GOVERNMENT OF WESTERN AUSTRALIA

Department of **Transport and Major Infrastructure**

Maritime

Marine Pilot Exemption Certificate Application Form

Shipping and Pilotage (Ports and Harbours) Regulations 1966.

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

Please read the Marine Pilot Exemption Guidelines below before completing this form.

Guidelines

The following information is required in accordance with Part 5 of the *Shipping and Pilotage (Ports and Harbours) Regulations 1966*. Please ensure copies *(no originals)* of the following documentation are provided, complete and clearly labelled.

Application Requirements:

1. The applicant shall provide evidence to be able to permanently reside in Australia under an Act of the Commonwealth
2. A pilotage exemption certificate may be used only in respect of an Australian crewed vessel
3. Completed Marine Pilot Exemption Certificate Application Form overleaf
4. A passport photo. *(High quality digital photograph in JPG or PNG format).*
   - The photograph must be a full front view of your head and shoulders without any head covering or tinted glasses.
   - The background of the photograph must be plain and light coloured.
   - The photograph must be less than one year old.
   - Poor quality photograph will not be accepted.
5. A certified copy of your Certificate of Competency.
6. Details of trips/voyages of the pilotage area of which:
   a. each trip is recorded in the Log Book Form that includes all details on the form.
   b. your supervising pilot has provided a signed statement attesting to your skills and knowledge related to your ability in the port or pilotage area.
7. A current copy of your certificate of health. Applicants should note that there is a requirement to provide DTMI with a current certificate of health on a regular basis (generally bi-annually).
8. Pay the appropriate fee for exemption: *www.transport.wa.gov.au/imarine/marine-fees-and-payments.asp*
9. Please allow for a minimum of ten working days for processing of this application.
10. Incomplete applications will not be processed.

Consent to disclose personal information

The Department of Transport and Major Infrastructure, from time to time, needs to disclose confidential personal information to other agencies including, but not limited to, the Department of Fisheries, Port Authorities, the Western Australian Police Force, the Swan River Trust, the Department of Environment and Conservation, Local Shires and Councils and the Rottnest Island Authority. In providing the information requested in this form, you consent to the Department disclosing the information to such other agencies.

Submissions

Please submit your application, all required documentation and payment to:

The Harbour Master
Maritime, Department of Transport and Major Infrastructure
port.ops@transport.wa.gov.au

Transport recommends that you retain a copy of your application for your records.

Application for Issue of a - Pilotage Exemption Certificate

This form is to be completed by the person who requires an initial issue of a Pilot Exemption Certificate.

I hereby apply for a Pilotage Exemption for the Port of _____, in respect to the arrival, berthing and departure of ships under my command. Date: _____

Employer details:

Company name: _____ ABN: _____

Postal address: _____

Town/Suburb: _____ State: _____ Postcode: _____

Telephone: _____ Facsimile: _____

Email: _____

Personal details:

Full name (as to appear on certificate): _____

Date of birth: _____ Place of birth/country: _____

Residential address: _____

Town/Suburb: _____ State: _____ Postcode: _____

Phone (business): _____ Phone (home): _____ Mobile: _____

Email: _____

Submission Check List

Please ensure a copy *(no originals)* of all the following documentation is included with your application.

1. Certified copy of Certificate of Competency (original will be sighted at the time of examination).
2. Certified copy of Passport/Visa.
3. Certificate of Medical Fitness (in accordance with Marine Orders Part 9).
4. Letter from the Vessel Operator (Owner) supporting a Pilot Exemption Certificate.
5. Record of trips into and out of the Port *(verified by Supervising Pilot and/or PEC Master)*.
6. Two passport size photographs signed on reverse.
7. The appropriate fee.

Please allow for a minimum of ten working days for processing of this application.

Payment details

Fees and Charges - 2026/27 - Marine Pilots Exemption Certificate

- Exemption Certificate application fee _____ $856.40

To make a Credit Card payment over the phone please provide your preferred phone number .

Preferred phone number: _____

Office Use Only

Receipt number: _____ Date: _____

Proforma Log Book for Pilotage Exemption

Complete the form with the details of your trips into and out of the Port you are applying for:

Date/Time:	***Name of vessel***	***GRT***	***LOA***	***Trip:***	***Capacity:***	***Pilot / Exempt Master Name / Signature***	***Comments***
				In ☐ Out ☐	Master ☐ Chief Officer ☐		
				In ☐ Out ☐	Master ☐ Chief Officer ☐		
				In ☐ Out ☐	Master ☐ Chief Officer ☐		
				In ☐ Out ☐	Master ☐ Chief Officer ☐		
				In ☐ Out ☐	Master ☐ Chief Officer ☐		
				In ☐ Out ☐	Master ☐ Chief Officer ☐		
				In ☐ Out ☐	Master ☐ Chief Officer ☐		
				In ☐ Out ☐	Master ☐ Chief Officer ☐		
				In ☐ Out ☐	Master ☐ Chief Officer ☐		

Certificate of Competency (CoC) currently held

Grade of certificate:_____Certificate number: _____

Place of Issue: _____Date of issue:_____Date of expiry: _____

Applicant's declaration

I *(name in block letters)*_____ hereby declare that the particulars entered in this application are correct and true to the best of my knowledge and belief, and that the certificates and testimonials submitted are true and genuine documents, freely given and signed by the person whose name appears on them.

Applicant's signature_____ Date _____