



Maritime New Jetty Licence Application For All Licence Types

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

FORM INSTRUCTIONS

- A non-refundable annual fee applies to all jetty licences.
- The applicant must obtain the relevant approvals with local authorities and other government agencies before application submission to Department of Transport (DoT).
- Prior to submission, both the current licensee and applicant must sign the application form where a private house sale has taken place.
- Incomplete applications will not be processed.
- All terms and conditions of licence must be viewed at www.transport.wa.gov.au/imate/marine-information.asp before application submission.

Jetty Application Type (please tick and complete the required sections)

New, Erect & Construct - Complete SECTION 1

Existing – All other structures - Complete SECTION 1

Existing – Private - Complete SECTION 1

Relinquishment of Jetty Licence (Current licensee) - Complete SECTION 2

SECTION 1 - NEW AND EXISTING STRUCTURES (NEW OWNER)

1. Applicant(s) details

Primary Applicant.

Company/Body corporate name: (if applicable) _____ ACN: _____ ABN: _____

Company representative name: (if applicable) _____

Surname: _____ Other names: _____ WA driver's licence number:

Address: _____

Suburb: _____ State: _____ Postcode: _____

Postal address: _____

Suburb: _____ State: _____ Postcode: _____

Mobile: _____ Email: _____

Secondary Applicant.

Company/Body corporate name: (if applicable) _____ ACN: _____ ABN: _____

Company representative name: (if applicable) _____

Surname: _____ Other names: _____ WA driver's licence number:

Address: _____

Suburb: _____ State: _____ Postcode: _____

Postal address: _____

Suburb: _____ State: _____ Postcode: _____

Mobile: _____ Email: _____

2. Jetty number (if applicable)

Jetty number: _____ Jetty location: _____

3. Jetty structure

Type of structure/operation/use: _____

Dimensions of structure/area: _____

4. Property settlement requirements (if applicable)

Settlement date: _____ Settlement agent: _____

Settlement agents contact number: _____ Email: _____

5. Applicants declaration

I understand that:

- The jetty number must be clearly displayed on the jetty at all times;
- I have read the terms and conditions relating to the licence on DoT's website and understand the obligations thereof; and
- I (Primary Owner) consent to linking my Jetty Licence to DoTDirect.
- Invoice will be issued in the name of Primary Applicant.

By submitting this application I declare the above information is true to the best of my knowledge.

Primary Applicant signature: _____ Date: / /

Secondary Applicant signature: _____ Date: / /

SECTION 2 - RELINQUISHMENT OF JETTY LICENCE (if applicable)

1. Relinquished owner's details (Current licensee)

A) Company/Body corporate name: (if applicable) _____ ACN: _____ ARBN: _____

Company representative name: (if applicable) _____

Surname: _____ Other names: _____ WA driver's licence number:

Address: _____

Suburb: _____ State: _____ Postcode: _____

Postal address: _____

Suburb: _____ State: _____ Postcode: _____

Mobile: _____ Email: _____

B) Company/Body corporate name: (if applicable) _____ ACN: _____ ARBN: _____

Company representative name: (if applicable) _____

Surname: _____ Other names: _____ WA driver's licence number:

Address: _____

Suburb: _____ State: _____ Postcode: _____

Postal address: _____

Suburb: _____ State: _____ Postcode: _____

Mobile: _____ Email: _____

2. Relinquished owner's declaration (Current licensee)

I understand that:

- If licence fees are in arrears, I am to settle payment before relinquishment is approved; and
- Should a new application not be approved, the repair or removal of the structure will remain my responsibility irrespective of location.

By submitting this application I declare the above information is true to the best of my knowledge.

A) Current Licensee's signature: _____ Date: / /

B) Current Licensee's signature: _____ Date: / /

NEW OWNER JETTY LICENCE APPLICATION CHECKLIST

Be sure to submit the following items with your application

Public Jetty (local government) checklist:

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.

A copy of any other relevant pre/additional approvals.

Complete marine engineers drawings or sketches of structure and its location in relation to land. (Erect and construct only).

Photograph, date and time stamped of existing structure if applicable.

Private jetty checklist:

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 pre/additional approvals.

Complete marine engineers drawings or sketches of structure and its location in relation to land. (Erect and construct only).

Photograph, date and time stamped of existing structure if applicable.

Proof of Identification of Primary Applicant.

Commercial jetty checklist:

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.

Complete marine engineers drawings or sketches of structure and its location in relation to land. (Erect and construct only).

Photograph, date and time stamped of existing structure if applicable.

Fuel Pipeline Licence checklist:

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

A copy of the company's Certificate of Incorporation.

The names and addresses of the company directors.

The company's ACN or ABN.

A copy of the Storage of Dangerous Goods Licence from the Department of Mines, Industry Regulation and Safety.

Fuel pipeline pressure test certificate.

Complete marine engineers drawings or sketches of structure and its location in relation to land. (Erect and construct only).

Photograph, date and time stamped of existing structure if applicable.

Note: Following assessment by DoT, you will be advised in writing of the outcome of this application.
Completed applications are to be sent to the attention of the Maritime Licensing Team

By email: Maritime.Licensing@transport.wa.gov.au