



How to apply for an annual admission permit

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

The screenshot shows the Rottneest Island Authority website interface. At the top left is the logo and name 'ROTTNEEST ISLAND AUTHORITY'. Below this is a navigation bar with 'Home' and 'Commercial Vessels' (with a dropdown arrow). On the right side of the navigation bar, it says 'Welcome Allie' and 'Options' (with a dropdown arrow). The main content area features a vertical list of five menu items, each in a light grey box with a dropdown arrow on the right:

- 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

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

3

Click "New Application"

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
AA003543	Annual Admission Application (new)	New Application	Draft			Continue Discard
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 4 of 4 entries

Previous 1 Next

4

Click the "I want to apply for an annual admission permit" field, then click "Continue"

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Commercial Vessels', 'Welcome Allie', and 'Options'. The main content area is titled 'Apply for' and contains a form for the current season (2024-09-01 to 2025-08-31). The form has four sections: 'Annual Admission', 'Authorised User', 'Waiting List', and 'DCV Permit'. In the 'Annual Admission' section, the radio button for 'I want to apply for an annual admission permit' is selected and highlighted with an orange circle. A 'Continue' button is located at the bottom right of the form.

5

Click "Accept"

This screenshot shows the same 'Apply for' form as in the previous step, but with a confirmation dialog box overlaid in the center. The dialog box has a question mark icon and the title 'Create annual admission application'. The text inside the dialog asks, 'Are you sure you want to create an annual admission application?'. At the bottom of the dialog are two buttons: 'Accept' (highlighted with an orange circle) and 'Cancel'. The background form is dimmed, and the 'Continue' button from the previous step is still visible at the bottom right.

6

Select "Residential Address" and "Postal Address" from drop-down lists

Home Commercial Vessels - Welcome Allie Options -

Annual Admission Application: AA003544

Applicant Vessel Insurance Payment 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 ▼

7

Click to view "Personal Details" are correct

Home Commercial Vessels - Welcome Allie Options -

Annual Admission Application: AA003544

Applicant Vessel Insurance Payment 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 ▼

8 Click to view "Contact Details" are correct

Given name(s)	Alison Green
Surname	Graler
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

I agree with all the RIA Terms and Conditions [Save and Exit](#) [Save and Continue](#) [Pay / Submit](#)

9 Click "Vessel" tab

Home Commercial Vessels - Welcome Allie Options -

Annual Admission Application: AA003544

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

Personal Details

Given name(s)	Alison Green
Surname	Graler
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

10

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

Home Commercial Vessels - Welcome Allie Options -

Annual Admission Application: AA003544

Applicant **Vessel** Insurance Payment Confirmation

Registration Details

Vessel registration *

Vessel name *

Registration vessel owner *

Ownership percentage *

Name as shown on DoT registration papers

Vessel Details

Vessel length (m) *

Displacement tonnage *

11

Click "Insurance" tab

Home Commercial Vessels - Welcome Allie Options -

Annual Admission Application: AA003544

Applicant **Vessel** **Insurance** Payment Confirmation

Registration Details

Vessel registration *

Vessel name *

Registration vessel owner * Alison Green Grater Your company

Ownership percentage *

Name as shown on DoT registration papers

Vessel Details

Vessel length (m) *

Displacement tonnage *

12 Select appropriate insurance option based on vessel length

Home Commercial Vessels - Welcome Allie Options -

Annual Admission Application: AA003544

Applicant Vessel **Insurance** 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

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

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

I agree with all the RIA Terms and Conditions

Save and Exit Save and Continue Pay / Submit

- 14 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

Given name(s)

Surname

Date of Birth

Address Details Select address details for this application ^

Residential Address

Postal Address

Contact Details v

I agree with all the RIA Terms and Conditions

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

- 15 Click "Pay / Submit"

Home Commercial Vessels - Welcome Allie Options -

Annual Admission Application: AA003544

Applicant Vessel **Insurance** Payment Confirmation

Insurance details ^

The nominated vessel has

- \$5 million Third Party Liability insurance length less than 6.4 metres
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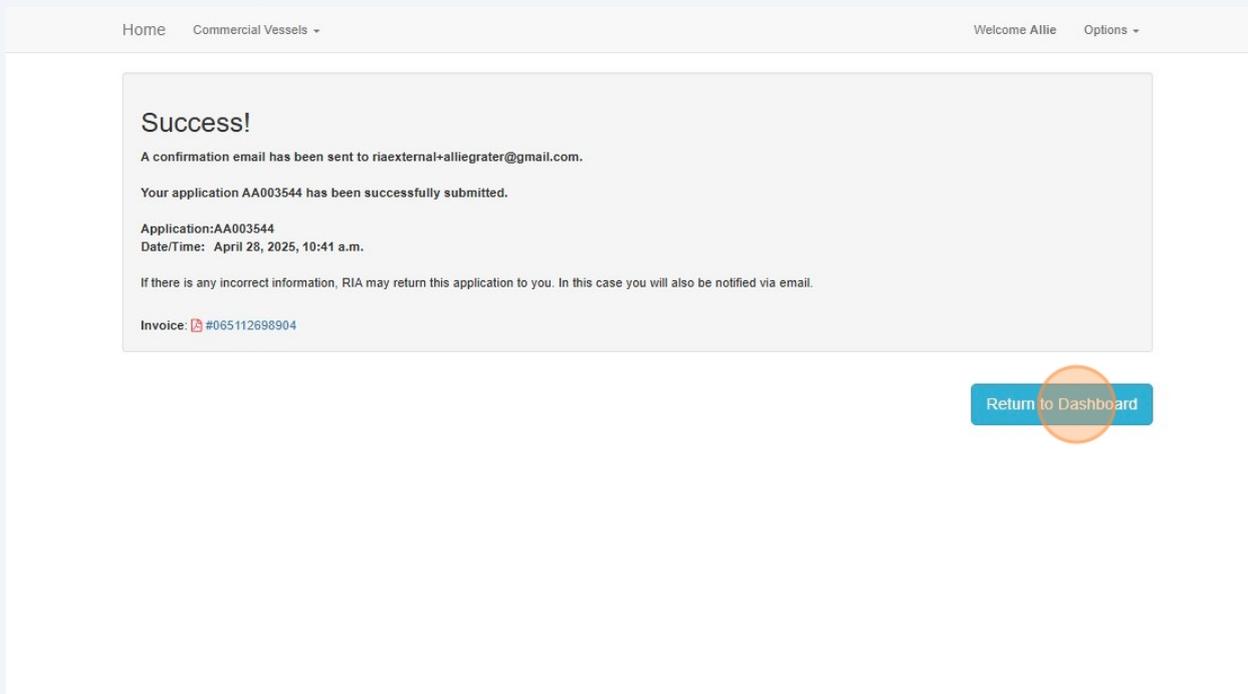
Pay / Submit Application

Are you sure you want to pay / submit this application?

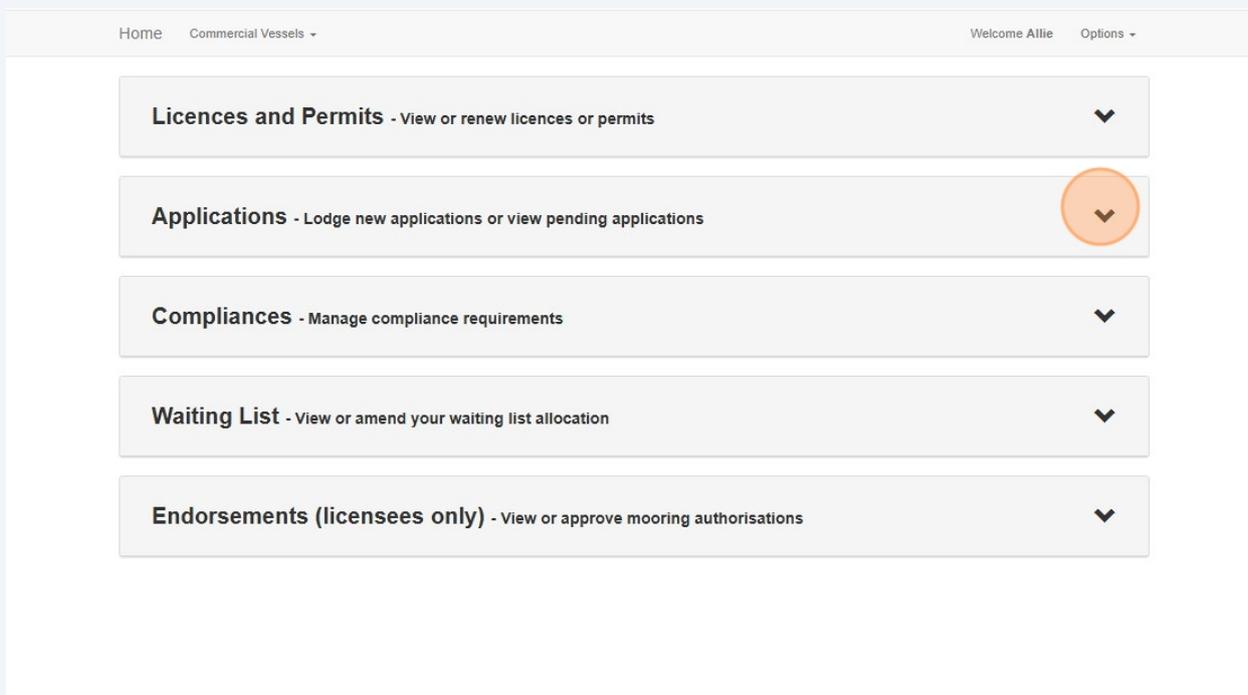
[Pay / Submit](#) [Cancel](#)

16 Once you have entered credit card details, click "Return to Dashboard"

Note: You can view your invoice here or from the dashboard



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



18

Initial status will be "Under Review". Once staff have assessed the application the status will change to "Printing Sticker"

Once the sticker has been mailed to you, status will change to "Approved" and you will receive email notification

Note: Copy of invoice can be viewed under "Invoice" and copy of permit can be viewed under "Licences and Permits"

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
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