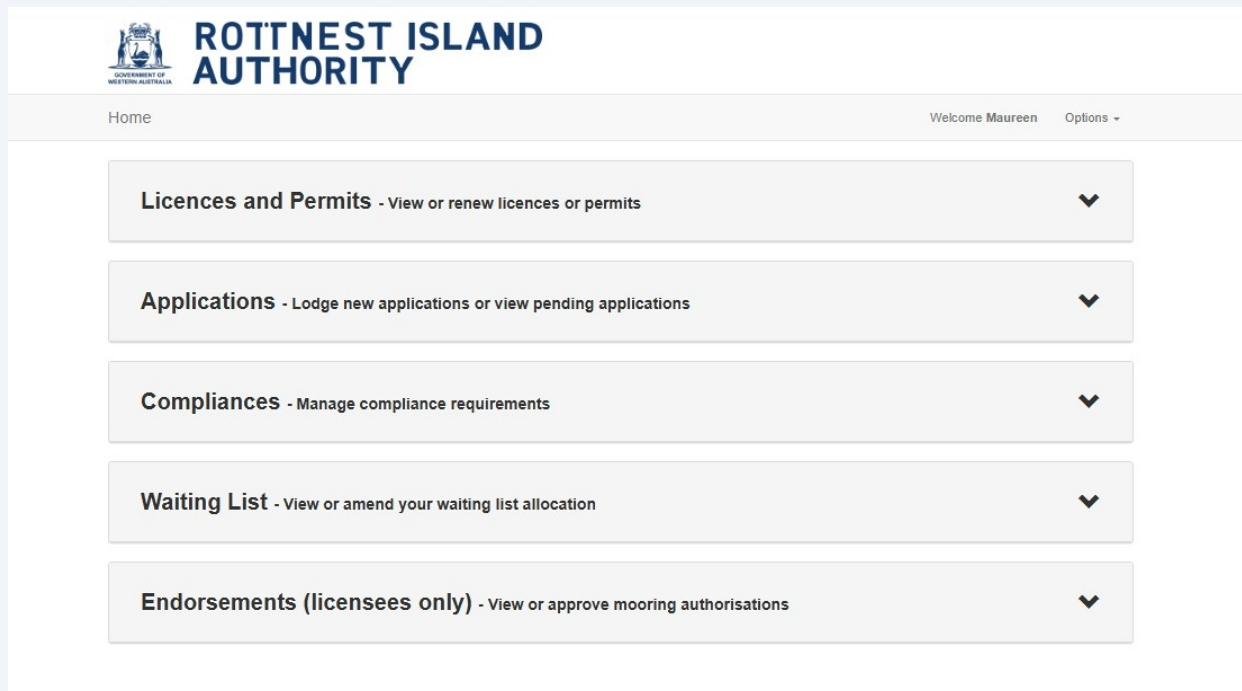


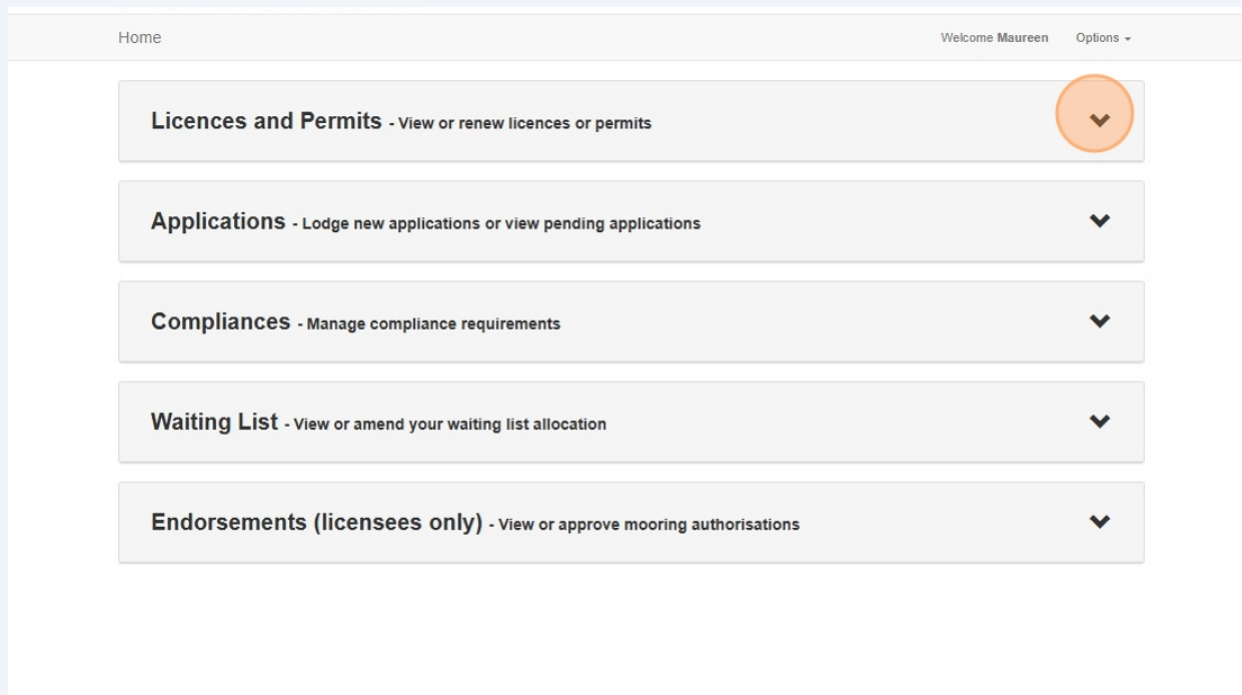
How to add additional RIA-allocated mooring to an authorised user permit

1

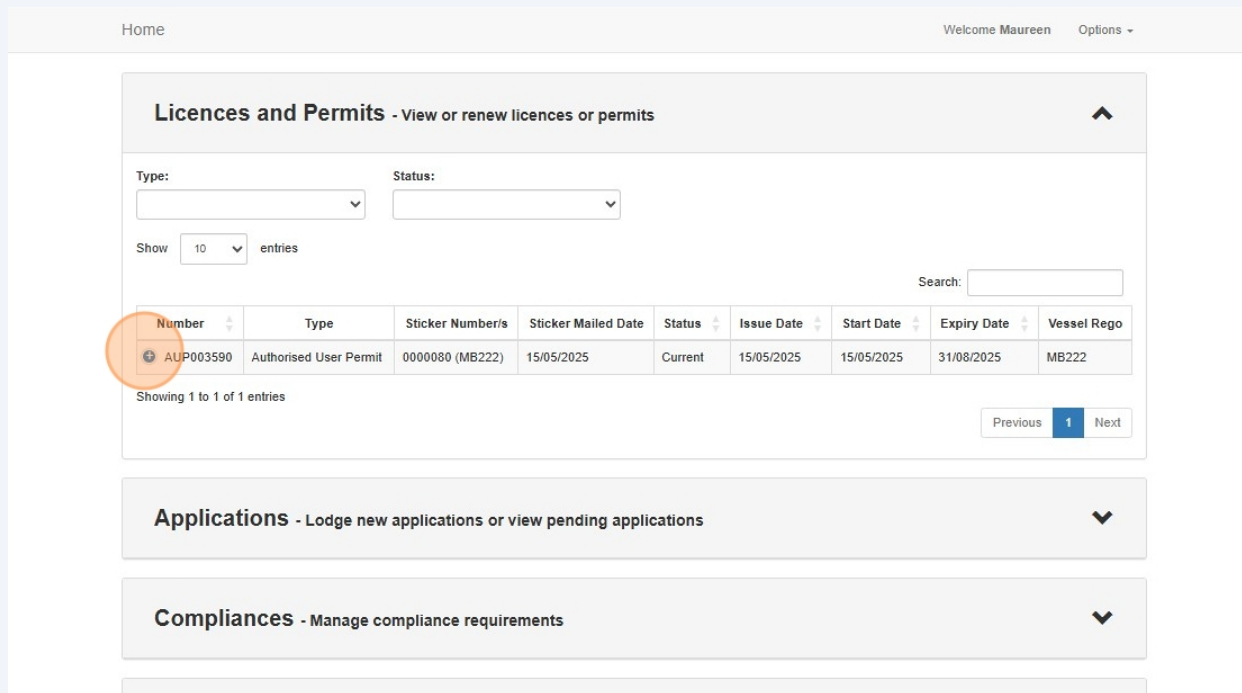
Navigate to <https://mooringlicensing-ria.dbca.wa.gov.au/>



2 Click the "Licences and Permits" drop-down



3 Click the expander to view additional details and your "Authorised User Permit" document



4 Click "Amend"

Home Welcome Maureen Options

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
AUP003590	Authorised User Permit	0000080 (MB222)	15/05/2025	Current	15/05/2025	15/05/2025	31/08/2025	MB222

Mooring [NN147](#)

Action [Amend](#)

[Surrender](#)

[Request New Sticker](#)

[Update Sticker Address](#)

Grace Period End Date N/A

Approval Letter

[Authorised User Permit](#)

Showing 1 to 1 of 1 entries

Previous 1 Next

5 Click "Amend"

Licences and Permits - View or renew licences or permits

Type: Status:

Show entries

Search:

Number	Type	St	t Date	Expiry Date	Vessel Rego
AUP003590	Authorised User Permit	00	/2025	31/08/2025	MB222

Mooring [NN147](#)

Action [Amend](#)

[Surrender](#)

[Request New Sticker](#)

[Update Sticker Address](#)

Grace Period End Date N/A

Approval Letter

[Authorised User Permit](#)

Showing 1 to 1 of 1 entries

Previous 1 Next

Amend Authorised User Permit

Are you sure you want to amend this Authorised User Permit?

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

Applications - Lodge new applications or view pending applications

6 Check "Address Details" are correct

[Home](#)Welcome **Maureen**Options ▾

Authorised User Amendment Application: AU003677

[Applicant](#)[Vessel](#)[Insurance](#)[Mooring Bay](#)[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 ▾

7 Click to view "Personal Details" are correct

[Home](#)Welcome **Maureen**Options ▾

Authorised User Amendment Application: AU003677

[Applicant](#)[Vessel](#)[Insurance](#)[Mooring Bay](#)[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 ▾

1 Marmion Ave, Marmion, WA, 6023, AU

Contact Details ▾

8 Click to view "Contact Details" are correct

Personal Details ^

Given name(s)

Maureen

Surname

Biologist

Date of Birth

22/05/1982

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

9 Click to view "Vessel" details are correct

Home>Welcome MaureenOptions v

Authorised User Amendment Application: AU003677

Applicant

Vessel

Insurance

Mooring Bay

Confirmation

Personal Details ^

Given name(s)

Maureen

Surname

Biologist

Date of Birth

22/05/1982

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 ^

10 Click to view "Insurance" details are correct

Home Welcome Maureen Options ▾

Authorised User Amendment Application: AU003677

Applicant Vessel **Insurance** Mooring Bay Confirmation

Current Vessel

Your Authorised User Permit AUP003590 lists a vessel with registration number MB222. 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 * MB222 ▾

Vessel name * No Name

Registration vessel owner * ☒ Maureen Biologist

☐ Your company

Ownership percentage * 100

Name as shown on DoT registration Riolnrist Maureen

11 Click "Mooring Bay" tab

Select "Yes" to add another mooring to your authorised user permit

Home Welcome Maureen Options ▾

Authorised User Amendment Application: AU003677

Applicant Vessel Insurance **Mooring Bay** Confirmation

Current Moorings

Your Authorised User Permit AUP003590 lists moorings NN147. Do you want to apply to add another mooring to your Authorised User Permit?

☒ No

☐ Yes

12

Select to be authorised "By Rottnest Island Authority for a mooring allocated by the Authority"

Click and drag the bays into preferential order with the most preferred bay at the top

Current Moorings

Your Authorised User Permit AUP003590 lists moorings NN147. Do you want to apply to add another mooring to your Authorised User Permit?

☐ No
☒ Yes

Mooring details

Do you want to be authorised

☐ By a mooring site licensee for their mooring
☒ By Rottnest Island Authority for a mooring allocated by the Authority

Order the bays in your preferred order with most preferred bay on top

Thomson Bay
Longreach Bay
Geordie Bay
Catherine Bay
Porpoise Bay
Stark Bay

13

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

Mooring details

Do you want to be authorised

☐ By a mooring site licensee for their mooring
☒ By Rottnest Island Authority for a mooring allocated by the Authority

Order the bays in your preferred order with most preferred bay on top

Porpoise Bay
Narrow Neck
Thomson Bay
Longreach Bay
Geordie Bay
Catherine Bay
Stark Bay
Marjorie Bay

☐ I agree with all the RIA Terms and Conditions

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

- 14 Click "Save and Exit" to save your application as a draft to complete later, or
Click "Submit" to submit application

The screenshot shows a web form titled "Mooring details" with an upward arrow icon in the top right corner. The form contains the following elements:

- A section titled "Do you want to be authorised" with two radio button options:
 - ☐ By a mooring site licensee for their mooring
 - ☒ By Rottnest Island Authority for a mooring allocated by the Authority
- A text instruction: "Order the bays in your preferred order with most preferred bay on top"
- A list of mooring bays, each with a three-line menu icon to its left:
 - Porpoise Bay
 - Narrow Neck
 - Thomson Bay
 - Longreach Bay
 - Geordie Bay
 - Catherine Bay
 - Stark Bay
 - Marjorie Bay

At the bottom of the form, there is a checkbox labeled "I agree with all the RIA Terms and Conditions" and three buttons: "Save and Exit", "Save and Continue", and "Submit". The "Submit" button is highlighted with an orange circle.

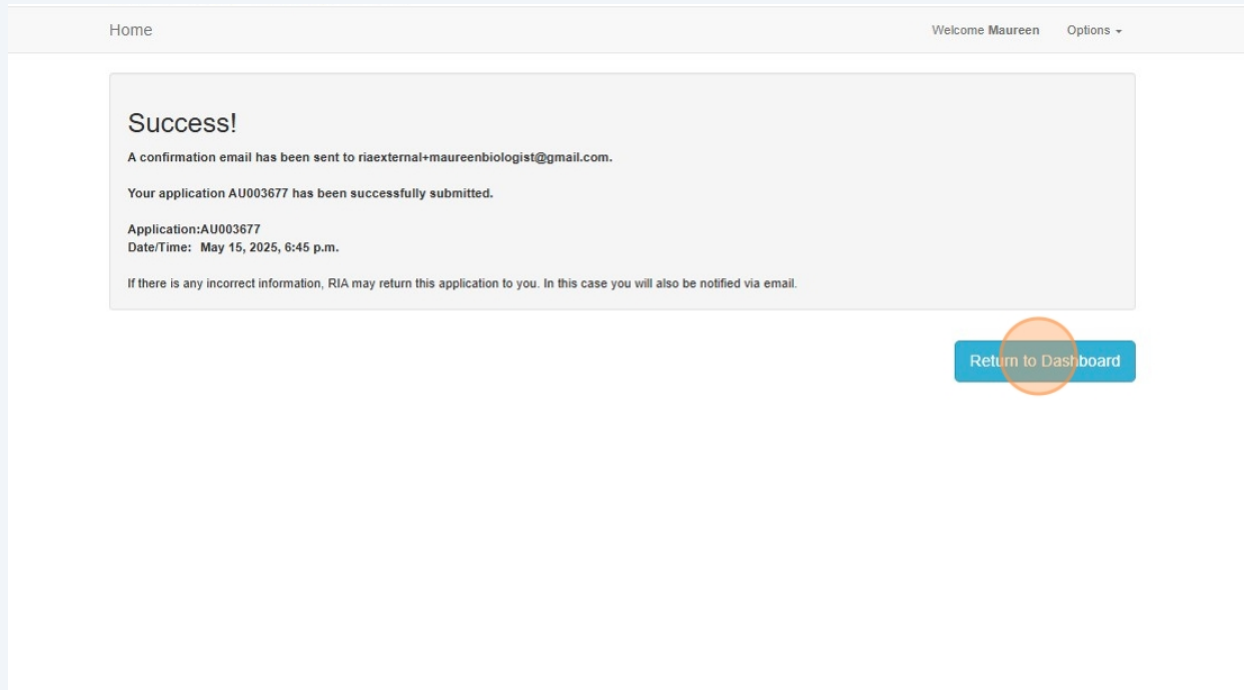
- 15 Click "Submit"

The screenshot shows the same "Mooring details" form as in the previous image, but with a confirmation dialog box overlaid in the center. The dialog box has a white background and a light gray border. It contains the following elements:

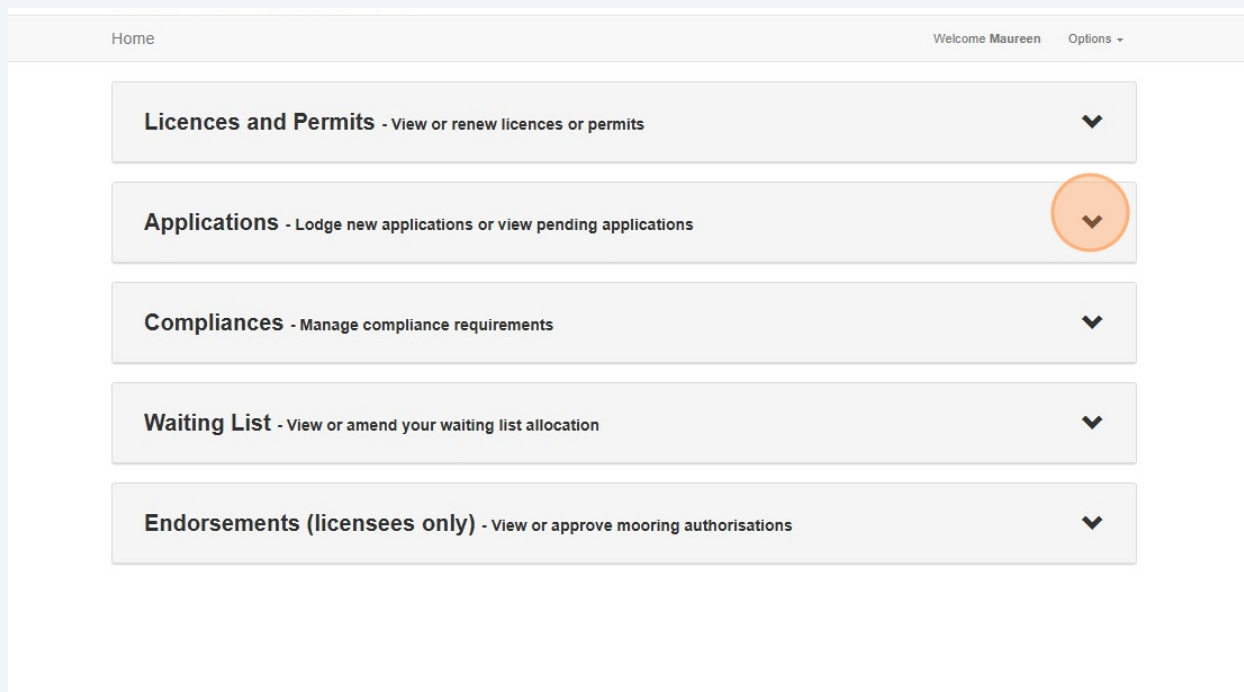
- A large question mark icon inside a circle at the top.
- The title "Submit Application" in bold.
- The text "Are you sure you want to submit this application?"
- Two buttons at the bottom: "Submit" (highlighted with an orange circle) and "Cancel".

The background form is dimmed and shows the "Current Moorings" section with a question about adding another mooring, and the "Mooring details" section with the same radio button options and list of bays as before.

16 Click "Return to Dashboard"



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



18 Initial status will be "Under review".

Once the application has been assessed by staff status will change to "Printing Sticker" and a new sticker will be mailed to you. You are required to return your previous sticker to the Authority.

Final status is "Approved", and you will receive email notification

[Home](#)Welcome Maureen[Options](#)

Licences and Permits - View or renew licences or permits

Applications - Lodge new applications or view pending applications

TypeCategoryStatus

Show 10 entries

Lodgement Number	Type	Application Type	Status	Lodged on	Invoice	Action
AU003677	Authorised User Application (amendment)	Amendment	Approved	15/05/2025		View
AU003676	Authorised User Application (amendment)	Amendment	Approved	15/05/2025		View
AU003668	Authorised User Application (amendment)	Amendment	Approved	15/05/2025		View
AU003666	Authorised User Application (new)	New Application	Approved	15/05/2025	#065112699814	View

Showing 1 to 4 of 4 entries

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

New Application

19 Click "Licences and Permits" to view your authorised user permit

Home Welcome Maureen Options

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
AU003677	Authorised User Application (amendment)	Amendment	Approved	15/05/2025		View
AU003676	Authorised User Application (amendment)	Amendment	Approved	15/05/2025		View
AU003668	Authorised User Application (amendment)	Amendment	Approved	15/05/2025		View
AU003666	Authorised User Application (new)	New Application	Approved	15/05/2025	#065112699814	View

Showing 1 to 4 of 4 entries

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

20 Click the expander to view additional details and your "Authorised User Permit"

Home Welcome Maureen Options

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
 AU003590	Authorised User Permit	0000081 (MB222)	15/05/2025	Current	15/05/2025	15/05/2025	31/08/2025	MB222

Showing 1 to 1 of 1 entries

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

Applications - Lodge new applications or view pending applications

Type: Category: Status:

Show entries

[New Application](#)

21 Click "Authorised User Permit" link to open

Note: the additional mooring ID visible in the details and in the "Authorised User Permit"

Home Welcome Maureen Options ▾

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
AUP003590	Authorised User Permit	0000081 (MB222)	15/05/2025	Current	15/05/2025	15/05/2025	31/08/2025	MB222

Mooring NN147
NN191

Action [Amend](#)
[Surrender](#)
[Request New Sticker](#)
[Update Sticker Address](#)

Grace Period End Date N/A

Approval Letter
[Authorised User Permit](#)

Showing 1 to 1 of 1 entries

Previous **1** Next

22 Your "Authorised User Permit" document now shows the additional mooring

**ROTTNEST ISLAND
AUTHORITY**

Date: 15/05/2025
Application number: AU003677

Maureen Biologist
1 Marmion Ave
Marmion WA 6023

Dear Maureen Biologist

Your authorised user permit application has been approved as at **15/05/2025**. Below are the details of your permit and the mooring sites you are authorised to use.

Authorised use of mooring sites, casual access to the Shared Mooring System (SMS), and admission to the Rottnest Island Marine Reserve is only approved once the RIA issued sticker is clearly displayed on the port side of your vessel. *Penalties apply.*

Authorised Person	Maureen Biologist
-------------------	-------------------

Authorised Vessel	
Registration number:	MB222
Vessel Name:	No Name
Registered length:	7.0 m
Vessel draft:	1.00 m

Authorised Mooring Sites
Please ensure you contact the mooring site licensee prior to use to determine availability.

Mooring Site	Licensee Name	Contact Details
NN191	Lisa Pierce	riaexternal+lispierce@gmail.com 0416238945
NN147	June Jermain	riaexternal+junejermain@gmail.com 0412222222

This permit is non-transferrable to any other party and will expire on 31/08/2025.

Kind regards

Marine Administration
Rottnest Island Authority
moorings@rotnestisland.com