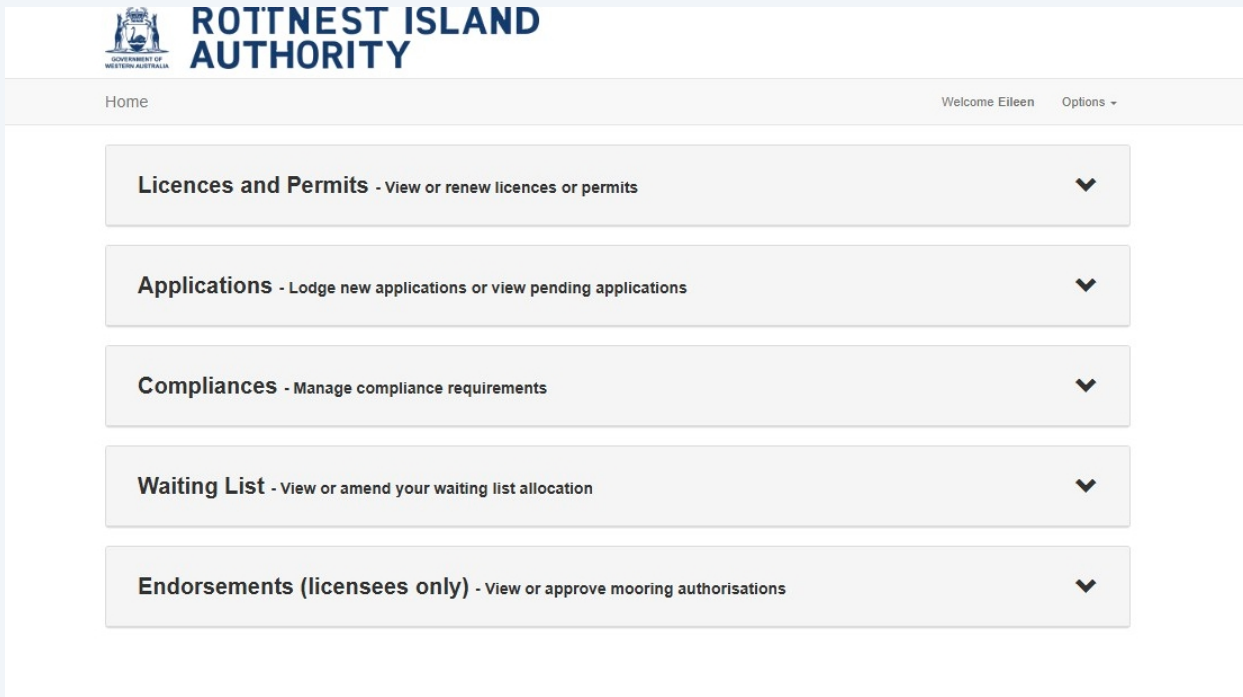


How to renew mooring site licence waiting list allocation

1

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



2 Click "Waiting List" drop-down

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 ▾

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

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

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 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	12/05/2025	12/05/2025	31/08/2025

Showing 1 to 1 of 1 entries

Previous 1 Next

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 Renew Surrender								
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 Renew Surrender								
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.

☐ Thomson Bay	☐ Longreach Bay
☐ Geordie Bay	☐ Catherine Bay
☐ Porpoise Bay	☐ Stark Bay
☐ Marjorie Bay	☒ 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.

☐ Thomson Bay	☐ Longreach Bay
☐ Geordie Bay	☐ Catherine Bay
☐ Porpoise Bay	☐ Stark Bay
☐ Marjorie Bay	☒ 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.

☐ Thomson Bay	☐ Longreach Bay
☐ Geordie Bay	☐ Catherine Bay
☐ Porpoise Bay	☐ Stark Bay
☐ Marjorie Bay	☒ 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 'Mooring Bay' tab is selected in the top navigation bar. Below the tabs, there is a section titled 'Preferred mooring area' with a sub-header 'Select one preferred mooring area. Preference'. Four radio button options are listed: Thomson Bay, Geordie Bay, Porpoise Bay, and Marjorie Bay. A modal dialog box is overlaid in the center, featuring a question mark icon and the title 'Pay / Submit Application'. 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"

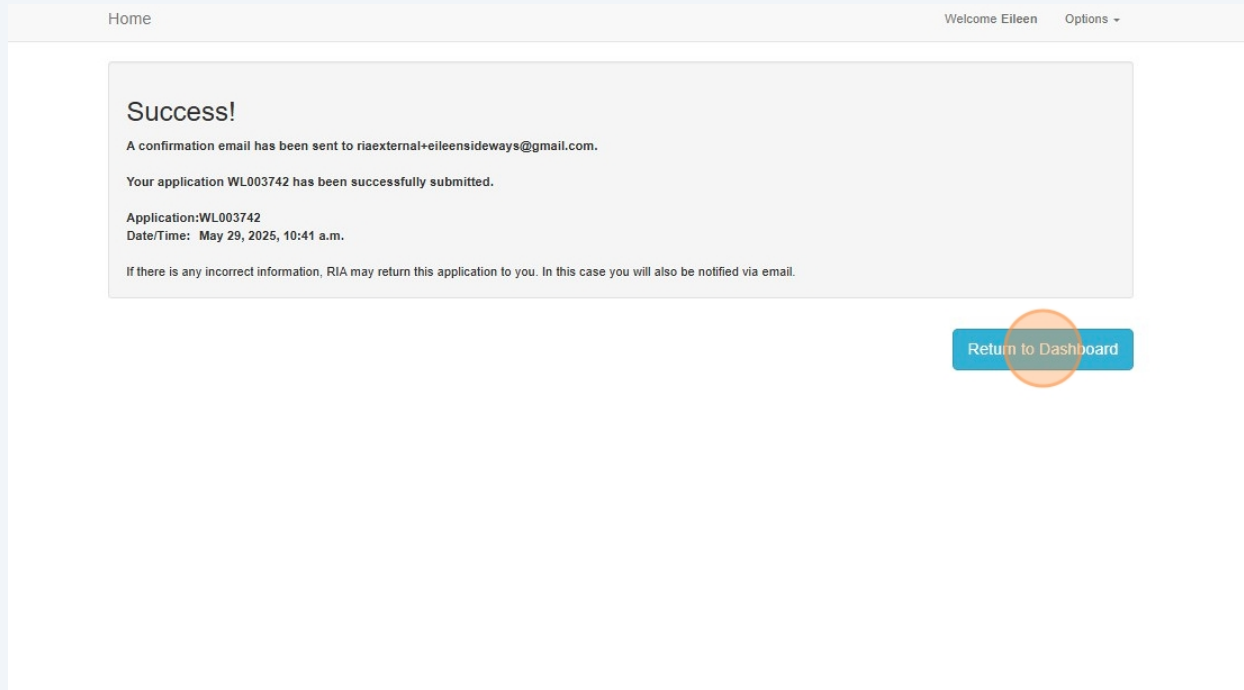
Note: there is no fee for renewing a mooring site licence waiting list allocation

The screenshot displays the 'Order Information' page. At the top, there is a header with 'Home' and 'Welcome Eileen Options'. Below this, the 'Order Information' section contains a table with the following data:

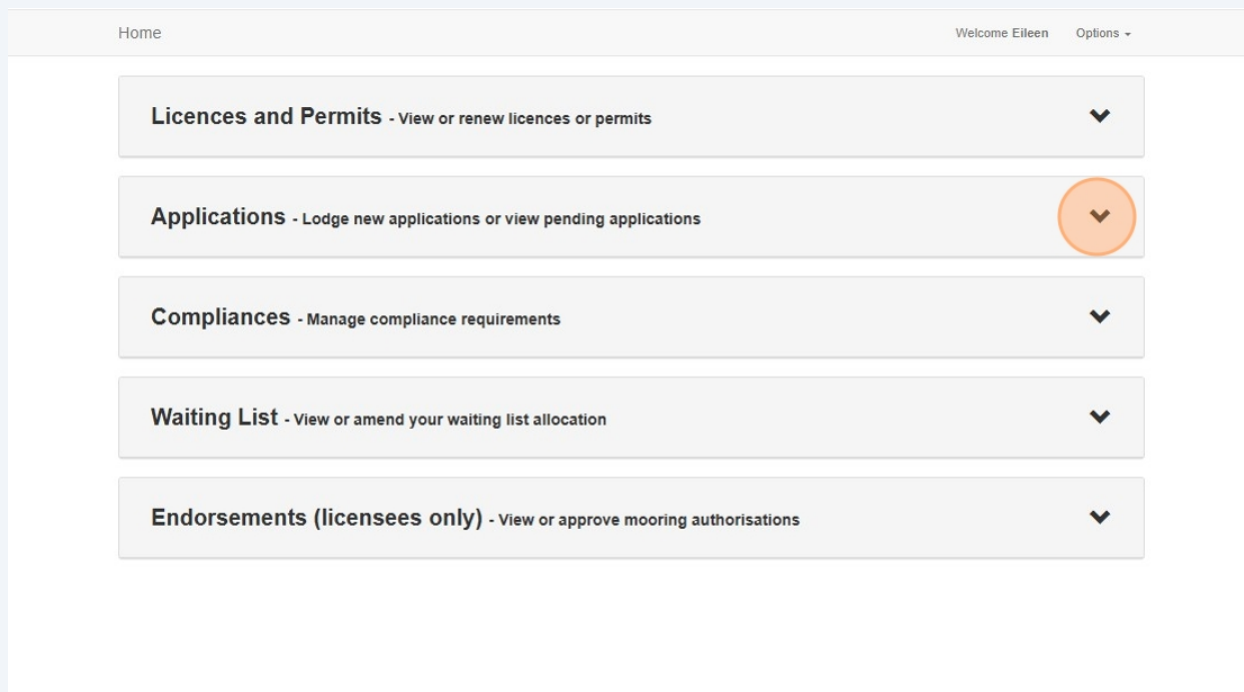
Item	Quantity	Total
Waiting List fee (Renewal, ES111): WL003742 @29/05/2025 10:41 AM	1	\$0.00

Below the table, there is a 'Totals Basket' section with a 'Total' of '\$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	View
WL003613	Waiting List Application (amendment)	Amendment	Approved	12/05/2025	#065112699414	View
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

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	View
WL003613	Waiting List Application (amendment)	Amendment	Approved	12/05/2025	#065112699414	View
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

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

Previous1Next

Compliances - Manage compliance requirements

Waiting List - View or amend your waiting list allocation

☐ Show expired and/or surrendered waiting list allocations

Show10entries

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

Previous1Next

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

Previous1Next

Compliances - Manage compliance requirements

Waiting List - View or amend your waiting list allocation

☐ Show expired and/or surrendered waiting list allocations

Show10entries

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

Previous1Next

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 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@rotnestisland.com