



All domestic commercial vessel (DCV) operators must register the details of each trip via the Rottnest Charter Log-on phone line prior to arrival, as detailed below. Admission fees apply for all passengers carried to the island.

Payment of the admission fees allows you to anchor or pre-book public rental facilities either online at [www.rottnestisland.com](http://www.rottnestisland.com), or by contacting Rottnest Reservations. It does not allow use of any mooring in the Shared Mooring System or the colour coded casual access. Rottnest boating guidelines are outlined in the current Marine and Boating Guide and information including, RIA Regulations and fishing guidelines are available from our website.

Commercial vessels have two options for payment:

> **Option 1. Application and payment of the \$109.50 Rottnest DCV OPERATING PERMIT:**

Admission fees are calculated per passenger regardless of the activity undertaken and permit holders will be invoiced monthly.

**DCV permit vessels have the advantage of:**

- This season the admission fees are for all activities water-based activities such as diving, fishing or tours, including those that involve passengers landing on the Island. For the 2020/2021 season the daily admission fees for DCV permit holders have been reduced in consideration of the State Governments support for tourism recovery for COVID-19 financial relief to businesses. Fees are outlined in the table below.
- paying admission fees for their commercial passengers *after* each visit on invoice from the RIA each month. Please ensure the admission fees are paid by the due date as late payments for unpaid admission fees can incur modified penalties of \$200 per visit under our Regulations.

Once a permit sticker is issued for the vessel, **the operator must register each visit using the phone log-on system** detailed below and the phone numbers are also displayed on the permit sticker. Note that:

- All private passengers must pay admission fees separately on arrival or at the Visitor Centre each visit, or with a seasonal vessel admission pass.
- The extended stay rate detailed in the table below applies for all permit holders staying overnight in the Rottnest Reserve.

DCV permit holder admission fees:	Permit Holder (day visit)	Extended Stay
Adult	\$11.00	\$25.50
Child (4-12yrs)	\$5.00	\$8.50

> **Option 2. Entering the Rottnest Reserve without a DCV operating permit:**

You will need to:

- register each visit using the phone log-on system, as detailed below.
- pay standard admission fees separately prior to each visit either online <https://mooring-ria.dbca.wa.gov.au/map/> or on your arrival at the Rottnest Island Visitor Centre. Fees are shown in the table below, and without a DCV permit commercial operators are not eligible for the reduced admission fees.

Entering the Rottnest Reserve without paying admission fees will incur infringements of \$200 plus admission fees.

Current standard individual admission fees per person day visits are below, and in our current Marine and Boating Guide and our website.

Standard admission fees:	Single day rate	Extended Stay
Adult	\$19.50	\$25.50
Child (4-12yrs)	\$7.00	\$8.50

**TO REGISTER EACH VISIT WITH THE ROTTNEST COMMERCIAL VESSEL PHONE LOG-ON SYSTEM**

All domestic commercial vessels (permit and non-permit holders) must register each visit with the RIA phone log-on system prior to entering the Rottnest Reserve. All domestic commercial vessels must log-on by phone whether operating on a commercial or a private visit.

Register each visit prior to arrival by phone to the RLSSWA Call Centre (24 hours) on 1300 724 093 or (08) 9771 6186. A call registration number for each visit will be issued to identify each visit. Each call will require the following details from the skipper:

- Date of visit and duration of stay in the Rottnest Reserve (*number of days*).
- Commercial vessel registration number e.g. the UVI or MH as written on your permit sticker (e.g. "12345" or "MH1234").
- Vessel name and company name.
- Skipper's name and mobile phone number.
- Number of passengers\*, i.e. adults and children (4-12 yrs inclusive). \* Do not include crew, and only record zero passengers if you are collecting passengers from the Island.
- Activity being undertaken:
  - **Water Based** = not landing. Passengers did not land or disembark onto the island e.g. fishing, dive charters or tours.
  - **Landing** = passengers disembarked the vessel onto the Island.
  - **Private** = vessel is not operating under charter and carrying non-commercial passengers. **The vessel operator must ensure the passengers pay the full daily admission fees separately to RIA as one group**, either online prior to departure at the Visitor Centre upon arrival, or by displaying a valid RIA vessel private admission sticker.



Rottnest Island permits are issued to commercial operators who wish to use the Rottnest Island Reserve ('the Reserve') to carry out their activities. As Rottnest Island is under the control and management of the Rottnest Island Authority (RIA), consent to enter the Reserve for such purpose is the sole discretion of the RIA.

Commercial vessel permits are issued for period of 12 months from 1 September each year. Permit renewals will depend upon compliance with the permit conditions, the Terms & Conditions of vessel entry to the Rottnest Island Reserve ('the Reserve'), the RIA Regulations and the RIA Act.

The following conditions are specific to Domestic Commercial Vessels and the standard conditions of permits for commercial operations on Rottnest Island also form part of these conditions.

### **SPECIAL CONDITIONS FOR DOMESTIC COMMERCIAL VESSELS:** The permit holder:

- a) must always clearly display the permit sticker on the vessel whilst in the Reserve.
- b) ensures each skipper has registered the trip with the RIA via the approved method prior to the vessel entering the Reserve. For any vessel observed within the Reserve and not logged on, an infringement for this offence will be issued to the skipper of that vessel.
- c) is not permitted to raft their vessel or allow another vessel to raft alongside their vessel whilst in the Reserve.
- d) must ensure that all invoices issued for the payment of admission fees for their registered visits are paid to the RIA within the specified timeframe. Infringements will apply for any unpaid admission fees.
- e) acknowledges that all persons entering the Reserve must pay the admission fees as prescribed in the *Rottnest Island Regulations 1988* except for those persons directly associated with providing or managing the specified commercial operation. **Failure to pay admission fees by the invoiced due date may result in modified penalties and DCV permit cancellation.**
- f) pays standard daily admission fees for all passengers if any passengers disembark the vessel, and for all passengers on non-commercial visits.
- g) shall provide a Certificate of Currency completed by the insurer to confirm that the appropriate public liability cover is in place for an amount not less than \$10 million, and ensure the cover is current for the term of the permit.
- h) keep all noise to a moderate level and observe the quiet time on the Island between 11.00pm to 7.00am to respect the enjoyment all Rottnest Island visitors.
- i) is responsible for the removal of all passengers carried by them into the Reserve.
- j) is to ensure that any alcohol is only consumed whilst onboard their vessel and not in any public spaces.
- k) is to ensure that their passengers do not act in such a way as to cause a nuisance or annoyance to a person or fauna, or engage in any offensive, indecent or improper conduct or behavior, including threatening, abusive or insulting language.
- l) is responsible for the removal of all waste from the Reserve resulting from their charter.
- m) must provide copies of their vessel's logbook on request and keep details of each visit to the Reserve including passenger numbers, specific areas of operation and the RIA call registration number for each visits phone registration.
- n) return the permit sticker on sale of the vessel, or as requested by the RIA. The permit fee is not refundable.

### **STANDARD CONDITIONS OF ROTTNEST ISLAND PERMITS:**

1. The permit holder shall indemnify and hold indemnified the RIA and its officers, agents and employees against any claim by any person for damage to property or injury to persons arising out of or as a consequence of or incidental to the conduct of the specified activity.
2. The permit holder will in no way hold the RIA responsible for any damage to their property or for any personal injuries to themselves or to any other person associated with them in the specified activity on Rottnest Island.
3. The permit holder accepts full responsibility for any damage caused to any property of the RIA resulting from the conduct of the specific activity and will effect without delay repairs to such damage to the satisfaction of the RIA.
4. The permit holder shall ensure that all persons associated with the specified activity shall comply with the provisions of the *Rottnest Island Authority Act 1987* and the *Rottnest Island Regulations 1988*.
5. The permit holder shall comply with any directions given by an officer of the RIA in relation to the activity.
6. It is the responsibility of permit holders to read and understand the information and requirements detailed in the '*Contractors Guide to Working on Rottnest Island*', available on RIA website.
7. Where the term of any license, authority or approval relevant to the permit expires prior to the permit expiry date, evidence of renewal is necessary to cover the full term of the permit and to be forwarded to the RIA. Failure to comply may result in cancellation of the permit.
8. The permit holder must comply with all conditions of this permit. Any non-compliance constitutes a breach of conditions and is grounds for suspension or cancellation of the permit.
9. The permit is not transferrable. Where a permit is cancelled, no refund of the permit fee will apply.



## SECTION A

### DETAILS OF APPLICANT

Full Name of applicant \_\_\_\_\_ Company name: \_\_\_\_\_  
(application can be in one name only and the applicant must be an owner of the business)

POSTAL address \_\_\_\_\_ Postcode \_\_\_\_\_

Phone: work: \_\_\_\_\_ Mobile: \_\_\_\_\_

email: \_\_\_\_\_

### EMERGENCY CONTACT DETAILS

Name \_\_\_\_\_ Relationship to applicant \_\_\_\_\_  
(co-owner of business or vessel is preferred, as applicable)

Phone (home, mobile or work) \_\_\_\_\_

## SECTION B - DETAILS OF NOMINATED VESSEL

Name of vessel \_\_\_\_\_ Vessel registration: vessel I.D. # \_\_\_\_\_

Length of vessel (as on the DoT certificate of survey) \_\_\_\_\_ m

Name(s) of registered owner(s) \_\_\_\_\_  
(as listed on the DoT certificate of survey)

A copy of **CURRENT DoT SURVEY PAPERS** showing currency date & listing all owners **is attached**.

### INSURANCE DETAILS

Under RIA Regulations a person shall not allow a vessel to enter within the limits of the Island unless the vessel has adequate insurance cover, as below.

- \$10 million Third Party Legal Liability minimum insurance cover - required for vessels of length 6.4 metres and greater
- \$5 million Third Party Legal Liability insurance cover - required for vessels of length less than 6.4 metres

### SECTION C - DECLARATION BY APPLICANT

I (name) \_\_\_\_\_ declare that the information provided by me in this application is true to the best of my knowledge. I understand that under Rottnest Island Authority (RIA) Regulation 74A a person must not provide information to the RIA, or authorise or permit provision to the RIA of information, that the person knows (a) to be false or misleading in a material manner; or (b) has omitted from it a matter or thing the omission of which renders the information misleading in a material respect.

- I agree to be bound by RIA Terms and Conditions, RIA Act 1987, and RIA Regulations 1988 which are available from RIA website.
- I will notify the RIA in writing of any changes to the details I have provided in this application.
- **All vessels in my application have adequate public liability insurance**, as required under the RIA Regulations, and detailed in the RIA Terms and Conditions and website.
- I will ensure that RIA adhesive sticker provided is clearly displayed on the port side of my vessel when in the Rottnest Reserve. All stickers will be returned to the RIA on request and upon sale of my vessel.
- I authorise RIA to provide my personal contact details to all Authorised Users assigned to my mooring under Regulations 31B and 31C, for the purpose of pre-arranging use of my mooring site.
- I understand that my personal and contact information will only be used for the purpose stated on the renewal or application form. Except where provided by law, my personal information will not be provided to any other agency but may be used internally by RIA for the purpose of market surveys to evaluate the delivery of RIA services.
- **Admission fees for commercial passengers invoiced by the RIA are based on your log on details. Failure to pay these fees by the due date on the invoice supplied by the RIA may result in modified penalties and DCV permit cancellation. Admission fees for all private visits to the island must be paid separately on arrival or online.**

SIGNATURE of applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### OFFICE USE:

Updated: \_\_\_\_\_  Received: \_\_\_\_\_  Sticker issued C#: 21 date: \_\_\_\_/\_\_\_\_/\_\_\_\_



### **SECTION D - PAYMENT DETAILS**

Once your completed documents have been received by the due date and approved, then we will email you a secure B Point online payment link for the **\$109.50 permit fee**. Once your payment has been processed the RIA will then post your sticker/s to you as soon as possible. You may continue to use your existing sticker until you receive your new one.

Admission fees based on passenger numbers for each trip will be invoiced separately by the RIA a at the start of each month and payment must be received within 14 days.