



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

### Type of Licence (please tick)

- Commercial Jetty (business or commercial activity)
- Private Jetty (recreational)
- Public Jetty (local government)
- Fuel Pipeline

- New
- Modify
- Transfer

Jetty Number  
(if applicable)

\_\_\_\_\_

### Licensee (owner)

Applicant/s name (please print): \_\_\_\_\_

Contact person/s: \_\_\_\_\_ ABN/ACN: \_\_\_\_\_

Residential/business address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Phone home/business: \_\_\_\_\_ Mobile: \_\_\_\_\_

Driver's licence number: \_\_\_\_\_ Email: \_\_\_\_\_

### Structure

Location of structure/area: \_\_\_\_\_

Type of structure/operation/use: \_\_\_\_\_

Dimensions of structure/area: \_\_\_\_\_ Date: \_\_\_\_\_

### Jetty Licence

This licence application form is to be completed and submitted to the Department of Transport (DoT), Coastal Facilities Management.

Information on current fees is available at [www.transport.wa.gov.au/jettyfees](http://www.transport.wa.gov.au/jettyfees)

Refer 'Schedule of marine fees and charges – Maritime facilities' (page 5)

Checklist of required items:

- Copy of the Certificate of Title or lease for the property nearest the site of the jetty structure. The licence will only be issued in the name as it appears on the Certificate of Title or lease.
- Dimensional sketch (A4 size) illustrating the jetty's overall structure dimensions and its location in relation to the property.
- A copy of any other relevant approvals.

For a licence to be issued in a company name (as shown on the Certificate of Title or lease) the following will also need to be provided with your application:

- A copy of the company's Certificate of Incorporation.
- The names and addresses of the company directors.
- The company's ACN or ABN.

## Important information for the applicant

The applicant must consult with the relevant authorities in the area the structure is to be constructed, such as local government, Department of Water and Environmental Regulation, WA Planning Commission, Department of Biodiversity, Conservation and Attractions and with Department of Primary Industries and Regional Development. Contact DoT on **0439 392 194** or email **Maritime.licensing@transport.wa.gov.au** for guidance regarding approvals from the relevant authority in your area. DoT will only issue a licence with the agreement of the relevant authorities. Various policies apply as to what is an acceptable jetty in different locations and circumstances.

Applicants should be aware of the public liability risk that accompanies having a jetty and the indemnity provided to the DoT Chief Executive Officer and the Crown under the licence. Licensees may wish to investigate obtaining public liability and other relevant insurances for their jetty.

When the subject property is sold, DoT needs to be notified. Please refer to the licence agreement, which states that “the licensee is not to assign or transfer the rights hereby conferred unless permission in writing is obtained from the licensor”.

Application to transfer a jetty licence, received after the property sale, will be processed in the standard manner. However, should approval for transfer not be given for any reason, the repair or removal of the structure may remain the previous owner’s responsibility (particularly if located on a public foreshore).

Therefore, before buying/selling a property with a jetty, check that:

- All licence fees in arrears have been paid.
- The jetty structure is in a good and safe condition.
- Beware of any written laws, including local by-laws and planning schemes that relate to the jetty and size of the vessel.

## Fuel Pipeline Licence

For a fuel pipeline licence the following must also be provided:

- A copy of the Storage of Dangerous Goods Licence from the Department of Mines, Industry Regulation and Safety.
- Fuel pipeline pressure test certificate.