



The Shared Mooring System (SMS) includes both licensee and authorised user access to the licensed moorings around the Island. Authorised use allows use of a licensed mooring site when the mooring site licensee is not using their mooring.

Authorised users must contact the licensee prior to use to determine availability of the mooring and all vessels must display the applicable sticker before using a mooring.

The SMS also incorporates colour coded casual use of other moorings by all authorised users and licensees.

Before applying for authorised use please refer to the information provided here, as well as the current [Terms and Conditions of Vessel Entry to Rottnest Island Reserve](#). Further information is available on our website at [www.rotnnestisland.com](http://www.rotnnestisland.com).

The completed application must be submitted together with current copies of the vessel's registration and insurance documents.

Please allow up to 10 business days for your application to be processed.

## To become an authorised user:

- (a) you must be named on the certificate of registration of the vessel as the owner of that vessel, or provide satisfactory evidence of ownership; and
- (b) the vessel must have adequate insurance cover, which is defined as:
  - \$5 million Third Party Legal Liability insurance cover for vessels of length less than 6.4 metres.
  - \$10 million or above Third Party Legal Liability insurance cover for vessels of length 6.4 metres and greater.

## You can become an authorised user in one of two ways:

### (i) Authorisation by a mooring site licensee

Mooring site licensees may authorise a person to be an authorised user of their mooring site for the purposes of mooring their nominated vessel.

Mooring site licensees can grant their approval by signing page 1 of an Application for Authorised Use, which has been completed and signed by the authorised user.

- The authorised user's nominated vessel must fit within the mooring site's approved and certified Maximum Vessel Length (MVL).
- Authorisation to occupy the mooring site is only valid once the adhesive sticker identifying the vessel as an authorised vessel of that site is clearly displayed on the port side of the vessel.
- You must contact the mooring site licensee prior to use to determine availability.
- Mooring site licensees can add as many authorised users to their site as they wish. There is no limit to how many sites an authorised user can be authorised to by mooring site licensee. An [Application for Additional Authorised User Site](#) can be completed when applying for further mooring site licensee authorised sites.

### (ii) Authorisation by Rottnest Island Authority (RIA)

Applicants wishing to apply for authorised use but who do not have a mooring site licensee's authorisation can request for the RIA to authorise them to be an authorised user of a mooring site.

An Application for Authorised Use needs to be completed and signed by the applicant, specifying their order of bay preferences for the allocation of authorised use, and submitted together with their nominated vessel's registration and insurance paperwork.

- Allocation of suitable mooring sites for an authorised user's nominated vessel cannot be guaranteed. RIA authorisation is based on the number of users already allocated to a mooring site and the registered length and draft of the authorised user's nominated vessel.
- The RIA will only allocate RIA appointed authorised users to a site if their nominated vessel has a registered length less than the licensee's Nominated Vessel Length (NVL) at time of allocation.
- The RIA will allocate up to a maximum of two sites for an authorised user, and only to bring their total number of authorised sites to two, based on availability.
- Allocation in your preferred bay/s can not be guaranteed. If there is no availability in the bays you have requested your application will not be able to be processed and it will be returned to you. It is recommended to list as many bays, in your order of preference, to increase your chances of allocation.
- Authorisation to occupy the mooring site is only valid once the adhesive sticker identifying the vessel as an authorised vessel of that site is clearly displayed on the port side of the vessel.
- You must contact each mooring site licensee prior to use to determine availability.
- Availability of the sites you are authorised to is not guaranteed; it is the mooring site licensee's prerogative as to which authorised user has priority use of their mooring and when. The licensee will always have priority use of their own site.



## Authorised Use Information and Guidelines

- **You must display your Rottnest authorised user sticker** before you can start using a mooring. The sticker must be clearly visible on the port side of your vessel at all times. You will also receive a mooring summary of your authorised sites and the contact details for each licensee. Please ensure you keep these details on board your vessel for reference. An interactive map showing the mooring locations in each bay is available from our
- **You must contact the licensee** of each mooring prior to use. Do not assume availability, especially during peak periods just because there is no vessel on the mooring. The RIA cannot provide any guarantee of availability, and if access to a nominated site is not available you will need to make use of the SMS colour coded casual use, leaving a competent operator on board at all times (see over for details).
- The **priority of mooring access** is summarised on the colour coded information card issued with your sticker. Licensees have priority use of their own mooring site at all times. Licensee vessels display a red sticker showing their mooring site number. You must respect their right to priority access and vacate their mooring immediately upon request. Authorised users of a mooring have priority over other vessels accessing a mooring under SMS colour coded casual access.
- **Colour coded casual access within the SMS is only available to licensee and authorised user vessels displaying their current colour coded vessel sticker** (see over page for guidelines on casual access of the SMS). Please follow the authorised use and casual access guidelines, otherwise infringements will apply and your application may be cancelled.
- Please note that **a vessel cannot remain secured to any mooring or at anchor overnight unless a competent operator is within the limits of the Reserve**. The competent operator must reside either on the vessel or in residence on the island and vessels must be checked at least every 24 hours to ensure safety to other vessels.
- All mooring sites have a maximum 40 knots wind limit and must be used in a responsible and safe manner at all times. Mooring use is at your own risk. Ensure you protect all mooring apparatus and report any damage to the licensee or Rangers.

Vessel stickers remain the property of the RIA and must be surrendered upon request, or upon the sale or disposal of your nominated vessel. Any refunds or credits you may be eligible for upon the sale of your nominated vessel will be determined on the date all associated vessel stickers are received by the RIA. Authorised use of mooring sites are not transferable to any other party.

## SMS Colour Coded Casual Access Guidelines

The SMS is made up of licensees and authorised users and colour coded access is only available for their use. It is designed to enhance access to Rottnest Island Reserve and give greater flexibility to participants of the system by allowing access to other licensed moorings on a casual basis in addition to their nominated moorings. **All vessels must display a current licensee or authorised user colour coded sticker.**

Their vessel length determines the appropriate colour code which is indicated on their sticker, and coloured discs are attached to the mooring buoys indicating the appropriate size of each site. Mooring sizes are based on the certified length of a site, and the colour coding applies during casual use access only.

- **Priority of mooring access:** licensees have priority use of their own site at all times over all other vessels. Authorised users of a site have priority over any other SMS vessel using a site under the casual colour coded access.
- SMS vessels can access any vacant licensed mooring with the correct coloured disc under casual use, however they must ensure **a competent operator remains on board the vessel** and is able to move the vessel should the licensee or any nominated authorised user arrive to use the site.
- The competent operator may only leave the vessel for a **maximum period of only 20 minutes during which time they must leave their mobile phone number clearly displayed on the vessel and remain contactable**. If mobile phone access or signal cover is not available, the competent operator must stay on the vessel at all times. Vessels using a site under casual access overnight must have a competent operator reside on board.
- During SMS casual use a vessel must move off the mooring immediately when the licensees or an authorised user arrives to access their nominated mooring site. If the competent operator is not on board, then the licensee or authorised user should contact the competent operator by the phone number displayed and request they move their vessel.
- The licensee or authorised user can wait on a nearby suitably colour coded mooring while the casual use vessel operator returns to their vessel. If the casual user fails to return and move their vessel immediately, the licensee or authorised user can then call the RIA Security number (provided on the vessel sticker) for assistance. Persons engaged in casual access that fail to respond in a reasonable manner and do not return to their vessel upon request will be issued an infringement by RIA Rangers.
- All licensees have been advised to attach their tender to their mooring in a way that does not impede access to the site by other vessels. Under SMS casual use, vessel operators can use a mooring site providing that they do not release or damage a licensee's unattended tender vessel from a mooring site when they tie up to it.









## Frequently Asked Questions

Under colour coded casual access the competent operator is only able to leave the vessel for a maximum period of 20 minutes and you need to:

1. **Prominently display the mobile phone number** of the competent operator on the port side of the vessel adjacent to the licensee/authorised user sticker. This number should be easily visible from a distance.
2. **Remain contactable** via this mobile phone number during the 20 minutes you are absent from the vessel, and be capable of returning to and moving the vessel immediately on request. If mobile phone access or signal cover is not available then the competent operator must not leave the vessel during casual use.

The 20 minutes time frame is not allowed during casual access of RIA hire moorings.

### Casual use disc colours

-  = not to be used for casual use.
-  = vessels up to and including 10m.
-  = vessels up to and including 12m.
-  = vessels up to and including 14m.
-  = vessels up to and including 16m.
-  = vessels over 16m. Lengths vary on each mooring. Maximum size is indicated on the mooring buoy.

### How many authorised user sites can I have?

There is no limit to how many mooring sites you can be authorised to by mooring site licensees.

The RIA will assist in allocating sites to bring a user's total number of authorised user sites to two.

If you are an existing user and have obtained the authorisation of a mooring site licensee to be an authorised user of their site, submit a completed [Application for Additional Authorised User Site](#), signed by both yourself and the licensee.

### Does it cost to apply for more authorised user sites?

At this stage there is no cost to apply for additional authorised user sites, however it is important that you submit multiple applications for additional authorised user sites together to ensure they can all be issued on your vessel sticker/s.

### What if I sell my vessel?

You must notify the RIA in writing, as soon as practicable, of the date of sale or disposal of your nominated authorised user vessel.

You must remove all RIA stickers from the vessel before sale or disposal and return them to the RIA for auditing purposes.

If you have purchased another vessel you can submit an [Application to Substitute Vessel](#) which must be accompanied by all associated vessel stickers.

If wish to cancel your authorised use, you can provide your written request to the RIA, accompanied by all associated vessel stickers. Any applicable [refunds](#) will be calculated by the date all vessel stickers have been received by the RIA.

More information about substituting vessels and our refund policy can be found on our website at [www.rottnestisland.com](http://www.rottnestisland.com).

## SMS Temporary Use of RIA Hire Moorings

The RIA rental swing moorings (green floats) have all been fitted with coloured coded discs to incorporate them into the SMS. This allows licensees and authorised users to access appropriately sized rental moorings if required whilst waiting for their authorised mooring to become available.

### Conditions for use are:

- The licensee or authorised user using the rental mooring must **first phone the Rottnest Visitor Centre on 9372 9730** to ensure the rental mooring is not booked.
- **A competent operator must remain on the vessel at all times.** The 20 minute time frame for leaving your vessel does not apply on rental moorings.
- If a hire mooring is occupied when the hire mooring lessee arrives to access their rental mooring site, the licensee or authorised user vessel must move off immediately. Penalties apply for unauthorised mooring use in the Rottnest Island Reserve.

### How do I renew my authorised use for the next season?

An invitation to renew authorised use will be emailed to you in early August.

Provided you return a completed and correct application before 31 August your authorised use can be renewed for the following season.

Late applications cannot be accepted and all authorisations to occupy a mooring site are revoked on 1 September if not renewed. Once revoked, an authorisation cannot be reinstated by RIA.

You can submit a new application for authorised use at any time.

If authorisation has been revoked, to regain authorised user access to the same site/s, you will need to obtain the signed authorisation from the mooring site licensee/s. Otherwise, you can request the RIA to allocate you sites to bring your total to two, however allocation will be based the availability of sites suitable for your vessel at time of allocation.



## Who should complete this application:

New applicants seeking to apply for authorised use of mooring sites and access to the Shared Mooring System (SMS).

- If you are an existing authorised user or mooring site licensee wishing to apply for additional authorised user sites, please complete an [Application for Additional Authorised User Site](#).
- If you are an existing authorised user or mooring site licensee and wish to change your current vessel, please complete an [Application to Substitute Vessel](#).
- If you are a mooring site licensee and wish to register an additional vessel to your mooring site licence, please complete an [Application to Register Additional Vessel](#).

## How to complete this interactive\* form:

### (i) Authorisation by mooring site licensee

1. On your computer or mobile device, complete every field with the required information.
2. Sign the authorised user declaration electronically, or print your application and sign by hand.
3. Provide the first page of your application to the mooring site licensee to complete their details and sign their authorisation.
4. Scan the completed application and save it (PDF is the preferred format).
5. Create a new email and attach:
  - your application form;
  - your current [certificate of registration](#);
  - your certificate of insurance showing that your nominated vessel has adequate insurance cover.
6. Send your application to [moorings@rotnnestisland.com](mailto:moorings@rotnnestisland.com).

### (ii) Authorisation by RIA

1. On your computer or mobile device, complete every field with the required information.
2. Sign the authorised user declaration electronically.\*
3. Click 'email' on the bottom of the last page - a new email message will be created with your completed application form attached.
4. Attach to the email:
  - your current [certificate of registration](#);
  - your certificate of insurance showing that your nominated vessel has adequate insurance cover.
5. Click send to submit your application.

\* If you do not have an electronic signature, or the [software](#) necessary to complete your application on your [mobile device](#) or [computer](#), you can print your application and complete and sign by hand. Scan your application and email together with your vessel's required paperwork to [moorings@rotnnestisland.com](mailto:moorings@rotnnestisland.com).



This application is for authorised use and access to the Shared Mooring System (SMS) and includes annual admission to the Rottnest Island Reserve.

The Shared Mooring System Information & Guidelines and the attached instruction sheet form part of this application and must be read before completing. These will assist you with any queries relating to this application and the SMS.

Authorised User's full name	Vessel registration	Registered length
<input type="text"/>	<input type="text"/>	<input type="text"/> m

**Mooring authorisation**

Mooring site licensee's can sign their authorisation under part (i), or you can request for RIA nominated authorised use under part (ii) (RIA nominated authorised use is not applicable for mooring site licensees).

**(i) Authorisation by a mooring site licensee**

Mooring Site Licensee's full name	Mooring site	Max Vessel Length
<input type="text"/>	<input type="text"/>	<input type="text"/> m

**Authorisation Statement**

- As the mooring site licensee of the mooring specified in this application, I authorise the person and vessel nominated in this application to occupy the mooring site for the purpose of mooring their authorised vessel under the 1988 and
- The mooring site is under current inspection, and a current mooring inspection report has been provided to the Authority.
- The mooring site is currently certified for a Maximum Vessel Length (MVL) that is suitable for the authorised user vessel nominated in this application, or a mooring inspection report is attached certifying that the mooring is suitable for the use of a vessel up to and including the specifications of the nominate vessel, subject to RIA approval.

Mooring Site Licensee's SIGNATURE 	Date / /
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Mooring site licensee signature verified by RIA Marine Administration

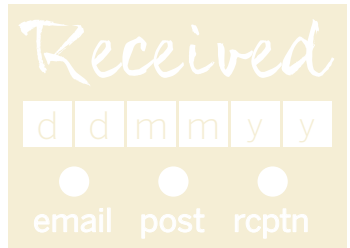
**(ii) Authorisation by RIA**

Authorised user access is not guaranteed with this application as allocation is dependent on vessel length and draft, and the availability of suitable moorings within each bay at time of application. We will endeavour to allocate up to a maximum of two sites, if available.

Number the below boxes from 1 to 8, in order of your preferred bays.

- |               |               |              |             |
|---------------|---------------|--------------|-------------|
| Catherine Bay | Longreach Bay | Narrow Neck  | Stark Bay   |
| Geordie Bay   | Marjorie Bay  | Porpoise Bay | Thomson Bay |

Office use	Person no. <input type="text"/>	<input type="radio"/> NEW <input type="radio"/> +VSL <input type="radio"/> AA*AU	Updated on: <input type="text"/>
Sites added: <input type="text"/>	Invoiced on: <input type="text"/>	Sticker/s issued on: <input type="text"/>	By: <input type="text"/>
Date added: <input type="text"/>	BPoint emailed on: <input type="text"/>	21	
Date LIC adv: <input type="text"/>	Receipted on: <input type="text"/>	21	





## Authorised user's details

Our primary means of contact are email and post. The details provided must be for the person making this application.

Title	First name	Last name	Date of birth	/	/
Residential address		Suburb	Postcode		
Postal address (if different)		Suburb	Postcode		
Home phone (08)	Work phone (08)		Mobile		
Applicant's email address					

You can change your contact details at any time by emailing [moorings@rotnnestisland.com](mailto:moorings@rotnnestisland.com).

### Person to be contacted in event of emergency

Co-owner of vessel is preferred, if applicable.

Title	First name	Last name	Relationship to applicant
Home phone (08)	Work phone (08)		Mobile

### Contact details to be provided to mooring site licensees

Select which of the below contact details are to be provided to the licensees of the moorings you are authorised to use. These will be supplied to them with your name and vessel details. The licensee's contact details will also be provided to you on the mooring summary issued with your sticker.

**Mobile**

**Home phone**

**Work phone**

**Email**

You must contact each licensee prior to using a mooring and respect the confidentiality of their details and appropriate contact times.

## Details of authorised user's nominated vessel

The applicant is listed as registered owner of the vessel nominated, as per the certificate of registration attached. The nominated vessel is not currently associated with any other RIA application in a co-owner's name.

### Registration details

Is the vessel registered in the name of a company?

**No**

**Yes:** Attach proof of association between the applicant and the company, e.g. ASIC Company Extract.

Name of vessel (or 'no name')		Vessel registration	
Registered length	m	Vessel type	Registration expiry date
Names of all other registered owners (if applicable)			Draft
			m

• registration number • registered length • registration expiry date • names of all registered owners, including yourself

### Insurance details

All vessels entering the Rottne Reserve must have adequate insurance cover, as below:

- \$5 million Third Party Legal Liability insurance cover - required for vessels of length less than 6.4 metres.
- \$10 million or above Third Party Legal Liability insurance cover - required for vessels of length 6.4 metres and greater.

Name of insurer	Insurance policy expiry date	/	/	Public liability amount	\$	M
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Attach a current copy of the insurance certificate, showing:

- vessel registration number and/or H.I.N.
- policy expiry date
- public liability amount






## Declaration by authorised user

- As the applicant I declare that the information provided by me in this application is true to the best of my knowledge.
  - I understand that under Rottnest Island Authority (RIA) Regulation 74A a person must not provide information to the RIA or authorise or permit provision to the RIA of information, that the person knows (a) to be false or misleading in a material manner; or (b) has omitted from it a matter or thing the omission of which renders the information misleading in a material respect.
  - I agree to be bound by the \_\_\_\_\_ the \_\_\_\_\_ and \_\_\_\_\_ the \_\_\_\_\_ which are all available from the RIA website.
- I will notify the RIA of any changes to the details I have provided in this application.
  - I will ensure that the RIA adhesive sticker provided is clearly displayed on my vessel at all times when within the Rottnest Reserve.
  - I understand that my personal and contact information will only be used for the purpose stated on the renewal or application form. Except where provided by law, my personal information will not be provided to any other agency but may be used internally by the RIA for the purpose of market surveys to evaluate the delivery of RIA services.
- I understand that vessel stickers remain the property of the RIA and must be surrendered upon request, or upon the sale or disposal of my vessel. I must notify the RIA in writing as soon as I sell or dispose of the vessel nominated in this application. Any \_\_\_\_\_ or credits I may be eligible for upon the sale or removal of my vessel from the RIA database are only applicable upon receipt of all associated vessel stickers by RIA.
  - I am aware that unless renewed with the RIA *prior* to 31st August 2021, all authorisations to occupy a mooring site for the purposes of mooring my authorised vessel will be revoked on 1 September 2021.

An invitation to renew authorised use and access to the SMS for the next boating season will be emailed to you in early August to the email address provided by you to the RIA. You can update your contact details at any time by emailing [moorings@rotnnestisland.com](mailto:moorings@rotnnestisland.com).

Authorised user's SIGNATURE  Date  /  /

## Fees

Fees are calculated by registered length, as detailed on the registration certificate issued by the Department of Transport. Reductions may apply for applications received after 1st April. For more information about pro rata fees, please visit our website at [www.rotnnestisland.com.au](#)

<p><b>Annual admission fee:</b></p> <table border="0"> <tr><td>Vessels up to and including 8.0m</td><td>\$264.50</td></tr> <tr><td>Vessels greater than 8.0m but less than 10.0m</td><td>\$302.00</td></tr> <tr><td>Vessels 10.0m or greater but less than 15.0m</td><td>\$362.50</td></tr> <tr><td>Vessels 15.0m or greater</td><td>\$603.50</td></tr> </table>	Vessels up to and including 8.0m	\$264.50	Vessels greater than 8.0m but less than 10.0m	\$302.00	Vessels 10.0m or greater but less than 15.0m	\$362.50	Vessels 15.0m or greater	\$603.50	<p><b>+ Authorised user fee: \$55.00 per metre and part thereof</b> (Calculated as \$55.00 x registered length of the vessel, as per the certificate of registration attached).</p> <table border="0" style="width: 100%;"> <tr> <td style="border: 1px solid black; padding: 5px;">Registered length</td> <td style="padding: 0 10px;">m</td> <td style="padding: 0 10px;">x \$55.00 =</td> <td style="border: 1px solid black; padding: 5px;">\$</td> <td style="border: 1px solid black; padding: 5px;">.</td> </tr> </table>	Registered length	m	x \$55.00 =	\$	.
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Vessels 15.0m or greater	\$603.50													
Registered length	m	x \$55.00 =	\$	.										
<p><b>annual admission fee + authorised user fee = TOTAL DUE: \$</b> <span style="border: 1px solid black; padding: 5px 20px;">.</span></p>														

### Deductions for admission fees paid

Admission fees paid for the current season for your nominated vessel may be able to be deducted from the annual admission fee component of your application. To claim a deduction for admission fees the receipt must be attached to your application.

Have admission fees for the current season been paid for the vessel nominated in this application?

- No**      **Yes:**      **Individual admission fees** have been paid for my nominated vessel for travel dates that are within 14 days of this application date - *receipt must be attached.*
- Annual admission fees** for the current season have been paid for my nominated vessel - *receipt must be attached.*

### Payment

Once your application has been assessed by the Marine Facilities Administration team you will receive an email with a secure BPoint online payment link with a 14 day period for payment.

- Once payment has been received by the RIA your sticker will be posted shortly thereafter.
- If payment is not received within the time specified your application may be cancelled. You can apply again at any time by submitting a new application.

## Submit your application

Please ensure you have checked your application and attached all required paperwork before submitting. Incomplete, incorrect, or partial applications can not be processed and will be returned for resubmission.

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