

When blank, this form is classed as **OFFICIAL**, when filled out, this form is classed as **OFFICIAL-SENSITIVE**.

Parties interested in securing a short-term licence to occupy land within a maritime facility can complete this application to confirm their interest. The application will be reviewed consistent with the policy as outlined on the Department of Transport and Major Infrastructure (DTMI or department) website.

The department reserves the right to consider the merits of all applications and is under no obligation to progress or confirm any application. Subject to its consideration of the application and any further discussion, the department or its Commercial Property Manager may commence a process of negotiation with the interested party. This will include application of appropriate fees and charges.

You should allow up to 60 days' notice to process your application.

Applicant to complete

Name of Entity	
Company / business / individual name	
ABN / ACN	
Contact person	
Address	
Telephone	
Email address	

Site description Enter description of the site, noting Maritime Facility and any detail regarding the specific location within a facility. Facility locations Transport WA	
Proposed use Provide a concise description of the proposed use, including if use involves retail activities. Ensure no construction is proposed.	
Public Liability Insurance Attach a copy of the certificate of currency as confirmation that the entity holds Public Liability Insurance to a minimum of \$20m for the duration of the proposed licence period.	
Term (<12 months) Proposed length of occupancy. Does not have to be a continuous term. Proposals that involve a retail tenancy will be subject to specific negotiation around the term or consideration of alternative tenure.	
Property type Vacant Land / Seabed / Car Park / Parkland / Building or Unit/ Jetty or Pen/ Other as described.	
Property area (square metres)	
Map of site plan Provide a site plan/sketch identifying the location of the activity, including any fencing, proximity to existing infrastructure, common areas, utilities etc.	

Check list

- ☐ Public Liability Insurance copy of valid certificate
- ☐ Map/diagram to indicate the location of proposed activity (*space provided overleaf if required*)

Other attachments

Space provided for further attachments.

Privacy Collection Notice

DTMI may collect your personal information on this form for the purpose of assessing applications related to vessel accommodation, licences, services and activities within DTMI facilities under the *Marine and Harbours Act 1981*, *Jetties Act 1926*, *Shipping and Pilotage Act 1967* (as applicable) and regulations made under them. The details you provide are used on an ongoing basis for administering your records.

Providing this information is voluntary, but your application may be refused if it is incomplete.

DTMI may disclose your information to law enforcement agencies, interstate or overseas licensing authorities, courts or other entities as permitted by law, including for identity verification and law enforcement purposes.

DTMI is committed to protecting your privacy. For more information on how we handle your personal information, including the purposes for which it may be used and disclosed, visit transport.wa.gov.au/privacy. You may access or correct your personal information by emailing foi@transport.wa.gov.au or visiting transport.wa.gov.au/foi.