



# How to apply for a position on the mooring site licence waiting list

1

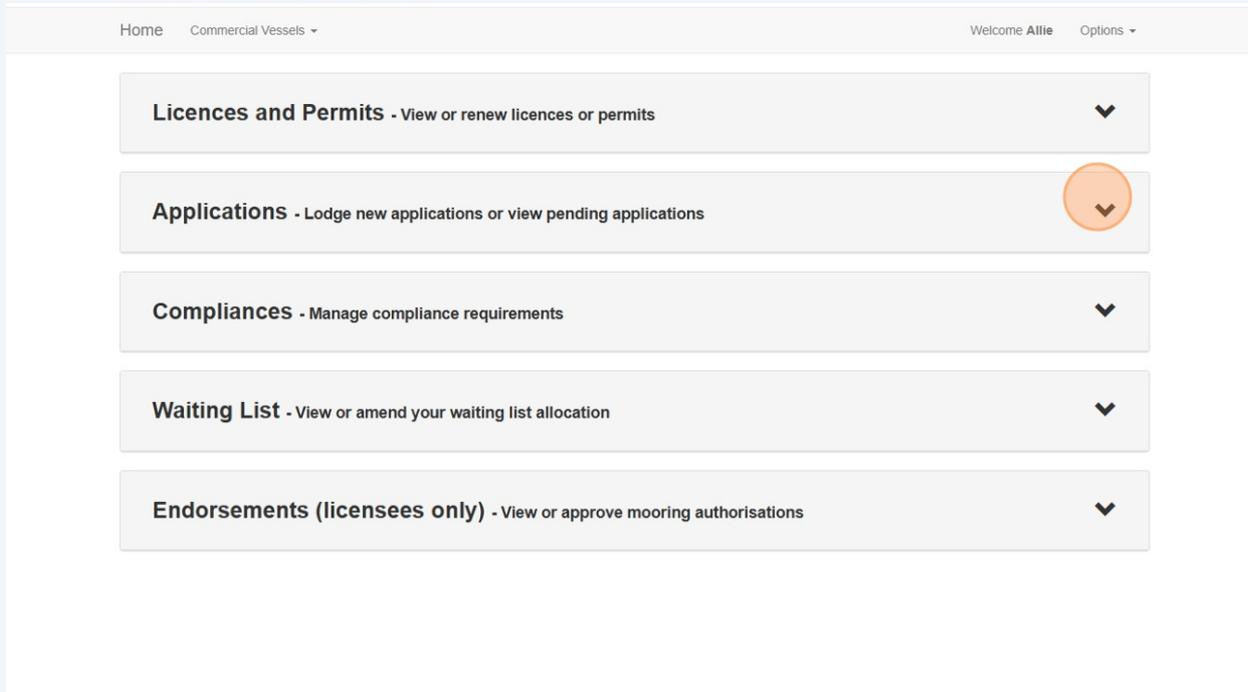
Navigate to <https://mooringlicensing-ria.dbca.wa.gov.au/>

The screenshot shows the Rottneest Island Authority website interface. At the top left is the logo and name 'ROTTNEST ISLAND AUTHORITY'. Below this is a navigation bar with 'Home' and 'Commercial Vessels' (with a dropdown arrow). On the right side of the navigation bar, it says 'Welcome Allie' and 'Options' (with a dropdown arrow). The main content area features a vertical list of five menu items, each in a light grey box with a downward arrow on the right:

- 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

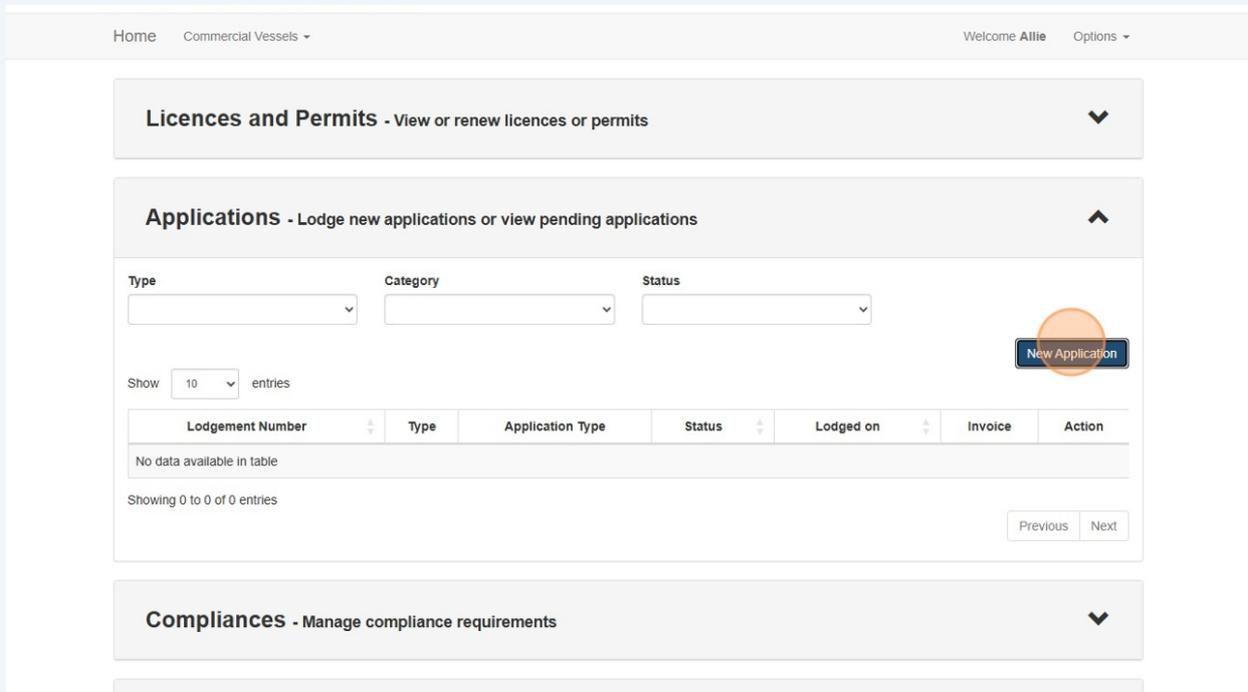
2

Click the "Applications" drop-down to lodge new applications, amend or view pending applications



3

Click "New Application"



4

Click the "I want to apply for a position on the waiting list for a mooring site licence" field, then click "Continue"

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Commercial Vessels', 'Welcome Allie', and 'Options'. The main content area is titled 'Apply for' and contains the following sections:

- Application for the current season: 2024-09-01 to 2025-08-31**
- Annual Admission**  
 I want to apply for an annual admission permit
- Authorised User**  
 I want to apply for an authorised user permit
- Waiting List**  
 I want to apply for a position on the waiting list for a mooring site licence
- DCV Permit**  
 I want to apply for a DCV permit

A blue 'Continue' button is located at the bottom right of the form.

5

Click "Accept"

The screenshot shows the same 'Apply for' form as in step 4, but with a confirmation dialog box overlaid in the center. The dialog box contains:

- A question mark icon in a circle.
- Create waiting list application**
- Text: "Are you sure you want to create a waiting list application?"
- Two buttons: 'Accept' (highlighted with an orange circle) and 'Cancel'.

The background form is dimmed, and the 'Continue' button is still visible at the bottom right.

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

Home Commercial Vessels - Welcome Allie Options -

Waiting List Application: WL003922

Applicant Vessel Mooring Bay Payment Confirmation

**Personal Details** 

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

Residential Address

Postal Address

**Contact Details** 

**WA State Electoral Roll** 

I agree with all the RIA Terms and Conditions

## 7 Select "Residential Address" and "Postal Address" from drop-down lists

Waiting List Application: WL003922

Applicant Vessel Mooring Bay Payment Confirmation

**Personal Details** 

Given name(s)

Surname

Date of Birth

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

Residential Address  

Postal Address

**Contact Details** 

8 Click to view "Contact Details" are correct

Given name(s)

Surname

Date of Birth

**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

Yes, I am on the [WA state electoral roll](#)

I am a silent elector

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

Home Commercial Vessels ▾ Welcome Allie Options ▾

Waiting List Application: WL003922

Applicant **Vessel** Mooring Bay Payment Confirmation

### Personal Details

Given name(s)

Surname

Date of Birth

### Address Details

Select address details for this application

Residential Address

Postal Address

### Contact Details

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

Home Commercial Vessels ▾ Welcome Allie Options ▾

Waiting List Application: WL003922

Applicant **Vessel** Mooring Bay Payment Confirmation

### Registration Details

Vessel registration \*

Vessel name \*

Registration vessel owner \*  
 Alison Green Grater  
 Your company

Ownership percentage \*

Name as shown on DoT registration papers

### Vessel Details

Vessel length (m) \*

Displacement tonnage \*

12

Click "Vessel name"

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

Home Commercial Vessels - Welcome Allie Options -

Waiting List Application: WL003922

Applicant Vessel Mooring Bay Payment Confirmation

### Registration Details

Vessel registration \* AG111

Vessel name \*

Registration vessel owner \*  
 Alison Green Grater  
 Your company

Ownership percentage \*

Name as shown on DoT registration papers

### Vessel Details

Vessel length (m) \*

Displacement tonnage \*

**13** 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

Home Commercial Vessels Welcome Allie Options

Waiting List Application: WL003922

Applicant **Vessel** Mooring Bay Payment Confirmation

### Registration Details

Vessel registration \*

Vessel name \*

Registration vessel owner \*  
 Allison Green Grater  
 Your company

Ownership percentage \*

Name as shown on DoT registration papers

### Vessel Details

Vessel length (m) \*

Displacement tonnage \*

14

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

Home Commercial Vessels Welcome Allie Options

Waiting List Application: WL003922

Applicant **Vessel** Mooring Bay Payment Confirmation

### Registration Details

Vessel registration \* AG111

Vessel name \* No name

Registration vessel owner \*  Alison Green Grater  Your company

Ownership percentage \*

Name as shown on DoT registration papers

### Vessel Details

Vessel length (m) \*

Displacement tonnage \*

15

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

Home Commercial Vessels Welcome Allie Options

Waiting List Application: WL003922

Applicant **Vessel** Mooring Bay Payment Confirmation

### Registration Details

Vessel registration \* AG111

Vessel name \* No name

Registration vessel owner \*  Alison Green Grater  Your company

Ownership percentage \*

Name as shown on DoT registration papers

### Vessel Details

Vessel length (m) \*

Displacement tonnage \*

## 16 Enter all "Vessel Details"

### Registration Details

Vessel registration \*

Vessel name \*

Registration vessel owner \*  Alison Green Grater  
 Your company

Ownership percentage \*

Name as shown on DoT registration papers

### Vessel Details

Vessel length (m) \*

Displacement tonnage \*

Draft (m) \*

Vessel Type \*

## 17 Click "Mooring Bay" tab

Home Commercial Vessels Welcome Allie Options

Waiting List Application: WL003922

Applicant **Vessel** Mooring Bay Payment Confirmation

### Registration Details

Vessel registration \*

Vessel name \*

Registration vessel owner \*  Alison Green Grater  
 Your company

Ownership percentage \*

Name as shown on DoT registration papers

### Vessel Details

Vessel length (m) \*

Displacement tonnage \*

## 18 Select one preferred bay

Note: This cannot be changed once the application has been submitted

Home Commercial Vessels ▼ Welcome Allie Options ▼

Waiting List Application: WL003922

Applicant Vessel **Mooring Bay** Payment Confirmation

### Preferred mooring area ▲

Select one preferred mooring area. Preference cannot be changed without losing your original application date.

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

I agree with all the RIA Terms and Conditions [Save and Exit](#) [Save and Continue](#) [Pay / Submit](#)

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

Home Commercial Vessels ▼ Welcome Allie Options ▼

Waiting List Application: WL003922

Applicant Vessel **Mooring Bay** Payment Confirmation

### Preferred mooring area ▲

Select one preferred mooring area. Preference cannot be changed without losing your original application date.

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

I agree with all the RIA Terms and Conditions [Save and Exit](#) [Save and Continue](#) [Pay / Submit](#)

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Click "Save and Exit" to save your application as a draft to complete later, or  
Click "Pay / Submit" to submit application and progress to payment screen

Home Commercial Vessels Welcome Allie Options

Waiting List Application: WL003922

Applicant Vessel **Mooring Bay** Payment Confirmation

### Preferred mooring area

Select one preferred mooring area. Preference cannot be changed without losing your original application date.

- Thomson Bay
- Geordie Bay
- Porpoise Bay
- Marjorie Bay
- Longreach Bay
- Catherine Bay
- Stark Bay
- Narrow Neck

I agree with all the RIA Terms and Conditions [Save and Exit](#) [Save and Continue](#) [Pay / Submit](#)

21

Click "Pay / Submit"

Home Commercial Vessels Welcome Allie Options

Waiting List Application: WL003922

Applicant Vessel **Mooring Bay** Payment Confirmation

### Preferred mooring area

Select one preferred mooring area. Preference cannot be changed without losing your original application date.

- Thomson Bay
- Geordie Bay
- Porpoise Bay
- Marjorie Bay

**Pay / Submit Application**

Are you sure you want to pay / submit this application?

[Pay / Submit](#) [Cancel](#)

I agree with all the RIA Terms and Conditions [Save and Exit](#) [Save and Continue](#) [Pay / Submit](#)

22

Confirm order information is correct before entering credit card details, then click "Pay"

The screenshot shows a payment interface. On the left, there is a form titled "Enter new card" with fields for Card number, Valid to (month and year), and CCV number. There are VISA and MasterCard logos above the fields. A blue "Pay" button is at the bottom of the form. On the right, there is an "Order Information" table with columns for Item, Quantity, and Total. The table lists one item: "Waiting List fee (New Application, AG111): WL003922 @14/04/2025 11:21 AM" with a quantity of 1 and a total of \$64.00. Below the table, there is a "Totals Basket" section showing a "Total Payment" of \$64.00. At the bottom left, there is a copyright notice: "© Department of Biodiversity, Conservation and Attractions".

Item	Quantity	Total
Waiting List fee (New Application, AG111): WL003922 @14/04/2025 11:21 AM	1	\$64.00

**Totals Basket**

**Total Payment \$64.00**

23

Click "Return to Dashboard"

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

The screenshot shows a success message page. At the top, there is a navigation bar with "Home" and "Commercial Vessels" on the left, and "Welcome Allie" and "Options" on the right. The main content area contains a "Success!" message. The message text reads: "A confirmation email has been sent to riaexternal+alliegrater@gmail.com. Your application WL003922 has been successfully submitted. Application:WL003922 Date/Time: April 14, 2025, 11:22 a.m. If there is any incorrect information, RIA may return this application to you. In this case you will also be notified via email. Invoice: #065112698504". At the bottom right of the message box, there is a blue button labeled "Return to Dashboard".

**Success!**

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

Your application WL003922 has been successfully submitted.

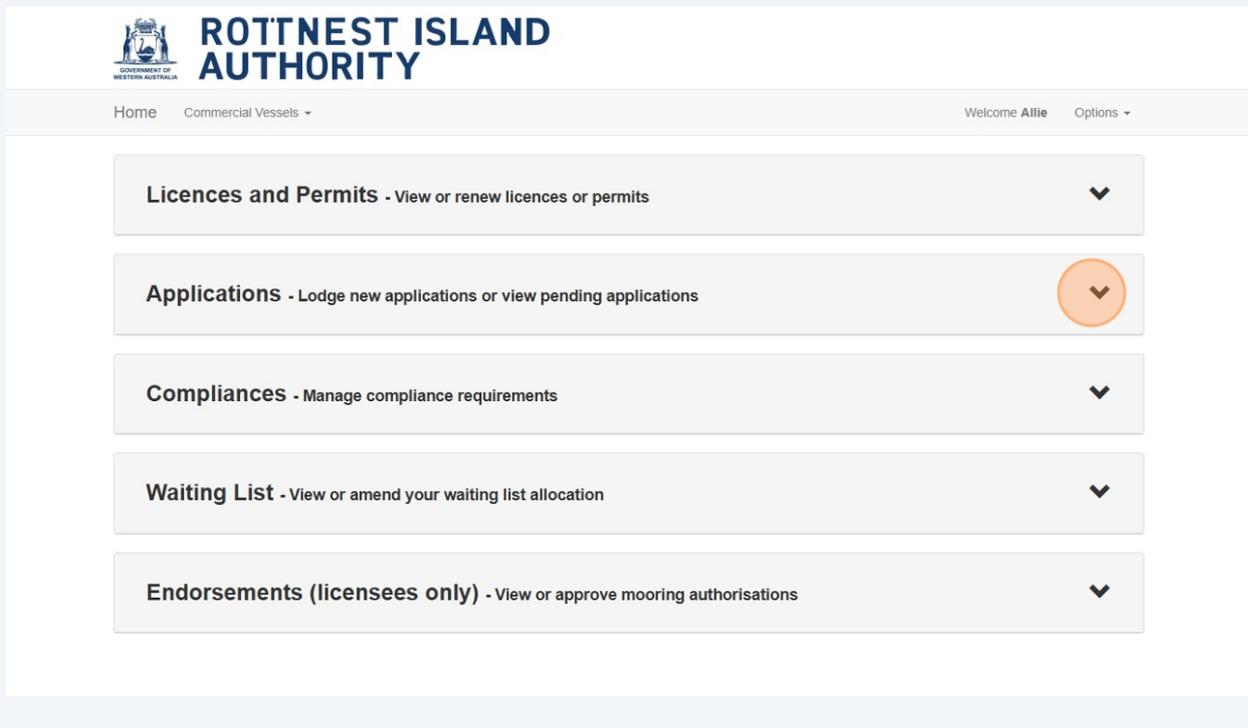
Application:WL003922  
Date/Time: April 14, 2025, 11:22 a.m.

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

Invoice: #065112698504

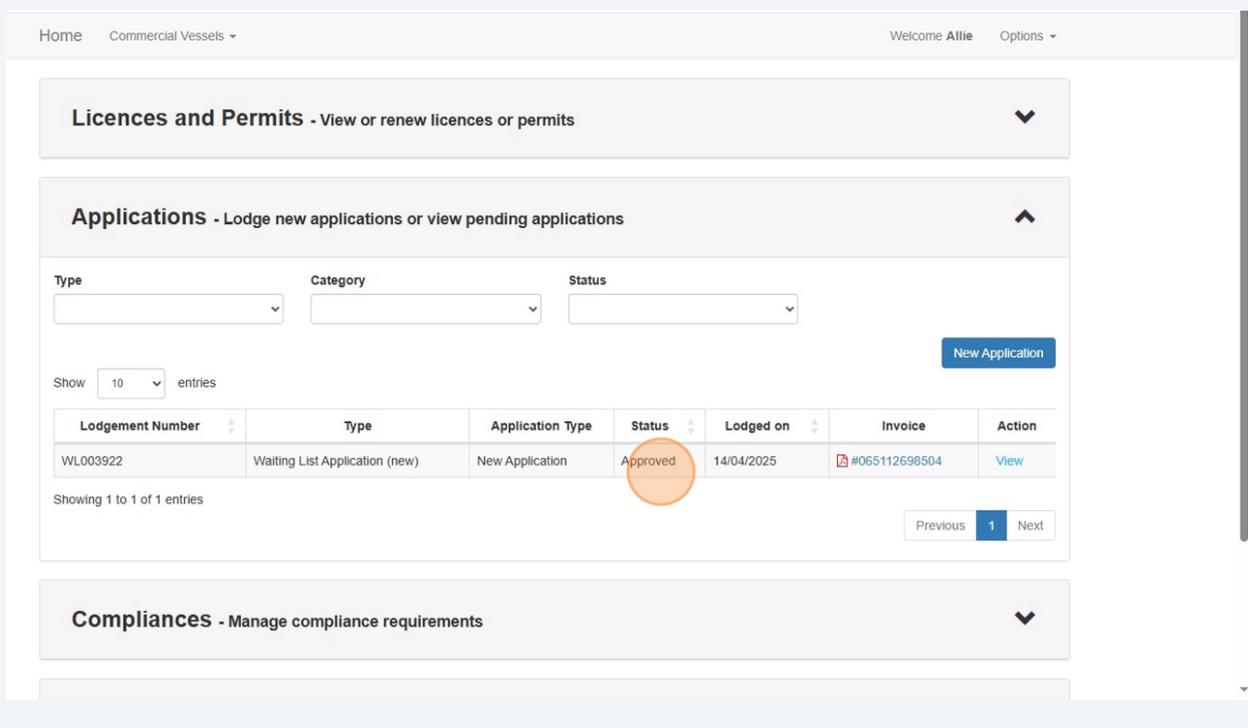
[Return to Dashboard](#)

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



25 Initial status will be "Under Review". Once staff have assessed the application the status will change to "Approved" and you will receive email notification.

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



26

Click "Waiting List" drop-down to view your allocated waiting list position number

Home Commercial Vessels - Welcome Allie 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

Show expired and/or surrendered waiting list allocations

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Click the expander to view additional details and your "Waiting List Allocation" document

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**

Show expired and/or surrendered waiting list allocations

Show 10 entries

Search:

Number	Bay	Allocation number in bay	Status	Vessel Rego	Vessel Name	Issue Date	Start Date	Expiry Date
WLA003713	Porpoise Bay	5	Current	AG111	No name	14/04/2025	14/04/2025	31/08/2025

Action Amend  
Surrender

Grace period end date N/A

Approval letter  
Waiting List Allocation

## 28 Click "Waiting List Allocation" link to open

**Compliances - Manage compliance requirements** ▼

**Waiting List - View or amend your waiting list allocation** ▲

Show expired and/or surrendered waiting list allocations

Show  entries

Search:

Number	Bay	Allocation number in bay	Status	Vessel Rego	Vessel Name	Issue Date	Start Date	Expiry Date
WLA003713	Porpoise Bay	5	Current	AG111	No name	14/04/2025	14/04/2025	31/08/2025

**Action** [Amend](#)  
[Surrender](#)

Grace period end date N/A

**Approval letter**  
[Waiting List Allocation](#)

Showing 1 to 1 of 1 entries

Previous **1** Next

**Endorsements (licensees only) - View or approve mooring authorisations** ▼

## 29 Your "Waiting List Allocation" document

 **ROTTNEST ISLAND AUTHORITY**

Date: 14/04/2025  
Application number: WL003922

Dear Alison Green Grater

Your position on the waiting list for a mooring site licence in your nominated bay has been approved as at 14/04/2025. Below are the details of your allocation.

Name of Person Listed	Alison Green Grater
Nominated Bay	Porpoise Bay
Date Placed on the List	14/04/2025
Current Position on the List	5
Nominated Vessel	
Registration number:	AG111
Name:	No name
Registered length:	7.0 m
Draft:	1.00 m

Kind regards

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