

## How to pay the per participant licence charge for a commercial event

A \$7.00 per participant licence charge is payable by operators for each commercial event conducted on lands and waters managed by the Department of Biodiversity, Conservation and Attractions (DBCA) from 1 December 2022.

Operators will receive an email from the Commercial Operator Licensing System (COLS) in the form of a compliance requirement, two weeks before payment of the licence charge is due for an event. Payment will need to be made within 48 hours of completion of the event.

The compliance requirement and payment can be completed as per the below steps.

1. To view your pending compliance requirement, log in to COLS with the email address linked to your organisation and scroll down to the 'Compliance with requirements' table on your home dashboard.
2. Click 'Submit' to open and complete the requirement. You can filter your requirements by changing the status to 'Due' in the drop-down menu.

### Compliance with requirements

View submitted compliances and submit new ones

Status:  Licence Type:

Due date From:  Due date To:

Show  entries

Search:

Number	Licence	Licence Type	Holder	Status	Due Date	Action
C001518	L000770	Event	Test Events	Due	22/07/2022	<input type="button" value="Submit"/>

Showing 1 to 1 of 1 entries

3. Complete the compliance requirement:

- enter a comment in the details box
- attach a copy of your event participant record
- enter the number of event participants (aged 17 years or over)
- enter the number of child participants (aged 16 years or under)
- click 'Pay and Submit'

Note: Your payment amount will be calculated off the number entered in the number of event participants (aged 17 years or over) field.

### Compliance with Requirements: C001536

#### Compliance with Requirements ▲

**Requirement:** The Operator shall provide the department with evidence/documentation showing a record of the number of event participants and make payment of the \$7.00 per participant licence charge within 48 hours of completion of the event.

**Details:**

**Documents:**

**Attachments:** [Update File](#) Record of event participants.xlsx [Remove](#)

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**Number of event participants (aged 17 years or over):**

**Number of child participants (aged 16 years or below):**

[Pay and Submit](#)
[Close](#)

4. Enter the credit card details to be used for the payment and click 'Continue'. Check the store card box to save the credit card details for future use.



### Enter payment details

Pay now by Card

#### Card Details

Use Stored Cards

Accepted Cards

**Card number \***

**Valid to \***

▾

▾

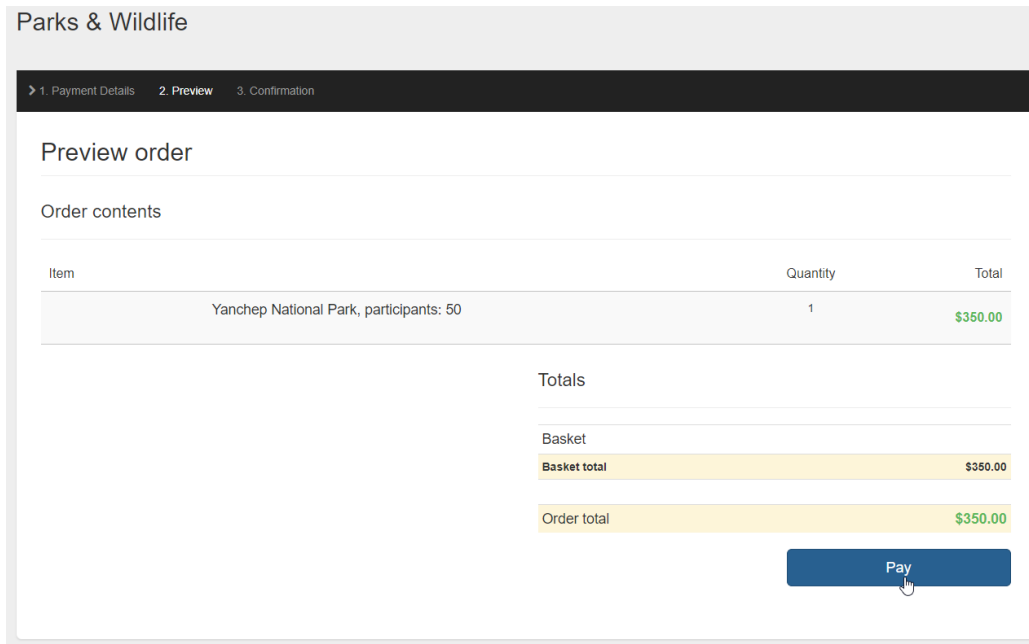
**CCV number \***

This is the 3 or 4 digit security number on the back of your bankcard

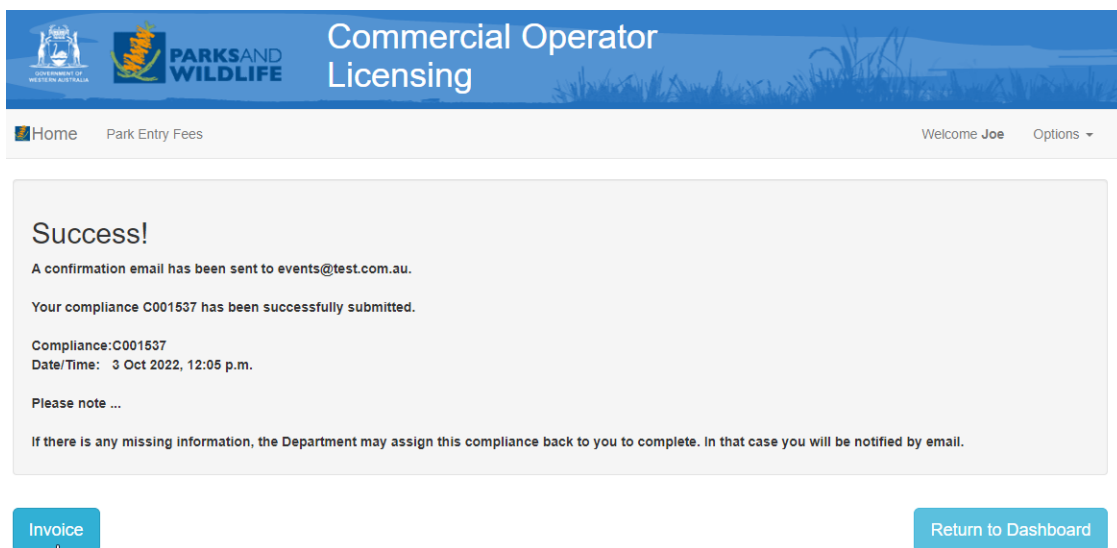
Store Card

[Continue](#)

5. Review the payment details and click 'Pay' to finalise.



6. Click the invoice button to open and download your tax invoice.



7. You will receive a confirmation email that the submission will be reviewed by DBCA. The status of the requirement will change to under review.
8. You will be sent another confirmation email once the submission has been reviewed.
9. If you have overpaid the per participant licence charge for an event, please email [licensing@dbca.wa.gov.au](mailto:licensing@dbca.wa.gov.au).

### Further assistance or questions

If you require further assistance with the Commercial Operator Licensing System, please contact a Licensing Officer on (08) 9219 8411 or email [licensing@dbca.wa.gov.au](mailto:licensing@dbca.wa.gov.au).