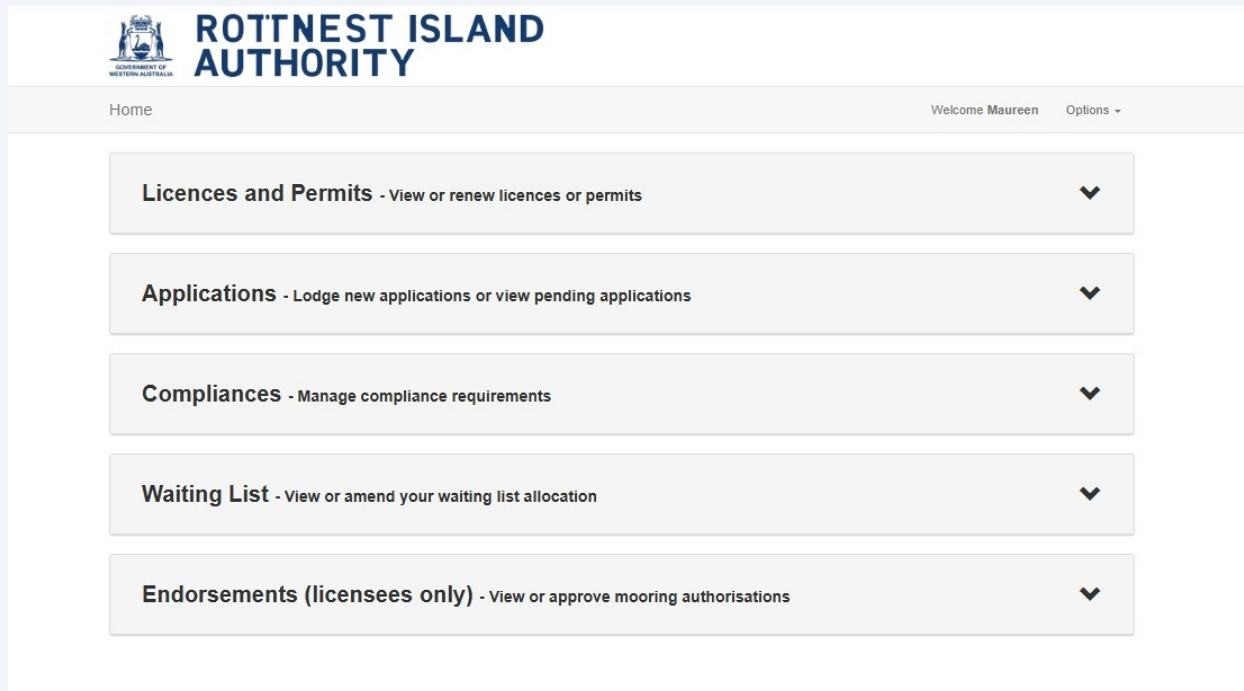


How to add additional site licensee-allocated mooring to an authorised user permit

1

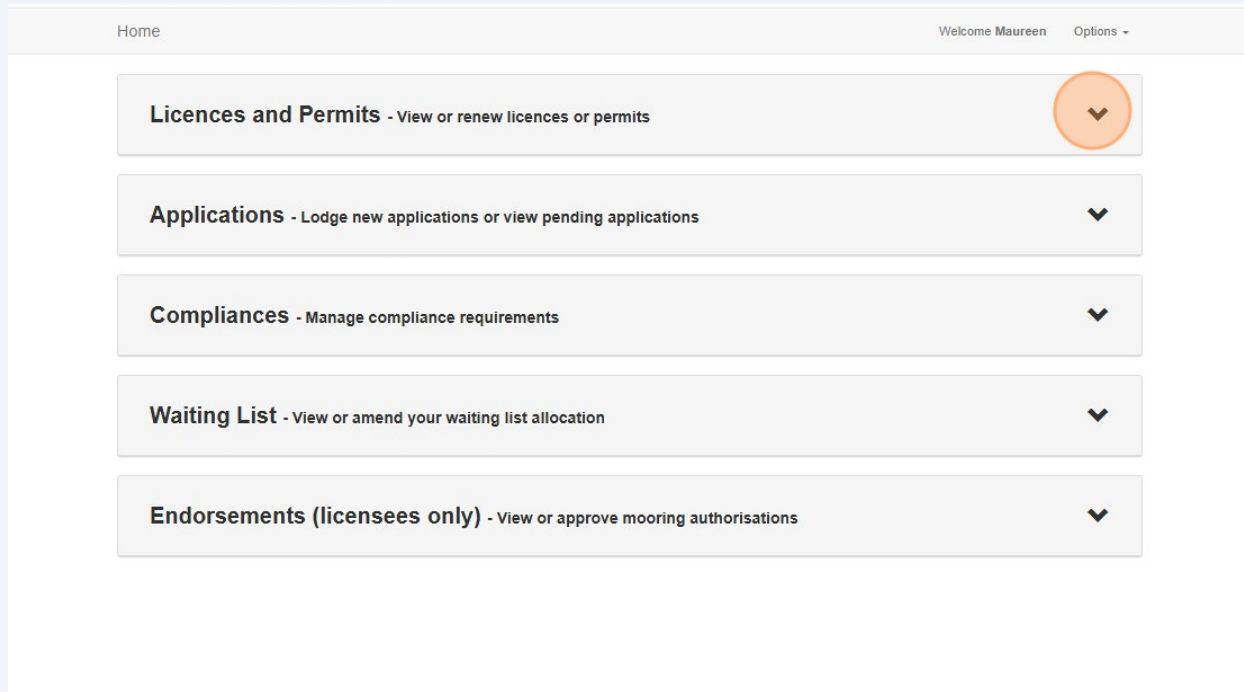
Navigate to <https://mooringlicensing-ria.dbca.wa.gov.au/>



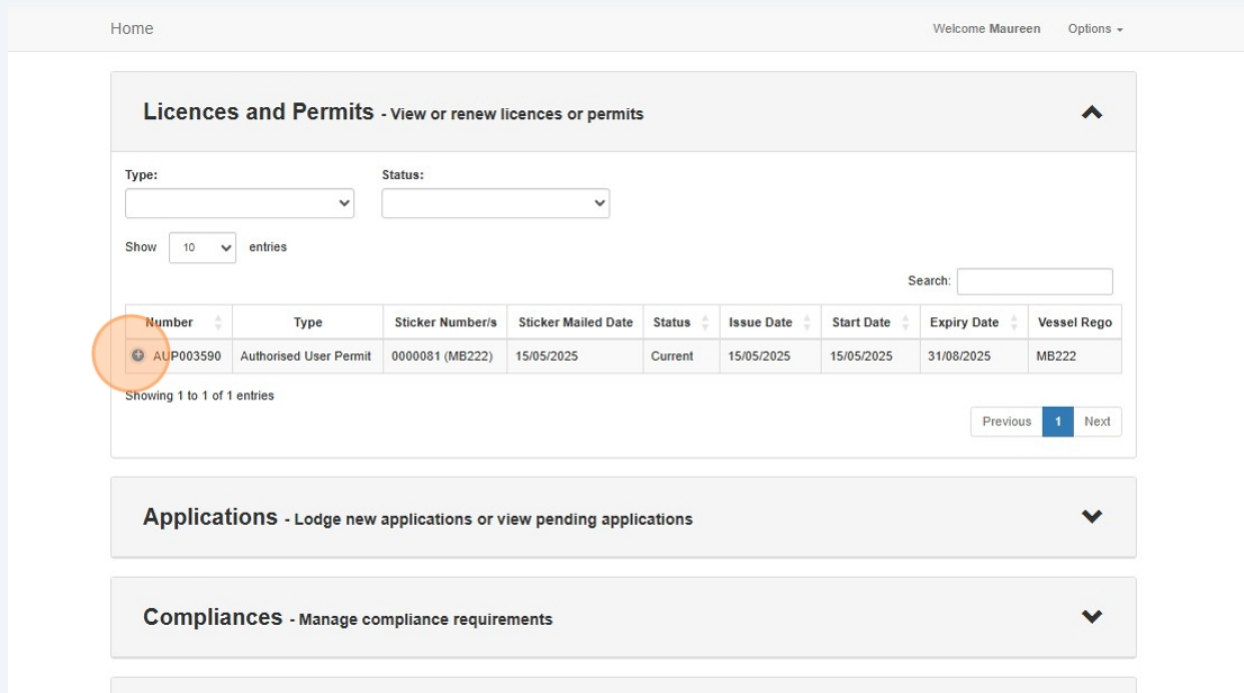
The screenshot shows the Rottne Island Authority website dashboard. At the top, there is a header with the Rottne Island Authority logo and name. Below the header, there is a navigation bar with a 'Home' link on the left and a 'Welcome Maureen' message with an 'Options' dropdown menu on the right. The main content area features a list of five menu items, each with a description and a dropdown arrow:

- 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 "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	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

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
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

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: AU003684

[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: AU003684

[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

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: AU003684

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: AU003684

[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 *

Vessel name *

Registration vessel owner * ☒ Maureen Biologist
☐ Your company

Ownership percentage *

Name as shown on DoT registration

11 Click "Mooring Bay" tab

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

Home Welcome Maureen Options ▾

Authorised User Amendment Application: AU003684

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

Current Moorings

Your Authorised User Permit AUP003590 lists moorings NN191, NN147. Do you want to apply to add another mooring to your Authorised User Permit?

☒ No
☐ Yes

12 Select to be authorised "By a mooring site licensee for their mooring"

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 NN191, 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 Enter "Site licensee email" and "Mooring Site ID" then click "Add"

Your Authorised User Permit AUP003590 lists moorings NN191, 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

Site licensee email

Mooring site ID

Show entries

Site Licensee Email	Mooring	Action
No data available in table		

Showing 0 to 0 of 0 entries

14

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 Rottneest Island Authority for a mooring allocated by the Authority

Site licensee email

Mooring site ID

Show entries

Add

Site Licensee Email	Mooring	Action
riaexternal+barrycuda@gmail.com	PB010	View Remove

Showing 1 to 1 of 1 entries

Previous 1 Next

☐ I agree with all the RIA Terms and Conditions

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

15

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

Click "Submit" to submit application

Mooring details

Do you want to be authorised

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

Site licensee email

Mooring site ID

Show entries

Add

Site Licensee Email	Mooring	Action
riaexternal+barrycuda@gmail.com	PB010	View Remove

Showing 1 to 1 of 1 entries

Previous 1 Next

☒ I agree with all the RIA Terms and Conditions

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

16 Click "Submit"

Authorised User Amendment Application: AU003684

Applicant Vessel Insurance **Mooring Bay** Confirmation

Current Moorings

Your Authorised User Permit AUP003590 lists moorings NN191, 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 Rottneest Island Authority for a mooring at

Site licensee email

Mooring site ID

Show entries

[Add](#)

Site Licensee Email	Mooring	Action
---------------------	---------	--------

Submit Application

Are you sure you want to submit this application?

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

17 Click "Return to Dashboard"

Home Welcome Maureen Options

Success!

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

Your application AU003684 has been successfully submitted.

Application: AU003684
Date/Time: May 16, 2025, 1:41 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.

[Return to Dashboard](#)

18

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

[Home](#)Welcome MaureenOptions ▾

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 ▾

19

Initial status will be "Awaiting Endorsement". Once endorsed by the mooring site licensee nominated, status will change to "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

Type
Category
Status

Show 10 entries
New Application

Lodgement Number	Type	Application Type	Status	Lodged on	Invoice	Action
AU003684	Authorised User Application (amendment)	Amendment	Awaiting Endorsement	16/05/2025		View
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 5 of 5 entries
Previous 1 Next

20 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
AU003684	Authorised User Application (amendment)	Amendment	Approved	16/05/2025		View
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 5 of 5 entries

Previous 1 Next

21 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
 AUP003590	Authorised User Permit	0000085 (MB222)	15/05/2025	Current	16/05/2025	16/05/2025	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

22 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	0000085 (MB222)	15/05/2025	Current	16/05/2025	16/05/2025	31/08/2025	MB222

Mooring NN147
PB010
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

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

**ROTTNEST ISLAND
AUTHORITY**

Date: 16/05/2025
Application number: AU003684

Maureen Biologist
1 Marmion Ave
Marmion WA 6023

Dear Maureen Biologist

Your authorised user permit application has been approved as at **16/05/2025**. 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
PB010	Barry Cuda	riaexternal+barrycuda@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