	Expiry Date	Vessel Rego
 MOL003601	Mooring Site Licence	0000086 (BMUN111) 0000088 (BMUN222)	15/05/2025 15/05/2025	Current	17/05/2025	17/05/2025	31/08/2025	BMUN111 BMUN222

Showing 1 to 1 of 1 entries

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- Applications** - Lodge new applications or view pending applications 
- Compliances** - Manage compliance requirements 

## 4 Click "Amend"

Home Welcome Barry Options ▾

### Licences and Permits - View or renew licences or permits

Type:  Status:

Show  entries Search:

Number	Type	Sticker Number/s	Sticker Mailed Date	Status	Issue Date	Start Date	Expiry Date	Vessel Rego
MOL003601	Mooring Site Licence	0000086 (BMUN111) 0000088 (BMUN222)	15/05/2025 15/05/2025	Current	17/05/2025	17/05/2025	31/08/2025	BMUN111 BMUN222

Mooring PB023

Action **Amend**

Surrender  
Request New Sticker  
Update Sticker Address

Grace Period End Date N/A

Approval Letter  
[Mooring Site Licence](#)  
[List of Authorised Users](#)

Showing 1 to 1 of 1 entries Previous **1** Next

## 5 Click "Amend"

Home Welcome Barry Options ▾

### Licences and Permits - View or renew licences or permits

Type:  Status:

Show  entries Search:

Number	Type	Sti	t Date	Expiry Date	Vessel Rego
MOL003601	Mooring Site Licence	0000 0000	5/2025	31/08/2025	BMUN111 BMUN222

Mooring PB023

Action **Amend**

Surrender  
Request New Sticker  
Update Sticker Address

Grace Period End Date N/A

Approval Letter  
[Mooring Site Licence](#)  
[List of Authorised Users](#)

Showing 1 to 1 of 1 entries Previous **1** Next



### Amend Mooring Site Licence

Are you sure you want to amend this Mooring Site Licence?

## 6 Check "Address Details" are correct

Home Welcome Barry Options ▾

Mooring Site Licence Amendment Application: ML003691

[Applicant](#) [Vessel](#) [Insurance](#) [Documents](#) [Confirmation](#)

**Personal Details** ▾

**Address Details** Select address details for this application ▴

Residential Address  ▾

Postal Address  ▾

**Contact Details** ▾

**WA State Electoral Roll** ▴

You must be on the WA state electoral roll to make an application

## 7 Click to view "Personal Details" are correct

Home Welcome Barry Options ▾

Mooring Site Licence Amendment Application: ML003691

[Applicant](#) [Vessel](#) [Insurance](#) [Documents](#) [Confirmation](#)

**Personal Details** ▾

**Address Details** Select address details for this application ▴

Residential Address  ▾

Postal Address  ▾

**Contact Details** ▾

1 Marmion Ave, Marmion, WA, 6023, AU

**WA State Electoral Roll** ▴

You must be on the WA state electoral roll to make an application

8 Click to view "Contact Details" are correct

**Personal Details** ^

Given name(s)

Surname

Date of Birth

**Address Details** Select address details for this application ^

Residential Address

Postal Address

**Contact Details** v

**WA State Electoral Roll** ^

You must be on the WA state electoral roll to make an application

9 Select one of the "WA State Electoral Roll" options

If the option "I am a silent elector" is chosen, please attach Evidence of Enrollment document from Western Australian Electoral Commission

**Address Details** Select address details for this application ^

Residential Address

Postal Address

**Contact Details** ^

Phone (work)

Mobile

Email

**WA State Electoral Roll** ^

You must be on the WA state electoral roll to make an application

Yes, I am on the WA state electoral roll

I am a silent elector

## 10 Click "Vessel" tab

Applicant **Vessel** Insurance Documents Confirmation

### Personal Details

Given name(s)

Surname

Date of Birth

### Address Details

Select address details for this application

Residential Address

Postal Address

### Contact Details

Phone (work)

Mobile

## 11 Click the "Yes" to apply to add another vessel to your mooring site licence

Mooring Site Licence Amendment Application: ML003691

Applicant **Vessel** Insurance Documents Confirmation

### Current Vessel

Your mooring site licence MOL003601 currently lists the following vessels BMUN111, BMUN222. Do you want to apply to add another vessel to your Mooring Site Licence?

Yes

No

### Registration Details

Vessel registration \*

Vessel name \*

Registration vessel owner \*  Barry Mundy  Your company

Ownership percentage \*

Name as shown on DoT registration papers

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## Enter "Vessel registration" as per Department of Transport (DoT) Vessel Registration Certificate

Mooring Site Licence Amendment Application: ML003691

Applicant **Vessel** Insurance Documents Confirmation

### Current Vessel

Your mooring site licence MOL003601 currently lists the following vessels BMUN111, BMUN222. Do you want to apply to add another vessel to your Mooring Site Licence?

Yes  
 No

### Registration Details

Vessel registration \*

Vessel name \*

Registration vessel owner \*

Ownership percentage \*

Name as shown on DoT registration papers

Barry Mundy

Your company

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## Click "Vessel name"

If vessel does not have a name, please type "No Name"

Mooring Site Licence Amendment Application: ML003691

Applicant **Vessel** Insurance Documents Confirmation

### Current Vessel

Your mooring site licence MOL003601 currently lists the following vessels BMUN111, BMUN222. Do you want to apply to add another vessel to your Mooring Site Licence?

Yes  
 No

### Registration Details

Vessel registration \*

Vessel name \*

Registration vessel owner \*

Ownership percentage \*

Name as shown on DoT registration papers

Barry Mundy

Your company

**14** Select one of the "Registration vessel owner" options

For company ownership, please attach:

1. Current copy of the Vessel Registration Certificate issued by DoT on which you are named as a registered owner, and
2. Legal evidence of your ownership in support of your application. A statutory declaration of vessel ownership is available to be downloaded from our website

Mooring Site Licence Amendment Application: ML003691

Applicant **Vessel** Insurance Documents Confirmation

### Current Vessel

Your mooring site licence MOL003601 currently lists the following vessels BMUN111, BMUN222. Do you want to apply to add another vessel to your Mooring Site Licence?

Yes  
 No

### Registration Details

Vessel registration \*

Vessel name \*

Registration vessel owner \*  
 Barry Mundy  
 Your company

Ownership percentage \*

Name as shown on DoT registration papers

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Enter numerical value for "Ownership percentage" as per DoT Vessel Registration Certificate. Do not include % symbol

Mooring Site Licence Amendment Application: ML003691

Applicant Vessel Insurance Documents Confirmation

### Current Vessel

Your mooring site licence MOL003601 currently lists the following vessels BMUN111, BMUN222. Do you want to apply to add another vessel to your Mooring Site Licence?

- Yes  
 No

### Registration Details

Vessel registration \*

Vessel name \*

Registration vessel owner \*  
 Barry Mundy  
 Your company

Ownership percentage \*

Name as shown on DoT registration papers

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Type name exactly as shown on DoT registration papers. For example: Surname Firstname Middlename

Mooring Site Licence Amendment Application: ML003691

Applicant Vessel Insurance Documents Confirmation

### Current Vessel

Your mooring site licence MOL003601 currently lists the following vessels BMUN111, BMUN222. Do you want to apply to add another vessel to your Mooring Site Licence?

- Yes  
 No

### Registration Details

Vessel registration \*

Vessel name \*

Registration vessel owner \*  
 Barry Mundy  
 Your company

Ownership percentage \*

Name as shown on DoT registration papers

17 Select the "Power Boat" option.

**Registration Details** ^

Vessel registration \*

Vessel name \*

Registration vessel owner \*  
 Barry Mundy  
 Your company

Ownership percentage \*

Name as shown on DoT registration papers

**Vessel Details** ^

Vessel length (m) \*

Displacement tonnage \*

Draft (m) \*

Vessel Type \*

18 Click "Insurance"

Mooring Site Licence Amendment Application: ML003691

[Applicant](#) [Vessel](#) [Insurance](#) [Documents](#) [Confirmation](#)

**Current Vessel** ^

Your mooring site licence MOL003601 currently lists the following vessels BMUN111, BMUN222. Do you want to apply to add another vessel to your Mooring Site Licence?

Yes  
 No

**Registration Details** ^

Vessel registration \*

Vessel name \*

Registration vessel owner \*  
 Barry Mundy  
 Your company

Ownership percentage \*

Name as shown on DoT registration papers

## 19 Select appropriate insurance option based on vessel length

Home Welcome Barry Options -

Mooring Site Licence Amendment Application: ML003691

Applicant Vessel **Insurance** Documents Confirmation

### Insurance details ^

The nominated vessel has

- \$5 million Third Party Liability insurance cover - required for vessels of length less than 6.4 metres
- \$10 million Third Party Liability insurance cover - required for vessels of length 6.4 metres or greater
- over \$10 million

Copy of the vessel's current insurance certificate showing legal liability amount [Attach Document](#)

## 20 Attach copy of vessel's current insurance certificate showing legal liability amount

Home Welcome Barry Options -

Mooring Site Licence Amendment Application: ML003691

Applicant Vessel **Insurance** Documents Confirmation

### Insurance details ^

The nominated vessel has

- \$5 million Third Party Liability insurance cover - required for vessels of length less than 6.4 metres
- \$10 million Third Party Liability insurance cover - required for vessels of length 6.4 metres or greater
- over \$10 million

Copy of the vessel's current insurance certificate showing legal liability amount [Attach Document](#)

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Click "Documents" tab to check most recent documents are attached

Home Welcome Barry Options ▾

Mooring Site Licence Amendment Application: ML003691

Applicant Vessel Insurance **Documents** Confirmation

### Other documents ^

Attach the following documents and submit them to the Rottneest Island Authority

Copy of current mooring report	File: Test document 1.docx Attach Document
Written proof of finalisation concerning the ownership of the mooring apparatus between you and the previous licensee	File: Test document 2.docx Attach Document
Signed licence agreement	File: Test document 3.docx Attach Document
Proof of Identity	File: Test document 4.docx Attach Document

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To read "RIA Terms and Conditions" click on the blue hyperlink text and click "I agree"

Attach the following documents and submit them to the Rottneest Island Authority

Copy of current mooring report	File: Test document 1.docx Attach Document
Written proof of finalisation concerning the ownership of the mooring apparatus between you and the previous licensee	File: Test document 2.docx Attach Document
Signed licence agreement	File: Test document 3.docx Attach Document
Proof of Identity	File: Test document 4.docx Attach Document

I agree with all the RIA Terms and Conditions

Save and Exit Save and Continue Submit

23 Click "Save and Exit" to save your application as a draft to complete later, or

Click "Submit" to submit application

Attach the following documents and submit them to the Rottneest Island Authority

Copy of current mooring report	File: Test document 1.docx Attach Document
Written proof of finalisation concerning the ownership of the mooring apparatus between you and the previous licensee	File: Test document 2.docx Attach Document
Signed licence agreement	File: Test document 3.docx Attach Document
Proof of Identity	File: Test document 4.docx Attach Document

I agree with all the RIA Terms and Conditions

Save and Exit Save and Continue **Submit**

24 Click "Submit"

Home Welcome Barry Options -

Mooring Site Licence Amendment Application: ML003691

Applicant Vessel Insurance **Documents** Confirmation

**Other documents**

Attach the following documents and submit them to the Rottneest Island Authority

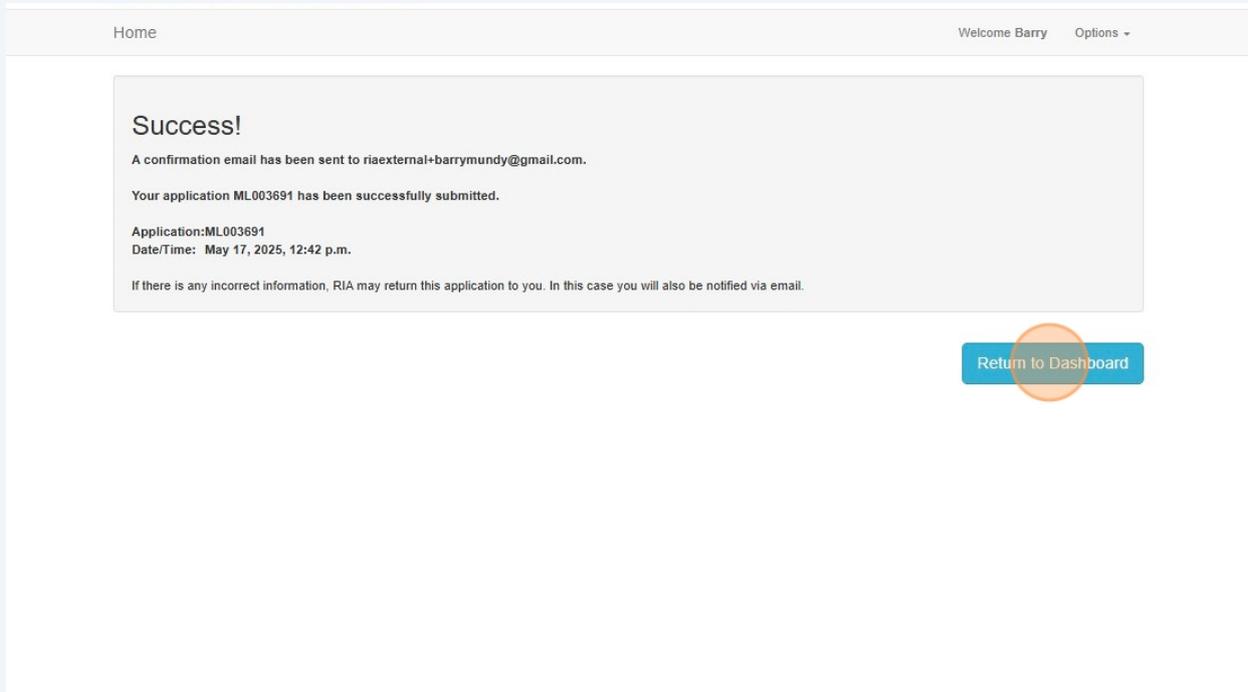
Copy of current mooring report	File: Test document 1.docx Attach Document
Written proof of finalisation concerning the ownership of the mooring apparatus between you and the previous licensee	File: Test document 2.docx Attach Document
Signed licence agreement	File: Test document 3.docx Attach Document
Proof of Identity	File: Test document 4.docx Attach Document

**Submit Application**

Are you sure you want to submit this application?

**Submit** Cancel

## 25 Click "Return to Dashboard"



Home Welcome Barry Options ▾

**Success!**

A confirmation email has been sent to riaexternal+barrymundy@gmail.com.

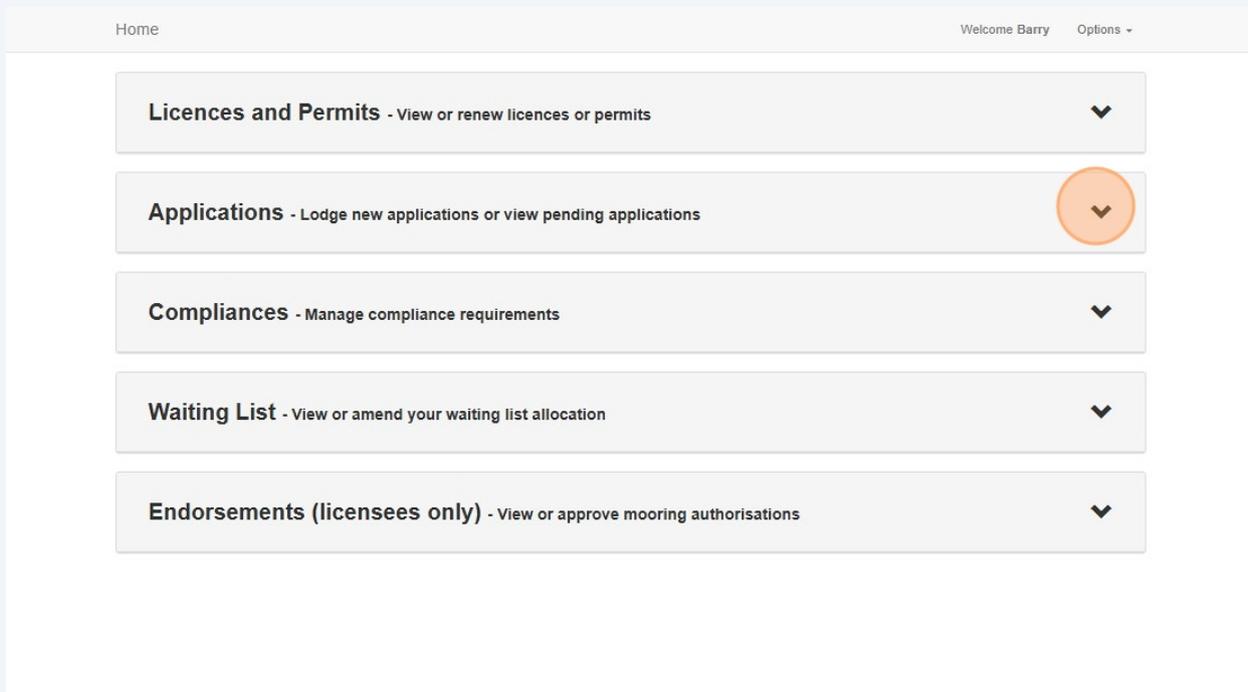
Your application ML003691 has been successfully submitted.

Application:ML003691  
Date/Time: May 17, 2025, 12:42 p.m.

If there is any incorrect information, RIA may return this application to you. In this case you will also be notified via email.

[Return to Dashboard](#)

## 26 Click "Applications" drop-down to view application "Status"



Home Welcome Barry Options ▾

- [Licences and Permits - View or renew licences or permits](#) ▾
- [Applications - Lodge new applications or view pending applications](#) ▾
- [Compliances - Manage compliance requirements](#) ▾
- [Waiting List - View or amend your waiting list allocation](#) ▾
- [Endorsements \(licensees only\) - View or approve mooring authorisations](#) ▾

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Initial status is "Under Review". Once the application has been assessed by staff status will change to "Awaiting Payment". You will receive email notification.

Click "Pay"

Home Welcome Barry Options ▾

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**Licences and Permits** - View or renew licences or permits ▾

**Applications** - Lodge new applications or view pending applications ▴

Type  Category  Status

Show  entries New Application

Lodgement Number	Type	Application Type	Status	Lodged on	Invoice	Action
ML003691	Mooring Site Licence Application (amendment)	Amendment	Awaiting Payment	17/05/2025	<a href="#">#065112699992</a>	<a href="#">View</a> <a href="#">Pay</a>
ML003690	Mooring Site Licence Application (amendment)	Amendment	Approved	17/05/2025	<a href="#">#065112699981</a>	<a href="#">View</a>
ML003689	Mooring Site Licence Application (new)	New Application	Approved	17/05/2025	<a href="#">#065112699970</a>	<a href="#">View</a>
WL003688	Waiting List Application (new)	New Application	Approved	17/05/2025	<a href="#">#065112699969</a>	<a href="#">View</a>

Showing 1 to 4 of 4 entries Previous **1** Next

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Once you have entered credit card details, click "Return to Dashboard"

Note: You can view your invoice here or from the dashboard

Home Welcome Barry Options ▾

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## Success!

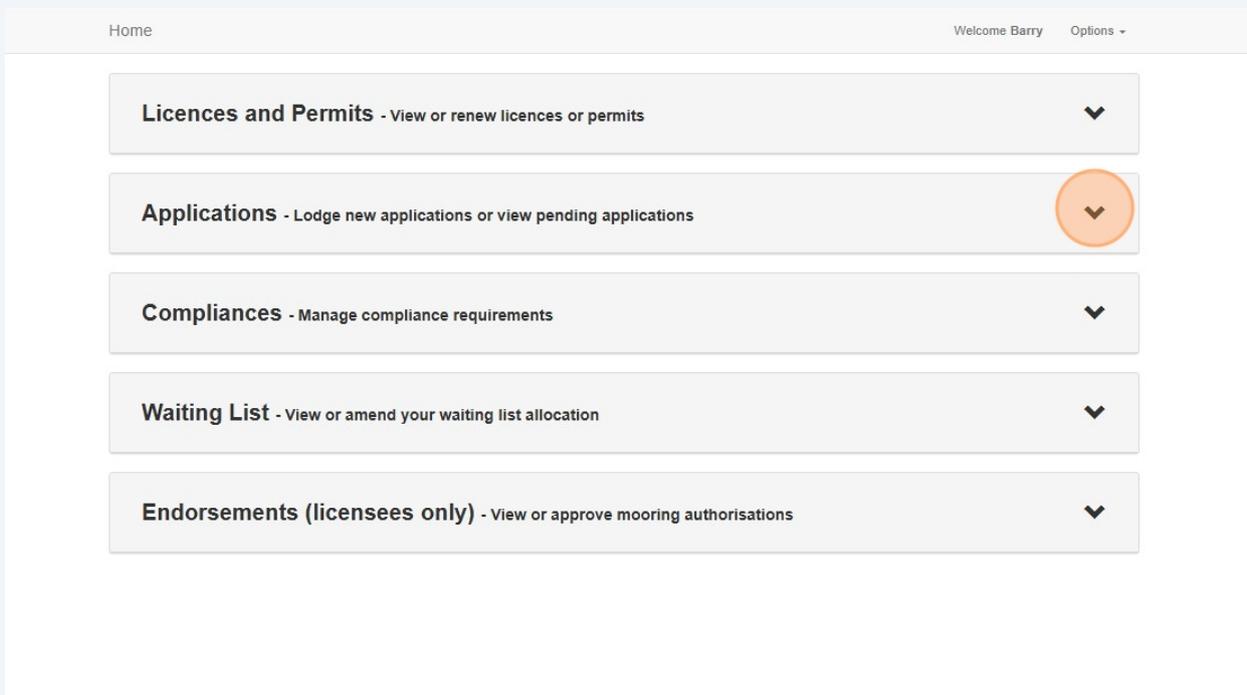
A confirmation email has been sent to riaexternal+barrymundy@gmail.com.

Application: ML003691  
Date/Time: May 17, 2025, 12:42 p.m.

Invoice: [#065112699992](#)

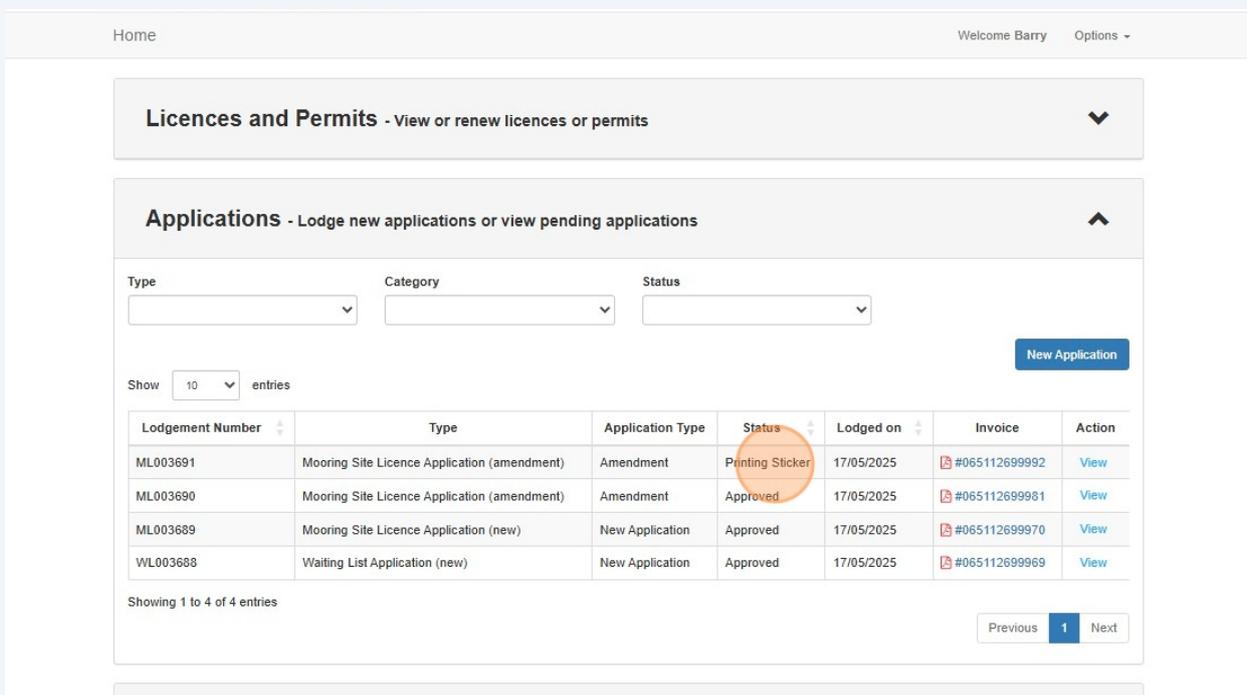
Return to Dashboard

29 Click "Applications" drop-down to view application "Status"



30 New status is "Printing Sticker". Once the sticker has been mailed to you, status will change to "Approved". You will receive email notification

Note: Copy of invoice can be viewed under "Invoice"



### 31 Click "Licences and Permits" to view your mooring site licence

Home Welcome Barry Options ▾

**Licences and Permits** - View or renew licences or permits ▾

**Applications** - Lodge new applications or view pending applications ▴

Type  Category  Status

Show  entries New Application

Lodgement Number	Type	Application Type	Status	Lodged on	Invoice	Action
ML003691	Mooring Site Licence Application (amendment)	Amendment	Approved	17/05/2025	#065112699992	<a href="#">View</a>
ML003690	Mooring Site Licence Application (amendment)	Amendment	Approved	17/05/2025	#065112699981	<a href="#">View</a>
ML003689	Mooring Site Licence Application (new)	New Application	Approved	17/05/2025	#065112699970	<a href="#">View</a>
WL003688	Waiting List Application (new)	New Application	Approved	17/05/2025	#065112699969	<a href="#">View</a>

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### 32 Click the expander to view additional details and your "Mooring Site Licence"

Home Welcome Barry Options ▾

**Licences and Permits** - View or renew licences or permits

Type:  Status:

Show  entries Search:

Number	Type	Sticker Number/s	Sticker Mailed Date	Status	Issue Date	Start Date	Expiry Date
MDL003601	Mooring Site Licence	0000086 (BMUN111) 0000088 (BMUN222) 0000089 (BMUN333)	15/05/2025 15/05/2025 15/05/2025	Current	17/05/2025	17/05/2025	31/08/2025

Showing 1 to 1 of 1 entries Previ

**Applications** - Lodge new applications or view pending applications

Type  Category  Status

Show  entries

### 33 Click "Mooring Site Licence" link to open

Note: the additional vessel registration under "Vessel Rego"

Home Welcome Barry Options ▾

#### Licences and Permits - View or renew licences or permits ▲

Type:  Status:

Show  entries Search:

Number	Type	Sticker Number/s	Sticker Mailed Date	Status	Issue Date	Start Date	Expiry Date	Vessel Rego
⊖ MOL003601	Mooring Site Licence	0000086 (BMUN111) 0000088 (BMUN222) 0000089 (BMUN333)	15/05/2025 15/05/2025 15/05/2025	Current	17/05/2025	17/05/2025	31/08/2025	BMUN111 BMUN222 BMUN333

**Mooring PB023**

[Action](#) [Amend](#)  
[Surrender](#)  
[Request New Sticker](#)  
[Update Sticker Address](#)

Grace Period End Date N/A

**Approval Letter**  
[Mooring Site Licence](#)  
[List of Authorised Users](#)

Showing 1 to 1 of 1 entries Previous **1** Next

### 34 Your "Mooring Site Licence" document now shows the additional vessel


**ROTTNEST ISLAND  
AUTHORITY**

Date: 17/05/2025  
Application number: ML003693

Barry Mundy  
1 Marmion Ave  
Marmion WA 6023

Dear Barry Mundy

Your mooring site licence has been approved as at 17/05/2025. Below are the details of your licence.

The licence to occupy the mooring site specified in this mooring site licence is only approved if the current RIA mooring site licensee sticker issued for each vessel below is clearly displayed on the port side of that vessel whilst within the limits of the island. This includes casual access to the Shared Mooring System (SMS), and admission to the Rottnest Island Marine Reserve. *Penalties apply.*

Mooring Site Licensee	Barry Mundy
Mooring Site	PB023
Mooring Site Licence Expiry	31/08/2025

**Licensed Vessel**

Registration number:	BMUN111
Vessel Name:	Mundy Morning
Registered length:	7.0 m
Draft:	1.00 m

**Additional Vessel(s)**

Registration number:	BMUN222
Vessel Name:	Mundy Two
Registered length:	7.0 m
Draft:	1.00 m

Registration number:	BMUN333
Vessel Name:	Third Time Lucky
Registered length:	7.0 m
Draft:	1.00 m

Rights conferred to you as the mooring site licensee under the *Rottnest Island Regulations 1988* are not assignable and shall not pass by will or on intestacy or vest by operation of law in any person.

Kind regards

**Marine Administration**  
Rottnest Island Authority