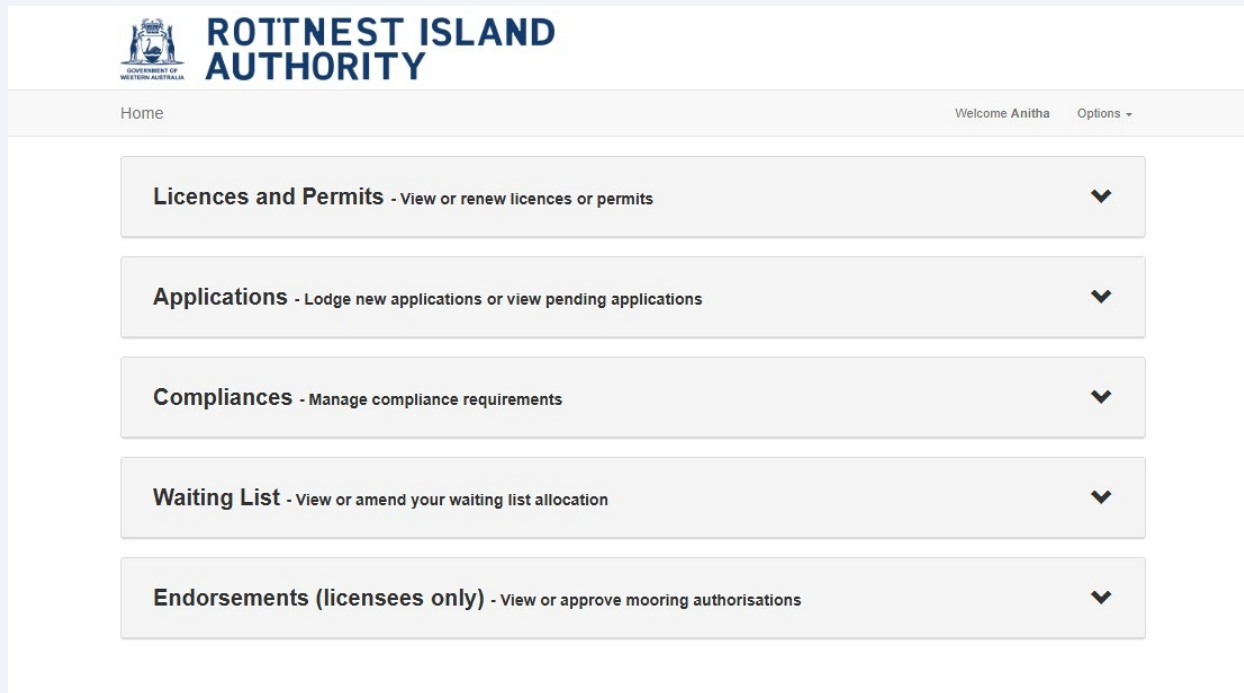


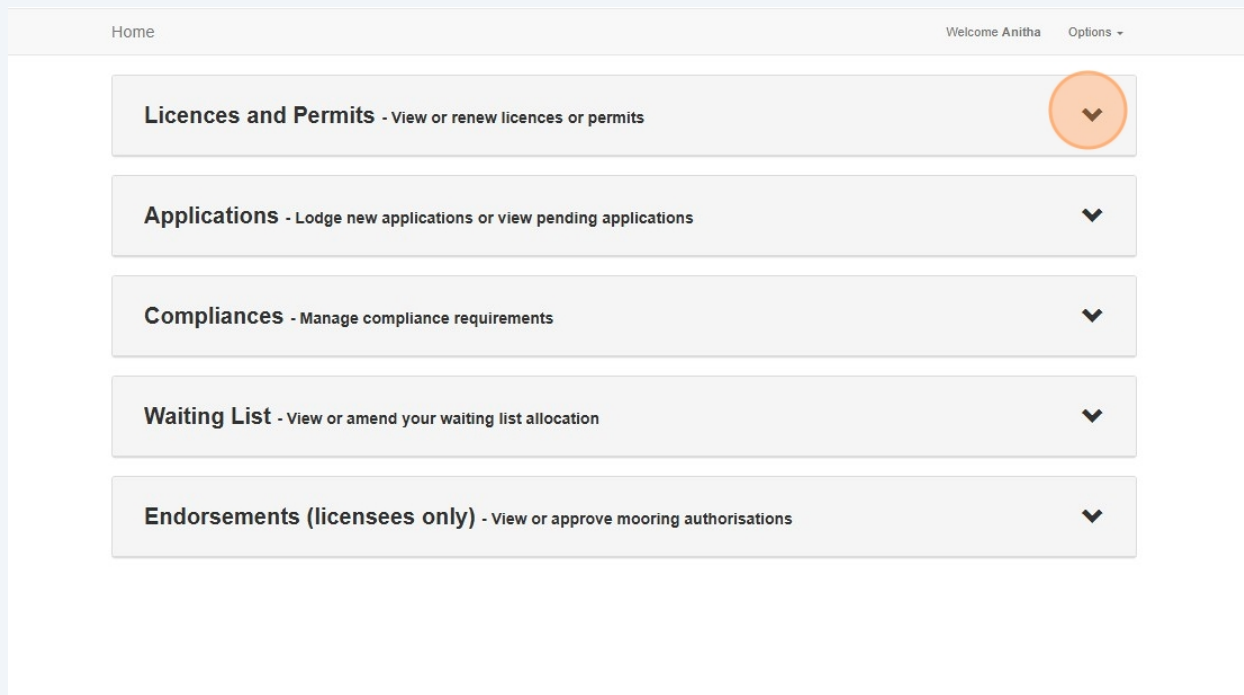
How to renew authorised user permit

1

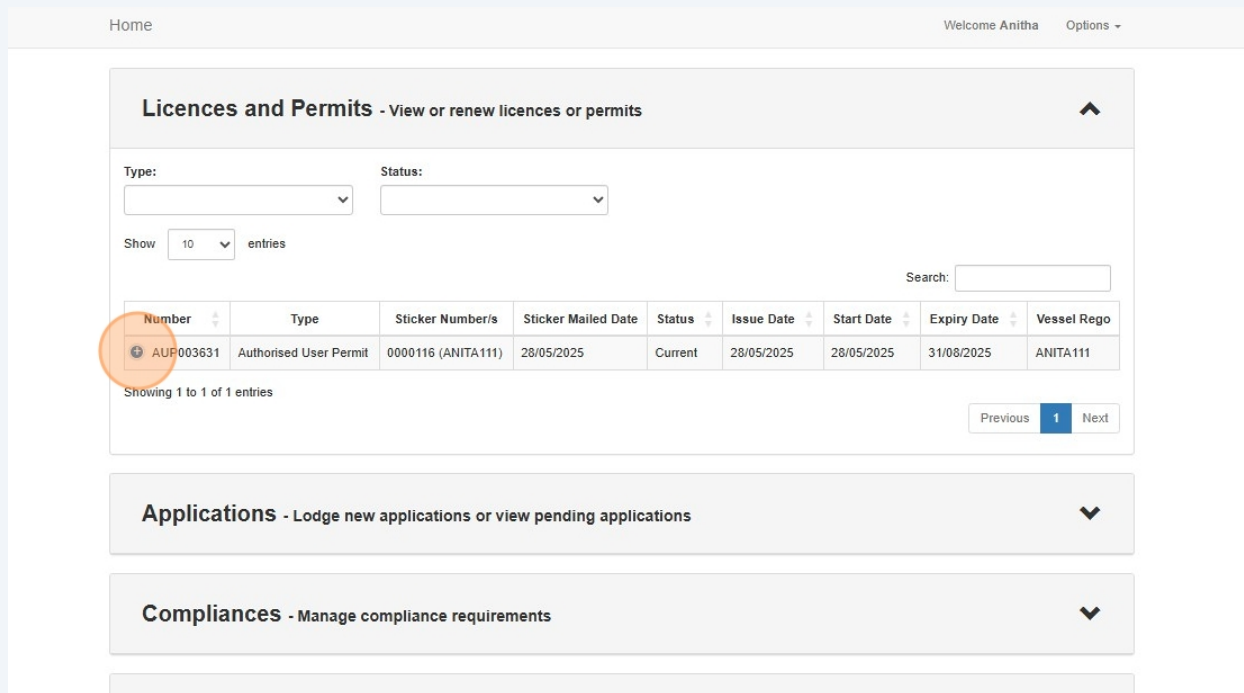
Navigate to <https://mooringlicensing-ria.dbca.wa.gov.au/>



2 Click the "Licences and Permits" drop-down



3 Click the expander to view additional details about your "Authorised User Permit"



4 Click "Renew"

Home Welcome Anitha 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
AUP003631	Authorised User Permit	0000116 (ANITA111)	28/05/2025	Current	28/05/2025	28/05/2025	31/08/2025	ANITA111

Mooring PB014

Action **Renew**

[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

5 Click "Renew approval"

Home Welcome Anitha 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
AUP003631	Authorised User Permit	0000116 (ANITA111)	28/05/2025	Current	28/05/2025	28/05/2025	31/08/2025	ANITA111

Mooring PB014

Action **Renew**

[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

Renew Approval

Are you sure you want to renew this approval?

Renew approval Cancel

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 ▾

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)

Surname

Date of Birth

Address Details

Select address details for this application

Residential Address

Postal Address

Contact Details

9 Click to view "Vessel" details are correct

**ROTTNEST ISLAND
AUTHORITY**

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 *

Vessel name *

Registration vessel owner * ☒ Anita Bath

10 Click to view "Insurance" details are correct

DEVELOPMENT: FOR TESTING ONLY DO NOT USE

 **ROTTNEST ISLAND
AUTHORITY**

Home>Welcome .

Authorised User Renewal Application: AU003740

ApplicantVesselInsuranceMooring BayPaymentConfirmation

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](#)

11 Click to view "Mooring Bay" details are correct

Home>Welcome AnithaOptions ▾

Authorised User Renewal Application: AU003740

ApplicantVesselInsuranceMooring BayPaymentConfirmation

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"

Home Welcome Anitha Options ▾

Authorised User Renewal Application: AU003740

Applicant Vessel Insurance **Moorings Bay** Payment Confirmation

Current Moorings

Your Authorised User Permit AUP003631 is
Authorised User Permit?

☒ No
☐ Yes

Pay / Submit Application

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

Pay / Submit Cancel

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

Home Welcome Anitha Options ▾

Success!

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

Application: AU003740
Date/Time: May 29, 2025, 10:11 a.m.

Invoice: #065112700441

Return to Dashboard

16

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

Home

Welcome AnithaOptions ▾

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 AnithaOptions

Licences and Permits - View or renew licences or permits

Applications - Lodge new applications or view pending applications

TypeCategoryStatus

Show10entries

New Application

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

Previous1Next

Compliances - Manage compliance requirements

18 Click "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 ⬆

Type Category Status

Show entries New Application

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 ▾

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

Home Welcome Anitha 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
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

Show entries New Application

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 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

Show entries

[New Application](#)

21 Click "Authorised User Permit"

[Home](#) Welcome Anitha [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
 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@rotnnestisland.com