

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

This form is used to apply for permission to occupy and use the Department of Transport and Major Infrastructure (DTMI) land (not buildings) for a specific purpose for a period of up to 3 days unless prior approval has been granted for exceptional circumstances.

Applications must be submitted a minimum of 28 days in advance to allow for sufficient time to process the application.

If there is insufficient space available, further written details or diagrams can be attached.

Your application can be lodged directly with the harbour facility office. A link to the harbour offices can be found here:

[Facility locations | Transport WA](#)

Contact details, including a phone number and the email address for each harbour office can also be found by clicking on the specific facility and scrolling to the section "Contact Us" on the left hand side of the website.

Check list

Please ensure that:

- ☐ You have addressed all applicable sections of this form prior to submission.
- ☐ You have obtained and provided evidence of any additional required approvals for your activity (this is YOUR responsibility).
- ☐ You have attached a detailed site map/plan of the area (must include site specifications in square metres).
- ☐ You have attached a current public liability insurance certificate of at least \$20 million.

Applicants who are companies or incorporated associations need to attach:

- ☐ A current company search which lists company officeholders, or
- ☐ A copy of the certificate of incorporation and document showing current office bearers.

Applicant details

Company / business / individual name:			
ABN / ACN			
Contact person			
Address			
Telephone		Email address	

Intended purpose of land use (including if you intend to film at the site).	
Identify if there is any significant community or environmental benefit.	
Describe any vehicles or temporary structures you intend to park or erect on the land.	
If you intend to use loudspeakers or sound amplification equipment, describe purpose and times of use.	

Continued overleaf

Identify if a previous Temporary Land Use Agreement has been issued for this purpose/site.							
Location of area							
Area required (square metres)							
Date intended use from				Date intended use to			
Time from		am	pm	Time to		am	pm
Applicant name							
Applicant signature						Date	

Application process

1. Application form is completed, signed and submitted by applicant at least 28 days before intended use, and attaching the relevant required documents on the checklist.
2. DTMI will process and complete the DTMI section of the application form and return to the applicant. This will either approve or decline the application.
3. If the application is declined, no fee is payable, and the applicant is not permitted to use the land.
4. If the application is approved, there may be additional conditions set out by DTMI which may have due dates attached to them, and a confirmed fee payable, which will also have a due date attached.
5. The applicant does not need to sign any further document but must pay the confirmed fee by the due date and meet any other conditions, such as evidence of additional approvals or insurances, also by the due date. If these due dates are not met, the application is no longer approved. By paying the fee, submitting any additional documents and then occupying the land for the requested purpose, the applicant accepts any additional conditions set out by DTMI in the approval.

Fee schedule

	Daily Rate - land not exceeding 250 sqm	Daily Rate – land exceeding 250 sq
Commercial / Private function	\$50 / day	To be confirmed by DTMI
Community event	Nil	Nil
Electricity**	\$45/day plus \$20 access fee	\$45/day plus \$20 access fee
Water**	\$10 / day	\$10 / day
** Access to utilities will be subject to DTMI being satisfied that a safe and suitable connection can be achieved. DTMI does not guarantee that utilities will be available to applicants, and parties are advised to consult with the local facilities manager regarding services and connections.		

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.

Continued overleaf

Terms and conditions

You as the applicant have applied for permission to occupy and use a particular area of DTMI land for the specific purpose and timeframe set out in this application. If your application is approved, you agree that:

1. You will only use the land in accordance with the information and attachments set out in your application and an approved application cannot be extended or renewed.
2. You are responsible for the payment of the applicable fee set out in the attached fee schedule. The fee payable and its due date will be confirmed by DTMI if your application is approved and a failure to pay the fee by the due date will result in termination of your application.
3. You have obtained all additional necessary approvals in relation to your use of the land as a condition of DTMI approval of your application, and you can provide evidence of this to DTMI upon request.
4. You must hold and maintain Public Liability Insurance in the amount of at least \$20 million and you must provide evidence of a current certificate of this insurance to DTMI as a condition of your application's approval.
5. You will, at all times, comply with all applicable laws, regulations and by-laws, and ensure that any third party that you invite or contract for service is similarly compliant. This includes, but is not limited to, the safe and secure anchoring of all equipment, the safe access and use of electricity supplies, water and other related utilities.
6. Applicants intending to undertake filming activities at a DTMI site must outline their intention in an email to DTMI Communications media@transport.wa.gov.au prior to the finalisation of this application. No DTMI logos or Government of Western Australia crests are to be filmed.
7. You are not permitted to build, construct on or interfere with the land, and are only permitted to erect those temporary structures listed in your application. All mobile vans or temporary structures are to be maintained in a safe, neat, tidy and aesthetically acceptable condition and are to be removed from the area at the close of each trading day (unless specific approval to do otherwise has been sought and obtained in writing from DTMI as part of this application process).
8. All rubbish is to be removed from the site and/or placed in the receptacles provided. DTMI reserves the right to impose a reasonable rubbish removal charge if it incurs excessive rubbish removal costs associated with your use of its land.
9. The area used by you must be maintained in a clean and tidy state at all times during your use and left in a good state of repair and condition upon your vacation of the area. If compliance action or remedy of the land or DTMI property is required, DTMI reserves the right to require from you the reasonable cost of remedy or compliance.
10. You are responsible for any outgoings incurred such as power and water. Access to these facilities and the terms and conditions applied will only be considered if requested as part of this application process. The DTMI does not warrant or guarantee access to onsite utilities at any of its sites. Fees and charges will apply and are set out in the attached Schedule.
11. Discharge of sullage (wastewater and sewage) within any part of DTMI land or waters is strictly prohibited.
12. You will not do or carry out any harmful, offensive or illegal act, including, but not limited to, causing a public nuisance through soliciting, touting or verbally spruiking for business.
13. You will ensure that your activities do not block or hinder any thoroughfare or unreasonably hinder or impact the amenity of other tenants, members of the public or other parties.
14. You agree at all times to indemnify and keep indemnified the State of Western Australia, Ministers of the State, DTMI and its employees, agents and contractors:
15. Your right to use the land will be in contract only and an approved application does not create any tenancy or interest in the land.
16. Your right to use the land is personal to you and you must not assign or transfer your rights under an approved application.
17. You acknowledge that DTMI reserves the right to cancel or amend its approval of your application at any time, including following commencement of your use of the land, due to reasons of safety, emergency circumstances or in the exercise of a statutory function. In this situation DTMI will endeavour to give you notice as soon as is reasonably practicable of the need to cancel or amend its approval of your application and will refund your scheduled fee paid to it under this application in whole or in part but will not be responsible for any other costs or losses incurred in relation to its cancellation or amendment of approval.
18. You agree to comply with any other additional or special conditions imposed by DTMI set out in its approval of your application.
19. If you fail to comply with any of these conditions DTMI may, acting fairly and reasonably, cancel your approval, and if your use of the land has commenced, you may be directed by DTMI to immediately cease your activity, vacate the land, and your approval to use the land terminated. In these circumstances, DTMI will not be responsible for any claim, cost or loss suffered by you or a third party due to this cancellation, cessation, vacation or termination, including the payment of your scheduled fee under this application. DTMI reserves the right to require from you the reasonable costs of any compliance action or required remedy of DTMI land or property due to cancellation of approval under this clause.

Office use only (DTMI to complete)

Special conditions			
Site Plan attached		☐ Yes	☐ No
Company search/ Certificate of Incorporation attached (if applicable)		☐ Yes	☐ No
Filming Activities Communications approval received (if applicable)		☐ Yes	☐ No
Evidence of Public Liability Insurance \$20 million provided		☐ Yes	☐ No
Fee payable		\$	
DTMI account code	100000-707-3500-04- <Location> -5120-0000		
Harbour / Regional Manager endorsement			
☐ Endorsed		☐ Not endorsed	
Comments			
Signature			
Name			
Position		Date	
Manager Facility Operations endorsement			
☐ Endorsed		☐ Not endorsed	
Comments			
Signature			
Name			
Position		Date	
Delegated Officer approval			
☐ Approved		☐ Not approved	
Comments			
Signature			
Name			
Position		Date	