



Type of Licence (please tick)

- | | | | |
|--|--------------------------|----------|--------------------------|
| Commercial Jetty (business or commercial activity) | <input type="checkbox"/> | New | <input type="checkbox"/> |
| Private Jetty (recreational) | <input type="checkbox"/> | Modify | <input type="checkbox"/> |
| Public Jetty (local government) | <input type="checkbox"/> | Transfer | <input type="checkbox"/> |
| Fuel Pipeline | <input type="checkbox"/> | | |

Licensee (owner)

Applicant/s name (please print): _____

Contact person/s: _____ ABN/ACN: _____

Residential/business address: _____

Postal address: _____

Phone home/business: _____ Mobile: _____ Facsimile: _____

Driver's licence number: _____ Email: _____

Structure

Location of structure/area: _____

Type of structure/operation/use: _____

Dimensions of structure/area: _____

Applicant/s signature: _____ Date: _____

Office use

Jetty ID: _____ Account No: _____ Location code: _____

Receipt number: _____ Receipt date: _____ Invoice No: _____

Payment (application will not be processed until payment is received)

Payment method (please tick)

- I wish to pay by credit card I wish to pay by cheque/money order

Complete this section if paying by credit card

- Mastercard Visa

Card number:

Card holder name (please print): _____

Expiry date: _____ CVV number / Card Security Code (3 digit code on the back of the card): _____

Amount: _____ Signature: _____ Date: _____

Payment can be made at any DoT centre in Western Australia. For further information on DoT centre locations please visit <http://www.transport.wa.gov.au/licensing/visit-a-licensing-centre-or-agent.asp>

Important information for the applicant

Jetty Licence

This licence application form is to be completed and returned to the Department of Transport (DoT), Coastal Facilities Management, GPO C102 PERTH, WA 6839, with the following:

Checklist of required items:

- The application fee: information on current fees is available at www.transport.wa.gov.au/jettyfees
- Refer 'Schedule of marine fees and charges – Maritime facilities' (page 5) **NOTE: only the application fee needs to be sent with the application form (complete payment details).**
- 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.

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 **(08) 9435 7677** 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.

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.

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.

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.