



# Transfer a Private Jetty Licence

Section 7 Jetties Act 1926

1 Essex Street Fremantle WA 6160  
PO Box 402 Fremantle WA 6959  
Tel: 9435 7626  
Fax: 9435 7808

Is your jetty clearly numbered?    YES    NO    JETTY NUMBER: \_\_\_\_\_

### Contact Details

Applicant/s name: (Please print)

\_\_\_\_\_

Residential/company address: \_\_\_\_\_  
**(must be provided)**

\_\_\_\_\_

Postal address: \_\_\_\_\_

Phone no: home/business \_\_\_\_\_ mobile \_\_\_\_\_ facsimile \_\_\_\_\_  
**(must be provided)**

email: \_\_\_\_\_

### Structure Details

Location of structure: \_\_\_\_\_

Type of structure: \_\_\_\_\_

Maximum design vessel: (in metres) \_\_\_\_\_

Proposed use for structure \_\_\_\_\_

Previous owner: \_\_\_\_\_

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Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Applicant/s signature: \_\_\_\_\_

Contact person: (please print) \_\_\_\_\_

**Please forward a copy of your certificate of title or lease with your application or as soon as possible. Failure to do so will delay the processing of your application.**

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### Office Use

Receipt number: \_\_\_\_\_ Receipt date: \_\_\_\_\_

### [Important Information for the applicant](#)

The application form to transfer a private jetty licence is to be completed and returned to the Department of Transport, Coastal Facilities, 1 Essex Street, Fremantle or PO Box 402, Fremantle WA 6959, with the following:

Checklist of required items:

- The application fee; Current fees can be found on the Department of Transport website.  
**NOTE: only the application fee should be sent with the application form.**
- Notification of Intention to Relinquish Jetty Licence (form A) which is written advice from the current licensee advising of the transfer;
- Copy of certificate of title or lease for the property near the site of the structure. The licence will only be issued in the name as it appears on the certificate of title or lease; and
- Confirmation jetty structure number is displayed on the jetty. If the number is not displayed, and you do not know the number, please contact the Maritime Licensing Officer on 9435 7626 to be provided one. The number should be placed on such parts or parts of the jetty so as to be clearly visible from the shore and the water.

For licences to be issued in company names (as shown on the certificate of title or lease) the following must also be provided:

- A copy of the company's certificate of incorporation;
- The names and addresses of the company directors; and
- The company's ACN or ABN

Applicants should be aware of the public liability risk that accompanies having a jetty and the indemnity provided to the Chief Executive Officer in the DoT and the Crown under the licence. Licensees may wish to investigate obtaining public liability and other relevant insurance for their jetty.

When the subject property is sold, then the DoT should be notified. Please refer to the licence agreement, which states that "the licensee is not to assign or transfer the rights hereby conferred unless permission in writing is obtained from the licensor".

Application to transfer a jetty licence, received after the property sale, will be processed as normal however, should approval for transfer not be given for any reason, the repair or removal of the structure may remain the previous owner's responsibility (particularly if located on a public foreshore).

Therefore, before buying/selling a property with a jetty, you should check that:

- All licence fees in arrears have been paid; and
- The jetty structure is in a good and safe condition.