



Vessel Accommodation Customer Relinquishment Form

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

Applicant 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: _____

Vessel accommodation details

Maritime facility: _____ Pen/mooring number: _____
Unique identifier/registration number: _____ Vessel name: _____
Key/cards to be returned: _____

Relinquishment details

Date of relinquishment: _____ Refund requested (see below): Yes ☐ No ☐

In a brief sentence, please explain the reason for your relinquishment and/or refund request:

Refund details: (if applicable)

All refunds once approved are issued via electronic fund transfer (EFT). Please nominate your bank details below:

Your refund will be electronically transferred into the provided bank account details. It is your responsibility to ensure all bank account details are correct. For security or clarification purposes, we may contact you about your details. Payments made through EFT cannot be made into overseas bank accounts, credit card, loan or mortgage accounts. Payment cannot be made via EFT if the nominated account has restrictions on EFT deposits.

EFT details, provide bank details:

BSB: _____ Account number: _____ Account name: _____

Declaration

I hereby confirm that I understand that –

1. By submitting this vessel accommodation customer relinquishment form to the Department of Transport and Major Infrastructure (DTMI) – I am making an application to relinquish vessel accommodation.
2. If this form is accepted, the DTMI will relinquish vessel accommodation in accordance with the DTMI's Terms and Conditions of vessel accommodation relinquishment and pay any refund to the nominated bank account via EFT.
3. I am responsible for ensuring all details stated above are true and accurate. If requesting relinquishment and/or refund of fees on behalf of an organization, I am an authorised person to make the vessel accommodation customer relinquishment form.

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

Office use

I certify the details on this application have been verified as correct and all required paperwork is attached

Receiving officer name: _____ Officer signature: _____ Date: ____/____/____

Checklist

☐ Verified EFT account details with client ☐ Invoice and receipt attached ☐ Payment voucher attached ☐ Calculation sheet attached

Continued next page

Office use (continued)

Refund details

Invoice details: _____

Receipt number: _____ Paid date: _____

Pending refund amount: _____ Date sent for approval: ____/____/____

Terms and conditions of vessel accommodation relinquishment

Refunds

- To be considered for a refund, customers must provide harbour management written notice in advance advising their intention to vacate vessel accommodation. Fee refunds (where applicable) are calculated from the date of relinquishment. If no date of relinquishment is provided in advance, the date on which harbour management is notified will be used.
- Refunds are not back dated
- Refunds are calculated by reverting the hiring agreement to the next appropriate fee category for the actual period of use. Please request further information from the harbour management officer or regional officer.
- Refunds can only be issued to those named on the invoice that is to be refunded except where an individual statutory declaration is completed by all parties and submitted with the relinquishment and refund request. Please refer to harbour management.
- The Department accepts no liability for lost funds should incorrect postal addresses or bank details be provided. The accuracy of this information is the responsibility of the customer.

Moorings

- The Department maintains a waiting list of people wanting moorings. Relinquished mooring sites in the harbour are allocated to the next eligible person on the waitlist.
- Mooring sites (not the mooring apparatus) remain the property of the Department and cannot be sold or transferred privately.
- Mooring apparatus is the private property of the registered mooring holder. If the mooring site is relinquished the mooring apparatus will

be removed from the mooring site at customer's own expense. If the customer does not remove the mooring apparatus within one month, the Department may remove and destroy the mooring and all costs associated with the removal are payable by the customer.

- Mooring apparatus may be sold to a new mooring holder; however, they are under no obligation to purchase. If you wish to on-sell your mooring apparatus, please contact harbour management for further information.

Boat pens

- Boat pens remain the property of the Department and cannot be sold or transferred privately. All boating equipment must be removed by the customer when vacating

Privacy Collection Notice

DTMI collects your personal information on this form to assess applications, confirm an applicant's identity, update and maintain records that have been provided by you or collected by DTMI as permitted and authorised by law.

Failure to provide this information may result in your application not being processed, or records not being properly maintained. DTMI may also use the information for related purposes or disclose it to third parties in circumstances required or allowed for by law.

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.

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