



APPLICATION FOR INITIAL SURVEY OF A COMMERCIAL VESSEL

To be included with this application form:

- 1. The Initial Survey fee.
2. Proof of Ownership documents
3. Applicable Proof of Identity documents.

DETAILS OF OWNER

Form fields for owner details: Surname, Organisation name, ABN Number, Residential address, Town/Suburb, State, Post code, Telephone, 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.

Form fields for applicant details: Surname, Organisation name, ABN Number, Residential address, Town/Suburb, State, Post code, Telephone, 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.

OWNERS/APPLICANTS DECLARATION

By signing this application I hereby apply for initial survey of a commercial vessel and I acknowledge that I have read and understood the NSW Maritime brochure entitled "Proof of Identity and the use of Personal Information under the Privacy Act - 1988" and agree that my personal information may be disclosed to the persons/agencies listed in the brochure.

Signature of owner or authorised agent : Date

VESSEL DETAILS

Vessel name:		Length (m):	Hull number:
Construction Material: Steel <input type="checkbox"/> Timber <input type="checkbox"/> Aluminium <input type="checkbox"/> GRP <input type="checkbox"/> Other <input type="checkbox"/>			
Propulsion: Inboard <input type="checkbox"/> Outboard <input type="checkbox"/> Sterndrive <input type="checkbox"/> Jet <input type="checkbox"/> Sail <input type="checkbox"/> Other <input type="checkbox"/>			
Engine manufacturer:	No. of engines:	Power per engine (kw):	Holding tank/s: Yes <input type="checkbox"/> No <input type="checkbox"/>
Estimated top speed (knots) :		Estimated fully loaded displacement (tonnes):	

PROPOSED SERVICE

Description (Diveboat, Taxi, Fishing, etc.):

PROPOSED CLASS/ES

Up to 200 nm to seaward	• More than 12 passengers (Class 1B)	Tick <input type="checkbox"/>	No. of passengers ()
	• 12 passengers or less (Class 2B)	<input type="checkbox"/>	()
	• Commercial fishing (Class 3B)	<input type="checkbox"/>	(nil)
Up to 30 nm to seaward	• More than 12 passengers (Class 1C)	Tick <input type="checkbox"/>	No. of passengers ()
	• 12 passengers or less (Class 2C)	<input type="checkbox"/>	()
	• Hire and Drive (Class 4C)	<input type="checkbox"/>	(nil)
	• Commercial fishing (Class 3C)	<input type="checkbox"/>	()
	• Hire and Drive (Class 4C)	<input type="checkbox"/>	()
Partially smooth waters	• More than 12 passengers (Class 1D)	Tick <input type="checkbox"/>	No. of passengers ()
	• 12 passengers or less (Class 2D)	<input type="checkbox"/>	()
	• Hire and Drive (Class 4D)	<input type="checkbox"/>	()
Smooth waters	• More than 12 passengers (Class 1E)	Tick <input type="checkbox"/>	No. of passengers ()
	• 12 passengers or less (Class 2E)	<input type="checkbox"/>	()
	• Hire and Drive (Class 4E)	<input type="checkbox"/>	()

CONSTRUCTION AND DESIGN

Is the vessel: To be constructed Under construction Already built

Has the vessel been in survey with another state? Yes No (If Yes, please attach a copy of survey certificate)

Has the vessel been in NSW survey before? Yes No

If Yes, please state file, folio, or survey/permit number:.....

Is the vessel part of a current prototype approved series? Yes No

If Yes, please state Prototype Approval Number: Model Name :

Does the vessel have a sistership in NSW Maritime survey? Yes No

If Yes, state the name and survey number:.....

Address where the vessel is being built, or where it can be inspected:.....

.....Phone:.....

NOTICE OF VESSEL SURVEY FEES

This notice is only valid until 30th September 2012. For current survey fees visit www.maritime.nsw.gov.au or phone 13 12 56.

INITIAL SURVEY FEES

Initial survey fees are based on a 'dollar per metre length' system. The exact value depends on both the measured length and proposed class of vessel. **Initial survey fees are based on the measured length, rounded up to the next whole metre.**

Note: The initial survey fee may require adjustment at completion of survey subject to surveyors' confirmation of measured length.

PROTOTYPE INITIAL SURVEY FEES

Prototype initial survey fees comprise two parts. The first part is the approval of plans and stability for the design (not the actual vessel). The second part is the survey of the vessel built to the approved plans. The first vessel of a series would require both plan/stability approval of the design and survey of the actual vessel. Two fees are payable, the prototype plan and stability approval fee, and the prototype vessel initial survey fee. Subsequent vessels built to this design only pay the prototype vessel initial survey fee.

INTERSTATE SURVEY TRANSFERS

Vessels over 7.5 metres in length holding a recognised interstate survey certificate or class society certificate, attract a lower initial survey fee. A copy of the valid certificate must be included with the application form. Note that a Queensland Department of Transport "Certificate of Registration" is not recognised as a survey certificate.

VESSELS RETURNING TO SURVEY

Vessels that have an expired NSW Maritime survey certificate of survey can return to survey by paying a reduced initial survey fee. A number of conditions must be met to be eligible for this reduced fee: -

- the anniversary date on the lapsed certificate must be less than 2 years from the date of application
- the class of survey must be identical to the class held when the survey lapsed or a lesser class
- the vessel must not have been modified in the time since the last survey inspection

Please contact the Commercial Operations Branch if you think this fee is applicable.

ANNUAL SURVEY FEES

The majority of annual survey fees are based on a 'dollar per metre length' system, the exact amount depending on the measured length and proposed class of vessel. **Annual survey fees are based on the measured length, rounded up to the next whole metre.**

CLASSED VESSELS

A vessel that is currently in class with a recognised Classification Society is eligible for a reduced annual survey fee. This fee is a standard rate and does not depend of the length of the vessel.

REGISTRATION FEES.

Registration Fees are payable for all commercial vessels. The fee is based on a 'dollar per metre length' system. **Registration fees are based on the measured length, rounded up to the next half metre.**

VESSEL SURVEY FEES

SURVEY FEES (Inclusive of GST)		\$ / Metre	Registration *	\$
Initial Survey			Length (metres)	
Less than or equal to 7.50 metres	- All Classes	\$138	Up to 3.0	58.00
Greater than 7.50 metres	- All Classes	\$286	3.01 to 3.50	67.20
Prototype Plan Assessment			3.51 to 4.00	76.40
Less than or equal to 7.5 metres	- All Classes	\$138	4.01 to 4.50	85.60
Greater than 7.50 metres	- All Classes	\$286	4.51 to 5.00	94.80
Vessel Initial Survey where Prototype approval has been given			5.01 to 5.50	104.00
Less than or equal to 7.50 metres	- All Classes	\$71	5.51 to 6.00	113.20
Greater than 7.50 metres	- All Classes	\$135	6.01 to 6.50	122.40
Interstate Survey Transfers/Classed Vessels			6.51 to 7.00	131.60
All Classes		\$135	7.01 to 7.50	140.80
Vessels Returning To Survey			7.51 to 8.00	150.00
Less than or equal to 7.5 metres	- All Classes	\$71	8.01 to 8.50	159.20
Greater than 7.50 metres	- All Classes	\$135	8.51 to 9.00	168.40
Annual Survey			9.01 to 9.50	177.60
Less than or equal to 7.5 metres		\$47	9.51 to 10.00	186.80
Less than or equal to 15 meters (greater than 7.5 metres)		\$70	10.01 to 10.50	196.00
Greater than 15 metres		\$84	10.51 to 11.00	205.20
Classed Vessel			11.01 to 11.50	214.40
All Classes and Lengths		\$405 (Fixed)	11.51 to 12.00	223.60
Recognition Certificate			12.01 to 12.50	232.80
Issue of Operating Conditions (Fixed Fee)		\$267 (Fixed)	12.51 to 13.00	242.00
Recognition Certificate inspection (per hour)		\$135	13.01 to 13.50	251.20
			13.51 to 14.00	260.40
			14.01 to 14.50	269.60
			14.51 to 15.00	278.80
			15.01 to 15.50	288.00
			15.51 to 16.00	297.20
			16.01 to 16.50	306.40
			16.51 to 17.00	315.60
			17.01 to 17.50	324.80
			17.51 to 18.00	334.00
			18.51 to 18.50	343.20
			18.51 to 19.00	352.40
			19.01 to 19.50	361.60
			19.51 to 20.00	370.80

Note: For lengths greater than 20m, the commercial registration fee increases by \$9.20 for each half metre, from \$370.80 at 20 metres up to a maximum of \$554.80 at 30 metres. All vessels greater than 30 metres pay the maximum registration fee of \$566.60

EXAMPLE CALCULATIONS.

- 10.4 metre Class 1C motor vessel, Initial Survey.
 Initial Survey Fee: 11 x \$286 = \$3146 (Note 10.40 metre length rounded up to 11.0 metres)
 Commercial Registration: 10.50m = \$ 196.00
 TOTAL OWING: \$ 3342.00
- 11.7 metre Class 2C yacht, Prototype approval of a new design.
 Initial Survey Fee: 12x \$286 = \$3432.00 (Note 11.70 metre length rounded up to 12.0 metres)
 Commercial Registration: \$0.00 (Note Commercial Registration is not valid for a design)
 TOTAL OWING: \$ 3432.00
- 11.7 metre Class 2C yacht, built to a prototype approved design.
 Initial Survey Fee: 12 x \$135 = \$1620 (Note 11.70 metre length rounded up to 12.0 metres)
 Commercial Registration: 12.00m = \$ 223.60
 TOTAL OWING: \$ 1843.60
- 15.10 metre Class 1C motor vessel holding a current Interstate Certificate of Survey.
 Initial Survey Fee: 16 x \$135= \$2160.00 (Note 15.10 metre length rounded up to 16.0 metres)
 Commercial Registration: 15.5m = \$ 288.00
 TOTAL OWING: \$ 2448.00

* Registration fees are not subject to GST.

INITIAL SURVEY REQUIREMENTS COMMERCIAL VESSELS

INTRODUCTION

These notes are intended to assist persons who wish to operate a vessel commercially in New South Wales.

Commercial vessels are defined as vessels that are used for any type of business, trade or commerce. They can include fishing vessels, tourist/charter boats, work boats, ferries, water taxis, dive boats, hire and drive, etc. All commercial vessels are assessed in accordance with the Uniform Shipping Laws (USL) Code or equivalent standards.

Initial survey is the process of surveyor inspections, plan approval and stability approval for vessels entering NSW Survey. At the completion of the initial survey a vessel permit is issued, and the vessel enters periodic survey.

INITIAL SURVEY

APPLICATION FOR INITIAL SURVEY

The enclosed APPLICATION FOR INITIAL SURVEY OF A COMMERCIAL VESSEL form is to be completed and returned to NSW Maritime together with the prescribed fee. This fee only covers duties completed by NSW Maritime and does not include the cost of consultants engaged in preparing plans, stability, etc. for approval by NSW Maritime.

SUBMISSION OF THE FEE, PLANS AND SPECIFICATIONS

NEW VESSELS

Before the start of new vessel construction, a minimum of 2 sets of plans are to be forwarded to NSW Maritime for approval, together with the prescribed fee.

The size and class of the vessel will determine the extent of plans and information required. In general **plans are required** for new vessel construction in the following cases.

- All fibreglass vessels
- Class 1 & Class 2 vessels 7.5 metres and over
- Class 3 vessels 7.5 metres and over. Class 3 vessels less than 7.5 metres require plans when operation will involve large weights on decks or rigging, eg. tuna fishing, beam trawling, large fish tanks on deck, etc.
- Class 4 vessels 7.5 metres and over. (*Note: Vessels that are exclusively Class 4 and less than 7.5 metres are not required to be in survey*).

The typical plan approval time is 4 to 6 weeks from receipt of the plans.

EXISTING VESSELS

The plan submission requirements for existing vessels are the same as for new vessel construction.

Existing timber fishing vessels less than 15 metres may be considered without formal plans if currently in survey in another state.

In order to ascertain the extent of survey work necessary before proceeding with Initial Survey, owners are advised to have a preliminary survey inspection completed by a private marine surveyor or private naval architect with commercial vessels experience. (Note that NSW Maritime does **not** conduct these inspections)

SURVEY DURING CONSTRUCTION

NEW VESSELS

Vessel construction is not to start until approval of the construction drawings have been completed and the builder notified. If any construction is started before this approval is given, the builder accepts all responsibility for any remedial work which may be required as a consequence of the construction approval.

The NSW Maritime surveyors will inspect the vessel at various stages during construction, in particular:

- Framework completed and ready for plating, or at each layer of reinforcement after setting of resin in GRP construction.
- Hull plating and stiffening completed, or completion of framing in GRP construction.
- Installation of machinery, propulsion system, piping systems, electrical systems, fuel tanks, etc.
- Witnessing the verification of lines plan, bulkheads, arrangement, draft marks etc.
- Witnessing of the appropriate stability test.

NOTE: The particular survey program for each vessel should be discussed with the surveyor responsible for the initial survey.

EXISTING VESSELS

Inspections of the vessel are required, the number of inspections being dependent upon the size, classification and condition of the vessel. The surveyor will be able to indicate these during the first survey inspection.

STABILITY APPROVAL

After the appropriate stability test has been conducted by the owner/applicant or consultant and witnessed by a NSW Maritime surveyor, a stability report is to be forwarded to NSW Maritime for approval.

The stability report can in some instances be complex and may require the services of a consultant naval architect for preparation.

COMPLETION OF INITIAL SURVEY

A final inspection is required at the completion of the Initial Survey process to check the vessel's safety equipment and to conduct sea trials to confirm the safe operation of the equipment and machinery.

All outstanding plans, stability information, test certificates, documentation and any outstanding fees must be submitted to NSW Maritime before a vessel permit will be issued.

PROTOTYPE APPROVAL

Prototype approval is a process of plan and stability approval, and surveyor inspections for a series of vessels entering NSW Survey. At the completion of this process the design is granted Prototype Approval and an associated Prototype Approval number. The benefits of Prototype Approval include:-

- Eliminating the need to submit plans for each vessel.
- Eliminating the wait for plan approval of each vessel.
- Streamlined survey procedures for vessels less than 10 metres in length.
- Clear control over ownership of a design.
- Enhanced marketing appeal as a "Prototype Approved" vessel.
- Reduced costs for a series of vessels. The 'break even point' should be 2-3 vessels.

Information on Prototype approval can be obtained from the Commercial Vessel Branch.

ISSUE OF A CERTIFICATE OF SURVEY

On satisfactory completion of all plan approval, stability approval and inspections, the vessel is issued with a NSW Maritime survey permit valid in most cases for 12 months.

EXCEPTIONS

VESSELS EXEMPT FROM INITIAL SURVEY

- Class 3D/ 3E professional fishing vessels
- Class 3C professional fishing vessels used exclusively in beach haul activities.
- Class 2D/2E Water-ski school vessels and commercial White-water Rafting vessels
- Inshore and Offshore Sail Training vessels. (*Note: Offshore Sail Training vessels do require a preliminary by NSW Maritime to assess suitability with regard to structure and stability*).
- Class 2D/ 2E work vessels less than 25 metres in length carrying no passengers, no dangerous goods, no fuel in bulk, no pile driving equipment, or without a crane with a lifting capacity greater than 3 tonnes, are not landing barges or a dredges with more than 500kW brake horsepower.
- Class 4D/4E hire vessels less than 7.5 metres, are exempt from Initial Survey.

DETAILS REQUIRED ON PLANS

New Vessels

The minimum level of detail to be provided on plans is shown in the following table:

Existing Vessels

Plans are required as for “New Construction” except that, where no construction plans are available the need for these plans **may be waived subject to certain provisions**.

Presentation of Drawings

Plans are to be drawn to provide sufficient detail to show compliance with the appropriate standards and should be submitted according to one of the following scales:

1:1, 1:2, 1:5, 1:10, 1:20, 1:25, 1:50, 1:75, 1:100. Imperial scaled drawings are only acceptable for existing designs prepared prior to 1987.

For ease of handling and filing, the plans are to be electronic if possible, or, if submitted as paper copies they are to be folded to A4 size.

Note - The enclosed information is not intended to explain all aspects of initial survey. The information provided is designed to inform owners, operators, builders, etc. of the general requirements for initial survey in New South Wales. For additional information please contact the Commercial Vessel Branch on the number below.

WHO TO CONTACT

For information on the Initial Survey requirements please telephone 13 12 56 between 8:30 am and 4:30 pm Monday to Friday. Alternatively you can address correspondence to the Naval Architect by facsimile on (02) 9563 8788 or mail to:

NSW Maritime
Commercial Vessels Branch
Locked Bag 5100
Camperdown NSW 1450

Ph: 13 12 56 Fax: (02) 9563 8788

TYPE OF PLAN (WHEN REQUIRED)	DETAIL REQUIRED
General Arrangement	Tanks, deck openings, seating and berthing, bulkhead locations, accessways, bulwarks & railings, navigation lights, ventilation, ballast, buoyancy material, the intended use of each space, watertight closing appliances.
Lines Plan (Where hydrostatic data is required)	Body plan, sheer plan, draft marks and watertight bulkhead locations.
Sail Plan (Sailing vessels only)	Location and size of sails and underwater profile of vessel from keel to truck.
Damage Control Plan (Vessels 35 metres and over)	Boundaries of watertight compartments, openings, and means for closure, arrangements for correcting list.
Structural Drawings	Structural profile and decks, bulkheads, sections, superstructure, engine girders, fastening/welding/lay-up details, material details, thickness and material of windows and window frames.
Rudder and Steering Gear	Stock and bearings, construction, couplings, emergency steering, and materials used.
Structural Fire Protection	Type and disposition of fire divisions, alternative fire protection systems, locations of escapes.
Machinery Arrangement	Arrangement and function of main and auxiliary machinery.
Piping Schematic	Bilge, fuel, sanitary, venting, exhaust, steam, etc. Valves and overflows.
Electrical Schematic (32 volts and over)	Electrical equipment, wiring overload, low voltage and other protection devices, emergency power arrangements where necessary.
Shaft Line	Propeller shafts, brackets, material details, couplings, stern tube and bearings.
Freestanding Fuel Tanks	Construction, baffles, support, materials.
Fire Control Plan (Vessels 35 metres and over)	Location and type of life saving appliances, access routes.
Sewage holding tank details	For all vessels operating on Sydney Harbour, Murray River or inland waters.

Notes:

1. *Electrical schematics for systems of 32 volts and higher are required for vessels of all lengths and classes.*
2. *Fuel tank plans (where the tanks are not portable) are required for vessels of all lengths and classes.*
3. *For vessels where no plans are lodged with the Authority, the initial survey approval report for the vessel should be accompanied by a photograph. This will then be incorporated in the survey record book that is issued by the NSW Maritime to assist in periodic surveys.*

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

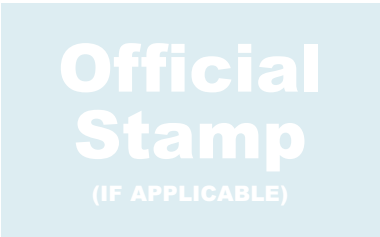
Full proof of ID: Document name: No.....

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...../...../.....



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.

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.