



Department of
Transport

Western Australian Jetty Licensing

Coastal Facilities Management



Is there any recoup of licence fees?

DoT does not reimburse any fees on the cancellation or transfer of a licence.

For jetty licence transfers associated with property sales/purchases, the applicant must check with DoT if there is any unpaid renewal fees and may wish to seek an adjustment to the property price to reflect any unusual or unpaid licence fees directly with the vendor or settlement agent.

Cancellation of licence

The result of a licence being cancelled is that the jetty must be removed or if the licence is for a canal wall, all bollards and chafers or any means of securing a vessel must be removed. If this is not done you may incur a fine of up to \$12,000 for an unlicensed jetty.

Do I need to display my jetty licence number?

Yes, all licensed jetties are allocated a number. This jetty licence number must be displayed on the structure above the winter high-water level, so that it is clearly visible from the shore and water. It should be of a contrasting colour to the jetty and have figures at least 75mm high.

Are there any public liability issues I should be aware of?

Applicants should be aware of the public liability risk that accompanies having a jetty and the indemnity provided to the licensor and the Crown under the licence.

The issue of a jetty licence does not prevent the public having access to an area where they would have had access prior to the issue of a licence, for example in a foreshore reserve area.

Licensees may wish to investigate obtaining public liability and other relevant insurance for their jetty.



What are the current fees and charges?

For current jetty fees and charges visit www.transport.wa.gov.au/imagery/jetty-licences.asp and navigate to 'Maritime facilities: schedule of fees and charges' PDF.

Licence renewal

Annual renewal fee

Your invitation to renew will be issued 60 days prior to licence expiry with the renewal date being 30 days prior to expiry.

To pay your annual fee

The reverse of your invoice lists the methods of payment available, including the option to pay your account online.

Paying your account by the due date

You will still be able to pay your account until the actual date of expiry of your licence. However, it is strongly recommended that you pay by the due date to ensure your payment is received well before licence expiry.

Contact details

Property and Maritime Licensing Officer

Phone: 13 11 56

Email: Maritime.licensing@transport.wa.gov.au

For further information visit:

www.transport.wa.gov.au/imagery/jetty-licences.asp

The information contained in this publication is provided in good faith and believed to be accurate at time of publication. The State shall in no way be liable for any loss sustained or incurred by anyone relying on the information.



Who needs a jetty licence and why?

Under the **Jetties Act 1926 (Act)**, all private jetties in Western Australia require a licence issued by the Department of Transport (DoT). This is to ensure that the location of the jetty does not interfere with navigation and that the design, construction and maintenance of the jetty makes it safe to use.

The **Act** defines a jetty as including (a) any jetty, pier, wharf, quay, grid, slip, landing place, stage, platform, or similar structure, whether fixed or floating, erected or placed, wholly or in part, in, on or over any waters and (b) any ramp which is or may be used for the purpose of launching or landing a vessel.

What approvals are needed?

DoT will only issue a licence following approval from other relevant authorities including local government, the Department of Biodiversity, Conservation and Attractions, the Department of Planning, Lands and Heritage and others as required. Various policies dictate what is an acceptable jetty in different locations and circumstances. Please contact DoT's Property and Maritime Licensing Officer for further information at Maritime.licensing@transport.wa.gov.au.

How do I apply for a licence?

You can apply for a licence by visiting www.transport.wa.gov.au/imate/jetty-licences.asp and completing the *Maritime Licence Application* form and returning it to Maritime.licensing@transport.wa.gov.au.

Your application needs to include the following:

Ownership of property

A copy of the Certificate of Title for the property near the jetty site. The licence will only be issued in the name(s) of the property owner(s), as shown on the Certificate of Title.

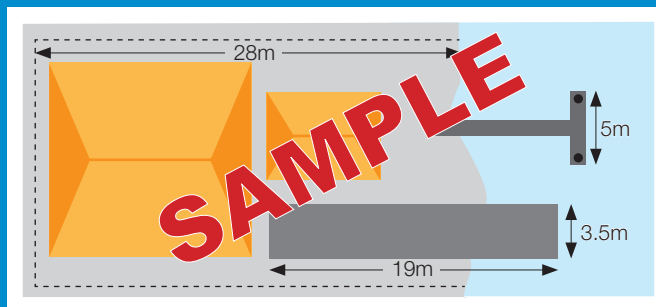
If the licence is in a company name (as shown on the Certificate of Title) the following is required:

1. Copy of the Certificate of Incorporation;
2. The names and addresses of two company directors (who will be guarantors); and
3. Australian Business Number (ABN).

Site plan

For all new jetties, a site plan (A4) is to be provided, showing the jetty location in relation to the applicant's property, with the jetty dimensions. The site plan must include all other nearby structures, e.g. boat ramps. Certified engineering drawings must be submitted with the site plan.

Jetty construction cannot commence until DoT has issued the jetty licence.



What date will be on the Jetty Licence?

New jetties

Depending on the advice the applicant gives DoT, the commencement date of a licence will be the first of the month that the licence is prepared and dispatched for execution.

Existing jetties

With a transfer, the new licence commencement date will be the date of the transfer of ownership of the relevant property as shown on the Certificate of Title. The licence renewal date will be a continuation of the previous licence's annual renewal date.

To modify a jetty

Alterations or additions to existing jetties must not be made prior to DoT granting approval. If the jetty is modified prior to approval and if, for any reason the application is refused, then you may be required to restore the jetty to how it was before the modifications took place, at your cost.

Prior to purchasing a jetty

It is important to ascertain whether a jetty has been altered in any way without the prior written consent of DoT. If it has been altered and DoT is not satisfied that it complies with the regulations, then the transfer of a jetty licence may be refused and the licence cancelled.

Also be aware of the dimensions of the vessel the jetty was designed for.

Transfers

For transfer applications only, the 'Notice of Intention to Relinquish Jetty Licence' form, signed by both the seller and purchaser, stating the current Licensee has no objection to the transfer, must be submitted along with a new *Maritime Licence Application* form. All outstanding licence fees are required to be paid.