



Accepting an offer for a mooring site licence

1

When a mooring becomes available in your nominated bay and you are the next eligible waitlisted applicant, you will be offered a mooring via email. Log in to accept the offer and complete the application

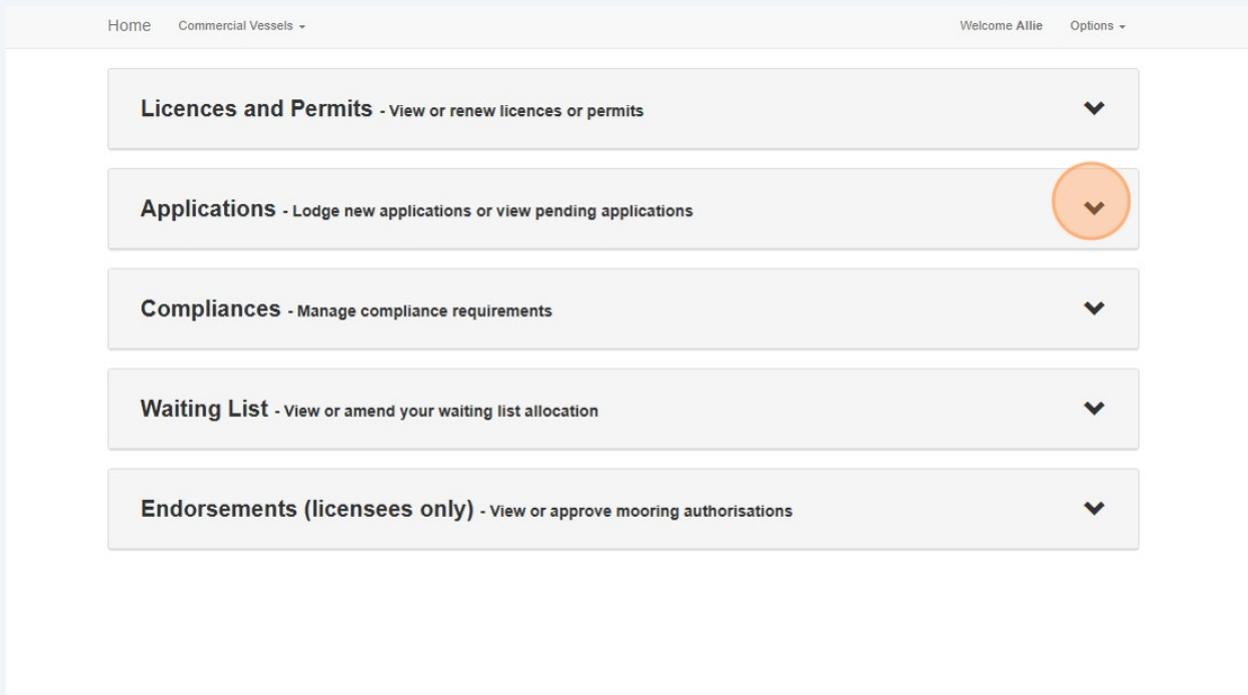
Navigate to <https://mooringlicensing-ria.dbca.wa.gov.au/>

The screenshot shows the Rottneest Island Authority website dashboard. At the top left is the logo and name 'ROTTNEST ISLAND AUTHORITY'. Below the logo is a navigation bar with 'Home' and 'Commercial Vessels -'. On the right side of the navigation bar, it says 'Welcome Allie' and 'Options -'. The main content area contains five large, light grey buttons with a downward arrow on the right side, each representing a different function:

- 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

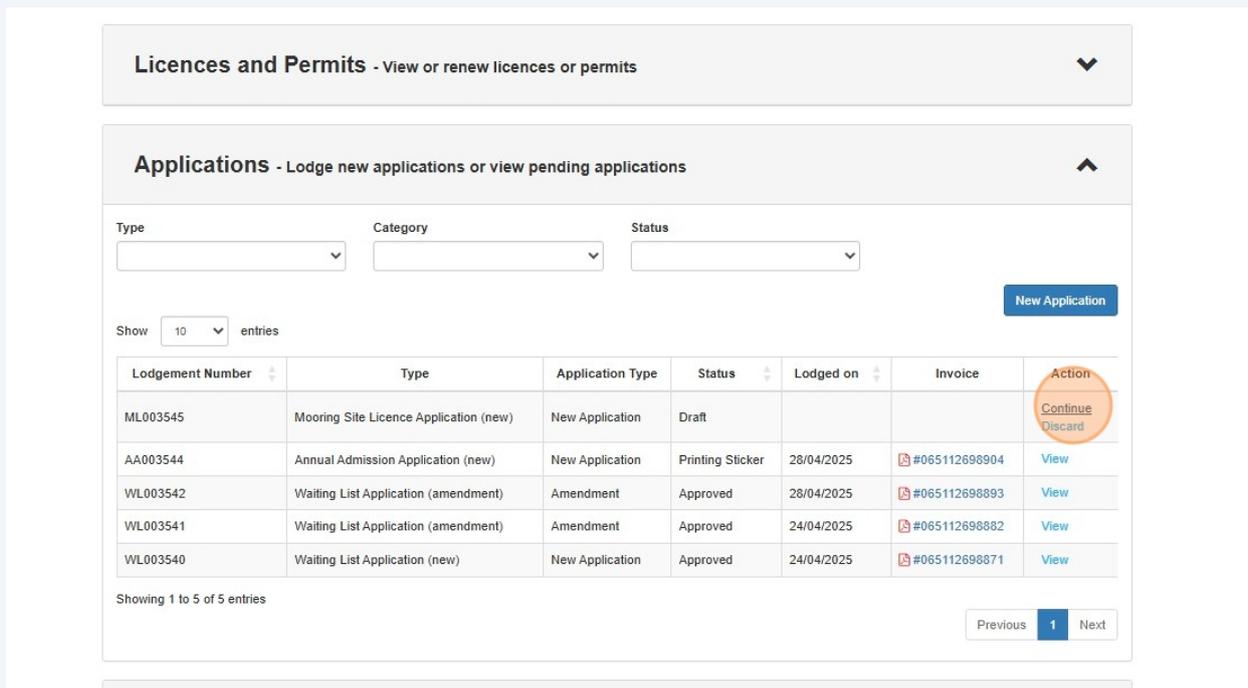
Click the "Applications" drop-down to lodge new applications, amend or view pending applications



3

Click "Continue" to progress the application or "Discard" if you no longer wish to apply for a mooring site licence

Note: if you "Discard" this offer you will lose you position on the waiting list. Should you reapply to go on the mooring site licence waiting list, you will be at the bottom of the queue



4 Click to view "Personal Details" are correct

Home Commercial Vessels - Welcome Allie Options -

Mooring Site Licence Application: ML003545

Applicant Vessel Insurance Confirmation

Personal Details 

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 

WA State Electoral Roll 

You must be on the WA state electoral roll to make an application

5 Click to view "Contact Details" are correct

Mooring Site Licence Application: ML003545

Applicant Vessel Insurance Confirmation

Personal Details 

Given name(s) Alison Green

Surname Grater

Date of Birth 24/08/1980

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 

6

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 Mews Road, Fremantle, WA, 6160, AU v

Postal Address 1 Mews Road, Fremantle, WA, 6160, AU v

Contact Details ^

Phone (work) 0893351234

Mobile 0447123456

Email riaexternal+allegreter@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

7

Click "Vessel" tab to check "Registration" and "Vessel Details" are correct

Mooring Site Licence Application: ML003545

Applicant Vessel Insurance Confirmation

Personal Details

Given name(s) Alison Green
Surname Grater
Date of Birth 24/08/1980

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) 0893351234

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Click "Insurance" tab

Home Commercial Vessels -

Welcome Allie Options -

Mooring Site Licence Application: ML003545

Applicant Vessel Insurance Confirmation

Registration Details

Vessel registration * AG222
Vessel name * Grater Waves
Ownership percentage * 100
Name as shown on DoT registration papers Grater Alison Green

Vessel Details

Vessel length (m) * 9.00
Displacement tonnage * 1.00
Draft (m) * 1.00

9

Select appropriate level of insurance for vessel length

Home Commercial Vessels ▾ Welcome Allie Options ▾

Mooring Site Licence Application: ML003545

Applicant Vessel **Insurance** 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 [Attach Document](#)

10

Attach copy of vessel's current insurance certificate showing legal liability amount.

Then click "Submit"

Home Commercial Vessels ▾ Welcome Allie Options ▾

Mooring Site Licence Application: ML003545

Applicant Vessel **Insurance** 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 [Attach Document](#)

11 Click "Submit"

Mooring Site Licence Application: ML003545

Applicant Vessel **Insurance** Confirmation

Insurance details

The nominated vessel has

- \$5 million Third Party Liability insurance length less than 6.4 metres
- \$10 million Third Party Liability insurance length 6.4 metres or greater
- over \$10 million

Copy of the vessel's current insurance certificate showing legal liability amount

File Attach

Submit Application

Are you sure you want to submit this application?

12 Click "Return to Dashboard"

Home Commercial Vessels - Welcome Allie Options -

Success!

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

Your application ML003545 has been successfully submitted.

Application:ML003545
Date/Time: April 28, 2025, 1:17 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.

13 Click the "Applications" drop-down

Home Commercial Vessels - Welcome Allie 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

14 Click "Upload Documents"

Home Commercial Vessels - Welcome Allie 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
ML003545	Mooring Site Licence Application (new)	New Application	Awaiting Documents	28/04/2025		View Upload Documents
AA003544	Annual Admission Application (new)	New Application	Printing Sticker	28/04/2025	#065112698904	View
WL003542	Waiting List Application (amendment)	Amendment	Approved	28/04/2025	#065112698893	View
WL003541	Waiting List Application (amendment)	Amendment	Approved	24/04/2025	#065112698882	View
WL003540	Waiting List Application (new)	New Application	Approved	24/04/2025	#065112698871	View

Showing 1 to 5 of 5 entries

Previous 1 Next

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Click "Attach Document" to attach each of the four required documents:

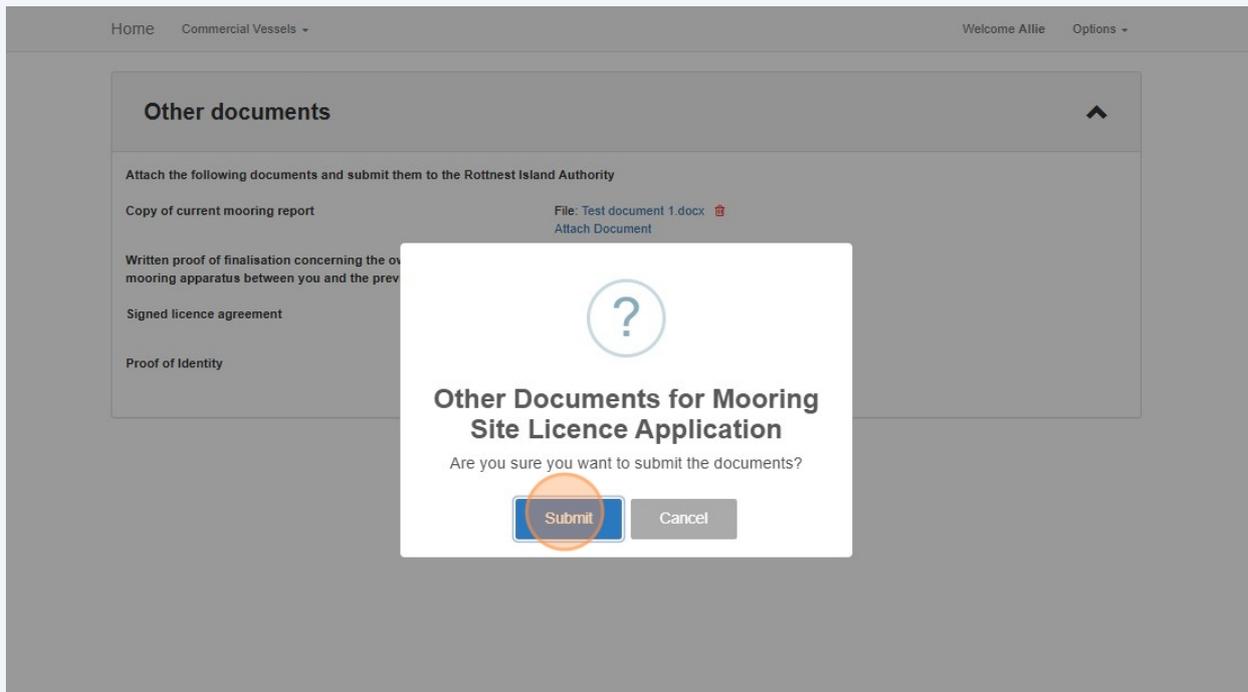
1. Copy of current mooring report
2. Written proof of finalisation concerning the ownership of the mooring apparatus between you and the previous licensee
3. Signed licence agreement
4. Proof of identity

Then click "Submit"

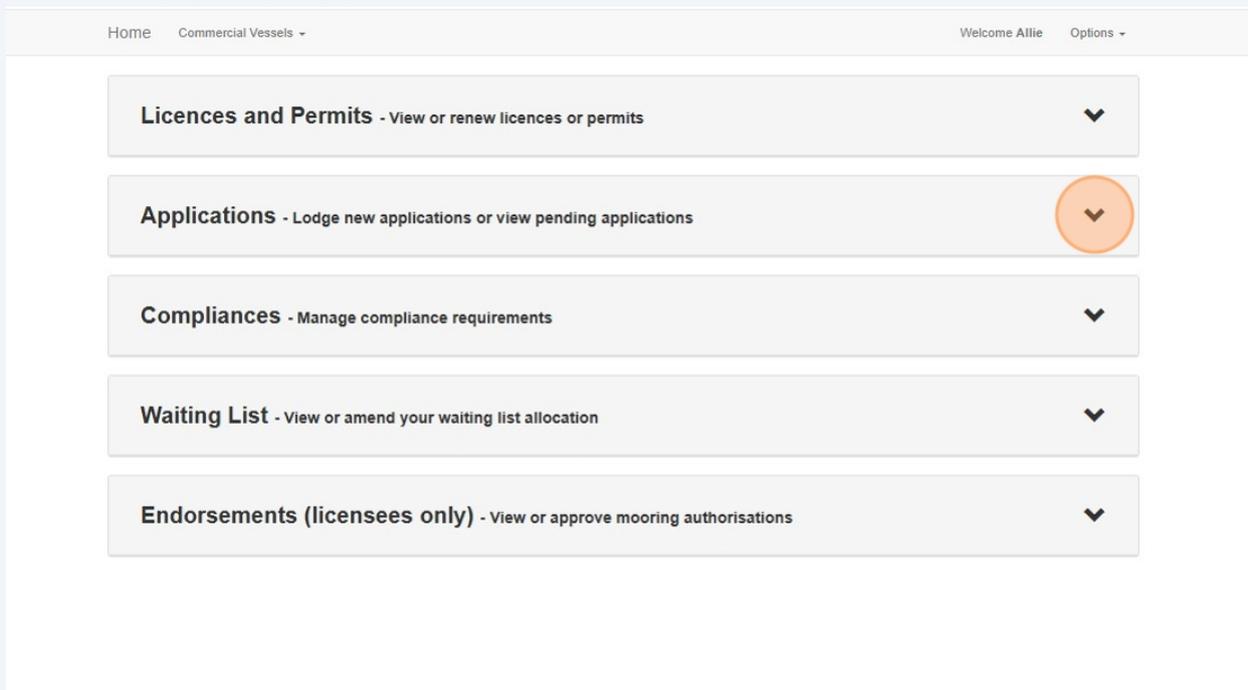
The screenshot shows a web application interface. At the top, there is a navigation bar with "Home" and "Commercial Vessels" on the left, and "Welcome Allie" and "Options" on the right. Below the navigation bar is a main content area with a header "Other documents" and an upward-pointing arrow. The main content area contains a section titled "Attach the following documents and submit them to the Rottneest Island Authority". This section lists four documents with their respective file names and "Attach Document" links. The "Attach Document" link for the "Proof of Identity" document is circled in orange.

Document Description	File Name	Action
Copy of current mooring report	File: Test document 1.docx	Attach Document
Written proof of finalisation concerning the ownership of the mooring apparatus between you and the previous licensee	File: Test document 2.docx	Attach Document
Signed licence agreement	File: Test document 3.docx	Attach Document
Proof of Identity	File: Test document 4.docx	Attach Document

16 Click "Submit"



17 Return to the dashboard and click the "Applications" drop-down



18 Click "Pay"

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
ML003545	Mooring Site Licence Application (new)	New Application	Awaiting Payment	28/04/2025	#065112698937	View Pay
AA003544	Annual Admission Application (new)	New Application	Printing Sticker	28/04/2025	#065112698904	View
WL003542	Waiting List Application (amendment)	Amendment	Approved	28/04/2025	#065112698893	View
WL003541	Waiting List Application (amendment)	Amendment	Approved	24/04/2025	#065112698882	View
WL003540	Waiting List Application (new)	New Application	Approved	24/04/2025	#065112698871	View

Showing 1 to 5 of 5 entries

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19 Once you have entered credit card details and paid, click "Return to Dashboard"

Home Commercial Vessels - Welcome Allie Options -

Success!
A confirmation email has been sent to riaexternal+alliegrater@gmail.com.

Application: ML003545
Date/Time: April 28, 2025, 1:17 p.m.

Invoice: [#065112698937](#)

[Return to Dashboard](#)

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

Home Commercial Vessels - Welcome Allie Options -

- Licences and Permits - View or renew licences or permits
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Initial status will be "Under Review". Once staff have assessed the application the status will change to "Approved" and you will receive email notification.

Note: Copy of invoice can be viewed under "Invoice"

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
ML003545	Mooring Site Licence Application (new)	New Application	Approved	28/04/2025	#065112698937	View
AA003544	Annual Admission Application (new)	New Application	Approved	28/04/2025	#065112698904	View
WL003542	Waiting List Application (amendment)	Amendment	Approved	28/04/2025	#065112698893	View
WL003541	Waiting List Application (amendment)	Amendment	Approved	24/04/2025	#065112698882	View
WL003540	Waiting List Application (new)	New Application	Approved	24/04/2025	#065112698871	View

Showing 1 to 5 of 5 entries

Previous 1 Next

22 Click "Licences and Permits" drop-down to view your "Mooring Site Licence"

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
 MOL003537	Mooring Site Licence	0000006 (AG222)	29/04/2025	Current	28/04/2025	28/04/2025	31/08/2025	AG222
 AAP003536	Annual Admission Permit	0000005 (AG222)	29/04/2025	Cancelled	28/04/2025	28/04/2025	31/08/2025	AG222

Showing 1 to 2 of 2 entries

Applications - Lodge new applications or view pending applications 

23 Click the expander to view additional details and your "Mooring Site Licence Approval Letter"

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
 MOL003537	Mooring Site Licence	0000006 (AG222)	29/04/2025	Current	28/04/2025	28/04/2025	31/08/2025	AG222
<p>Mooring PB008</p> <p>Action Amend Surrender Request New Sticker Update Sticker Address</p> <p>Grace Period End Date N/A</p> <p>Approval Letter  Mooring Site Licence</p>								
 AAP003536	Annual Admission Permit	0000005 (AG222)	29/04/2025	Cancelled	28/04/2025	28/04/2025	31/08/2025	AG222

Showing 1 to 2 of 2 entries

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Note: Since the invoice for a "Mooring Site Licence" automatically includes a fee for annual admission, any previous "Annual Admission Permit" is cancelled and a pro rata refund provided

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
MOL003537	Mooring Site Licence	0000006 (AG222)	29/04/2025	Current	28/04/2025	28/04/2025	31/08/2025	AG222
AAP003536	Annual Admission Permit	0000005 (AG222)	29/04/2025	Cancelled	28/04/2025	28/04/2025	31/08/2025	AG222

Showing 1 to 2 of 2 entries

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