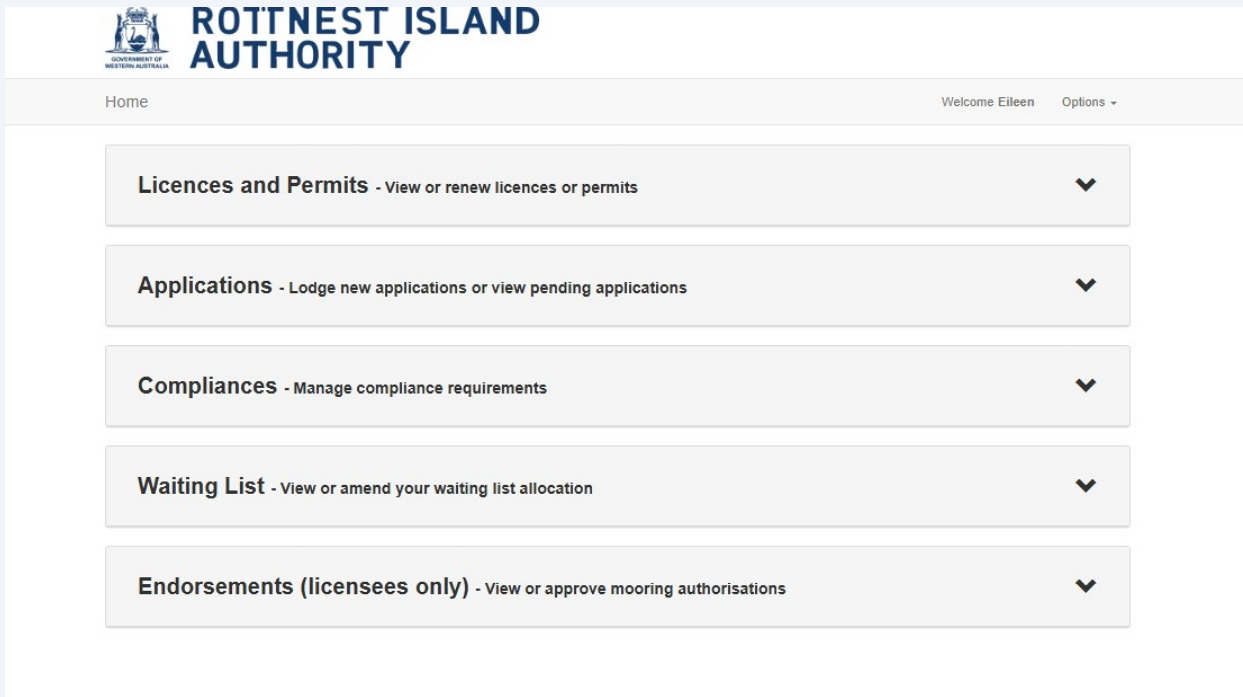


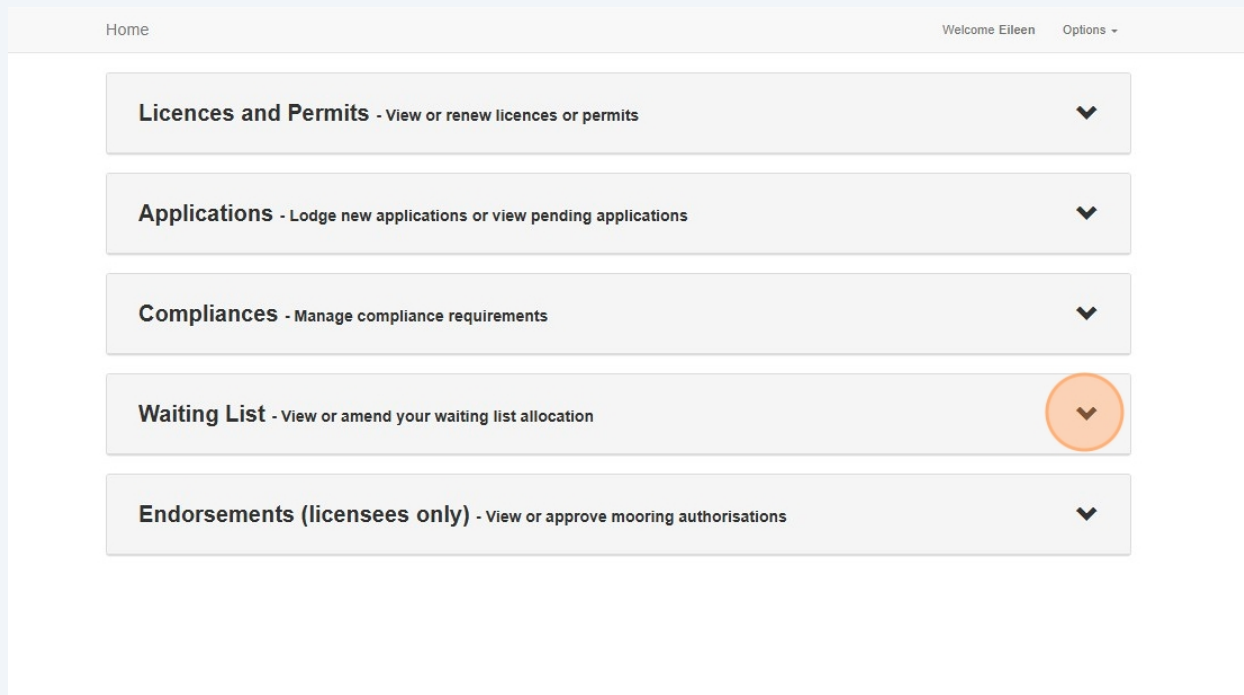
# How to renew mooring site licence waiting list allocation

1

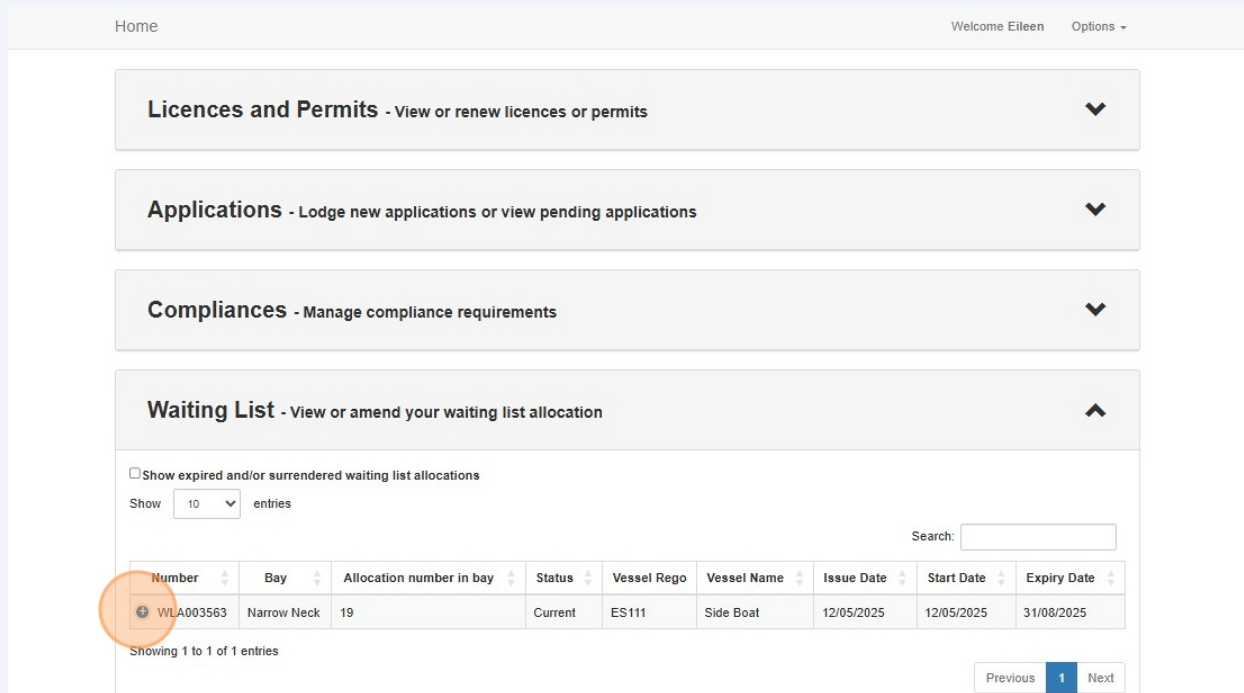
Navigate to <https://mooringlicensing-ria.dbca.wa.gov.au/>



## 2 Click "Waiting List" drop-down



## 3 Click the expander to view additional details about your "Waiting List Allocation"



#### 4 Click "Renew"

Home Welcome Eileen 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 ▲

☐ 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
WLA003563	Narrow Neck	19	Current	ES111	Side Boat	12/05/2025	12/05/2025	31/08/2025
Action <a href="#">Renew</a> <a href="#">Surrender</a>								
Grace period end date N/A								

#### 5 Click "Renew approval"

Home Welcome Eileen 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 ▲

☐ 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
WLA003563	Narrow Neck	19	Current	ES111	Side Boat	12/05/2025	12/05/2025	31/08/2025
Action <a href="#">Renew</a> <a href="#">Surrender</a>								
Grace period end date N/A								

**Renew Approval**

Are you sure you want to renew this approval?

[Renew approval](#) [Cancel](#)

## 6 Check your "Address Details" are correct

Home Welcome Eileen Options ▾

Waiting List Renewal Application: WL003742

[Applicant](#) [Vessel](#) [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** ▾

**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 Eileen Options ▾

Waiting List Renewal Application: WL003742

[Applicant](#) [Vessel](#) [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** ▾

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)

Eileen

Surname

Sideways

Date of Birth

08/05/1980

**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** 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

1 Marmion Ave, Marmion, WA, 6023, AU

Postal Address

1 Marmion Ave, Marmion, WA, 6023, AU

**Contact Details** ^

Phone (work)

0853698745

Mobile

0416238945

Email

riaexternal+eileensideways@gmail.com

**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 to view "Vessel" details are correct

Home Welcome Eileen Options

Waiting List Renewal Application: WL003742

[Applicant](#) **Vessel** [Mooring Bay](#) [Payment](#) [Confirmation](#)

### Current Vessel

Your Waiting List Allocation WLA003563 lists a vessel with registration number ES111. 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 \* ☐ Eileen Sideways ☒ Your company

Company

Ownership percentage \*

## 11 Click to view "Mooring Bay" details are correct

DEVELOPMENT: FOR TESTING ONLY DO NOT USE

 **ROTTNEST ISLAND AUTHORITY**

Home Welcome

Waiting List Renewal Application: WL003742

[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 checked="" type="radio"/> Narrow Neck

12

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

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 checked="" type="radio"/> Narrow Neck

☐ 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

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 checked="" type="radio"/> Narrow Neck

☒ I agree with all the RIA Terms and Conditions

Save and Exit

Save and Continue

Pay / Submit

## 14 Click "Pay / Submit"

The screenshot shows a web application interface for a 'Waiting List Renewal Application: WL003742'. The top navigation bar includes 'Home', 'Welcome Eileen', and 'Options'. Below the header, there are tabs for 'Applicant', 'Vessel', 'Mooring Bay', 'Payment', and 'Confirmation'. The 'Mooring Bay' tab is active, displaying a 'Preferred mooring area' section with a heading and a sub-header 'Select one preferred mooring area. Preference'. Below this, there are four radio button options: 'Thomson Bay', 'Geordie Bay', 'Porpoise Bay', and 'Marjorie Bay'. A modal dialog box is overlaid on the form, titled 'Pay / Submit Application' with a question mark icon. The modal text asks 'Are you sure you want to pay / submit this application?' and contains two buttons: 'Pay / Submit' (highlighted with an orange circle) and 'Cancel'.

## 15 Click "Complete Order"

Note: there is no fee for renewing a mooring site licence waiting list allocation

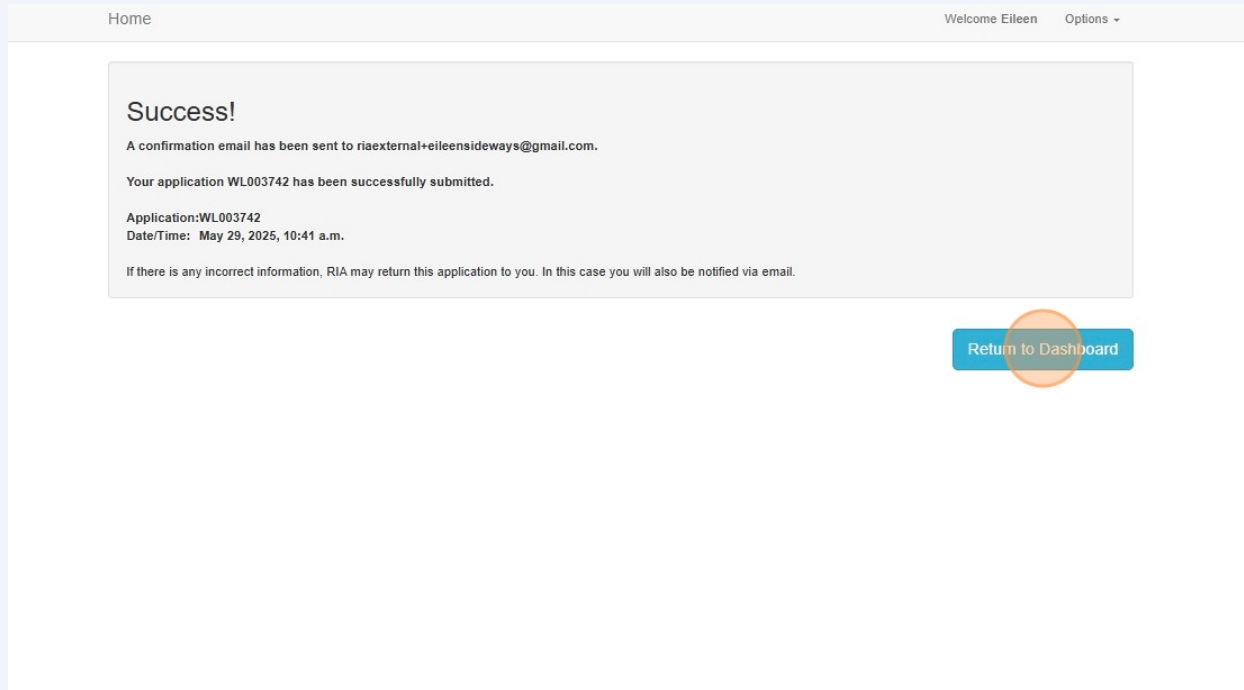
The screenshot shows the 'Order Information' page. The top navigation bar includes 'Home', 'Welcome Eileen', and 'Options'. Below the header, there is a table with the following data:

Item	Quantity	Total
Waiting List fee (Renewal, ES111): WL003742 @29/05/2025 10:41 AM	1	\$0.00

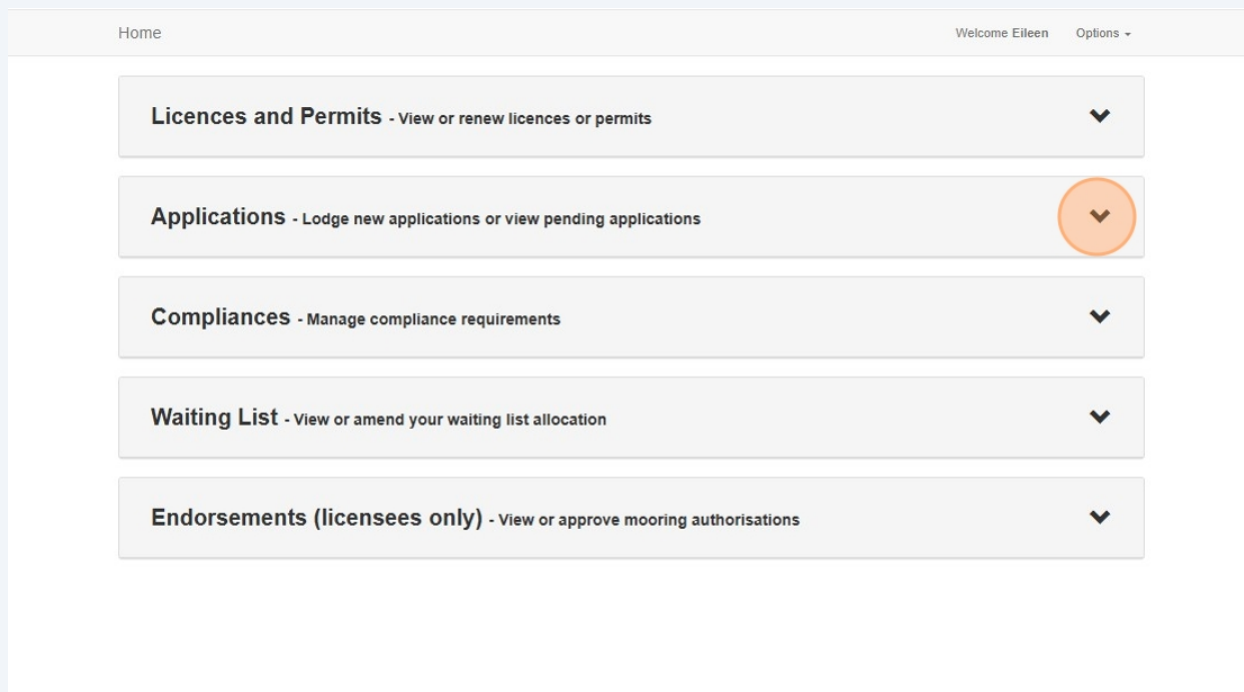
Below the table, there is a 'Totals' section with a 'Basket' sub-section. The 'Total' is displayed as '\$0.00'. At the bottom left, there is a blue button labeled 'Complete Order' (highlighted with an orange circle). The footer text reads '© Department of Biodiversity, Conservation and Attractions'.



## 16 Click "Return to Dashboard"



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



18

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

**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
WL003742	Waiting List Application (renewal)	Renewal	Approved	29/05/2025	#065112700507	<a href="#">View</a>
WL003613	Waiting List Application (amendment)	Amendment	Approved	12/05/2025	#065112699414	<a href="#">View</a>
WL003612	Waiting List Application (new)	New Application	Approved	12/05/2025	#065112699403	<a href="#">View</a>

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)

**Compliances** - Manage compliance requirements

19

Click "Waiting List" drop down

Type  Category  Status

Show  entries

[New Application](#)

Lodgement Number	Type	Application Type	Status	Lodged on	Invoice	Action
WL003742	Waiting List Application (renewal)	Renewal	Approved	29/05/2025	#065112700507	<a href="#">View</a>
WL003613	Waiting List Application (amendment)	Amendment	Approved	12/05/2025	#065112699414	<a href="#">View</a>
WL003612	Waiting List Application (new)	New Application	Approved	12/05/2025	#065112699403	<a href="#">View</a>

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)

**Compliances** - Manage compliance requirements

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

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

20

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

WL003612    Waiting List Application (new)    New Application    Approved    12/05/2025    #065112699403    [View](#)

Showing 1 to 3 of 3 entries

Previous 1 Next

**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
WLA003563	Narrow Neck	19	Current	ES111	Side Boat	29/05/2025	29/05/2025	31/08/2026

Showing 1 to 1 of 1 entries

Previous 1 Next

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

21

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

WL003612    Waiting List Application (new)    New Application    Approved    12/05/2025    #065112699403    [View](#)

Showing 1 to 3 of 3 entries

Previous 1 Next

**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
WLA003563	Narrow Neck	19	Current	ES111	Side Boat	29/05/2025	29/05/2025	31/08/2026

Showing 1 to 1 of 1 entries

Previous 1 Next

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

## 22 Click "Waiting List Allocation"

WL003612    Waiting List Application (new)    New Application    Approved    12/05/2025    #065112699403    [View](#)

Showing 1 to 3 of 3 entries

Previous 1 Next

**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
WLA003563	Narrow Neck	19	Current	ES111	Side Boat	29/05/2025	29/05/2025	31/08/2026

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

Grace period end date N/A

Approval letter  
[Waiting List Allocation](#)

Showing 1 to 1 of 1 entries

Previous 1 Next

## 23 Your "Waiting List Allocation" document shows recent approval date

 **ROTTNEEST ISLAND AUTHORITY**

Date: 29/05/2025  
Application number: WL003742

Dear Eileen Sideways

Your position on the waiting list for a mooring site licence in your nominated bay has been approved as at 29/05/2025. Below are the details of your allocation.

Name of Person Listed	Eileen Sideways
Nominated Bay	Narrow Neck
Date Placed on the List	12/05/2025
Current Position on the List	19
Nominated Vessel	
Registration number:	ES111
Name:	Side Boat
Registered length:	7.0 m
Draft:	1.00 m

Kind regards

**Marine Administration**  
Rottneest Island Authority  
[moorings@rotnneestisland.com](mailto:moorings@rotnneestisland.com)