



How to request a new sticker

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

The screenshot shows the Rottne Island Authority website dashboard. At the top left is the logo and name 'ROTTNEST ISLAND AUTHORITY'. Below this is a navigation bar with 'Home' and 'Commercial Vessels' (with a dropdown arrow). On the right of the navigation bar, it says 'Welcome Hazel' and 'Options' (with a dropdown arrow). The main content area contains five large, light grey buttons with rounded corners, each with a dropdown arrow 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'.

2 Click the "Licences and Permits" drop-down

Home Commercial Vessels ▾ Welcome Hazel 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 the expander to view additional details of the licence or permit for which you require a new sticker

Home Commercial Vessels ▾ Welcome Hazel 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
 MOL003550	Mooring Site Licence	0000021 (HN111)	06/05/2025	Current	06/05/2025	06/05/2025	31/08/2025	HN111

Showing 1 to 1 of 1 entries

Previous **1** Next

- Applications** - Lodge new applications or view pending applications ▾
- Compliances** - Manage compliance requirements ▾

4 Click "Request New Sticker"

Home Commercial Vessels - Welcome Hazel 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
MOL003550	Mooring Site Licence	0000021 (HN111)	06/05/2025	Current	06/05/2025	06/05/2025	31/08/2025	HN111

Mooring PB010

Action Amend
Surrender
Request New Sticker
Update Sticker Address

Grace Period End Date N/A

Approval Letter
Mooring Site Licence
List of Authorised Users

Showing 1 to 1 of 1 entries

Previous 1 Next

5

DEVELOPMENT - FOR TESTING ONLY DO NOT USE

New Sticker

Number	Vessel	Mooring	Status	Postal Address
<input checked="" type="checkbox"/> 0000021	HN111	PB010 (Porpoise Bay)	Current	1 Marmion AveMarmionWAAU6023

Change Sticker Address

Reason

Sticker replacement cost \$26

Home Comm

Licence

Type:

Show entries

Search:

Number	Type	Sticker Number/s	Sticker Mailed Date	Status	Issue Date	Start Date	Expiry Date
MOL003550	Mooring Site Licence	0000021 (HN111)	06/05/2025	Current	06/05/2025	06/05/2025	31/08/2025

Mooring PB010

Action Amend
Surrender
Request New Sticker
Update Sticker Address

Grace Period End Date N/A

Approval Letter

6 Type "Lost at sea"

7 Click the checkbox next to the sticker you wish to replace. Add a reason for the replacement request. Then click "Ok"

DEVELOPMENT - FOR TESTING ONLY DO NOT USE

Home Comm Options

Licence

Type:

Show 10 entries

Search:

Number	Type	Sticker Number/s	Sticker Mailed Date	Status	Issue Date	Start Date	Expiry Date	Vessel Rego
MOL003550	Mooring Site Licence	0000021 (HN111)	06/05/2025	Current	06/05/2025	06/05/2025	31/08/2025	HN111

Mooring PB010

Action Amend

Surrender

Request New Sticker

Update Sticker Address

Grace Period End Date N/A

Approval Letter

New Sticker

Number	Vessel	Mooring	Status	Postal Address
<input checked="" type="checkbox"/> 0000021	HN111	PB010 (Porpoise Bay)	Current	1 Marmion Ave Marmion WAAU6023

Change Sticker Address

Reason

Sticker replacement cost \$26

8 Click "Return to Dashboard"

Note: A copy of your invoice will be emailed to you, or you can view your invoice here

The screenshot shows a web dashboard with a navigation bar at the top containing 'Home', 'Commercial Vessels', 'Welcome Hazel', and 'Options'. A central grey box displays a 'Success!' message: 'A confirmation email has been sent to riaexternal+hazelnutt@gmail.com.' Below this, an 'Invoice: #065112699170' is listed. A blue button labeled 'Return to Dashboard' is highlighted with an orange circle.

9 Click "Licences and Permits". You will see "Sticker Number/s" and "Sticker Mailed Date" have been removed

The screenshot shows the 'Licences and Permits' section of the ROTTNEST ISLAND AUTHORITY dashboard. A red banner at the top reads 'DEVELOPMENT: FOR TESTING ONLY DO NOT USE'. The page title is 'Licences and Permits - View or renew licences or permits'. Below the title are filter dropdowns for 'Status' and a search bar. A table lists one entry: a 'Mooring Site Licence' with sticker number '(HN111)', status 'Current', issue date '06/05/2025', start date '06/05/2025', expiry date '31/08/2025', vessel registration 'HN111', and mooring 'PB010'. The table has columns for 'Type', 'Sticker Number/s', 'Sticker Mailed Date', 'Status', 'Issue Date', 'Start Date', 'Expiry Date', 'Vessel Rego', and 'Mooring'. A 'Previous 1 Next' pagination control is visible. Below the table is a section for 'Applications - Lodge new applications or view pending applications'.

10

Once a replacement sticker has been issued it can be viewed under "Sticker Number/s" and will have an updated "Sticker Mailed Date"

Home Commercial Vessels - Welcome Hazel Options -

Licences and Permits - View or renew licences or permits

Type: [dropdown] Status: [dropdown]

Show 10 entries

Search: [input]

Number	Type	Sticker Number/s	Sticker Mailed Date	Status	Issue Date	Start Date	Expiry Date	Vessel Rego	Mooring
MOL003550	Mooring Site Licence	0000025 (HN 11)	06/05/2025	Current	06/05/2025	06/05/2025	31/08/2025	HN111	PB010

Showing 1 to 1 of 1 entries

Previous 1 Next

Applications - Lodge new applications or view pending applications

Compliances - Manage compliance requirements