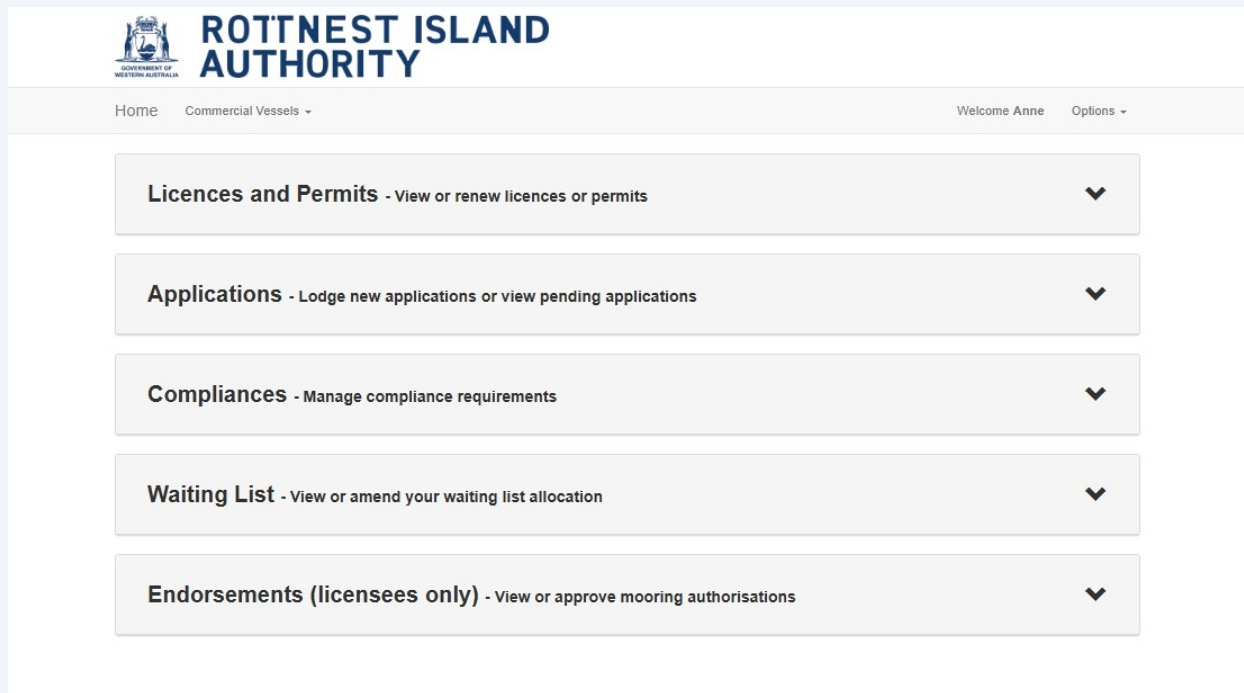


How to apply for an authorised user permit

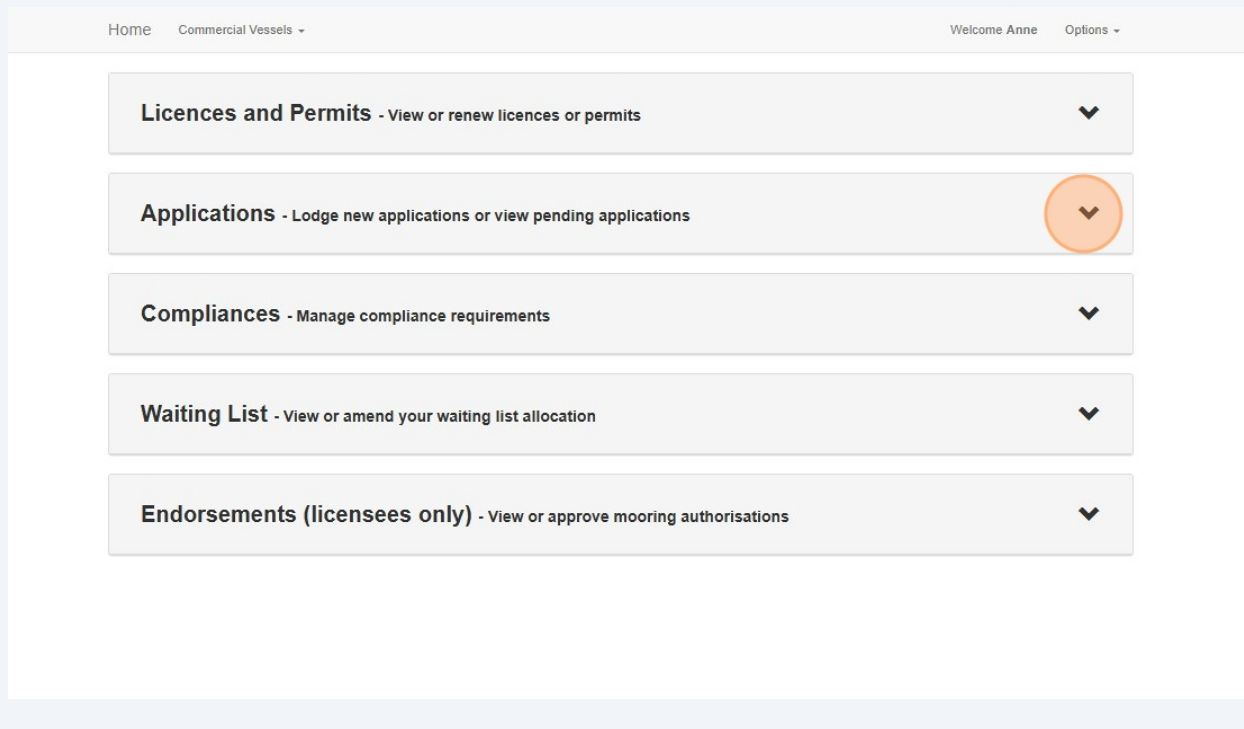
1

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



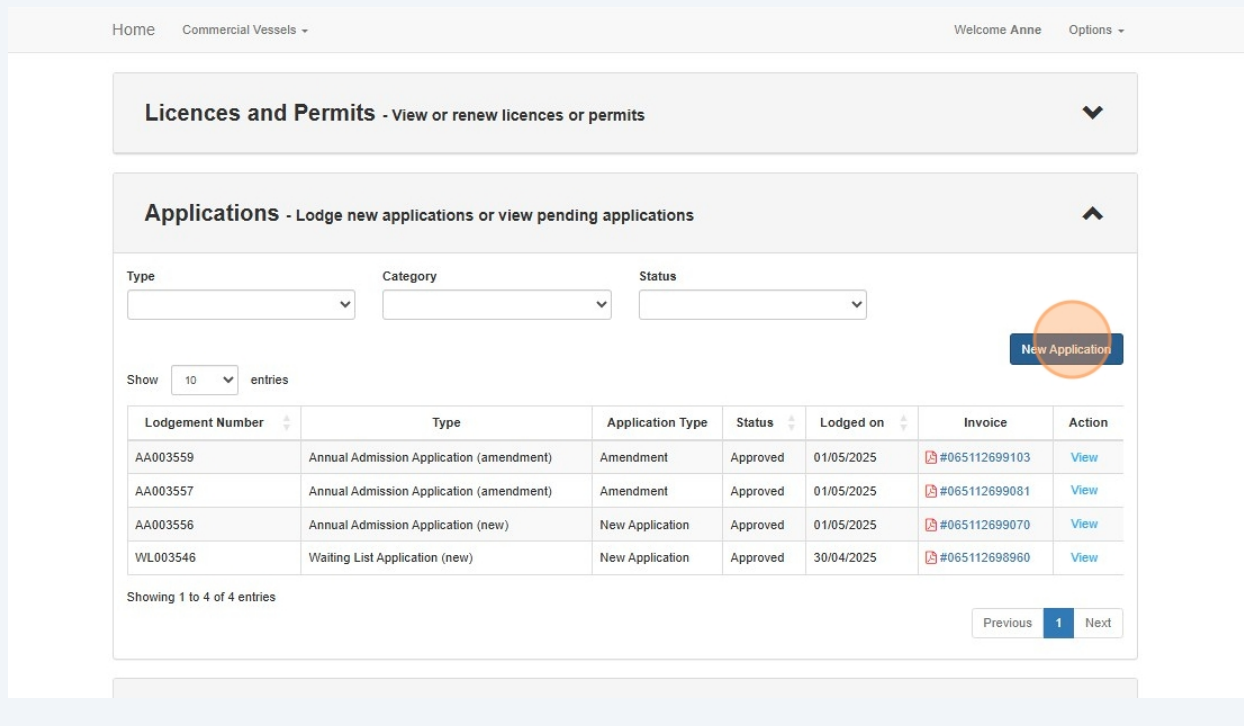
2

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



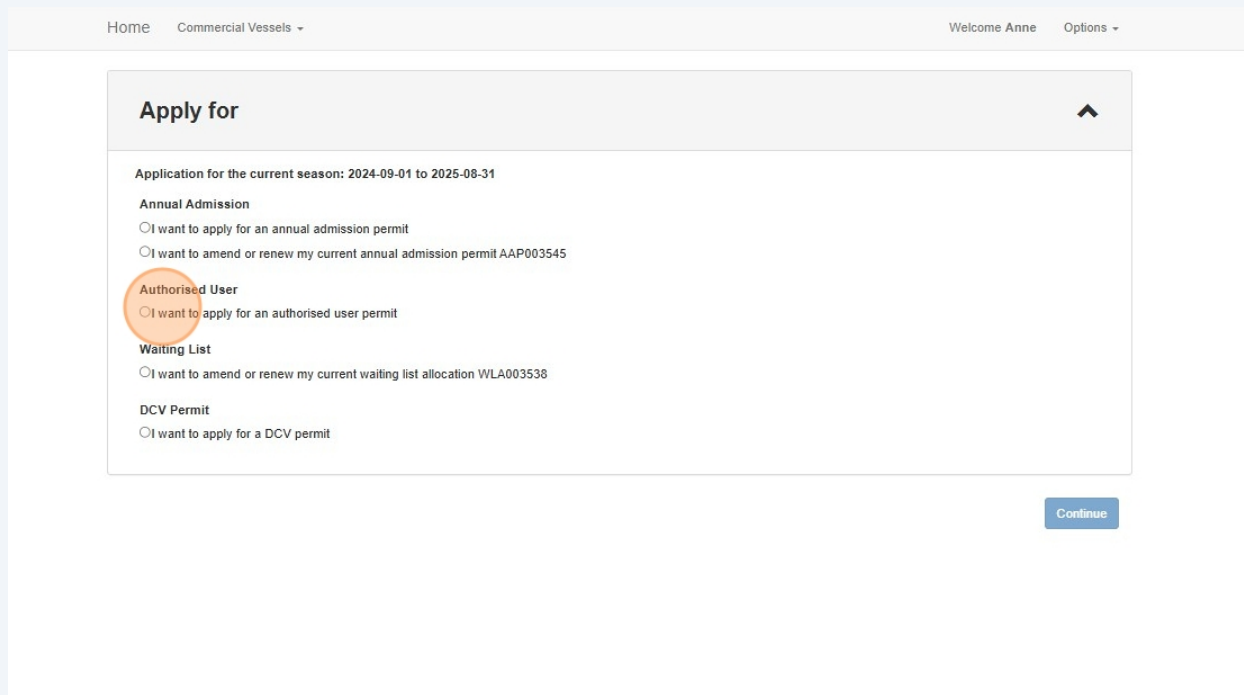
3

Click "New Application"



4

Click "I want to apply for an authorised user permit", then click "Continue"



The screenshot shows a web application interface with a top navigation bar containing 'Home', 'Commercial Vessels', 'Welcome Anne', 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'. The 'Authorised User' section is highlighted with an orange circle, and the radio button for 'I want to apply for an authorised user permit' is selected. A 'Continue' button is located at the bottom right of the form.

Home Commercial Vessels Welcome Anne Options

Apply for

Application for the current season: 2024-09-01 to 2025-08-31

Annual Admission

- ☐ I want to apply for an annual admission permit
- ☐ I want to amend or renew my current annual admission permit AAP003545

Authorised User

- ☒ I want to apply for an authorised user permit

Waiting List

- ☐ I want to amend or renew my current waiting list allocation WLA003538

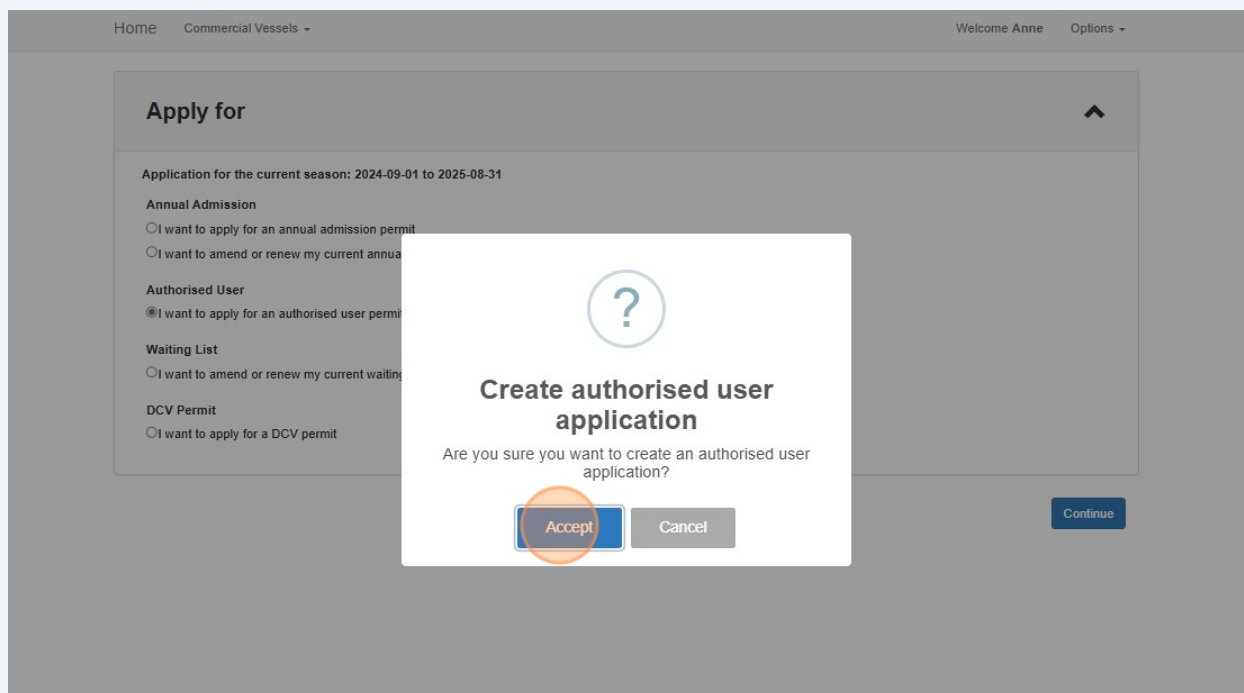
DCV Permit

- ☐ I want to apply for a DCV permit

Continue

5

Click "Accept"



The screenshot shows the same 'Apply for' form as in the previous step, but with a confirmation dialog box open in the foreground. The dialog box has a question mark icon and the title 'Create authorised user application'. It asks 'Are you sure you want to create an authorised user application?' and has 'Accept' and 'Cancel' buttons. The 'Accept' button is highlighted with an orange circle. The background form is dimmed.

Home Commercial Vessels Welcome Anne Options

Apply for

Application for the current season: 2024-09-01 to 2025-08-31

Annual Admission

- ☐ I want to apply for an annual admission permit
- ☐ I want to amend or renew my current annual admission permit AAP003545

Authorised User

- ☒ I want to apply for an authorised user permit

Waiting List

- ☐ I want to amend or renew my current waiting list allocation WLA003538

DCV Permit

- ☐ I want to apply for a DCV permit

Continue

?

Create authorised user application

Are you sure you want to create an authorised user application?

Accept Cancel

6

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

Home Commercial Vessels ▾ Welcome Anne Options ▾

Authorised User Application: AU003560

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 Commercial Vessels ▾ Welcome Anne Options ▾

Authorised User Application: AU003560

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 ▾

8 Click to view "Contact Details" are correct

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](#) [Submit](#)

9 Click "Vessel" tab

Home Commercial Vessels v Welcome Anne Options v

Authorised User Application: AU003560

[Applicant](#) [Vessel](#) [Insurance](#) [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 ^

10

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

Home Commercial Vessels ▾ Welcome Anne Options ▾

Authorised User Application: AU003560

Applicant Vessel Insurance Mooring Bay Confirmation

Registration Details

Vessel registration *

Vessel name *

Registration vessel owner * ☒ Anne Teak ☐ Your company

Ownership percentage *

Name as shown on DoT registration papers

Vessel Details

Vessel length (m) *

Displacement tonnage *

11

Click "Insurance" tab

Home Commercial Vessels ▾ Welcome Anne Options ▾

Authorised User Application: AU003560

Applicant Vessel Insurance Mooring Bay Confirmation

Registration Details

Vessel registration *

Vessel name *

Registration vessel owner * ☒ Anne Teak ☐ 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 Anne](#) [Options](#)

Authorised User Application: AU003560

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

13 Attach a "Copy of the vessel's current insurance certificate showing legal liability amount"

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

Authorised User Application: AU003560

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

14 Click "Mooring Bay" tab

Home Commercial Vessels ▾ Welcome Anne Options ▾

Authorised User Application: AU003560


Applicant Vessel Insurance **Mooring Bay** 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: Insurance test doc.docx 
Attach Document

15 Select appropriate option for authorisation

Home Commercial Vessels ▾ Welcome Anne Options ▾

Authorised User Application: AU003560

Applicant Vessel Insurance **Mooring Bay** Confirmation

Mooring details

Do you want to be authorised

- ☐ By a mooring site licensee for their mooring
- ☐ By Rottneast Island Authority for a mooring allocated by the Authority

16

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

Home Commercial Vessels ▾ Welcome Anne Options ▾

Authorised User Application: AU003560

Applicant Vessel Insurance **Mooring Bay** Confirmation

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

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

17

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

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

18 Click "Save and Exit" to save your application as a draft to complete later, or

Click "Submit" to submit application

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](#)

19 Click "Submit"

Home Commercial Vessels Welcome Anne Options

Authorised User Application: AU003560

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

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

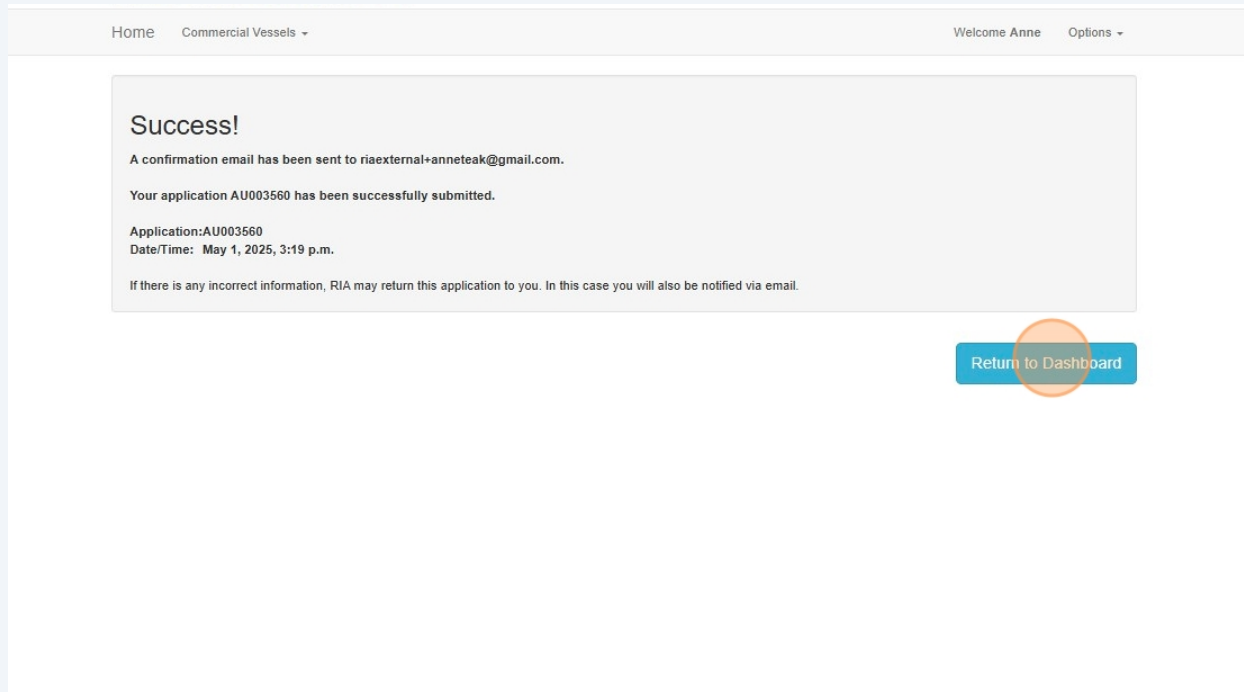
☰	Porpoise Bay
☰	Narrow Neck
☰	Thomson Bay
☰	Longreach Bay
☰	Geordie Bay
☰	Catherine Bay
☰	Stark Bay
☰	Marjorie Bay

Submit Application

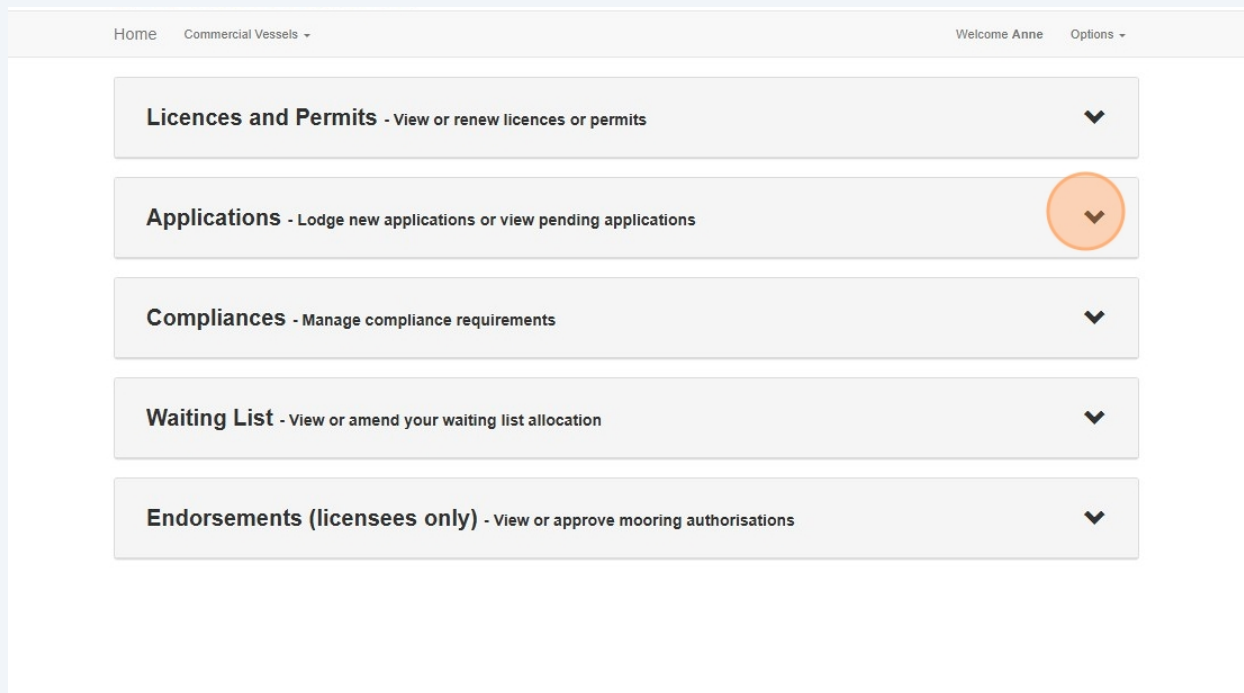
Are you sure you want to submit this application?

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

20 Click "Return to Dashboard"



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



22 Initial status is "Under Review". Once assessed it changes to "Awaiting Payment"

Click "Pay"

Home Commercial Vessels Welcome Anne 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
AU003560	Authorised User Application (new)	New Application	Awaiting Payment	01/05/2025	#065112699114	View Pay
AA003559	Annual Admission Application (amendment)	Amendment	Approved	01/05/2025	#065112699103	View
AA003557	Annual Admission Application (amendment)	Amendment	Approved	01/05/2025	#065112699081	View
AA003556	Annual Admission Application (new)	New Application	Approved	01/05/2025	#065112699070	View
WL003546	Waiting List Application (new)	New Application	Approved	30/04/2025	#065112698960	View

Showing 1 to 5 of 5 entries

Previous 1 Next

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

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

Home Commercial Vessels Welcome Anne Options

Success!

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

Application: AU003560
Date/Time: May 1, 2025, 3:19 p.m.

Invoice: [#065112699114](#)

[Return to Dashboard](#)

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

Home
Commercial Vessels
Welcome Anne
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

25 New status is "Printing Sticker". Once the sticker has been mailed to you, status will change to "Approved". You will receive email notification

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

Home
Commercial Vessels
Welcome Anne
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
AU003560	Authorised User Application (new)	New Application	Approved	01/05/2025	#065112699114	View
AA003559	Annual Admission Application (amendment)	Amendment	Approved	01/05/2025	#065112699103	View
AA003557	Annual Admission Application (amendment)	Amendment	Approved	01/05/2025	#065112699081	View
AA003556	Annual Admission Application (new)	New Application	Approved	01/05/2025	#065112699070	View
WL003546	Waiting List Application (new)	New Application	Approved	30/04/2025	#065112698960	View

Showing 1 to 5 of 5 entries
Previous 1 Next

26 Copy of permit can be viewed under "Licences and Permits"



Home Commercial Vessels ▾ Welcome Anne 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
 AUP003546	Authorised User Permit	0000017 (AT222)	01/05/2025	Current	01/05/2025	01/05/2025	31/08/2025	AT222
 AAP003545	Annual Admission Permit	0000015 (AT222)	01/05/2025	Cancelled	01/05/2025	01/05/2025	31/08/2025	AT222

Showing 1 to 2 of 2 entries

Previous **1** Next

Applications - Lodge new applications or view pending applications

Type Category Status

[New Application](#)

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




Home Commercial Vessels ▾ Welcome Anne 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
 AUP003546	Authorised User Permit	0000017 (AT222)	01/05/2025	Current	01/05/2025	01/05/2025	31/08/2025	AT222
<div>Mooring PB001</div> <div>Action Amend Surrender Request New Sticker Update Sticker Address</div> <div>Grace Period End Date N/A</div> <div>Approval Letter  Authorised User Permit</div>								
 AAP003545	Annual Admission Permit	0000015 (AT222)	01/05/2025	Cancelled	01/05/2025	01/05/2025	31/08/2025	AT222

Showing 1 to 2 of 2 entries

Previous **1** Next