

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	☒	N/A
Completed application form, including consent of the landowner(s)	☐	
Detailed written description of the proposal	☐	
Location details (i.e. address, reserve, local government, etc.)	☐	
Copies of current Certificate of Survey or Certificate of Operations (unless exempt)	☐	☐
Certificate of business registration	☐	
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	☐	
Copy of your accreditation certificate, showing the date of expiry	☐	☐
Map showing (where applicable): • Operation area (e.g. position and set up of equipment on foreshore) • Launching sites • Tour routes and stops • Activity area boundaries for hire equipment	☐	
Any promotional material that you might be using, including details of proposed signage	☐	☐
Risk management plan (if available)	☐	☐
Safety management plan (if available)	☐	☐
Overview of the proposed activities (Section 3 and 5/6 of this form) including, but not limited to: • 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	☐	

Personal information

The Department of Biodiversity, Conservation and Attractions (DBCA) collects personal information in order to progress this application.

We may share this information with other organisations as required, in order to seek advice about the application in relation to the organisation's legislative responsibilities.

This information is required as part of an application under the Swan and Canning Rivers Management Regulations 2007.

Without this information we will be unable to progress this application.

For further details on how DBCA manage your personal information, you can read our Privacy Policy. If you have any questions about how your personal information will be handled, or if you would like to access your personal information, please contact DBCA by emailing privacy@dbca.wa.gov.au.

Section 1: Application information

1. Applicant details (required)

Name of applicant			
Contact person			
Business name (or N/A)			
ABN (or N/A)			
Business registration (or N/A)			
Website (or N/A)			
Address			
Town / suburb		Postcode	
Contact number			
Email address			

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		Date	
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2. Agent details (if applicable)

Name			
Company / agency			
Company / agency address			
Town / suburb		Postcode	
Contact number			
Email address			
Signature of agent		Date	

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	
Lot number	
Reserve number	
Address	
Town / suburb	

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 3: Previous or existing approval details

7. Renewal of previous commercial activities permit (if applicable)

NO ☐

If **'YES'**, complete the below details. If **'NO'**, proceed to Section 4.

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NO ☐

If 'YES', please provide details of the changes you are proposing:

[illegible]

Section 4: Description of commercial activity

8. Description of proposed commercial activity (required)

Please note: This section is for a summary only. Please provide more detailed description, maps, and plans as attachments. Specific questions for proposals involving vessels (including non-motorised vessels such as stand up paddle boards) are under Sections 5 and 6.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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

----- End of Form -----

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

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