

APPLICATION FOR A HIRE AND DRIVE LICENCE

COMMERCIAL VESSELS ACT

Important: When applying for a hire and drive licence, the applicant must:-

- Provide full and complete details of the proposal and complete all relevant sections of the application (including the 'Hire and Drive Licence Application Checklist').
 - Provide the following proof of identity:
 - for Associated Incorporations – a current Certificate of Incorporation or other evidence (eg ASIC extract)
 - for Companies – a current Certificate of Company Registration or other evidence (eg ASIC extract) and ACN,
 - for Partnerships or Sole Traders – a current ABN, a nominated representative to act as the applicant (with personal identification), and (if applicable), a current Certificate of Registration of Business Name
 - Provide written authorisation, on the organisation's letterhead, for the nominated representative to act on behalf of the applicant.
 - Submit all other information relevant to the hire and drive application.
 - Pay the prescribed fee. For current fees and further information visit NSW Maritime's website www.maritime.nsw.gov.au or call 13 12 56 within NSW. For all other areas call 02 9563 8557.
- The applicant is advised that commencement of operations prior to compliance with the conditions of any licence issued by NSW Maritime may render the applicant liable to legal proceedings.

DETAILS OF APPLICANT

Organisation

.....

ACN

Contact Name

Business Address (PO Box No. is not acceptable - application will not be processed unless business address is supplied)

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State..... P/code

Postal Address (If same as business please write "as above")

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State..... P/code

Telephone

Private ().....Business ()

Mobile ().....Facsimile ()

E-mail

NOMINATED REPRESENTATIVE OF THE ORGANISATION

(letter from the organisation on letterhead required)

Surname

Given Names

Gender Male Female

Date of Birth...../...../.....

Residential Address (PO Box No. is not acceptable - application will not be processed unless residential address is supplied)

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State..... P/code

Postal Address (If same as residential please write "as above")

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State..... P/code

Telephone

Private ().....Business ()

Mobile ().....Facsimile ()

E-mail

NOMINATED REPRESENTATIVE'S DECLARATION

I hereby declare that I am authorised to act as the nominated representative for the purpose of the hire and drive 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 Hire and Drive Licence holder is prepared to implement strategies to alleviate all risks associated with the Hire and Drive operation and that NSW Maritime is indemnified and released from all liability in this regard.

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

DETAILS OF PROPOSED HIRE AND DRIVE ACTIVITY

Attach details of (where relevant) staff qualifications, rescue vessels, maintenance arrangements, on board safety equipment and the like.

Hours of operation.....

Period of operation Weekdays Weekends

Area of Operation (Waterway).....Location (specific area).....

(Please attach relevant maps/detailed description of area of operations)

Is exclusive use of the area proposed? Yes No If yes, please attach:

- relevant maps/details showing proposed placement of buoys etc...;
- calculation of area required in square metres; and
- portion of year required (eg October to April).

Will hirers be able to take away vessels as part of the proposed hire and drive operation?

Yes No

Will tours of any kind (sea kayak, canoe etc....) be undertaken as part of the proposed hire and drive operations?

Yes No

If yes, attach map(s)/description of proposed tours/area of operation/operational environments.

If yes, proposed client/leader ratio (for tours).....

COUNCIL DETAILS – DEVELOPMENT APPLICATION

If development consent has already been granted, please provide a copy.

If pending, please provide:

Council Name

Address

Telephone (...)Fax (...)

Representative in charge of the application.....

Application numberLodgement Date

Is council land used in conjunction with the activity

Yes No If yes, please attach details.

OTHER APPROVALS

Are other approvals required for the Hire and Drive application? Yes No

If yes, list each one and provide copies of approvals.

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DETAILS OF VESSEL

Please indicate the number and category(s) of vessels which will form part of the proposed hire and drive operation and complete a Vessel Information Sheet (attached) for each vessel.

Is prototype approval required? Yes No

TYPE OF HIRE & DRIVE ACTIVITY	HULL TYPE	No. IN FLEET	No. PERSONS PER VESSEL
High Performance Power Driven Vessel (< 6 metres in length and capable of ≥ 10 knots)	<input type="checkbox"/> Cabin Runabout <input type="checkbox"/> Inflatable <input type="checkbox"/> Open Runabout <input type="checkbox"/> Other		
Small Power Driven Vessel (< 6 metres in length and capable of <10 knots)	<input type="checkbox"/> Cabin Runabout <input type="checkbox"/> Inflatable <input type="checkbox"/> Open Runabout <input type="checkbox"/> Other		
Personal Watercraft	<input type="checkbox"/>		
Small Sailing Vessel ('off the beach' sailing vessels only)	<input type="checkbox"/> Single Hull <input type="checkbox"/> Double Hull <input type="checkbox"/> Other		
Human Powered Vessel	<input type="checkbox"/> Kayak <input type="checkbox"/> Peddlo <input type="checkbox"/> Canoe <input type="checkbox"/> Other <input type="checkbox"/> Rowboat		
Kayak/Canoe (used for tours)	<input type="checkbox"/> Kayak <input type="checkbox"/> Canoe		

WHERE WILL THE VESSELS BE KEPT

Please circle appropriate location(s)

Marina Berth/Trailer/Slipway/Boatshed/Mooring/Dry Storage/Jetty/Other (please specify).....

Address where vessels can be inspected.....

PROOF OF IDENTITY

Applicants intending to forward their hire and drive applications by mail or have an authorised representative act on their behalf must have their proof of identity verified by an authorised signatory.

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

CREDIT CARD PAYMENT DETAILS: For details on fees please call appropriate number listed on front of application.

Please debit my - Mastercard Visa Card

Card No:

Credit Card Expiry Date:/...../.....

Cardholder's Name: _____

Cardholder's Daytime Contact Phone No: _____

Cardholder's Signature: _____

AMOUNT: (\$) _____

CHECKLIST

This checklist is to assist you in completing your Application for Hire and Drive.

Please note:

- If you do not provide all required information or sufficient detail for your type of hire and drive activity to enable NSW Maritime to fully assess your application, you may be required to provide supplementary information which will delay the application process.
- If you fail to provide sufficient information following receipt of a written request to do so, your application may be refused by NSW Maritime.
- In each of the boxes below, enter either a ✓ or NA, as appropriate.

Information/Documents Required (to be completed by applicant)

- Full contact details of owner/operator
- Written authorisation on organisation letterhead for the nominated representative to act on behalf of the organisation
- Address at which vessels can be inspected
- Proposed hours of operation
- Proposed hirer/tour leader ratio
- Detailed plan/description of area of operations
- Justification for use of 'non-smooth waters'
- Exclusive use of waters detailed proposal
- Detailed description of vessels - make, model, length, potential speed etc
- Maximum number of vessels involved
- 'Take aways' available for hire
- 'Towables' available for hire
- Copies of all other approval/consents required
- Local Council contact details
- Certified copies of staff qualifications
- Copy of proposed Emergency Management Plan
- Certified copy of ORIC, NARTA or Australian Canoeing accreditation
- Kayak/canoe Statutory Declaration
- Application fee
- Boatcode Certificate (pink copy) if applicable
- Proof of Identity for applicant and representative (if applicable)

Office Use Only

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OFFICE USE ONLY

Checked by: Survey/assessment required: Yes No
 Date: Referral by: Date:

REGIONAL OPERATIONS CENTRES

Sydney	North Coast	South Coast	Hunter/Inland	Hawkesbury/ Broken Bay	Murray River/ Inland
Locked Bag 5100 Camperdown NSW 1450	PO Box J23 Coffs Harbour NSW 2450	PO Box 1441 Wollongong NSW 2500	PO Box 653 Newcastle NSW 2300	PO Box 797 Hornsby NSW 1630	440 Swift Street Albury NSW 2640