



This interactive form is best viewed on a desktop computer using Adobe Acrobat Reader.

**This application must be completed and signed by the licensee, authorised user, or waiting list applicant.** No other party is permitted to act on their behalf.

- **Incomplete applications cannot be processed** and will be discarded.

**Applicant's details**

Surname		Other names (in full)			
Date of birth	day	month	year	Email account ID	

**Permit or licence type** (select all that may apply)

**Authorised user permit**  
(yellow sticker)

**Mooring site licence waiting list**  
(no sticker)

**Mooring site licence:**   
(red sticker)

**Remove vessel** (leave blank if previously notified)

**Provide the details of the vessel to be removed from the above indicated licence, permit, or application held in your name.**

If you have not yet sold or disposed of your vessel, enter today's date as the date of sale or disposal.

Vessel registration	Registered length (m)	Date of sale or disposal	day	month	year
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**Substitute vessel**

**Nominate a vessel below for which:**

You are named on the boat registration certificate issued by Department of Transport (DoT) as an owner of the vessel, or if the vessel does not have a certificate of registration you have provided with your application legal evidence of your ownership.

Has not already been nominated by a joint owner as their licensed, authorised, or waitlist vessel with RIA.

Has adequate insurance cover with the required level of third party legal liability indemnity, as defined under the terms and conditions of vessel entry to the Rottnest Island reserve.

Vessel registration	Vessel name	Registered length (m)	Overall length (m)
Vessel draft (m)	Displacement tonnage (t)	Your percentage of interest in the net worth (%)	
Names of all vessel owners		Insurance public liability cover	\$5 million \$10 million or above

**Declaration**

**By signing this application you are declaring that –**

- You are in the individual named in this application and that the information provided is true and correct to the best of your knowledge.
- You understand it is an offence under the Rottnest Island Regulations 1988 to provide, or to authorise or permit to be provided, information to RIA that you know to be false or misleading in a material manner, or to omit information whereby the omission renders the information provided as misleading.
- You are considered the legal owner of the vessel nominated in this application, for which your intention is your own personal use in respect to the permit, application, or licence held in your name.
- The vessel nominated in this application has adequate insurance cover as defined under the terms and conditions of vessel entry to the reserve.
- You will personally notify RIA in writing from your nominated email account ID as soon as possible if there are any alterations to the particulars provided in this application.
- You will ensure that the vessel sticker issued to you by RIA for your substitute vessel is clearly displayed at all times whilst within the limits of the reserve.
- Should you sell or dispose of your interest in the vessel nominated in this application you –
  - will remove all RIA issued stickers from the vessel prior to sale or disposal;
  - will personally notify RIA as soon as possible of the date of sale or disposal in writing from your nominated email account ID;
  - will return to RIA all stickers issued to you in respect of that vessel that season;
  - understand that in accordance with our cancellation and refund policy any refunds or credits you may be eligible for upon the sale or disposal of your vessel are only applicable upon receipt of all relevant vessel stickers by RIA. Any refunds you may be eligible for will be calculated in accordance with the date all relevant stickers have been received by RIA.
- You understand that vessel stickers remain the property of RIA and agree –
  - to not willingly or intentionally destroy or discard a vessel sticker issued to you by RIA;
  - to not alter information on a sticker issued by RIA;
  - that you are responsible for ensuring that upon the sale or disposal of your vessel, or upon notice, stickers issued to you in respect of your vessel are returned to RIA as soon as practicable;
  - that failure to comply with clauses 8 (a), 8 (b) and 8 (c) may be deemed an offence under the Regulations for which your licence, permit, or application may be cancelled by RIA and without requirement to refund any fee or portion of a fee paid by you;
  - that RIA are not liable for any loss you may experience due to failure to remove all RIA issued stickers from your vessel prior to sale or disposal, or to return a sticker upon the sale or disposal of your vessel or upon notice and within a reasonable time-frame.
- You are making this application pursuant to the Rottnest Island Authority Act 1987, the Rottnest Island Regulations 1988, and the terms and conditions of vessel entry to the Rottnest Island reserve.

**Signature of applicant**  \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If signing electronically, your e-signature must be a digitised image of your handwritten signature. Proxy signatures will not be accepted.



**Fees and payment**

**Provided all stickers issued to you this season for your prior vessel have been received by RIA, fees paid will be credited towards the invoice for your substitute vessel for the remainder of the season, expiring 31 August 2025.**

- Where such a credit payment is greater than the calculated fees for your new vessel, no refund or credit will be made or given.
- If the substitute vessel is larger in registered length, additional fees may apply.
- Mooring licence and authorised user fees for the current season can be found on our website at [ria.wa.gov.au](http://ria.wa.gov.au). No additional fees apply where your vessel is nominated for a mooring site licence waiting list application only.
- Once your application has been processed you will be advised via email to your nominated email account ID of any applicable costs. A secure BPoint payment link will be issued with a 14 day period for payment.

**Approval**

**Approval of your application will be granted when your mooring licence or authorised user permit sticker is displayed on your vessel, and is clearly visible from the exterior.**

- Once payment has been received, vessel sticker(s) for your substitute vessel will be dispatched to your postal address recorded on file.
- Please allow up to 14 business days for your sticker to be received. Due to circumstances outside of our control we are unable to guarantee dispatch time-frames.
- You must display the sticker(s) on your vessel at all times whilst mooring within the limits of the reserve. *Penalties apply.*

**Supporting documents**

The following documents are required to be provided with your application:

**A current copy of the boat registration certificate issued from the Department of Transport (DoT) for the nominated vessel on which you are named as a registered owner.**

- Registration renewal notices and receipts are insufficient and will not be accepted.
- If you are not named on the boat registration certificate as the owner of the vessel, you will also need to attach legal evidence of your ownership in support of your application. A statutory declaration of vessel ownership is available to be downloaded from our website at [ria.wa.gov.au](http://ria.wa.gov.au).

**A current copy of the insurance certificate for the nominated vessel showing the level of third party legal liability cover.**

- Insurance renewal or payment notices are insufficient and will not be accepted.
- The certificate must identify the vessel covered under the policy, the policy expiry date, and the level of third party legal liability cover.

**Return of vessel stickers and submission of your application**

As required under the Rottnest Island Regulations 1988 –

- **all stickers must be removed from your vessel prior to sale or disposal**
  - **all stickers issued this season for your prior vessel must be provided with your application to substitute your vessel.**
- Stickers may only be omitted if they have previously been returned to RIA, or where no stickers have been issued (waiting list applicants only).

**Are all stickers that have been issued to you this season for your prior vessel attached to this application?**

**Yes: I have attached all stickers issued to me this season for my prior vessel to this application.**

Post your application together with your supporting documents and vessel stickers to:

Marine Administration  
Rottnest Island Authority  
PO Box 693  
Fremantle WA 6959

**No: I have previously returned all relevant stickers to RIA.**

Date stickers returned:        /        /

Email your application together with your supporting documents from your nominated email account ID to:

Marine Administration  
[moorings@rotnnestisland.com](mailto:moorings@rotnnestisland.com)

**No: I have not been issued any stickers for my prior vessel this season (waiting list applicants only)**

Email your application together with your supporting documents from your nominated email account ID to:

Marine Administration  
[moorings@rotnnestisland.com](mailto:moorings@rotnnestisland.com)

You will be notified in writing to your nominated email account ID of the outcome of your application within 10 business of your application being received by Marine Administration. Please allow for delays during periods of high demand.



Lodgment of stickers to be returned

NOT TRANSFERABLE TO ANY OTHER PERSON OR VESSEL

Attach all relevant stickers here



**ROTTNEST ISLAND  
AUTHORITY**

Sticker is RIA property and must be surrendered  
or returned on request and sale of vessel.

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EMERGENCY 000 • Rottnest Police 131 444 • RIA Rangers 9372 9788 • Nursing Post 9292 5030 • Sea Rescue 9335 1332

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