

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

**Please read the Marine Pilot Exemption Guidelines below before completing this form.**

## 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.

### Application Requirements:

1. The applicant shall provide evidence to be able to permanently reside in Australia under an Act of the Commonwealth
2. A pilotage exemption certificate may be used only in respect of an Australian crewed vessel
3. Completed Marine Pilot Exemption Certificate Application Form overleaf
4. Two passport size photos. (*One copy will be used for your certificate 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 or light coloured.
  - The photographs must be less than one year old.
  - Poor quality photographs and digital photographs will not be accepted.
5. A certified copy of your Certificate of Competency.
6. Details of trips/voyages of the pilotage area of which:
  - a. each trip is recorded in the Log Book Form 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 in the port or pilotage area.
7. A current copy of your certificate of health. Applicants should note that there is a requirement to provide DoT with a current certificate of health on a regular basis (generally bi-annually).
8. Pay the appropriate fee for exemption: [www.transport.wa.gov.au/imate/marine-fees-and-payments.asp](http://www.transport.wa.gov.au/imate/marine-fees-and-payments.asp)
9. Please allow for a minimum of ten working days for processing of this application.
10. Incomplete applications will not be processed.

### 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.*

### Submissions

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

The Harbour Master  
Maritime, Department of Transport  
[port.ops@transport.wa.gov.au](mailto:port.ops@transport.wa.gov.au)

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

# Application for Issue of a - Pilotage Exemption Certificate

This form is to be completed by the person who requires an initial issue of a Pilot Exemption Certificate.

I hereby apply for a Pilotage Exemption for the Port of \_\_\_\_\_, in respect to the arrival, berthing and departure of ships under my command. Date: \_\_\_\_\_

## Employer details:

Company name: \_\_\_\_\_ ABN: \_\_\_\_\_  
Postal address: \_\_\_\_\_  
Town/Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
Email: \_\_\_\_\_

## Personal details:

Full name (as to appear on certificate): \_\_\_\_\_  
Date of birth: \_\_\_\_\_ Place of birth/country: \_\_\_\_\_  
Residential address: \_\_\_\_\_  
Town/Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone (business): \_\_\_\_\_ Phone (home): \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

## Submission Check List

Please ensure a copy (*no originals*) of all the following documentation is included with your application.

1. Certified copy of Certificate of Competency (original will be sighted at the time of examination).
2. Certified copy of Passport/Visa.
3. Certificate of Medical Fitness (in accordance with Marine Orders Part 9).
4. Letter from the Vessel Operator (Owner) supporting a Pilot Exemption Certificate.
5. Record of trips into and out of the Port (*verified by Supervising Pilot and/or PEC Master*).
6. Two passport size photographs signed on reverse.
7. The appropriate fee.

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

## Payment details

### Fees and Charges - 2024/25 - Marine Pilots Exemption Certificate

- Exemption certificate application fee \_\_\_\_\_ \$809.25

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

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

### Office Use Only

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

## Proforma Log Book for Pilotage Exemption

Complete the form with the details of your trips into and out of the Port you are applying for:

| <b>Date/Time:</b> | <b>Name of Vessel</b> | <b>GRT</b> | <b>LOA</b> | <b>Trip:</b> | <b>Capacity:</b>        | <b>Pilot /Exempt<br/>Master Name /<br/>Signature</b> | <b>Comments</b> |
|-------------------|-----------------------|------------|------------|--------------|-------------------------|--|-----------------|
|                   |                       |            |            | In    Out    | Master    Chief Officer |  |                 |
|                   |                       |            |            | In    Out    | Master    Chief Officer |  |                 |
|                   |                       |            |            | In    Out    | Master    Chief Officer |  |                 |
|                   |                       |            |            | In    Out    | Master    Chief Officer |  |                 |
|                   |                       |            |            | In    Out    | Master    Chief Officer |  |                 |
|                   |                       |            |            | In    Out    | Master    Chief Officer |  |                 |
|                   |                       |            |            | In    Out    | Master    Chief Officer |  |                 |
|                   |                       |            |            | In    Out    | Master    Chief Officer |  |                 |
|                   |                       |            |            | In    Out    | Master    Chief Officer |  |                 |

**Certificate of Competency (CoC) currently held**

Grade of certificate: \_\_\_\_\_ Certificate number: \_\_\_\_\_

Place of Issue: \_\_\_\_\_ Date of issue: \_\_\_\_\_ Date of Expiry: \_\_\_\_\_

**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 \_\_\_\_\_