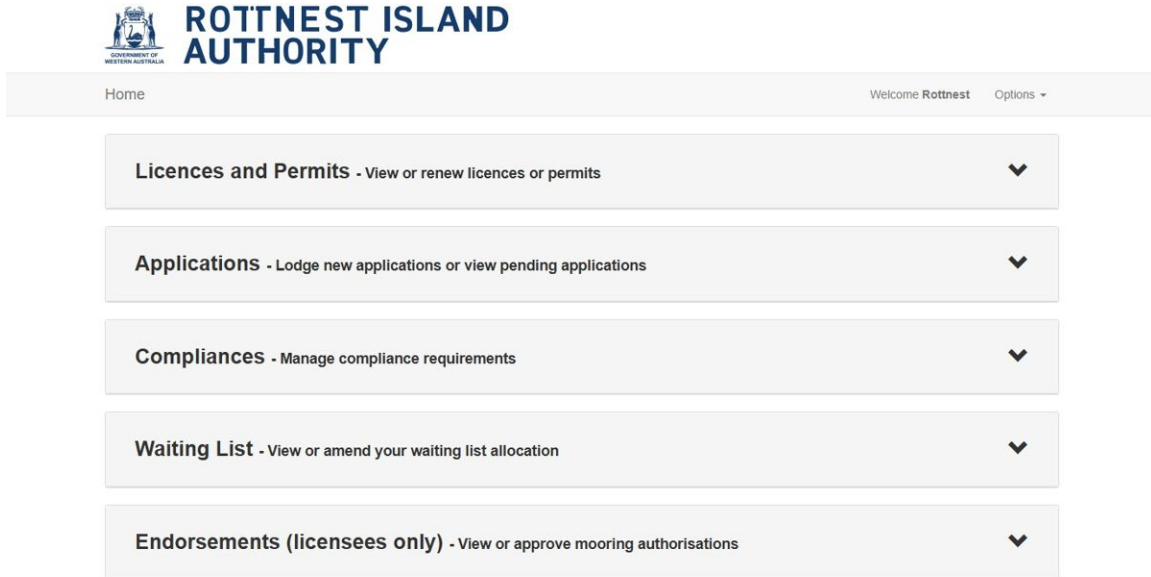
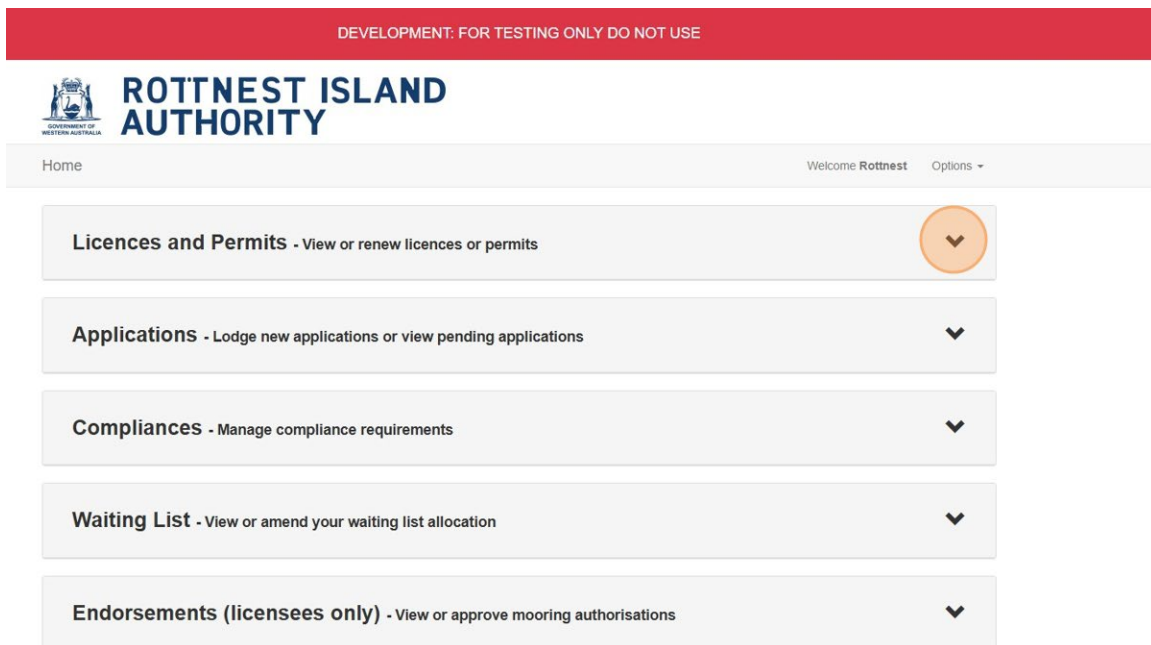


How to renew mooring site licence

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



2. Click "Licences and Permits" drop-down



3. Click the expander to view additional details of your "Mooring Site Licence"

Home

Welcome RottnestOptions

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
AUP003782	Authorised User Permit	0000058 (RIA111)	24/07/2025	Current	24/07/2025	24/07/2025	31/08/2025	RIA111
AAP003781	Annual Admission Permit	0000063 (RIA222)	24/07/2025	Current	24/07/2025	24/07/2025	31/08/2026	RIA222
MOL003780	Mooring Site Licence	0000060 (RIA111)	24/07/2025	Current	24/07/2025	24/07/2025	31/08/2025	RIA111

Showing 1 to 3 of 3 entries

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Applications - Lodge new applications or view pending applications

Compliances - Manage compliance requirements

4. Click "Renew"

Home

Welcome RottnestOptions

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
AUP003782	Authorised User Permit	0000058 (RIA111)	24/07/2025	Current	24/07/2025	24/07/2025	31/08/2025	RIA111
AAP003781	Annual Admission Permit	0000063 (RIA222)	24/07/2025	Current	24/07/2025	24/07/2025	31/08/2026	RIA222
MOL003780	Mooring Site Licence	0000060 (RIA111)	24/07/2025	Current	24/07/2025	24/07/2025	31/08/2025	RIA111

Showing 1 to 3 of 3 entries

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Mooring NN147

ActionRenew

Surrender

Request New Sticker

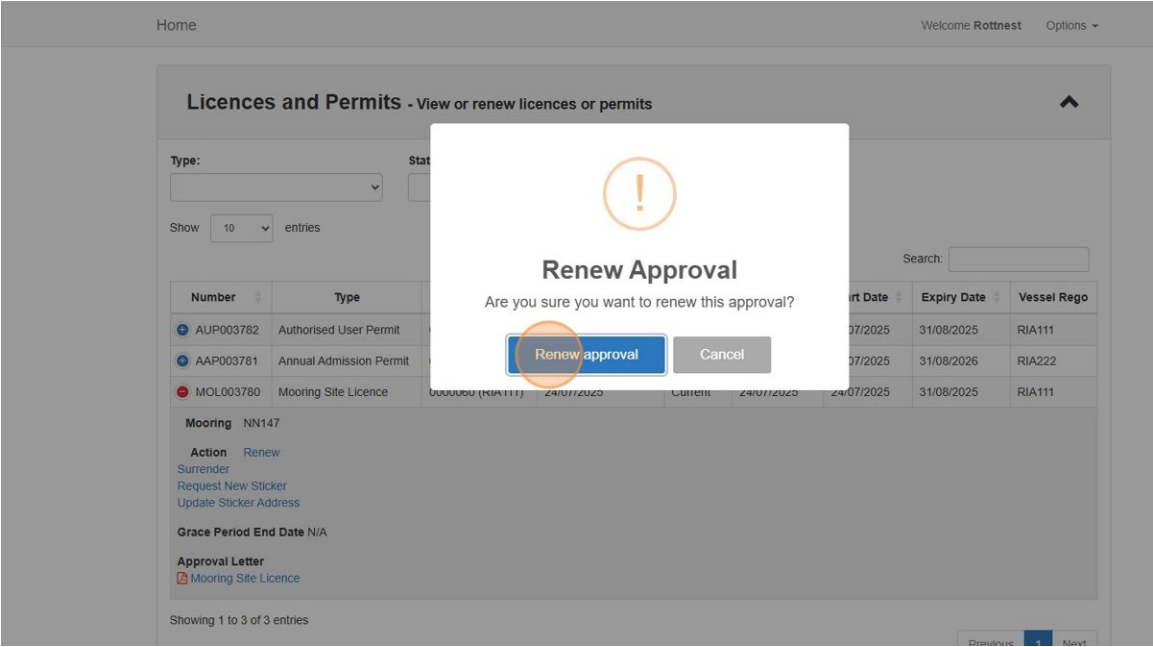
Update Sticker Address

Grace Period End Date N/A

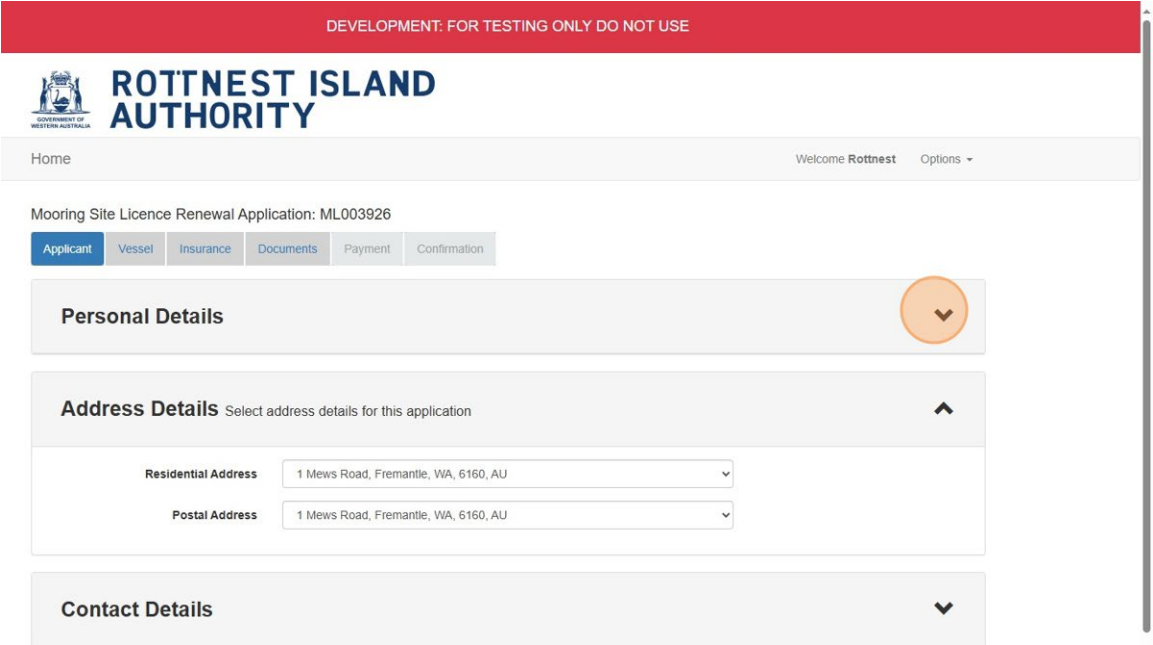
Approval Letter

Mooring Site Licence

5. Click "Renew approval"



6. Confirm all details on "Applicant" tab are correct, including personal, address and contact details



7. Select one of the "WA State Electoral Roll" options

If "I am silent elector" is chosen, please attach "Evidence of Enrolment" document obtained from WA Electoral Commission

Address Details Select address details for this application

Residential Address

1 Mews Road, Fremantle, WA, 6160, AU

Postal Address

1 Mews Road, Fremantle, WA, 6160, AU

Contact Details

Phone (work)

Mobile

0447666888

Email

riaexternal+rotnnestislandauthority@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

☐ I agree with all the RIA Terms and Conditions

Save and Exit

Save and Continue

Pay / Submit

8. Click "Vessel" tab to confirm vessel details are correct

DEVELOPMENT: FOR TESTING ONLY DO NOT USE

**ROTTNEST ISLAND
AUTHORITY**

Home

Welcome Rottnest

Options

Mooring Site Licence Renewal Application: ML003926

Applicant

Vessel

Insurance

Documents

Payment

Confirmation

Personal Details

Given name(s)

Rottnest Island

Surname

Authority

Date of Birth

15/07/1990

Address Details Select address details for this application

Residential Address

1 Mews Road, Fremantle, WA, 6160, AU

9. Click "Insurance" tab to insurance details are correct

Mooring Site Licence Renewal Application: ML003926

Applicant

Vessel

Insurance

Documents

Payment

Confirmation

Current Vessel

^

Your mooring site licence MOL003780 currently lists the following vessels RIA111. Do you want to apply to add another vessel to your Mooring Site Licence?

Yes
No

Registration Details

^

Vessel registration *

RIA111

Vessel name *

Wadjemup1

Registration vessel owner *

Rottnest Island Authority

Your company

Ownership percentage *

100

Owner name as shown on DoT registration (SURNAME FIRST MIDDLE) *

Authority Rottnest Island

10. Attach copy of the vessel's current insurance certificate

Home

Welcome Rottnest

Options

Mooring Site Licence Renewal Application: ML003926

Applicant

Vessel

Insurance

Documents

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

File: Document - Vessel RI111.pdf
[Attach Document](#)

☐ I agree with all the RIA Terms and Conditions

Save and Exit

Save and Continue

Pay / Submit

11. No action is required on the "Documents" tab

DEVELOPMENT: FOR TESTING ONLY DO NOT USE

**ROTTNEST ISLAND
AUTHORITY**

Home>Welcome RottnestOptions ▾

Mooring Site Licence Renewal Application: ML003926

ApplicantVesselInsuranceDocumentsPaymentConfirmation

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

File: Insurance - Vessel RI111.pdf
Attach Document

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

Home>Welcome RottnestOptions ▾

Mooring Site Licence Renewal Application: ML003926

ApplicantVesselInsuranceDocumentsPaymentConfirmation

Other documents ^

Attach the following documents and submit them to the Rottnest Island Authority

Copy of current mooring report	File: Document - Vessel RI111.pdf Attach Document
Written proof of finalisation concerning the ownership of the mooring apparatus between you and the previous licensee	File: Document - Vessel RI111.pdf Attach Document
Signed licence agreement	File: Document - Vessel RI111.pdf Attach Document
Proof of Identity	File: Document - Vessel RI111.pdf Attach Document

☐ I agree with all the RIA Terms and Conditions

Save and ExitSave and ContinuePay / Submit

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

Home Welcome Rottnest Options ▾

Mooring Site Licence Renewal Application: ML003926

[Applicant](#) [Vessel](#) [Insurance](#) [Documents](#) [Payment](#) [Confirmation](#)

Other documents

Attach the following documents and submit them to the Rottnest Island Authority

Copy of current mooring report	File: Document - Vessel RI111.pdf Attach Document
Written proof of finalisation concerning the ownership of the mooring apparatus between you and the previous licensee	File: Document - Vessel RI111.pdf Attach Document
Signed licence agreement	File: Document - Vessel RI111.pdf Attach Document
Proof of Identity	File: Document - Vessel RI111.pdf Attach Document

☒ I agree with all the RIA Terms and Conditions

[Save and Exit](#) [Save and Continue](#) [Pay / Submit](#)

14. Click "Pay / Submit"

Home Welcome Rottnest Options ▾

Mooring Site Licence Renewal Application: ML003926

[Applicant](#) [Vessel](#) [Insurance](#) [Documents](#) [Payment](#) [Confirmation](#)

Other documents

Attach the following documents and submit them to the Rottnest Island Authority

Copy of current mooring report	File: Document - Vessel RI111.pdf Attach Document
Written proof of finalisation concerning the ownership of the mooring apparatus between you and the previous licensee	File: Document - Vessel RI111.pdf Attach Document
Signed licence agreement	File: Document - Vessel RI111.pdf Attach Document
Proof of Identity	File: Document - Vessel RI111.pdf Attach Document

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](#)

15. Once paid, see "Success" message below and click "Return to Dashboard"
Your renewal application will now go to RIA staff for assessment

[Home](#)Welcome **Rottnest**Options ▾

Success!

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

Application: ML003926
Date/Time: Aug. 1, 2025, 8:12 a.m.

Invoice:  #06511333051

[Return to Dashboard](#)

16. To view the status of your application, click "Applications" drop-down and view "Status"

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**ROTTNEST ISLAND
AUTHORITY**

[Home](#)Welcome **Rottnest**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. Once your application has been approved, your sticker will be printed and posted to your nominated postal address

Licences and Permits - View or renew licences or permits

Applications - Lodge new applications or view pending applications

Type
Category
Status

Show 10 entries
New Application

Lodgement Number	Type	Application Type	Status	Lodged on	Invoice	Action
ML003926	Mooring Site Licence Application (renewal)	Renewal	Printing Sticker	01/08/2025	#065113333051	View
AA003856	Annual Admission Application (renewal)	Renewal	Approved	24/07/2025	#065113332329	View
AU003849	Authorised User Application (new)	New Application	Approved	24/07/2025		View
AA003847	Annual Admission Application (new)	New Application	Approved	24/07/2025	#065113332307	View
ML003846	Mooring Site Licence Application (new)	New Application	Approved	24/07/2025	#065113332296	View
WL003845	Waiting List Application (new)	New Application	Approved	24/07/2025	#065113332285	View

Showing 1 to 6 of 6 entries
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Compliances - Manage compliance requirements

18. To view current licence details, click "Licences and Permits" drop-down

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ROTTNEST ISLAND AUTHORITY

Home
Welcome Rottnest
Options

Licences and Permits - View or renew licences or permits

Applications - Lodge new applications or view pending applications

Type
Category
Status

Show 10 entries
New Application

Lodgement Number	Type	Application Type	Status	Lodged on	Invoice	Action
ML003926	Mooring Site Licence Application (renewal)	Renewal	Approved	01/08/2025	#065113333051	View
AA003856	Annual Admission Application (renewal)	Renewal	Approved	24/07/2025	#065113332329	View
AU003849	Authorised User Application (new)	New Application	Approved	24/07/2025		View

19. Now you have renewed your mooring site licence, the "Start Date" and "Expiry Date" will reflect the upcoming season

Home

Welcome RottnestOptions

Licences and Permits - View or renew licences or permits

Type:Status:

Show10entries

Search:

Number	Type	Sticker Number/s	Sticker Mailed Date	Status	Issue Date	Start Date	Expiry Date	Vessel Rego
AUP003782	Authorised User Permit	0000058 (RIA111)	24/07/2025	Current	24/07/2025	24/07/2025	31/08/2025	RIA111
AAP003781	Annual Admission Permit	0000063 (RIA222)	24/07/2025	Current	24/07/2025	24/07/2025	31/08/2025	RIA222
MOL003780	Mooring Site Licence	0000099 (RIA111)	01/08/2025	Current	01/08/2025	01/08/2025	31/08/2025	RIA111

Showing 1 to 3 of 3 entries

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Applications - Lodge new applications or view pending applications

TypeCategoryStatus

20. Click "+" expander to view additional details

Home

Welcome RottnestOptions

Licences and Permits - View or renew licences or permits

Type:Status:

Show10entries

Search:

Number	Type	Sticker Number/s	Sticker Mailed Date	Status	Issue Date	Start Date	Expiry Date	Vessel Rego
AUP003782	Authorised User Permit	0000058 (RIA111)	24/07/2025	Current	24/07/2025	24/07/2025	31/08/2025	RIA111
AAP003781	Annual Admission Permit	0000063 (RIA222)	24/07/2025	Current	24/07/2025	24/07/2025	31/08/2025	RIA222
MOL003780	Mooring Site Licence	0000099 (RIA111)	01/08/2025	Current	01/08/2025	01/08/2025	31/08/2025	RIA111

Showing 1 to 3 of 3 entries

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Applications - Lodge new applications or view pending applications

TypeCategoryStatus

21. To view a summary of your licence details, select the document "Mooring Site Licence"
To view a summary of your authorised users, select the document "List of Authorised Users"

Show

10

 entries

Search:

Number	Type	Sticker Number/s	Sticker Mailed Date	Status	Issue Date	Start Date	Expiry Date	Vessel Rego
AUP003782	Authorised User Permit	0000058 (RIA111)	24/07/2025	Current	24/07/2025	24/07/2025	31/08/2025	RIA111
AAP003781	Annual Admission Permit	0000063 (RIA222)	24/07/2025	Current	24/07/2025	24/07/2025	31/08/2026	RIA222
MOL003780	Mooring Site Licence	0000099 (RIA111)	01/08/2025	Current	01/08/2025	01/08/2025	31/08/2026	RIA111

Mooring NN147

Action

Amend

Surrender

Request New Sticker

Update Sticker Address

Grace Period End Date N/A

Approval Letter

Mooring Site Licence

List of Authorised Users

Showing 1 to 3 of 3 entries

Previous

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Next

Applications - Lodge new applications or view pending applications

Type

Category

Status