



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

## FORM INSTRUCTIONS

- Modification of licence is required if you change the use/purpose of your jetty (eg commercial to private) or if you wish to change the original construction of the structure.
- A non-refundable annual fee applies to all jetty licences and modification of licence.
- The applicant must obtain the relevant approvals with local authorities and other government agencies before application submission to Department of Transport (DoT).
- Incomplete applications will not be processed.
- All terms and conditions of licence must be viewed at [www.transport.wa.gov.au/imate/marine-information.asp](http://www.transport.wa.gov.au/imate/marine-information.asp) before application submission.

## MODIFICATION OF EXISTING STRUCTURE

### 1. Licensee details

#### Applicant 1.

Company/Body Corporate name: *(if applicable)* \_\_\_\_\_ ACN: \_\_\_\_\_ ARBN: \_\_\_\_\_

Company representative name: *(if applicable)* \_\_\_\_\_

Surname: \_\_\_\_\_ Other names: \_\_\_\_\_ WA driver's licence number:

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

#### Applicant 2.

Company/Body Corporate name: *(if applicable)* \_\_\_\_\_ ACN: \_\_\_\_\_ ARBN: \_\_\_\_\_

Company representative name: *(if applicable)* \_\_\_\_\_

Surname: \_\_\_\_\_ Other names: \_\_\_\_\_ WA driver's licence number:

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. Jetty Number

Jetty Number: \_\_\_\_\_ Jetty Location: \_\_\_\_\_

### 3. Original jetty structure details

Type of structure/operation/use: \_\_\_\_\_  
\_\_\_\_\_

Dimensions of structure/area: \_\_\_\_\_  
\_\_\_\_\_

### 4. New jetty modification details

Type of structure/operation/use: \_\_\_\_\_  
\_\_\_\_\_

Dimensions of structure/area: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### 5. Current licensee declaration

I understand that:

- By submitting a modification request, my jetty fees may change.
- The jetty has been modified in accordance with the terms and conditions of licence located on DoT's website and I understand my on-going obligations thereof.
- The correct jetty number is displayed on the jetty; and
- I consent to linking my Jetty Licence to DoTDirect.

By submitting this application I declare the above information is true to the best of my knowledge.

**Applicant 1 signature:** \_\_\_\_\_ **Date:**   /   /

**Applicant 2 signature:** \_\_\_\_\_ **Date:**   /   /

## CHECKLIST FOR MODIFICATION OF EXISTING STRUCTURE

*Be sure to submit the following items with your application*

### **Public Jetty (local government) checklist:**

Copy of the Certificate of Title or lease for the property nearest the site of the jetty structure. The licence will only be issued in the name as it appears on the Certificate of Title or lease.

A copy of any other relevant pre/additional approvals.

Complete Marine Engineers drawings or sketches of structure and its location in relation to land. (Erect and construct only).

Photograph, date and time stamped of existing structure if applicable.

### **Private jetty checklist:**

Copy of the Certificate of Title or lease for the property nearest the site of the jetty structure. The licence will only be issued in the name as it appears on the Certificate of Title or lease.

Dimensional sketch (A4 size) illustrating the jetty's overall structure dimensions and its location in relation to the property.

A copy of any other relevant pre/additional approvals.

Complete Marine Engineers drawings or sketches of structure and its location in relation to land. (Erect and construct only).

Photograph, date and time stamped of existing structure if applicable.

### **Commercial jetty checklist:**

For a licence to be issued in a company name (As shown on the Certificate of Title or lease) the following will also need to be provided with your application:

A copy of the company's Certificate of Incorporation.

The names and addresses of the company directors.

The company's ACN or ABN.

Complete Marine Engineers drawings or sketches of structure and its location in relation to land. (Erect and construct only).

Photograph, date and time stamped of existing structure if applicable.

### **Fuel Pipeline Licence checklist:**

For a fuel pipeline licence the following must also be provided:

A copy of the company's Certificate of Incorporation.

The names and addresses of the company directors.

The company's ACN or ABN.

A copy of the Storage of Dangerous Goods Licence from the Department of Mines, Industry Regulation and Safety.

Fuel pipeline pressure test certificate.

Complete Marine Engineers drawings or sketches of structure and its location in relation to land. (Erect and construct only).

Photograph, date and time stamped of existing structure if applicable.

Note: Following assessment by DoT, you will be advised in writing of the outcome of this application.  
Completed applications are to be sent to the attention of the Maritime Licensing Team

**By email: [Maritime.Licensing@transport.wa.gov.au](mailto:Maritime.Licensing@transport.wa.gov.au)**