



# Marine Pilot Licence 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**.

## 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.

## Initial applications:

1. Completed Marine Pilot Licence Application Form overleaf
2. Two passport size photos. (*One copy will be used for your licence card and the other will remain on file*).
  - The photographs 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 photographs must be less than one year old.
  - Poor quality photographs and digital photographs will not be accepted.
3. A copy of your CV including any relevant training
4. A certified copy of your Certificate of Competency or valid Certificate of Recognition of the grade of Master issued under Parts 70 & 71 of the Marine Orders made under the *Navigation Act 2012 (Commonwealth)*.
5. Details of trips/voyages as a pilot in port or the pilotage or other pilotage area of which:
  - a. each trip is recorded in the Log Book Form (*see overleaf*) or provided in your own list of trips 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 to act as a pilot in the port or pilotage area.
6. Evidence that an approved training course has been completed to a satisfactory standard.
7. A current copy of your certificate of health that has been issued by a Medical Inspector who has been appointed by the Australian Maritime Safety Authority (*AMSA*). You can find details at [www.amsa.gov.au/qualifications-training/international-qualifications/medical-fitness-international-certificates](http://www.amsa.gov.au/qualifications-training/international-qualifications/medical-fitness-international-certificates)
8. If you cannot meet requirements 3 -6 above, the Department of Transport may accept documented skills and experience that prove your ability to act as a pilot in a port or pilotage area. You must provide specific details of your maritime experiences. For example include locations, dates, times, personal references, and copies of any qualifications to support your application.
9. Pay the appropriate fee - current fees and charges can be found on the department's website [www.transport.wa.gov.au/imate/marine-fees-and-payments.asp](http://www.transport.wa.gov.au/imate/marine-fees-and-payments.asp)
10. Please allow for a minimum of ten working days for processing of this application.
11. Incomplete applications will not be processed.

## Submissions

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

**The Harbour Master**  
Maritime, Department of Transport  
GPO Box C102. Perth, WA. 6839

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

# Marine Pilot Licence Application Form

This application form is in accordance with regulations 9B, 9C and 9F of the *Shipping and Pilotage (Ports and Harbours) Regulations 1966*. Please read the Marine Pilot Licence Application Guidelines before completing this form. Tick the appropriate box and use block letters to complete this form.

## Personal details

Family name: \_\_\_\_\_ Given name/s: \_\_\_\_\_

Address: \_\_\_\_\_ Post code: \_\_\_\_\_

Postal address: *(if different from address)* \_\_\_\_\_ Post code: \_\_\_\_\_

Contact phone number: *(including area code)* \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred method of contact  Email  Phone  Post

Port or Pilotage area to which this application relates: \_\_\_\_\_

## Submission Check List

Please ensure a copy (*no originals*) of all the following documentation is included with your application. The numbers in brackets indicate the corresponding Marine Pilot Licence Application Guideline number.

### Requirements for initial applications

- |  |   |
|--|---|
| <input type="checkbox"/> This completed application form (1)                             | <input type="checkbox"/> Supervising pilot's signed statement (5) |
| <input type="checkbox"/> Two passport size photos (2)                                    | <input type="checkbox"/> Certificate of health (7)                |
| <input type="checkbox"/> CV (3)  | <input type="checkbox"/> Approved training course (6)             |
| <input type="checkbox"/> Certificate of competency (4)                                   | <input type="checkbox"/> Fee paid (9)                             |
| <input type="checkbox"/> Details of trips/voyages in the port or other pilotage area (5) |   |

## 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 \_\_\_\_\_

### Consent to disclose personal information

*The Department of Transport, 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.*

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

## Payment details

### Fees and Charges - 2022/23 - Marine Pilots Licences

- Pilot Appointments - Application for Licence \_\_\_\_\_ \$574.60
- Renewals (5 yearly) - Application for Renewal of Licence \_\_\_\_\_ \$371.70
- Licence Document Replacement \_\_\_\_\_ \$210.15

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

Preferred Phone No. \_\_\_\_\_

### Office Use Only

Receipt number: \_\_\_\_\_ Date: \_\_\_\_\_

