



Annual Mooring Permit Application Package

This Application Package identifies the documents and steps required to apply either for a new mooring / berth or to apply for the transfer of an existing mooring / berth. This Package comprises the following documents:

- ✓ an Application for New Mooring Berth Permit Form
 - ✓ a list of Parks Victoria Authorised Mooring Contractors
 - ✓ for those transferring an existing mooring, an Application to Transfer Permit Form
 - ✓ a sample Permit for the mooring or berthing of a vessel in a regulated area and other relevant information sheets.
- Please read the sample Permit and ensure you understand the terms for mooring or berthing a vessel in a regulated area. Note the maximum vessel length for annual moorings is capped at 15 metres.
 - Please note that the applicant must be the owner of or equal majority shareholder in the vessel listed on the application. Proof of ownership of the vessel, in the form of registration papers, is required. Should the vessel be unregistered, insurance documentation or a statutory declaration will be required as proof of ownership.
 - Applicants will need to engage a Parks Victoria Authorised Mooring Tackle Contractor to assess the suitability of the site and complete a mooring report. The mooring report must be supplied to Parks Victoria with a GPS (WGS 84) Degree Decimal Minutes reading of the proposed mooring location.
 - Please complete the Application for a New Mooring Berth Permit Form and return it together with a mooring report, completed by an Authorised Mooring Tackle Contractor, to the Mooring Officer at the local Parks Victoria office. Contact details and office locations are provided at the foot of this page.
 - Once Parks Victoria has received and approved the application, you will be invoiced. When your payment is received, a Permit to moor or berth will be issued. Parks Victoria will contact your nominated contractor, who will then lay the mooring tackle. Please note Permit holders **are not permitted** to lay (or remove) their own mooring tackle.

If you are seeking to transfer an existing mooring into your name, please ensure all sections of the Application to Transfer Permit Form are completed by both parties: the person disposing of the mooring and the person seeking to obtain the mooring. **Before signing the Application to Transfer Form**, the person seeking to obtain the mooring must engage a Parks Victoria Authorised Mooring Tackle Contractor to undertake an in-water tackle inspection. The inspection will determine the condition of the tackle and whether the site is suitable for the proposed vessel. The inspection must have been undertaken **no more than 14 days prior** to the submission date of the transfer application.

Payment for new applications or transfers will not be necessary nor accepted until approval is given and the request is processed. You will receive an invoice for payment after the approval stages are complete.

If you need further advice please contact your local Parks Victoria Office on the details below, call the Parks Victoria Information Centre on 13 1963 or email moorings@parks.vic.gov.au

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