

# NSW MARITIME APPLICATION FOR AN AQUATIC LICENCE

Marine Safety (General) Regulation 2009

## IMPORTANT

Please ensure that you have addressed/supplied all of the undermentioned items **BEFORE** submitting your application. Applications must be submitted a **minimum of 4 weeks** prior to the event date, or the application may be refused or incur a "late submission" fee (please refer to back page).

- Completed application form
- Full details of the event/activity including location, date(s), times, area of operation
- A detailed map of the area in which the event/activity is to take place
- An acknowledgement that a Risk Assessment in relation to the Event has been undertaken by the Aquatic Licence Applicant in which all risks associated with the Event have been listed and strategies to alleviate these risks identified and implemented
- An operational plan detailing safety procedures, rescue craft, qualified personnel in attendance and communications procedures
- If applicable - A copy of the Work Cover Risk Assessment in relation to Fire-Works events
- If applicable - Written authorisation from the occupier/trustee of the foreshore land intended to be used in connection with the proposed event/activity (including Local Council)
- If applicable - Written authorisation from the Council affected by your application for noise levels above 95db
- If applicable - completed NSW Marine Parks Authority Permit Application Form where the proposed event/activity is within a Marine Park
- Written authorisation for the nominated representative to act on behalf of the applicant on the organisation's letterhead
- Licence application fee
- Proof of Identity for both the Applicant and Nominated Representative.

For further information and details on fees and Proof of Identity contact your local NSW Maritime Operations Centre or call 13 12 56 within N.S.W. For all other areas call 02 9563 8557.

## DETAILS OF APPLICANT

Organisation (block letters) .....

Residential Address.....

(PO Box No. is not acceptable)

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Suburb..... P/Code .....

Postal Address (if same as Residential please write "as above")

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State..... P/Code .....

## NOMINATED REPRESENTATIVE OF THE ORGANISATION

(letter from the organisation on letterhead required)

Surname (block letters) .....

Given Names.....

Address .....

..... P/Code .....

Position Held ..... Date of Birth...../...../.....

Telephone

Private ( )..... Business ( ) .....

Mobile ( )..... Facsimile ( ) .....

Email:.....

## CONTACT DETAILS DURING THE EVENT/ACTIVITY

(if different from nominated representative)

Name ..... Telephone ( ) .....

Position Held ..... Mobile ( ) .....

## NOMINATED REPRESENTATIVE'S DECLARATION

I hereby declare that I am authorised to act as the nominated representative for the purpose of the aquatic licence and that the information supplied is true and correct. I understand that if any detail is found to be incorrect this licence may be cancelled without notice.

I acknowledge that I have read and understood NSW Maritime's brochure entitled "Proof of Identity and the Use of Personal Information Under the Privacy Act — 1998" and agree that my personal information may be disclosed to the persons/agencies listed in the brochure.

I am aware that the Aquatic Licence holder is prepared to implement strategies to alleviate all risks associated with the event and that NSW Maritime is indemnified and released from all liability in this regard.

Representative's Signature ..... Date ...../...../.....

## AQUATIC EVENT/ACTIVITY

(Detailed map of the area must be supplied)

→ **Area of Operation** (waterway) \_\_\_\_\_ → **Location** (specific area) \_\_\_\_\_

→ **Dates** - Start / / Finish / / (also complete attached calendar)

→ **Times** - Earliest Start : Latest Finish :

→ **Maximum No. of participants/vessels**

→ **Do you require EXCLUSIVE USE of the waterway:**

- No**
- Yes** (please attach supporting documentation to justify this). Additional fees may be payable, including publishing a Marine Notice required by legislation  
(NSW Maritime may deem the event/activity requires exclusive use in which case additional fees may apply)

→ **Are you using any foreshore land in conjunction with this event/activity?**

- No**
- Yes** please supply written consent

→ **For fireworks – is there any objection to the public being notified?**

- No – If No the public may be notified by NSW Maritime**
- Yes – If Yes please state reasons**

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## TYPE OF EVENT

### SAILING TYPE EVENTS

	Code	
Catamaran races	SA1	<input type="checkbox"/>
Sail races	SA2	<input type="checkbox"/>
Sail training	SA3	<input type="checkbox"/>
Sailboard races	SA4	<input type="checkbox"/>
Sail race (offshore)	SA5	<input type="checkbox"/>

### POWER BOAT EVENTS

Ferry races	PB1	<input type="checkbox"/>
Hovercraft events	PB2	<input type="checkbox"/>
Jet boat events	PB3	<input type="checkbox"/>
Power boat drag races	PB4	<input type="checkbox"/>
Power boat circuit races	PB5	<input type="checkbox"/>
Power boat offshore races	PB6	<input type="checkbox"/>
Power boat races	PB7	<input type="checkbox"/>
Power boat nav/speed trial	PB8	<input type="checkbox"/>
PWC races/events	PB9	<input type="checkbox"/>

### WATER SKI EVENTS

Barefoot ski races	WS1	<input type="checkbox"/>
Barefoot ski tournament	WS2	<input type="checkbox"/>
Barefoot ski display	WS3	<input type="checkbox"/>
Water ski races	WS4	<input type="checkbox"/>
Water ski display/demonstration	WS5	<input type="checkbox"/>
Water ski tournament	WS6	<input type="checkbox"/>
Water ski training	WS7	<input type="checkbox"/>

### SWIM TYPE EVENTS

(includes swim leg of biathlon, triathlon quadrathlon, as well as swim events)	SW1	<input type="checkbox"/>
		<input type="checkbox"/>

### FIREWORKS DISPLAY

Fireworks display	FW1	<input type="checkbox"/>
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### SURF LIFE SAVING EVENTS

	Code	
Ironman events	SL1	<input type="checkbox"/>
IRB events	SL2	<input type="checkbox"/>
Surf ski races	SL3	<input type="checkbox"/>
SLSA carnivals	SL4	<input type="checkbox"/>
Surf boat events	SL5	<input type="checkbox"/>
Kayak races	SL6	<input type="checkbox"/>

### SURF EVENTS

Surfboard riding events	SE1	<input type="checkbox"/>
Boogie board events	SE2	<input type="checkbox"/>

### PASSIVE CRAFT EVENTS

Canoe races	PC1	<input type="checkbox"/>
Canoe trials	PC2	<input type="checkbox"/>
Kayak races	PC3	<input type="checkbox"/>
Raft races	PC4	<input type="checkbox"/>
Rowboat races	PC5	<input type="checkbox"/>
Rowing regatta	PC6	<input type="checkbox"/>
Dragon boat races	PC7	<input type="checkbox"/>

### FESTIVAL/DISPLAY

Aquatic fun day	FD1	<input type="checkbox"/>
Aquatic festival	FD2	<input type="checkbox"/>
Aquatic demonstration/display	FD3	<input type="checkbox"/>
Media launch	FD4	<input type="checkbox"/>
Riverfest	FD5	<input type="checkbox"/>
Sailpast	FD6	<input type="checkbox"/>

### OTHER

Filming	OT1	<input type="checkbox"/>
Other water activities/races	OT2	<input type="checkbox"/>

Please specify .....

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## INSURANCE REQUIREMENTS

An Aquatic Licence is issued on the basis that the Licensee expressly and unreservedly indemnifies NSW Maritime from all liability associated with the Aquatic Licence Event and releases NSW Maritime from any actions, of whatsoever nature, that may be instituted in relation to the Event. Acceptance of the Licence constitutes irrevocable acceptance of this condition.

It is a condition of the Licence that the Licensee must clearly advise all participants in the Aquatic Event associated with the Licence whether or not they are covered by the Licensee's insurance should they sustain injury or loss as a result of participating in the Event and provide details of the coverage. This advice must be provided prior to participation in the Event.

NSW Maritime strongly recommends that all Aquatic Licensees hold a Public Liability Policy that covers the Event, including all participants in the Event and damage to any vessels or property associated with the Event.

It is also a condition of the licence that a written warning must be given to all participants by the Licensee in relation to the particular risks associated with participating in the Event and a written acknowledgement of these risks must be obtained from the participant. The warning and acknowledgement can be included on the Application Form completed by the participant.

## AQUATIC LICENCE INFORMATION

→ NSW Maritime, in assessing the application, has regard to a number of factors including:

- Environmental impacts such as noise and wash; and
- Potential impact on normal use of the area, in particular the safety of other vessels, swimmers and other water users, speed, congestion, commercial vessel activity, fishing etc.

→ When NSW Maritime gives approval to the applicant, it issues an aquatic licence that is subject to conditions appropriate to the activity. There are severe penalties for non-compliance.

A brochure entitled '**AQUATIC LICENCES – A guide for organising, promoting or conducting activities on NSW waterways**' is available from any NSW Maritime Operations Centre, or by visiting NSW Maritime's website [www.maritime.nsw.gov.au](http://www.maritime.nsw.gov.au)

Some points to remember when completing and submitting your application:

- The application should be submitted at **least 4 weeks before** the commencement of the activity. Applications submitted after this time frame may be refused or may incur a 'late submission' fee.
- **All** relevant Sections of the application must be completed, otherwise the application will not be processed.
- An **application fee** is payable before the application is processed. Contact your local NSW Maritime Operations Centre, visit NSW Maritime's website [www.maritime.nsw.gov.au](http://www.maritime.nsw.gov.au), or call 13 12 56 or 02 9563 8557.
- You need to provide **full details of the proposed activity/event**, including:
  - Location - town/suburb etc
  - Map of area in which activity/event is to take place
  - Description of activity/event
  - Risk assessment analysis for major Special Aquatic Events
  - If relevant - landowner's consent and/or council approval
  - Council approval if the noise level is expected to exceed 95db
  - An operational plan of the event detailing safety procedures, rescue craft, qualified personnel in attendance and communications procedures.
- Should you require '**Exclusive Use**' of the waterway to conduct the event/activity you need to justify your request for consideration by NSW Maritime. It should be noted that where NSW Maritime determines the granting of 'exclusive use' you will be required to pay additional fees, including publishing a Marine Notice required by legislation.
- You need to provide your Nominated Representative with authorisation, on your organisation's letterhead, to act on behalf of the organisation.
- Your Nominated Representative will need to produce **Proof of Identity** documents (such as current Motor Vehicle Driver's photo licence or current Australian Passport). For a full list of acceptable documents contact NSW Maritime or visit our website.
- You need to provide details of your **Contact Officer**, if different to your Nominated Representative, who can be contacted during the conduct of the event/activity.