

APPLICATION FOR AN INTERSTATE CERTIFICATE OF RECOGNITION

Names of Vessel: _____ **Date:** _____

This checklist must be completed and included with your application

CHECK LIST				
No.	Item	Attached? Yes/No	Remarks	Office Use Only
1	Completed Recognition Certificate Application form.			
3	Copy of current Certificate of Survey			
4	Copy of the stability book approval, showing conditions of approval.			
5	Interstate registration documents (for vessels operating in NSW navigable waters less than 3 months). ¹			
6	Proof of Identity ²			
7	A 15 x 10 cm colour photograph of the vessel			
8	The prescribed fee. ³			
9	NSW Maritime Vessel Registration application form, together with the duplicate copy of the BoatCode certificate (required for vessels less than 7.5m in measured length) ¹			
10	Any other documents – please specify			
11	Any other documents – please specify			

¹ A commercial vessel needs to be registered before it can operate in NSW waters. If a vessel is already registered in another State or Territory of Australia, it can operate without NSW registration for a maximum of three (3) months from the date of arrival of the vessel into NSW waters. The vessel must obtain NSW Maritime Vessel Registration before the expiry of this 3 month period and BoatCode will be required for vessels less than 7.5m in measured length.

If the vessel is not registered interstate, then you must complete the enclosed Vessel Registration Application form and attach it and the appropriate registration fee to your Recognition Certificate application documents.

² Please read the attached “Proof of Identity” Handout.

³ Please call the Commercial Vessels Branch on (02) 9563 8777 to enquire about the applicable fees.



APPLICATION FOR AN INTERSTATE CERTIFICATE OF RECOGNITION

IMPORTANT

- Applications must be accompanied by:
 - a copy of the current Certificate of Survey
 - a copy of the Stability Book approval, showing conditions of approval & approval stamp
 - interstate registration documents or an Application for NSW Vessel Registration
 - Proof of Identity (please see the "Proof of Identity" handout)
 - a 15 x 10 cm colour photograph of the vessel,
 - the prescribed fee (Certificate of Recognition fee + Registration fee + Inspection fee)

DETAILS OF OWNER

Surname (*block letters*)..... Other names (*in full*)

Organisation name..... Male Female Date of birth*...../...../.....
* This is essential information if the owner is not shown as an organisation.

ABN Number

Residential address
(P.O.Box No. is not acceptable)

Town/Suburb..... State Post code

Postal address
(If different to residential)

Town/Suburb..... State Post code

Telephone *private* *business*..... *fax*.....

Mobile phone Email

DETAILS OF APPLICANT - *If not the owner*

The Authorised Agent is required to be authorised by the owner in writing to submit this application and must produce that authorisation to NSW Maritime upon request.)

Surname (*block letters*)..... Other names (*in full*)

Organisation name..... Male Female Date of birth*...../...../.....
* This is essential information if the owner is not shown as an organisation.

ABN Number

Residential address
(P.O.Box No. is not acceptable)

Town/Suburb..... State Post code

Postal address
(If different to residential)

Town/Suburb..... State Post code

Telephone *private* *business*..... *fax*.....

Mobile phone Email

Note: The applicant is assumed to act as the owner's Authorised Agent and all correspondence and accounts will be forwarded to the applicant unless otherwise advised by the owner in writing.

VESSEL LOCATION

Address where the vessel can be inspected: _____

Note: Please ring the Commercial Vessels Branch on (02) 9563 8771 to make an appointment for a vessel inspection.

Use of Personal Information under The Privacy Act 1998

Background

Under the **Privacy and Personal Information Protection Act, 1998** (the Privacy Act), privacy standards for NSW public sector agencies were introduced to regulate the way such agencies deal with personal information relating to individuals. In line with the Privacy Act, NSW Maritime has prepared a Privacy Management Plan and it is available on the Internet at www.maritime.nsw.gov.au

What information must you provide?

Pursuant to the NSW Marine Legislation you must provide the information sought in any application for, amongst other things, boat licences, marine certificates of competency, vessel registration, vessel survey, aquatic licences and mooring licences.

The information provided by you in respect of any such application must be complete, true and correct in every detail. Failure to supply the required information will result in your application not being processed.

What are your rights?

You have a right to access information provided by you in respect to an application and to correct and update any details in the application as required. You will need to supply proof of identity documentation to do this.

Who might NSW Maritime disclose your information to?

NSW Maritime might disclose information provided by you in your application to the following agencies/ organisations:

- Law enforcement, registration and licensing agencies in NSW and other Australian States and Territories
- Other government agencies that have a statutory right to require the disclosure of the information

- Solicitors and accountants acting in respect of bankrupt estates, deceased estates, companies in liquidation and family law matters
- Solicitors, insurance companies and marine investigators acting in respect of vessel incidents and accidents and
- Volunteer organisations that have assisted with the recovery of vessels and/or persons.

What are NSW Maritime's obligations under the Privacy Act?

Under the Privacy Act, NSW Maritime and other public sector agencies are required to ensure the following:

- That personal information is only collected for a lawful purpose that is directly related to the function or activity of the agency
- That the personal information is securely stored
- That the individual concerned has access to their personal information and
- That the personal information is only disclosed to agencies or persons that you are aware may receive the information.



For more information please contact the NSW Maritime.

Info Line

13 12 56

For all other areas please call 02 9563 8557

(Open 7 days a week 8.30am to 4.30pm)

www.maritime.nsw.gov.au

NSW MARITIME

Proof of Identity

and the Use of Personal Information under The Privacy Act 1998

WWSBR0015 (04/10)

NSW MARITIME



What is Proof of Identity (POI)?

POI is the first requirement that a customer must meet to obtain the products offered by NSW Maritime.

A person must show POI to verify his/her name and signature. Except for PWC licences, applicants do not require POI for renewal of products.

What are the requirements for establishing POI?

To establish POI, individuals must satisfy the POI requirements listed in acceptable POI documents.

Documents presented as POI must show the applicant's signature and current residential address.

Young adults and companies/organisations have special POI requirements (see overleaf).

What are the categories of POI?

There are three types of POI documents: Full, Primary and Secondary. The applicant must provide either:

- one full POI document or
- at least one primary and one secondary POI document.

Identification documents must be original documents or certified copies.

What are acceptable full proof POI documents (no other document required)?

- An RTA issued NSW Photo Driver's Licence that is current or not expired more than two (2) years
- An RTA issued Photo Card that is current or not expired more than two (2) years
- A NSW Maritime issued PWC Photo Card Licence that is current or not expired more than two (2) years or
- A NSW Maritime issued Certificate of Competency containing a photo of the holder that is current or not expired more than two (2) years.

What are acceptable primary proof POI documents?

- An Australian passport that is current or not expired more than two (2) years
- An RTA issued NSW Photo Driver's Licence or NSW Photo card that has expired more than two (2) years

- A NSW Maritime issued PWC Photo Card Licence that has expired more than two (2) years
- A NSW Maritime issued Certificate of Competency containing a photo of the holder that has expired more than two (2) years
- A current Document of Identity issued by the Australian Passport Office
- A current overseas passport
- An RTA issued NSW Photo Firearm, Security Industry or Commercial Agents and Private Agents Operator Licence that is current or not expired more than two (2) years
- A current NSW Police Force or Australian Defence Force Photo Identity Card
- A photo drivers licence issued by another Australian State or Territory that is current or not expired more than two (2) years
- An Australian Full Birth Certificate showing parental details or a current Photo Birth Card issued by the NSW Registry of Births, Deaths and Marriages (Commemorative Certificates are not acceptable except for 1987 and 1988 NSW Historic Birth Certificates)
- A current consular photo identity card issued by the Department of Foreign Affairs and Trade
- An Australian naturalisation or citizenship document or immigration papers issued by the Commonwealth Department of Immigration and Citizenship
- An overseas birth certificate showing parental details provided a passport or an official Australian travel document is also shown
- Certificate of Aboriginality issued by an organisation (eg: Land Council) recognised by the Aboriginal and Torres Strait Islander Council
- A current Certificate of Competency issued by another Australian State or Territory that contains a photo of the holder or
- A current boat licence issued by another Australian State or Territory that contains a photo of the holder.

What are acceptable secondary proof POI documents?

- A NSW Maritime issued General or Young Adult Boat Licence that is current or not expired more than two (2) years
- A current Medicare card, Pensioner Concession card, Department of Veteran's Affairs Entitlement card, or any other current entitlement card issued by the Commonwealth Government
- A current credit card that shows your name and signature or account card from a bank, building society or credit union, or

a passbook or account statement that is current or not expired more than one (1) year

- A telephone, gas or electricity bill not more than one (1) year old
- A water rates, council rates or land valuation notice not more than two (2) years old
- An electoral enrolment card or other evidence of enrolment not more than two (2) years old
- An armed services discharge document not more than two (2) years old
- A current student identity card or a certificate or statement of enrolment not more than two (2) years old from an educational institution or
- A current Mobility Parking Scheme (MPS) card with or without a photo.

What are acceptable young adult POI documents?

Young adult licence applicants (persons between 12 years and under 16 years of age) can meet POI requirements by providing original documents or certified copies of:

- At least one (1) primary proof and one (1) secondary proof document as listed above; or
- An Australian Full Birth Certificate showing parental details or a current Photo Birth Card issued by the NSW Registry of Births, Deaths and Marriages.

Young adult licence applicants must obtain written consent from a parent or legal guardian to obtain a boat licence and acceptable POI documents for the parent or legal guardian must also be provided.

What is the policy regarding company POI?

A company/organisation shows POI by proving its legal status. To prove its legal status it must provide the original or a certified copy of one of the following documents:

- Associated incorporations – a current Certificate of Incorporation issued by the NSW Office of Fair Trading or its interstate equivalent or ASIC extract;
- Companies – a current Certificate of Company Registration or other evidence (e.g. ASIC extract) and an ACN (Australian Company Number)

Sole traders, trusts and partnerships with a registered business name must supply a copy of the Certificate of Registration of Business Name issued by the NSW Office of Fair Trading or its interstate equivalent or ASIC extract. Note; they are not legal entities and as such POI for the associated Individual must also be supplied.

A foreign company must provide a Certificate of Registration of a Foreign Company with an Australian Registered Body Number (ARBN).

Which companies/organisations are not required to provide POI?

The following companies/organisations do not need to provide POI:

- Government agencies or departments
- Utility providers
- Credit unions, banks, building societies
- Public hospitals
- Educational institutions
- Park and cemetery trusts
- County, city, municipal and shire councils
- Volunteer rescue organisations
- Finance or insurance organisations with the word "mutual" or any organisation with the word "corporation" in their name.

Instead of providing POI, these companies/organisations must provide a letter written on the company's/organisation's letterhead the name of the Act under which they are incorporated, or evidence of the company's/organisation's legal status. For officers acting for government agencies or educational institutions, a document evidencing delegation or authority may also be required.

What is the policy regarding representative's POI?

If you authorise another person to act as your representative to complete a transaction which requires POI, the same POI requirements apply to the representatives as apply to the applicant.

Who can verify POI documents?

The following are acceptable signatories for witnessing POI documents:

- Any officer of the NSW Maritime
- Any Roads & Traffic Authority (RTA) or Government Access Centre (GAC) authorised officer. (Name, Signature, Issue Centre Number, Date & GAC or RTA office stamp must appear on the document)
- Any authorised Justice of the Peace (appointment number must appear on the document)
- Any NSW Police Officer (rank and station stamp must appear on the document)
- Any Judge, Magistrate, Bank Manager, Solicitor, or School Principal
- Authorised Licence Testing Officers (for licence tests only)
- Boatcode Agents (for the purpose of affixing/validating a HIN)
- Any NSW Maritime accredited Marine Dealer (for initial vessel registration only).

Applicants unable to attend a NSW Maritime operations centre can lodge applications by mail provided POI has been sighted and verified by an acceptable signatory and must include the following details:

- Document name, number and expiry date or issue date
- Signatory's name
- Signatory's title/position
- Provider number/stamp (whichever is applicable)
- Signatory's signature
- Date.

HAVE YOU PREVIOUSLY BEEN ISSUED WITH A NSW MARITIME PRODUCT?

(Boat Licence, Vessel Registration, Certificate of Survey, Mooring Licence)

Yes No If yes, provide product numbers (if known) _____

CONCESSION DETAILS (If applicable) - **only available for vessels used solely for recreational purposes**

Pensioner concession requested? Yes No In order to qualify you must hold one of the following:

- Current Pensioner Concession Card issued by Centrelink or Department of Veterans' Affairs.
- Current Repatriation Health Card issued by Department of Veteran's Affairs.

Pension number

Date of grant

Pension expiry date/...../.....

Pension type

If you wish to claim the concession, you must present your concession card in person or forward a copy (both sides) by mail, together with this application and payment to a NSW Maritime operations centre.

Please note that information in relation to your concession may be matched with Centrelink records.

PERSONALISED REGISTRATION NUMBER

Do you require personalised numbers? (Note: Only available for vessels used solely for recreational purposes.)

Yes No If Yes, an additional fee is applicable and a combination of up to six letters or numbers is permitted.

N N N N

1st choice

2nd choice

3rd choice

4th choice

You will be contacted if these numbers are not available, considered unacceptable or when complaints are raised about an issued number.

DETAILS OF VESSEL

HIN (Boatcode) (if applicable)Year vessel built

Vessel name (if applicable).....Model name/number

Vessel manufacturer (if known)Hull serial no. (other than HIN)

Where is the vessel kept

- Marina berth Trailer Slipway Boatshed
- Mooring Dry storage Jetty Other (Please specify):

Vessel use

- Wakeboarding Charter Thrill rides Skiing
- Fishing Cruising Sail training Boatshare
- Work vessel Hire & drive Sailing Other (Please specify):

Vessel Equipment

- Dredging equipment and brake power of 500kW Pile driving equipment Crane with lifting capacity over 3 tonnes

Construction material

- Steel Aluminium Plywood Fibreglass (GRP) Vinyl/plastic/textile
- Timber Ferrocement Composite Rubber Carbon fibre
- Polyethylene Other (Please specify):

Vessel type

- Cabin runabout Inflatable Barge Sailvessel (Yacht)
- Open runabout Mtr cruiser Punt Other (Please specify):
- PWC Houseboat Catamaran

Hull colour

- White Black Blue Red Yellow
- Green Brown Cream Silver Unpainted
- Other (Please specify):

Topside colour

- White Black Blue Red Yellow
- Green Brown Cream Silver Unpainted
- Other (Please specify):

Hull Length (m)Beam (m).....Depth (m).....Draught (m).....Passenger capacity

Flybridge Yes No **Holding tanks** Yes No **Toilet facilities** Yes No **LP Gas** Yes No

Has MicroDot technology been applied to this vessel? Yes No

Does this vessel display an Australian Builders Plate (ABP)? Yes No

(An ABP must be affixed by the vessel builder, the vessel importer or a full member of the Australasian Institute of Marine Surveyors (AIMS)).

Will the vessel be used to carry dangerous goods? Yes No

ENGINE DETAILS

Applications may not be accepted without engine details (if more than two engines supply details on a separate sheet)

Engine particulars – 1st engine

Propulsion Inboard Outboard Sterndrive
Fuel Petrol Diesel Other (Please specify):
Manufacturer's name Serial no. (please specify)
Horsepower..... Kilowatt

Engine particulars – 2nd engine

Propulsion Inboard Outboard Sterndrive
Fuel Petrol Diesel Other (Please specify):
Manufacturer's name Serial no. (please specify)
Horsepower..... Kilowatt

Declaration:

I declare that I am authorised to act as the owner of this vessel on behalf of all/any interested parties and that the information supplied is true and complete. I understand that if any detail is found to be incorrect this registration may be cancelled.

I acknowledge that I have read and understood NSW Maritime's brochure entitled "Proof of Identity and 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.

Owner's signature.....Date...../...../.....

REPRESENTATIVE'S AUTHORITY

I authorise the person named below to register this vessel in my name

Owner's signature

REPRESENTATIVE'S DETAILS

Surname.....Given names

Address or daytime contact phone no.

.....

Representative's signatureDate...../...../.....

PROOF OF IDENTITY

This section must be completed by owners intending to forward their application by mail or have an authorised representative act on their behalf. Their proof of identity must be verified by an authorised signatory. Acceptable signatories are any Police Officer, Justice of the Peace, Judge, Magistrate, Bank Manager, Solicitor, School Principal, RTA or GAC Officers.

AUTHORISED SIGNATORY'S USE

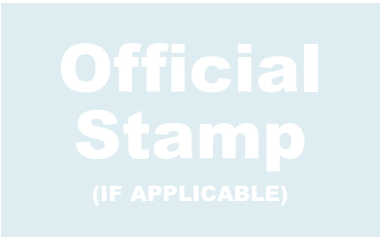
Full proof of ID: Document name: No.....

Primary proof of ID: Document name: No.....

Secondary proof of ID: Document name: No.....

Authorised signatory's name Name of Agency:

Authorised signatory's signature Date:/...../.....



OFFICIAL USE ONLY: (REPRESENTATIVE'S IDENTIFICATION)

Full proof of ID: Document name: No.....

Primary proof of ID: Document name: No.....

Secondary proof of ID: Document name: No.....

Authorised signatory's name

Authorised signatory's signature Date...../...../.....



FURTHER INFORMATION

PHONE PAYMENTS AND

RECORDED BOATING WEATHER (24HRS)

For all other areas please call

13 12 36

9563 8556

NSW Maritime Head Office

James Craig Rd Rozelle Bay

9563 8511

SERVICE CENTRES

Sydney Region

City Centre Level 6, 207 Kent St 9241 6307

Sutherland Suite 44/61-65 Glencoe St 9545 4422

Rozelle Bay James Craig Rd 9563 8511

Liverpool 3/50 Macquarie St 9601 2060

Hawkesbury/Broken Bay Region

Blacktown Unit 5, Cnr Third Ave and Prince St 9831 7200

Hornsby 4 Bridge Rd 9477 6600

Gosford 131 Donnison St 4323 7171

North Coast Region

Coffs Harbour 2/16 Isles Dr 6691 9555

Hunter/Inland Region

Carrington 8 Cowper St South 4962 8500

Nelson Bay 12 Teramby Rd 4984 2133

South Coast Region

Wollongong Unit 5, Cnr Kembla and Beach Sts 4227 3644

Murray River/Inland Region

Albury 440 Swift St 6021 7188

*For more information contact
the NSW Maritime.*

Info Line

13 12 56 (within NSW)

For all other areas call 02 9563 8557

(Open 7 days a week 8.30am to 4.30pm)

www.maritime.nsw.gov.au

NSW | MARITIME

Built-in security for your boat

If you're buying or selling a boat
you need to know about **BOATCODE**,
a unique hull identification system.



AU - SAV 12345D595

Country Code ———— Serial Number ———— Model Year
Manufacturer's Code ———— Month Code ———— Production Year

WWSBR0016 (1206)

NSW | MARITIME



It's amazing what people will do to protect their vessels. Thankfully, BOATCODE offers a better way. BOATCODE is a unique hull identification numbering system which

identifies vessels, deters theft and makes stolen vessels easier to trace.

REVS, a service provided by the NSW Department of Fair Trading, has for years successfully protected buyers of second-hand motor vehicles. REVS now provides a similar service for vessels.

BOATCODE provides security for vessel owners, buyers, and finance and insurance companies by allowing REVS to register financially encumbered vessels and to act as a check on vessels reported stolen.

WHEN IS BOATCODE REQUIRED?

- **BOATCODE is compulsory for:**
 - **new vessels before registration,**
 - **second-hand vessels prior to transfer of registration, or**
 - **when the second-hand vessel is being registered for the first time.**
- All owners are encouraged to join BOATCODE even if they don't intend to sell their vessel, as the system helps deter theft and track stolen vessels. It's simply a matter of sending your pink BOATCODE certificate and registration papers to the NSW Maritime so that your BOATCODE can be recorded.



HOW BOATCODE WORKS

Your step-by-step guide to BOATCODE.

When selling a vessel, or if joining the BOATCODE system you should:

- Ensure your vessel has a BOATCODE; if it doesn't you should contact a BOATCODE Agency (call Info Line on **13 12 56** or visit NSW Maritime's website for details).
- Make an appointment with the Agency to:
 - have BOATCODE plates affixed to your vessel in two positions or have existing numbers validated. These services involve a one-off cost.
- When you go to the Agency you will need to:
 - complete the BOATCODE application form,
 - show proof of identity and proof of ownership,
 - pay the prescribed fee. (For current fees call Info Line on **13 12 56**.)
- You can then advertise your vessel for sale, and provide the BOATCODE certificate to the new owner.

When buying a boat, you should:

- Ensure the vessel is BOATCODED.
- Ask for a receipt and the registration certificate from the vendor. If the certificate does not show a BOATCODE you must ask for a BOATCODE certificate from the vendor.
- Do a REVS check by calling 13 32 20.

Open 7 days a week, 9.00am-5.00pm.

You will need to provide REVS with the vessel registration number and Hull Identification Number (HIN).

- Apply to the NSW Maritime for transfer of registration.
- On application you will receive a new registration certificate which includes BOATCODE details.