How to renew authorised user permit

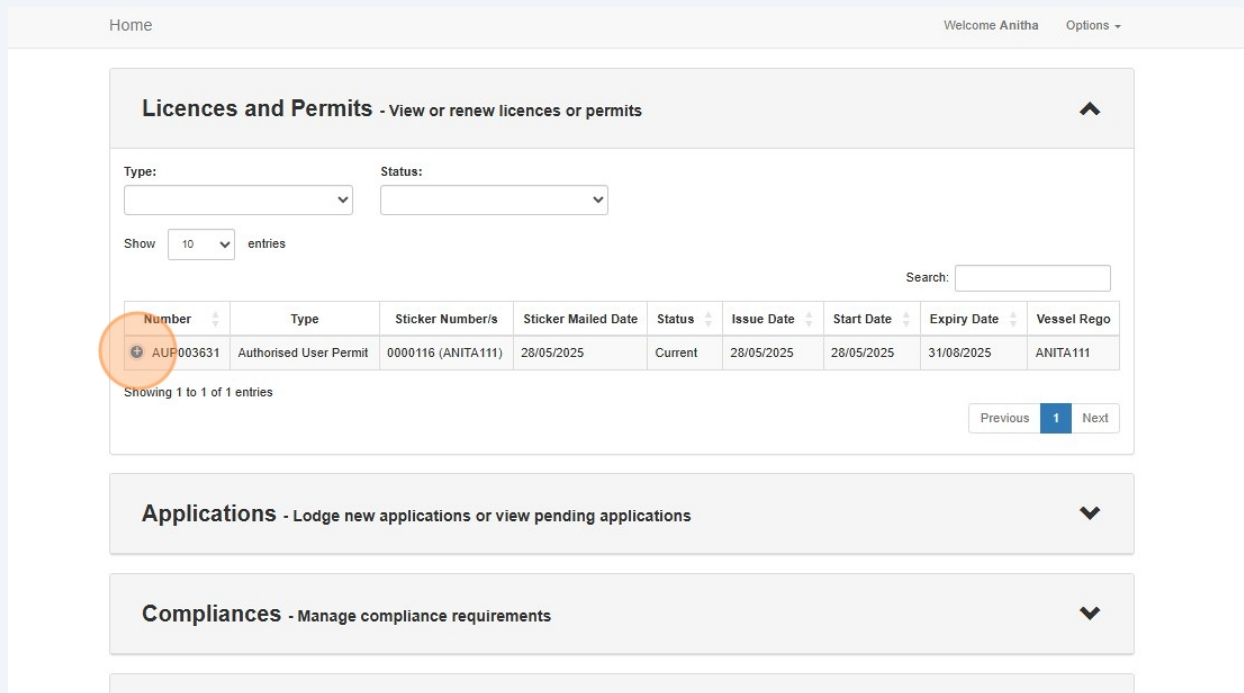**1**   Navigate to https://mooringlicensing-ria.dbca.wa.gov.au/
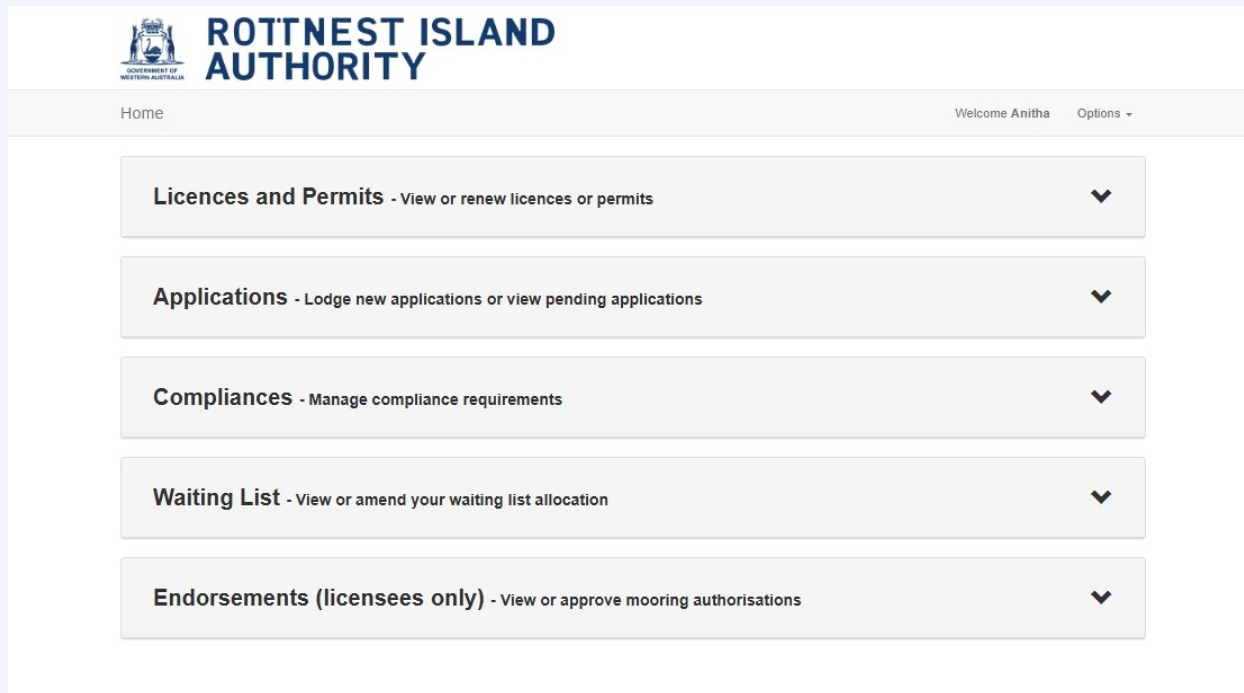
2 Click the "Licences and Permits" drop-down

Home   Welcome Anitha   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	⌄
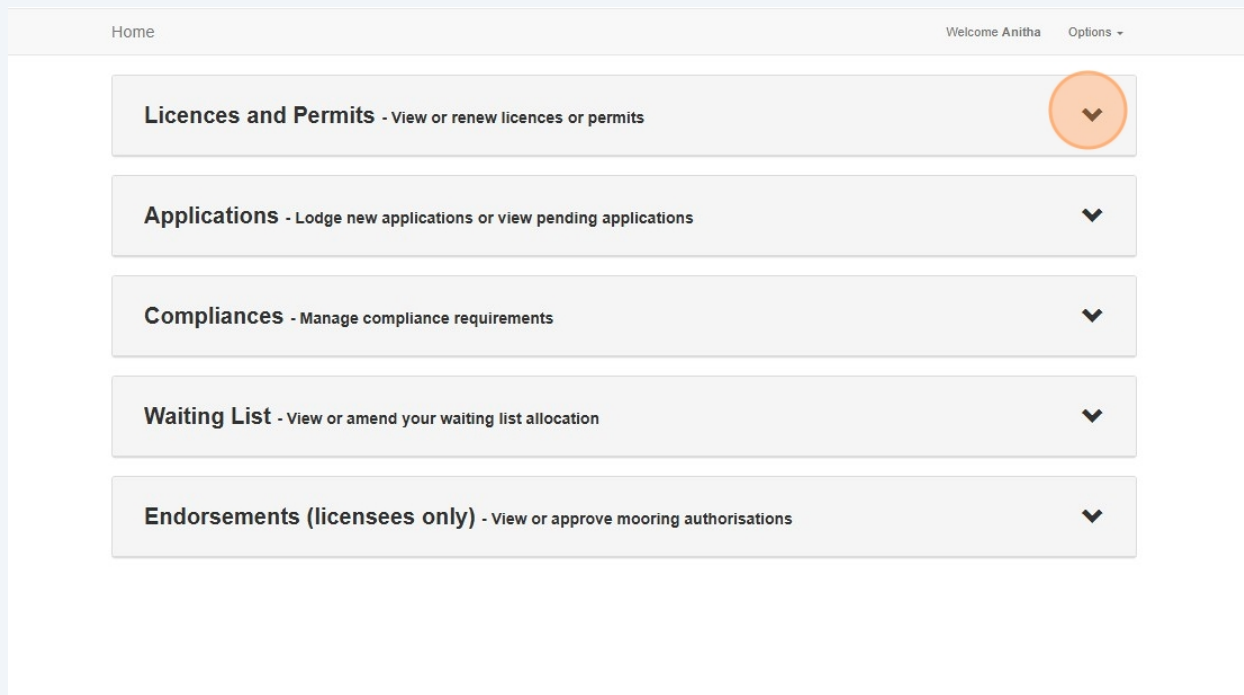
3 Click the expander to view additional details about your "Authorised User Permit"

Home   Welcome Anitha   Options ▾

Licences and Permits - View or renew licences or permits	⌃

Type: Status:

Show 10 entries

Search:

Number	Type	Sticker Number/s	Sticker Mailed Date	Status	Issue Date	Start Date	Expiry Date	Vessel Rego
⊕ AUP003631	Authorised User Permit	0000116 (ANITA111)	28/05/2025	Current	28/05/2025	28/05/2025	31/08/2025	ANITA111

Showing 1 to 1 of 1 entries

Previous **1** Next

Applications - Lodge new applications or view pending applications	⌄

Compliances - Manage compliance requirements	⌄

4 Click "Renew"

5 Click "Renew approval"

6 Check your "Address Details" are correct

Home   Welcome **Anitha**   Options ▾

Authorised User Renewal Application: AU003740

[**Applicant**] [Vessel] [Insurance] [Mooring Bay] [Payment] [Confirmation]

Personal Details   ⌄

Address Details Select address details for this application   ⌃

| Residential Address | 1 Marmion Ave, Marmion, WA, 6023, AU | ⌄ |
| Postal Address | 1 Marmion Ave, Marmion, WA, 6023, AU | ⌄ |

Contact Details   ⌄

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7 Click to view "Personal Details" are correct

Home   Welcome **Anitha**   Options ▾

Authorised User Renewal Application: AU003740

[**Applicant**] [Vessel] [Insurance] [Mooring Bay] [Payment] [Confirmation]

Personal Details   ⌄

Address Details Select address details for this application   ⌃

| Residential Address | 1 Marmion Ave, Marmion, WA, 6023, AU | ⌄ |
| Postal Address | 1 Marmion Ave, Marmion, WA, 6023, AU | ⌄ |

1 Marmion Ave, Marmion, WA, 6023, AU

Contact Details   ⌄

8   Click to view "Contact Details" are correct

Authorised User Renewal Application: AU003740

| Applicant | Vessel | Insurance | Mooring Bay | Payment | Confirmation |

Personal Details ⌃

Given name(s)	Anita
Surname	Bath
Date of Birth	21/05/1980

Address Details Select address details for this application ⌃

| Residential Address | 1 Marmion Ave, Marmion, WA, 6023, AU ⌄ |
| Postal Address | 1 Marmion Ave, Marmion, WA, 6023, AU ⌄ |

Contact Details ⌄

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9   Click to view "Vessel" details are correct

ROTTNEST ISLAND AUTHORITY
GOVERNMENT OF WESTERN AUSTRALIA

Home   Welcome A

Authorised User Renewal Application: AU003740

| Applicant | Vessel | Insurance | Mooring Bay | Payment | Confirmation |

Current Vessel

Your Authorised User Permit AUP003631 lists a vessel with registration number ANITA111. Do you want to keep this vessel listed or do you want to change to a different vessel?

◉ Keep my current vessel
○ Change to different vessel

Registration Details

Vessel registration *	ANITA111 ⌄
Vessel name *	AnitaBathBoat1
Registration vessel owner *	◉ Anita Bath

10   Click to view "Insurance" details are correct

DEVELOPMENT: FOR TESTING ONLY DO NOT USE

ROTTNEST ISLAND AUTHORITY
GOVERNMENT OF WESTERN AUSTRALIA

Home   Welcome

Authorised User Renewal Application: AU003740

Applicant   Vessel   **Insurance**   Mooring Bay   Payment   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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11   Click to view "Mooring Bay" details are correct

Home   Welcome Anitha   Options ▾

Authorised User Renewal Application: AU003740

Applicant   Vessel   Insurance   **Mooring Bay**   Payment   Confirmation

Current Moorings   ⌃

Your Authorised User Permit AUP003631 lists moorings PB014. Do you want to apply to add another mooring to your Authorised User Permit?

● No
○ Yes

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

Your Authorised User Permit AUP003631 lists moorings PB014. Do you want to apply to add another mooring to your Authorised User Permit?

⦿ No
◯ Yes

☐ I agree with all the RIA Terms and Conditions   Save and Exit   Save and Continue   Pay / Submit

13 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

Your Authorised User Permit AUP003631 lists moorings PB014. Do you want to apply to add another mooring to your Authorised User Permit?

⦿ No
◯ Yes

☑ I agree with all the RIA Terms and Conditions   Save and Exit   Save and Continue   Pay / Submit

14 Click "Pay / Submit"

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

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

Home   Welcome Anitha   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 | ⌄ |

17 Initial status will be "Under Review", if you made any changes. If no changes, the status will go straight to "Printing Sticker"

Once the sticker has been mailed to you, status will change to "Approved" and you will receive email notification

Note: Copy of invoice can be viewed under "Invoice" and copy of permit can be viewed under "Licences and Permits"

| Home | | | | | Welcome Anitha | Options ▾ |

Licences and Permits - View or renew licences or permits   ⌄

Applications - Lodge new applications or view pending applications   ⌃

Type	Category	Status
▾	▾	▾

New Application

Show 10 ▾ entries

Lodgement Number	Type	Application Type	Status	Lodged on	Invoice	Action
AU003740	Authorised User Application (renewal)	Renewal	Printing Sticker	29/05/2025	📄 #065112700441	View
AU003735	Authorised User Application (new)	New Application	Approved	28/05/2025	📄 #065112700407	View

Showing 1 to 2 of 2 entries

Previous **1** Next

Compliances - Manage compliance requirements   ⌄

18 Click "Licences and Permits" drop down

Licences and Permits - View or renew licences or permits   ⌄

Applications - Lodge new applications or view pending applications   ⌃

Type	Category	Status
▾	▾	▾

New Application

Show [10 ▾] entries

Lodgement Number	Type	Application Type	Status	Lodged on	Invoice	Action
AU003740	Authorised User Application (renewal)	Renewal	Approved	29/05/2025	📄 #065112700441	View
AU003735	Authorised User Application (new)	New Application	Approved	28/05/2025	📄 #065112700407	View

Showing 1 to 2 of 2 entries

Previous [1] Next

Compliances - Manage compliance requirements   ⌄

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19 Note: New season dates under "Start Date" and "Expiry Date"

Licences and Permits - View or renew licences or permits   ⌃

Type:	Status:
▾	▾

Show [10 ▾] entries

Search: [ ]

Number	Type	Sticker Number/s	Sticker Mailed Date	Status	Issue Date	Start Date	Expiry Date	Vessel Rego
⊕ AUP003631	Authorised User Permit	0000122 (ANITA111)	29/05/2025	Current	29/05/2025	29/05/2025	31/08/2026	ANITA111

Showing 1 to 1 of 1 entries

Previous [1] Next

Applications - Lodge new applications or view pending applications   ⌃

Type	Category	Status
▾	▾	▾

New Application

Show [10 ▾] entries

20 Click the expander to view additional details and your "Authorised User Permit"

Home   Welcome Anitha   Options ▾

Licences and Permits - View or renew licences or permits   ⌃

Type: Status:
[▾]   [▾]

Show [10 ▾] entries

                                                                  Search: [   ]

Number	Type	Sticker Number/s	Sticker Mailed Date	Status	Issue Date	Start Date	Expiry Date	Vessel Rego
⊕ AUP003631	Authorised User Permit	0000122 (ANITA111)	29/05/2025	Current	29/05/2025	29/05/2025	31/08/2026	ANITA111

Showing 1 to 1 of 1 entries

                                                    Previous **1** Next

Applications - Lodge new applications or view pending applications   ⌃

Type   Category   Status
[▾]   [▾]   [▾]

                                                              [New Application]

Show [10 ▾] entries

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21 Click "Authorised User Permit"

Home   Welcome Anitha   Options ▾

Licences and Permits - View or renew licences or permits   ⌃

Type: Status:
[▾]   [▾]

Show [10 ▾] entries

                                                                  Search: [   ]

| Number	Type	Sticker Number/s	Sticker Mailed Date	Status	Issue Date	Start Date	Expiry Date	Vessel Rego
⊖ AUP003631	Authorised User Permit	0000122 (ANITA111)	29/05/2025	Current	29/05/2025	29/05/2025	31/08/2026	ANITA111

Mooring PB014

Action Amend
Surrender
Request New Sticker
Update Sticker Address

Grace Period End Date N/A

Approval Letter
📄 Authorised User Permit

Showing 1 to 1 of 1 entries

                                                    Previous **1** Next

22   Your "Authorised User Permit" document shows recent approval date

ROTTNEST ISLAND AUTHORITY

Date: 29/05/2025
Application number: AU003740

Anita Bath
1 Marmion Ave
Marmion WA 6023

Dear Anita Bath

Your authorised user permit application has been approved as at **29/05/2025.** Below are the details of your permit and the mooring sites you are authorised to use.

Authorised use of mooring sites, casual access to the Shared Mooring System (SMS), and admission to the Rottnest Island Marine Reserve is only approved once the RIA issued sticker is clearly displayed on the port side of your vessel. *Penalties apply.*

Authorised Person   Anita Bath

Authorised Vessel
Registration number: ANITA111
Vessel Name: AnitaBathBoat1
Registered length: 7.0 m
Vessel draft: 1.00 m

Authorised Mooring Sites
Please ensure you contact the mooring site licensee prior to use to determine availability.

Mooring Site	Licensee Name	Contact Details
PB014	Jean Jones	riaexternal+jeanjones@gmail.com 0416238945

This permit is non-transferrable to any other party and will expire on 31/08/2026.

Kind regards

Marine Administration
Rottnest Island Authority
moorings@rottnestisland.com