

Form 8 – Application for Commercial Activities Permit

Swan and Canning Rivers Management Regulations 2007

Important information for applicants

This application is for a permit to carry out **commercial activities** in the Swan Canning Development Control Area (DCA). If you are proposing to carry out non-commercial works, acts or activities in the DCA, complete and submit a Form 7 – Application for Permit, which is available to download from the Department of Biodiversity, Conservation and Attractions (DBCA) website.

1. DBCA may issue, or refuse to issue, a permit to carry out an activity for which an authorisation is required under the Swan and Canning Rivers Management Regulations 2007 (SCRM Regulations).
2. DBCA may impose conditions or restrictions on a permit (regulation 31(2)).
3. The holder of a permit who contravenes a condition or restriction of the permit commits an offence (regulation 31(3)). A penalty of \$5,000 applies.
4. If a permit holder supplies false or misleading information in the application for a permit or contravenes a condition or restriction of the permit, DBCA may revoke or suspend the permit (regulation 33(1)). DBCA may immediately suspend a permit if it considers it necessary because there is an immediate and serious risk of harm to the ecological and community benefits of the Riverpark or Development Control Area (regulation 35 (1)).
5. The application is not considered valid without adequate plans and sufficient supporting information required for assessment.
6. DBCA may require the submission of additional information before determining an application.
7. All owner(s) of the subject land must consent to this application being made. This application form must be signed by the owner(s) of the subject land. In relation to Crown land, the *Swan and Canning Rivers Management Act 2006* (SCRM Act) defines the owner as the management body responsible for the administration of that land.
8. The application is not considered valid without all landowner(s) signatures.
9. Where a permit application relates to works, acts or activities in the River reserve, the signature of the Swan River Trust will be required as the owner of the River reserve. DBCA will arrange for the form to be signed.
10. It is the responsibility of the applicant to obtain any approvals or licences required by other authorities to carry out the proposed activity.
11. DBCA officers will assess the application with reference to the SCRM Act, SCRM Regulations, DBCA policies and any other documents considered relevant. These documents and maps of the Development Control Area can be found on DBCA's website.
12. Applications made under regulation 27 for emergency works may be made orally (telephone, radio or video conference) or in writing (e-mail). An approved permit may be issued orally or in writing. DBCA will issue a written copy as soon as practicable, having given a permit orally.
13. DBCA is responsible for granting permits under regulation 29 of the SCRM Regulations.
14. Works, acts or activities which require a permit to be granted are prescribed under Part 2 and Part 3 of the SCRM Regulations.

Landowner consent

All owner(s) of the subject land must consent to this application being made. In relation to Crown land, the SCRM Act defines the owner as the management body responsible for the administration of that land. The public land around the Swan and Canning rivers is typically vested with the relevant local government.

The application is not considered valid without all landowner signatures. Space is provided in Section 2 of this form for two landowner signatures. If the works, acts, or activities are across multiple locations, with more than one landowner, please provide an additional copy Section 2 of this form.

Where an application is related to activities within the River reserve, the consent of the Swan River Trust will be required as the landowner of the River reserve. In the event that landowner consent is required from the Swan River Trust, DBCA will arrange for the form to be signed once the application has been submitted.

It should be noted that landowner consent is solely to give permission for the application to be submitted for assessment, it does not equate to support of the proposal.

Submission of your application

By email to (preferred):

rivers.planning@dbca.wa.gov.au

Telephone enquiries: 08 9219 9000

By post:

Statutory Assessments Unit – Rivers and Estuaries Branch
Department of Biodiversity, Conservation and Attractions
Locked Bag 104
BENTLEY DC WA 6983

Checklist to ensure your application is complete

When submitting a permit application, include as much information as you have in the application form – including how you intend to carry out the works or activity. This will assist in the assessment process.

Checklist for proposed commercial activities	<input checked="" type="checkbox"/>	N/A
Completed application form, including consent of the landowner(s)	<input type="checkbox"/>	
Detailed written description of the proposal	<input type="checkbox"/>	
Location details (i.e. address, reserve, local government, etc.)	<input type="checkbox"/>	
Copies of current Certificate of Survey or Certificate of Operations (unless exempt)	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of business registration	<input type="checkbox"/>	
Copy of current public liability insurance (minimum of twenty million dollars (\$20,000,000) coverage), which covers all proposed activities and locations, and period of insurance	<input type="checkbox"/>	
Copy of your accreditation certificate, showing the date of expiry	<input type="checkbox"/>	<input type="checkbox"/>
Map showing (where applicable): <ul style="list-style-type: none"> • Operation area (e.g. position and set up of equipment on foreshore) • Launching sites • Tour routes and stops • Activity area boundaries for hire equipment 	<input type="checkbox"/>	
Any promotional material that you might be using, including details of proposed signage	<input type="checkbox"/>	<input type="checkbox"/>
Risk management plan (if available)	<input type="checkbox"/>	<input type="checkbox"/>
Safety management plan (if available)	<input type="checkbox"/>	<input type="checkbox"/>
Overview of the proposed activities (Section 3 and 5/6 of this form) including, but not limited to: <ul style="list-style-type: none"> • Days and hours of operation • Expected number of participants • Equipment management and storage • Waste management • Home berth • Access to essential services (refuelling, waste disposal, etc.) • Patron management • Noise management • Ticketing information • Any temporary signage and structures 	<input type="checkbox"/>	

Section 1: Application information

1. Applicant details (required)

Name of applicant	<input type="text"/>		
Contact person	<input type="text"/>		
Business name (or N/A)	<input type="text"/>		
ABN (or N/A)	<input type="text"/>		
Business registration (or N/A)	<input type="text"/>		
Website (or N/A)	<input type="text"/>		
Address	<input type="text"/>		
Town / suburb	<input type="text"/>	Postcode	<input type="text"/>
Contact number	<input type="text"/>		
Email address	<input type="text"/>		

I give authority for an agent (as identified in item 2) act on my behalf during the assessment of the application

YES

NO

Signature of applicant	<input type="text"/>	Date	<input type="text"/>
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2. Agent details (if applicable)

Name	<input type="text"/>		
Company / agency	<input type="text"/>		
Company / agency address	<input type="text"/>		
Town / suburb	<input type="text"/>	Postcode	<input type="text"/>
Contact number	<input type="text"/>		
Email address	<input type="text"/>		

Signature of agent	<input type="text"/>	Date	<input type="text"/>
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3. Duration of proposed commercial activities permit (required)

Proposed commencement date

Requested duration of permit – new applicants 2 years 3 years

Requested duration of permit – existing applicants 2 years 3 years 4 years 5 years

4. Location of commercial acts or activities (required)

Location	<input type="text"/>
Lot number	<input type="text"/>
Reserve number	<input type="text"/>
Address	<input type="text"/>
Town / suburb	<input type="text"/>

If proposing to operate across multiple locations, additional space has been provided at the end of this form.

Section 2: Landowner consent to apply

Space is provided for the vesting authority of the River reserve (Swan River Trust) and two landowners. Please leave the landowner consent section for the River reserve blank. If more landowner signatures are required, please provide an additional copy this page with your application.

5. Landowner of the River reserve (internal DBCA use only)

Name

The landowner consents to the submission of this application.

Signature

Date

Position

Manager, Rivers and Estuaries Branch (on behalf of the Swan River Trust)

6. Landowner or body responsible for management (required, unless solely within the River reserve)

Name

Organisation (or N/A)

Address

Town / suburb Postcode

Contact number

Email address

The landowner consents to the submission of this application.

Signature

Date

Position (as delegate of the landowner/management body)

If a government agency, would you like the application to be referred to your department for recommended conditions and advice?

YES

NO*

*If 'NO', DBCA will proceed on the assumption that the landowner supports the proposal and has no recommended conditions or advice should the proposal be approved. The landowner will be referred the application in the event of any major changes to the proposal.

Additional landowner (if required)

Name

Organisation (or N/A)

Address

Town / suburb Postcode

Contact number

Email address

The landowner consents to the submission of this application.

Signature

Date

Position (as delegate of the landowner/management body)

If a government agency, would you like the application to be referred to your department for recommended conditions and advice?

YES

NO*

*If 'NO', DBCA will proceed on the assumption that the landowner supports the proposal and has no recommended conditions or advice should the proposal be approved. The landowner will be referred the application in the event of any major changes to the proposal.

Section 5: Commercial activities involving vessels

Under the Swan and Canning Rivers Management Regulations, a **vessel** means any thing used or capable of being used to transport people or things by water (as defined in regulation 2).

Any vessel to be used as part of a commercial activity in the River reserve must be listed in this application form.

Activities that involve charter vessels must include the relevant Australian Maritime Safety Authority (AMSA) **certificate of survey** and/or **certificate of operation** and the current registration with the application. Activities that involve other vessels must include the relevant AMSA **certificate of operation** with the application, unless exempt.

A permit cannot be issued until these documents are supplied. If you are starting up a business and have not yet received these registration certificates, make a note below and send the details as soon as possible.

9. Vessel / equipment details (required)

Vessel name or other type of vessel or equipment	Unique vessel identifier or N/A	Certificate of survey / operation or N/A	Size (m)	Engine (kW) or No. of crafts	Passenger capacity

10. Activity details (required, where applicable)

Purpose of approval

Hours/days of operation, including length of tours

Details of any associated structures (including signs)

Route and access points, including drop-off and pick-up points Clearly marked map provided

Location and method of refuelling (or N/A)

List ALL anchorage areas (or N/A)

Berth location (or N/A)

If berthing at a jetty owned by the Department of Transport, do you have a berthing permit? **YES** **NO** **N/A**
 If 'YES', expiration date: ____/____/____

Complete the following if your activity involves **commercial charter vessels** or **ferry services**.

If your vessel contains toilets, is it equipped with sullage tanks? **YES** **NO** **N/A**

How is the sullage disposed?

Complete the following if your activity involves **types of vessels and/or equipment leaving from the shore**.

Transport / storage details for any vessels

Additional locations (if required)

Additional location

Location

Lot number

Reserve number

Address

Town / suburb

Additional location

Location

Lot number

Reserve number

Address

Town / suburb

Additional location

Location

Lot number

Reserve number

Address

Town / suburb

Additional location

Location

Lot number

Reserve number

Address

Town / suburb

Additional location

Location

Lot number

Reserve number

Address

Town / suburb