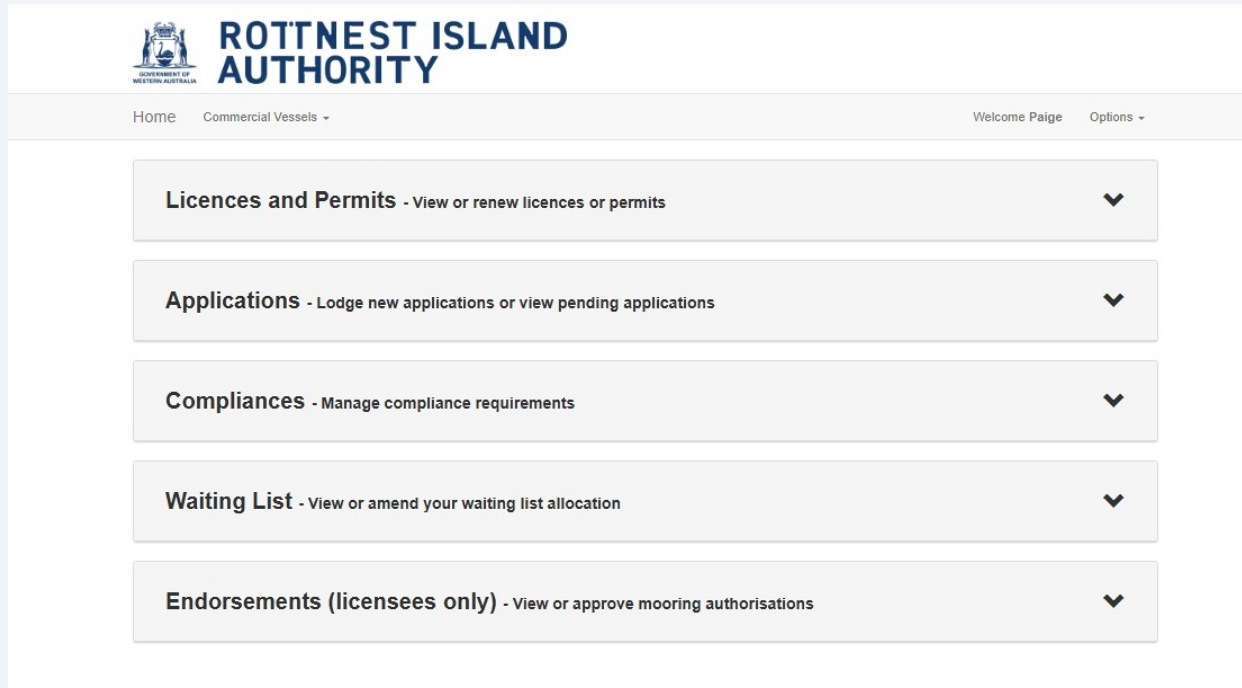


How to substitute a vessel on mooring site licence waiting list allocation

1

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



The screenshot shows the Rottne Island Authority website. At the top is the logo and name. Below is a navigation bar with 'Home' and 'Commercial Vessels' (with a dropdown arrow). On the right of the navigation bar, it says 'Welcome Paige' and 'Options' (with a dropdown arrow). The main content area features five large, light grey buttons with rounded corners, each containing a title and a description, and a downward-pointing chevron icon on the right side. The buttons are: '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', and 'Endorsements (licensees only) - View or approve mooring authorisations'.

**ROTTNEST ISLAND
AUTHORITY**

Home Commercial Vessels ▾ Welcome Paige Options ▾

Licences and Permits - View or renew licences or permits ▾

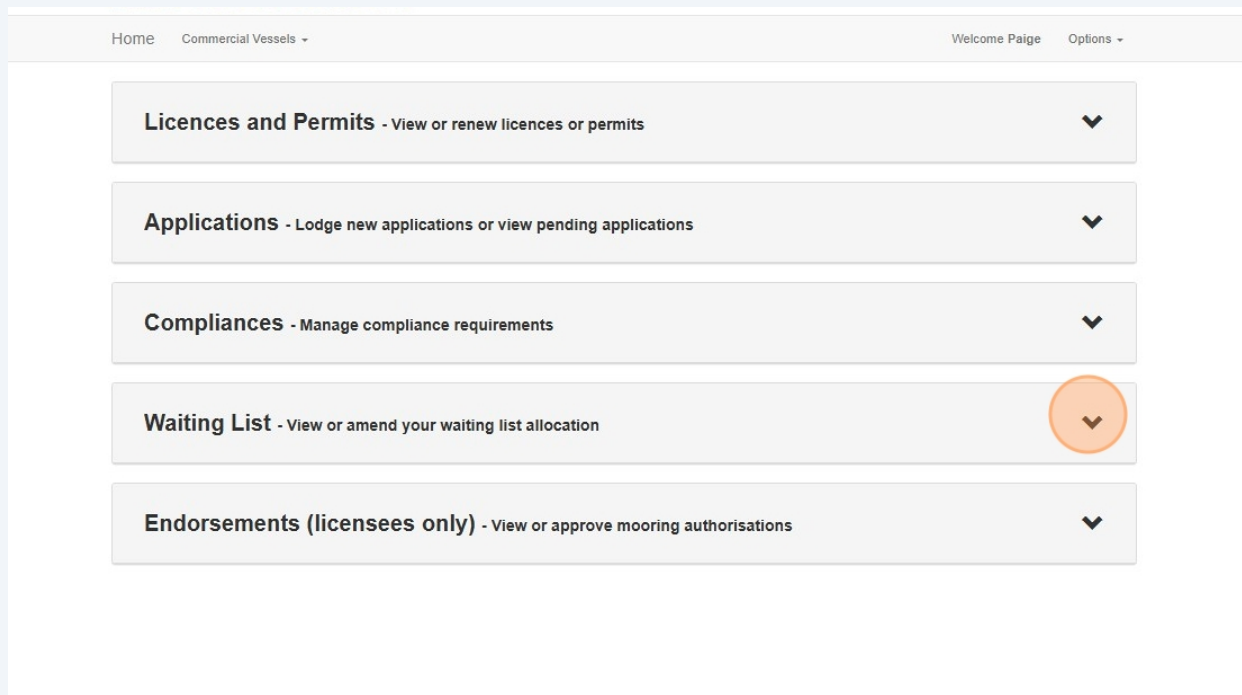
Applications - Lodge new applications or view pending applications ▾

Compliances - Manage compliance requirements ▾

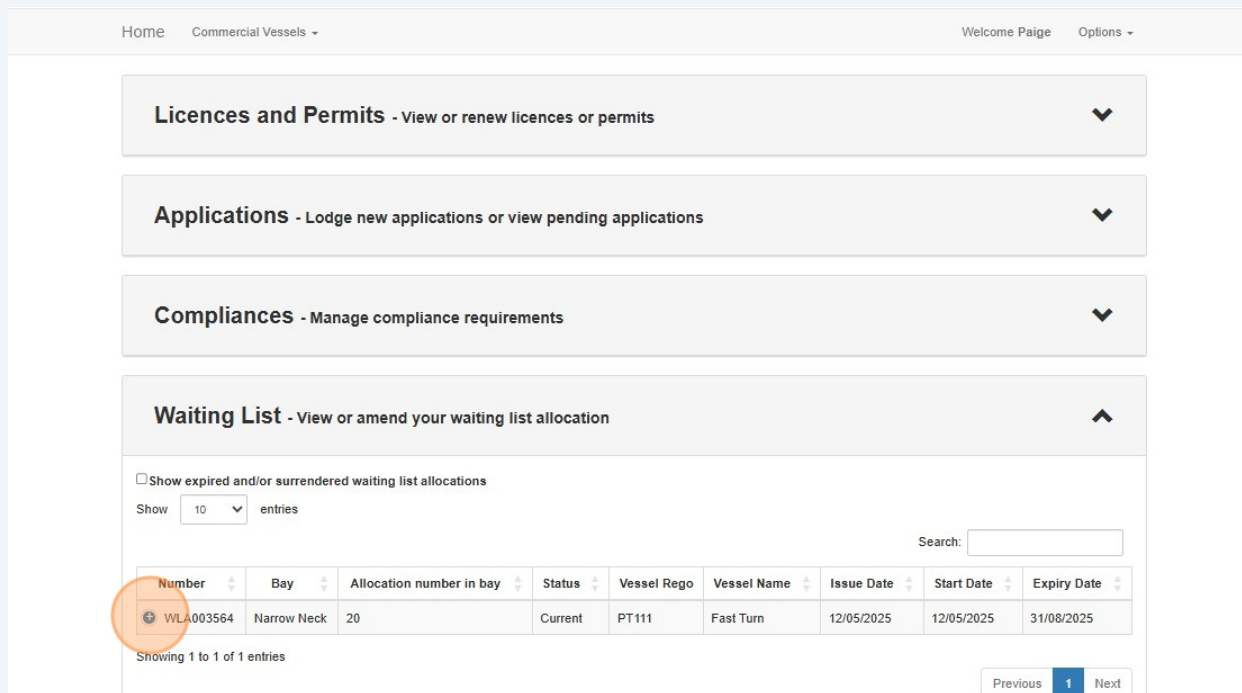
Waiting List - View or amend your waiting list allocation ▾

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

2 Click the "Waiting List" drop-down



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



4 Click "Amend"

Home Commercial Vessels Welcome Paige 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
WLA003564	Narrow Neck	20	Current	PT111	Fast Turn	12/05/2025	12/05/2025	31/08/2025

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

Grace period end date N/A

5 Click "Amend"

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
WLA003564	Narrow Neck	20	Current	PT111	Fast Turn	12/05/2025	12/05/2025	31/08/2025

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

Grace period end date N/A

Approval letter [Waiting List Allocation](#)

Showing 1 to 1 of 1 entries

Previous 1 Next

Amend Waiting List Allocation

Are you sure you want to amend this Waiting List Allocation?

[Amend](#) [Cancel](#)

6 Check "Address Details" are correct

[Home](#) [Commercial Vessels](#) [Welcome Paige](#) [Options](#)

Waiting List Amendment Application: WL003615

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

Personal Details 

Address Details Select address details for this application 

Residential Address1 Marmion Ave, Marmion, WA, 6023, AU

Postal AddressPO Box 300, Marmion, WA, 6025, 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](#) [Commercial Vessels](#) [Welcome Paige](#) [Options](#)

Waiting List Amendment Application: WL003615

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

Personal Details 

Address Details Select address details for this application 

Residential Address1 Marmion Ave, Marmion, WA, 6023, AU

Postal AddressPO Box 300, Marmion, WA, 6025, 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)

Paige

Surname

Turner

Date of Birth

30/05/1980

Address Details Select address details for this application ^

Residential Address

1 Marmion Ave, Marmion, WA, 6023, AU

Postal Address

PO Box 300, Marmion, WA, 6025, 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

PO Box 300, Marmion, WA, 6025, AU

Contact Details ^

Phone (work)

Mobile

0416238945

Email

riaexternal+paigeturner@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 "Vessel" tab

Applicant **Vessel** Mooring Bay Confirmation

Personal Details

Given name(s)

Surname

Date of Birth

Address Details

Select address details for this application

Residential Address

Postal Address

Contact Details

Phone (work)

Mobile

11 Click "Change to different vessel"

Waiting List Amendment Application: WL003615

Applicant **Vessel** Mooring Bay Confirmation

Current Vessel

Your Waiting List Allocation WLA003564 lists a vessel with registration number PT111. 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 * ☒ Paige Turner ☐ Your company

Ownership percentage *

Name as shown on DoT registration papers

12

Enter substituted "Vessel registration" as per Department of Transport (DoT) Vessel Registration Certificate

Waiting List Amendment Application: WL003615

Applicant Vessel Mooring Bay Confirmation

Current Vessel

Your Waiting List Allocation WLA003564 lists a vessel with registration number PT111. 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 *

Ownership percentage *

Name as shown on DoT registration papers

PT222

PT222

☒ Paige Turner

☐ Your company

13

Click "Vessel name"

If vessel does not have a name, please type "No Name"

Waiting List Amendment Application: WL003615

Applicant Vessel Mooring Bay Confirmation

Current Vessel

Your Waiting List Allocation WLA003564 lists a vessel with registration number PT111. 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 *

Ownership percentage *

Name as shown on DoT registration papers

PT222

☒ Paige Turner

☐ Your company

14 Select one of the "Registration vessel owner" options

For company ownership, please attach:

1. Current copy of the Vessel Registration Certificate issued by DoT on which you are named as a registered owner, and
2. Legal evidence of your ownership in support of your application. A statutory declaration of vessel ownership is available to be downloaded from our website

Waiting List Amendment Application: WL003615

Applicant Vessel Mooring Bay Confirmation

Current Vessel

Your Waiting List Allocation WLA003564 lists a vessel with registration number PT111. 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 *

PT222

Vessel name *

Two Turns

Registration vessel owner *

☐ Paige Turner

☒ Your company

Ownership percentage *

Name as shown on DoT registration papers

15

Enter numerical value for "Ownership percentage" as per DoT Vessel Registration Certificate. Do not include % symbol

Waiting List Amendment Application: WL003615

Applicant Vessel Mooring Bay Confirmation

Current Vessel

Your Waiting List Allocation WLA003564 lists a vessel with registration number PT111. 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 *	PT222
Vessel name *	Two Turns
Registration vessel owner *	☒ Paige Turner ☐ Your company
Ownership percentage *	
Name as shown on DoT registration papers	

16

Type name exactly as shown on DoT registration papers. For example: Surname Firstname Middlename

Waiting List Amendment Application: WL003615

Applicant Vessel Mooring Bay Confirmation

Current Vessel

Your Waiting List Allocation WLA003564 lists a vessel with registration number PT111. 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 *	PT222
Vessel name *	Two Turns
Registration vessel owner *	☒ Paige Turner ☐ Your company
Ownership percentage *	100
Name as shown on DoT registration papers	

17 Enter all "Vessel Details"

Registration Details

Vessel registration *

PT222

Vessel name *

Two Turns

Registration vessel owner *

☒ Paige Turner

☐ Your company

Ownership percentage *

100

Name as shown on DoT registration papers

Turner Paige

Vessel Details

Vessel length (m) *

7

Displacement tonnage *

1

Draft (m) *

1

Vessel Type *

Open Boat

18 Click "Mooring Bay" tab

Waiting List Amendment Application: WL003615

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

Current Vessel

Your Waiting List Allocation WLA003564 lists a vessel with registration number PT111. 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 *

PT222

Vessel name *

Two Turns

Registration vessel owner *

☒ Paige Turner

☐ Your company

Ownership percentage *

100

Name as shown on DoT registration papers

Turner Paige

19

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 Submit

20

The preferred bay is the one selected on your initial waiting list application

Note: This cannot be changed once the initial application has been submitted

Home Commercial Vessels ▾ Welcome Paige Options ▾

Waiting List Amendment Application: WL003615

Applicant Vessel **Mooring Bay** 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

- 21 Click "Save and Exit" to save your application as a draft to complete later, or
Click "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](#) [Submit](#)

- 22 Click "Submit"

Home Commercial Vessels Welcome Paige Options

Waiting List Amendment Application: WL003615

Applicant Vessel **Mooring Bay** Confirmation

Preferred mooring area

Select one preferred mooring area. Preference cannot be changed without losing your original application date.

☐ Thomson Bay
☐ Geordie Bay
☐ Porpoise Bay
☐ Marjorie Bay

Submit Application

Are you sure you want to submit this application?

[Submit](#) [Cancel](#)

23 Click "Complete Order"

Note: there is no fee

[Home](#) [Commercial Vessels](#) [Welcome Paige](#) [Options](#)

Order Information

Item	Quantity	Total
Waiting List fee (Amendment, PT222): WL003615 @12/05/2025 04:07 PM	1	\$0.00

Totals
Basket
Total **\$0.00**

[Complete Order](#)

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24 Click "Return to Dashboard"

[Home](#) [Commercial Vessels](#) [Welcome Paige](#) [Options](#)

Success!

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

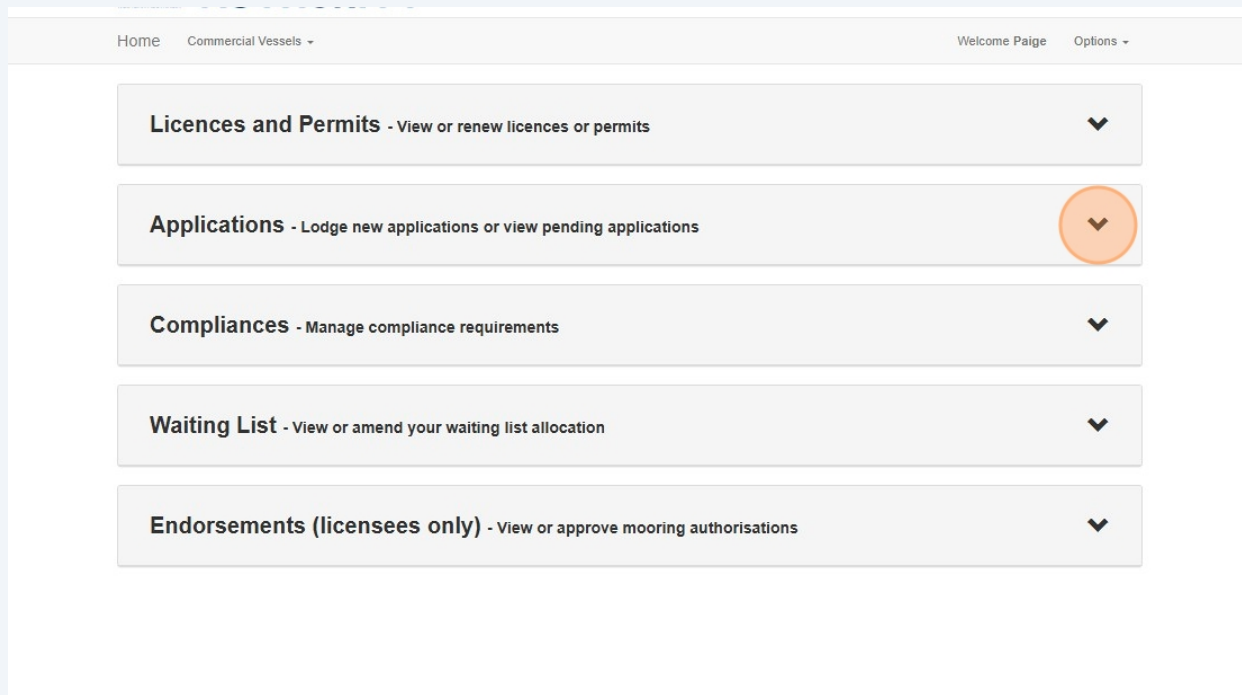
Your application WL003615 has been successfully submitted.

Application:WL003615
Date/Time: May 12, 2025, 4:07 p.m.

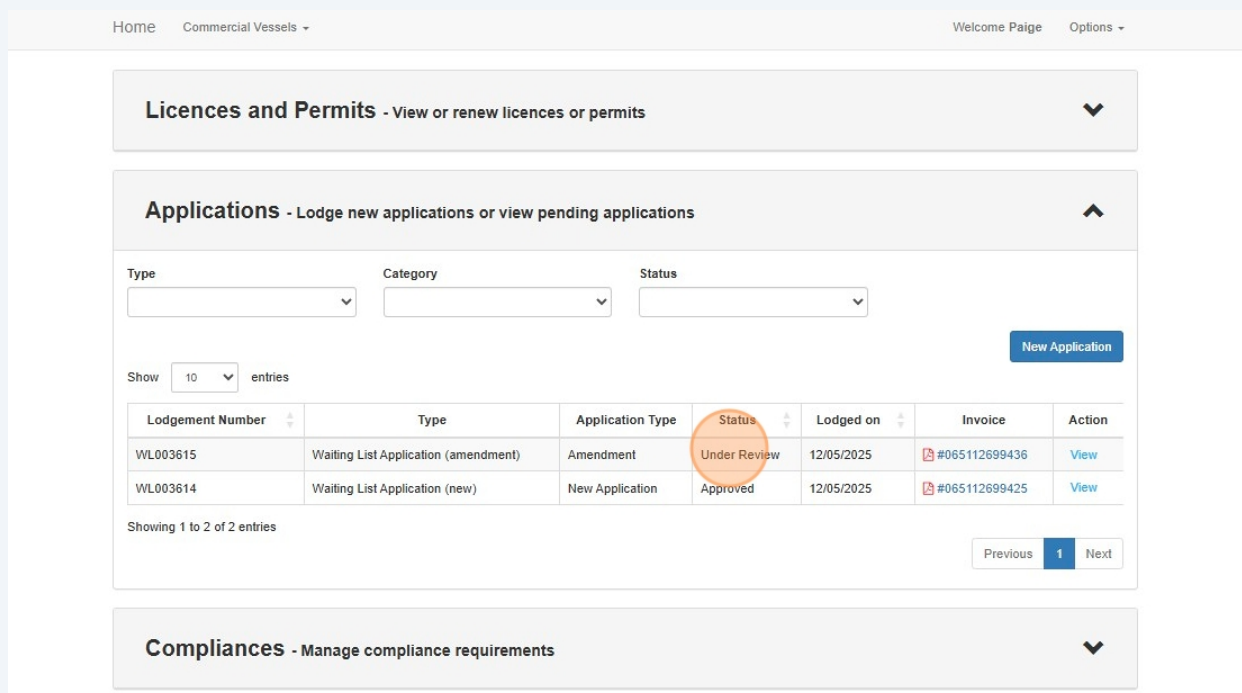
If there is any incorrect information, RIA may return this application to you. In this case you will also be notified via email.

[Return to Dashboard](#)

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



26 Initial status will be "Under Review". Once staff have assessed the application the status will change to "Approved" and you will receive email notification.



27 Click "Waiting List" drop-down

Home Commercial Vessels ▾ Welcome Paige 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 ▾

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

Note: "Vessel Rego" and "Vessel Name" are those of the substituted vessel.

Home Commercial Vessels ▾ Welcome Paige 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
WL003564	Narrow Neck	20	Current	PT222	Two Turns	12/05/2025	12/05/2025	31/08/2025

Showing 1 to 1 of 1 entries

Previous **1** Next

29 Click "Waiting List Allocation" link to open

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
WLA003564	Narrow Neck	20	Current	PT222	Two Turns	12/05/2025	12/05/2025	31/08/2025

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

Grace period end date N/A

Approval letter

[Waiting List Allocation](#)

Showing 1 to 1 of 1 entries

Previous

1

Next

30 Your "Waiting List Allocation" document now shows the substituted vessel as the "Nominated Vessel"

ROTTNEEST ISLAND AUTHORITY

Date: 12/05/2025
 Application number: WL003615

Dear Paige Turner

Your position on the waiting list for a mooring site licence in your nominated bay has been approved as at 12/05/2025. Below are the details of your allocation.

Name of Person Listed	Paige Turner
Nominated Bay	Narrow Neck
Date Placed on the List	12/05/2025
Current Position on the List	20
Nominated Vessel	
Registration number:	PT222
Name:	Two Turns
Registered length:	7.0 m
Draft:	1.00 m

Kind regards

Marine Administration
 Rottneest Island Authority
moorings@rotnestisland.com