



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

Maritime facility

Applicant's name: _____ Date of birth: _____ Driver's licence number: _____
Company name: _____ ABN / ACN: _____
Residential address: _____ Suburb: _____ State: _____ Post code: _____
Mailing address: _____ Suburb: _____ State: _____ Post code: _____
Contact number: _____ Email: _____

Crane and load details:

Overview of crane lift operation: _____
Vessel name: _____ Vessel Accommodation Application attached? Yes ☐ No ☐
Particulars of keel or any peculiarity to be given here: _____
Crane name and/or type: _____ Size: _____
Application period - Date: _____ ☐ AM ☐ PM **to** Date: _____ ☐ AM ☐ PM

Description of load (Please attach detailed list of weights and measurements of individual lifts in Lift Plan and Methodology)

Number of lifts: _____ Total weight: _____
Description of load: _____ Weight: _____ Cubic measurement: _____
Description of load: _____ Weight: _____ Cubic measurement: _____
Description of load: _____ Weight: _____ Cubic measurement: _____

Description of required lease area (Area of wharf stand used whilst these works are in progress)

Dimensions: _____ m **by** _____ m Equals: _____ m²

Description of item/s and reason for temporary lease area:

Processing of this application requires:

- ☐ A completed application to Undertake a Crane Lift Operation form
- ☐ A Lift Plan and Methodology that complies with AS2550, and is within infrastructure safe working limits
- ☐ A Completed Vessel Accommodation application form
- ☐ The receipt of fees and charges associated with the proposed lift; berthage, wharfage, fee for use of lay-down area or temporary storage area etc
- ☐ Demonstration that operational requirements for the lift do not adversely affect the health and safety of facility users
- ☐ Demonstration that operational requirements for the lift as far as practicable do not adversely affect the productivity of the facility
- ☐ Any operations undertaken inclusive and between 1 November to 30 April at Coastal Facilities north of Denham must include a cyclone contingency plan. All operations must cease once the area has been declared on 'Cyclone Watch' by the Bureau of Meteorology. Any items stored within the harbour must be removed.

Declaration

I hereby confirm that I understand that –
I have read, understood and agree to abide by the Temporary Land Lease Guidelines, Terms & Conditions of Vessel Accommodation and Lift Plan and Methodology, including safety requirements. I agree to be responsible for any costs incurred in returning to the site to a satisfactory condition.

Name: _____ Signature: _____ Date: ____/____/____

Office Use

Approved by: _____ Invoice number: _____ Date: ____/____/____

- ☐ Vessel Accommodation Application ☐ Lift Plan and Methodology

Privacy Collection Notice

DTMI may collect your personal information on this form for the purpose of assessing applications related to vessel accommodation, licences, services and activities within DTMI facilities under the *Marine and Harbours Act 1981*, *Jetties Act 1926*, *Shipping and Pilotage Act 1967* (as applicable) and regulations made under them. The details you provide are used on an ongoing basis for administering your records.

Providing this information is voluntary, but your application may be refused if it is incomplete.

DTMI may disclose your information to law enforcement agencies, interstate or overseas licensing authorities, courts or other entities as permitted by law, including for identity verification and law enforcement purposes.

DTMI is committed to protecting your privacy. For more information on how we handle your personal information, including the purposes for which it may be used and disclosed, visit transport.wa.gov.au/privacy. You may access or correct your personal information by emailing foi@transport.wa.gov.au or visiting transport.wa.gov.au/foi.

What happens next

Submit the completed application form with the following supporting documentation:

- Vessel insurance certificate of currency
- Gas and/or electrical safety certificates (where applicable)
- Evidence of shore power lead compliance

The completed form and supporting documents are to be supplied to the appropriate harbour management office listed on the following page. The application with all supporting documentation will be reviewed by harbour management and if approved, suitable vessel accommodation will be allocated to the applicant. The applicant will become the nominated pen holder and their vessel is the nominated vessel as per the terms and conditions. Where applicable, the nominated pen holder will be required to collect jetty access keys (either in person or out of hours collection) as per arrangement with the appropriate harbour management office. Harbour management will issue the applicant with an invoice for vessel accommodation and/or associated fees.

Easy ways to pay

The following methods of payment are accepted:



Access our secure site www.transport.wa.gov.au and click on the **DoT Direct** link to register or login to your account (24 hour service). (If your vessel accommodation is not available in the Pens section in DoT Direct, please report to the Department using the 'Missing a pen licence?')



Telephone & Internet Banking - BPAY

Contact your bank or financial institution to make this payment. For more information: www.bpay.com.au
BPAY payments must be made in FULL. Payments for invalid amounts or payments past the due date will be rejected and returned.



INTERNET

Access our secure transaction site www.transport.wa.gov.au and click on the Pay online button (24 hour service).



PHONE

Telephone **1300 655 322** for payment (24 hour service).



PERSON

Present this account **INTACT** at any Driver and Vehicle Services (DVS) centre, Regional DTMI office or authorised agent in Western Australia.

Changes of situation

The nominated pen holder is required to advise the Department of any change of situation, including but not limited to:

- Change or sale of nominated vessel
- Relinquishing the permit area
- Change of nominated pen holder

Until written advice is received, the original nominated pen holder will continue to be liable for any associated charges.

Contact details

For all general enquires or to provide feedback please email the prospective boat harbour region:

Fremantle Fishing Boat Harbour

For queries regarding:

- Burswood Jetty
- Challenger Boat Harbour
- Fremantle Fishing Boat Harbour
- Jervoise Bay Boat Harbour and
- Swan Canning Rivers (except Barrack Street Jetty)

Fremantle Fishing Boat Harbour

14 Capo D'Orlando Drive
South Fremantle WA 6162
Phone: (08) 9431 1020
Email: ffbh@transport.wa.gov.au

Hillarys Boat Harbour

For queries regarding:

- Barrack Street Jetty
- Hillarys and
- Lancelin

Hillarys Boat Harbour

86 Southside Drive
Hillarys WA 6025
Phone: (08) 9216 8530
Email: hillarys@transport.wa.gov.au

Two Rocks Marina

For queries regarding:

- Two Rocks Marina

Two Rocks Marina

1 Pope Street
PO Box 384
Two Rocks WA 6037
Phone: 1300 863 308
Email: tworocksmarina@transport.wa.gov.au

Pilbara region

For queries regarding

- Onslow
- Point Samson and
- Spoilbank Marina, Port Hedland

Pilbara region

20 Sharpe Avenue
Karratha WA 6714
Phone: 0484 260 400 or
Phone A/hrs: 0472 843 253
Email: pilbara@transport.wa.gov.au

Exmouth branch

For queries regarding:

- Coral Bay and
- Exmouth

Exmouth branch

21 Maidstone Crescent
Exmouth WA 6707
Phone: (08) 9216 8220
Email: gascoyne@transport.wa.gov.au

Carnarvon branch

For queries regarding:

- Carnarvon and
- Denham

Carnarvon branch

30 Robinson Street
Carnarvon WA 6701
Phone: (08) 9216 8230
Email: gascoyne@transport.wa.gov.au

Mid West region

For queries regarding

- Cervantes
- Geraldton
- Green Head
- Jurien
- Kalbarri
- Leeman
- Port Denison and
- Port Gregory

Mid West region

(Geraldton office)
23 Eastward Road
Wonthella WA 6530
Phone: (08) 9216 8170
A/hrs mobile: 0472 810 169
Email: midwest@transport.wa.gov.au

South West region

For queries regarding

- Augusta and
- Bunbury

South West region

24 Wellington Street
Bunbury WA 6230
Phone: (08) 9216 8200
Email: southwest@transport.wa.gov.au

Great Southern region

For queries regarding

- Albany Emu Point
- Albany Waterfront Marina
- Bremer Bay
- Esperance and
- Hopetoun

Great Southern region

178 Stirling Terrace
Albany WA 6330
Phone: (08) 9216 8520
Email: greatsouthern@transport.wa.gov.au