

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
- 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 telephone 13 12 56 - within NSW or (02) 9563 8557 for all other areas.

DETAILS OF APPLICANT

Organisation (block letters)

ACN

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 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 (Choose only one section)

SAILING TYPE EVENTS

	Code	
Catamaran races	SA1	[]
Sail races	SA2	[]
Sail training	SA3	[]
Sailboard races	SA4	[]
Sail race (offshore)	SA5	[]

POWER BOAT EVENTS

Ferry races	PB1	[]
Hovercraft events	PB2	[]
Jet boat events	PB3	[]
Power boat drag races	PB4	[]
Power boat circuit races	PB5	[]
Power boat offshore races	PB6	[]
Power boat races	PB7	[]
Power boat nav/speed trial	PB8	[]
PWC races/events	PB9	[]

WATER SKI EVENTS

Barefoot ski races	WS1	[]
Barefoot ski tournament	WS2	[]
Barefoot ski display	WS3	[]
Water ski races	WS4	[]
Water ski display/demonstration	WS5	[]
Water ski tournament	WS6	[]
Water ski training	WS7	[]

SWIM TYPE EVENTS

(includes swim leg of biathlon, triathlon quadrathlon, as well as swim events)

SW1 []

[]

FIREWORKS DISPLAY

Fireworks display FW1 []

SURF LIFE SAVING EVENTS

	Code	
Ironman events	SL1	[]
IRB events	SL2	[]
Surf ski races	SL3	[]
SLSA carnivals	SL4	[]
Surf boat events	SL5	[]
Kayak races	SL6	[]

SURF EVENTS

Surfboard riding events	SE1	[]
Boogie board events	SE2	[]

PASSIVE CRAFT EVENTS

Canoe races	PC1	[]
Canoe trials	PC2	[]
Kayak races	PC3	[]
Raft races	PC4	[]
Rowboat races	PC5	[]
Rowing regatta	PC6	[]
Dragon boat races	PC7	[]

FESTIVAL/DISPLAY

Aquatic fun day	FD1	[]
Aquatic festival	FD2	[]
Aquatic demonstration/display	FD3	[]
Media launch	FD4	[]
Riverfest	FD5	[]
Sailpast	FD6	[]

OTHER

Filming	OT1	[]
Other water activities/races	OT2	[]

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

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, or call 13 12 56 or 02 9563 8557.
- You need to provide **full details of the proposed activity/event**, including:
 - Dates
 - 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.