

Commercial Activity Application Guidelines for Form 8

Swan and Canning Rivers Management Act 2006 – Section 32 Licence
Swan and Canning Rivers Management Regulations 2007 – Part 4 Permit

Important information for applicants

All commercial activities in the Swan Canning Development Control Area (DCA) require a permit from the Department of Biodiversity, Conservation and Attractions (the Department) under regulation 17 of the Swan and Canning Rivers Management Regulations 2007 (SCRM Regulations).

The DCA includes the waters of the Swan and Canning rivers and adjoining Parks and Recreation reserves. A map of the DCA is available online: <https://www.dpaw.wa.gov.au/management/swan-canning-riverpark/planning-development-and-permits/358-development-control-area>

Commercial activities proposed in the River reserve (waters in the DCA) also require a licence from the Department under section 32 of the *Swan and Canning Rivers Management Act 2006* (SCRM Act).

[Corporate Policy 46 – Planning for commercial operations in the Swan Canning Development Control Area](#) provides guidance regarding the Department's position on commercial facilities and operations in the DCA.

Figure 1 below shows which approvals are required with regard to the location of the activity in the DCA. The **Form 8 Commercial Activity Application for Approval/Renewal** simplifies this process and allows you to use one form to apply for a permit for land-based activities or both a permit and licence for activities that include an on-water component.

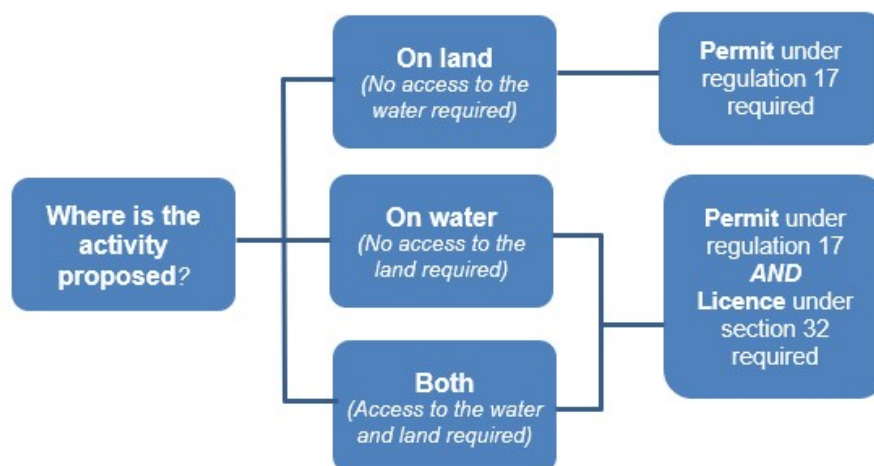


Figure 1: Approvals required for commercial activities in the DCA

Please complete and sign section 1 of Form 8.

1. The Department may issue or refuse to issue a permit under the SCRM Regulations or licence under the SCRM Act and impose conditions or restrictions on a permit (regulation 31(2)) or licence (section 32(4)).
2. Penalties apply if the holder of a permit or licence contravenes or fails to comply with those conditions. The Department may revoke or suspend the permit/licence for contravention of conditions or 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 DCA (regulation 35(1)).
3. It is the responsibility of the applicant to obtain any approvals or licences required by other authorities to carry out the proposed activity.
4. The application is not considered valid without adequate plans and sufficient supporting information required for assessment and the Department may require the submission of additional information before determining an application.
5. The Department may revoke or suspend a permit if false or misleading information is provided in the application (regulation 33(2)).
6. Department officers will assess the application with reference to the SCRM Act and SCRM Regulations, policies and any other documents considered relevant. These documents can be found at: <https://www.dpaw.wa.gov.au/management/swan-canning-riverpark/planning-development-and-permits>

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 authority.

The application is not considered valid without all landowner(s) signatures. Space is provided in Section 10 of the *Form 8 – Commercial Activity Application for Approval/Renewal* for one or multiple landowner signatures.

Where an application relates to activities in the River reserve, the consent of the Swan River Trust will be required as the owner of the River reserve. If the Department agrees that the application can be progressed, it will arrange for the form to be signed.

Checklist of information to include with a Form 8 application

To assist the efficient assessment of your application please include the detail requested below and any other additional information relevant to the proposal.

Item	<input checked="" type="checkbox"/>	N/A
Completed application form, including written consent from the landowner(s).	<input type="checkbox"/>	
Copies of current Certificate of Survey or Certificate of Operation for vessels.	<input type="checkbox"/>	
A current copy of your public liability insurance with a minimum of twenty million dollars (\$20,000,000) coverage, which includes all proposed activities and locations and the period of insurance.	<input type="checkbox"/>	
A map of the proposed operation areas/launching sites.	<input type="checkbox"/>	
If accredited, a copy of your accreditation certificate showing date of expiry.	<input type="checkbox"/>	<input type="checkbox"/>
Any promotional material that you might be using, including details of proposed signage.	<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 operations 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 (rubbish and wastewater); • Home berth; • Access to essential services (refueling, water etc.); • Patron management; • Noise management; • Ticketing information; and • Temporary signage or structures. 	<input type="checkbox"/>	

Submission of your application

Submit your application to:

Statutory Assessments, Rivers and Estuaries Branch
Department of Biodiversity, Conservation and Attractions

By post:

Locked Bag 104 BENTLEY DC
WA 6983

In person:

17 Dick Perry Avenue
Technology Park, Western Precinct
KENSINGTON WA 6151

By Email:

rivers.planning@dbca.wa.gov.au

Telephone enquiries: 9219 9000



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Application information

1. Validation – section must be completed to validate your application:

Is the commercial activity proposed on land only? YES NO

If yes, by signing this form the applicant acknowledges that this application is for a permit to be issued under regulation 17 of the Swan and Canning Rivers Management Regulations 2007 (SCRM Regulations).

Is any component of the commercial activity proposed on water in the Swan Canning River reserve?

YES NO

If yes, by signing this form the applicant acknowledges that this application is for a licence under section 32 of the *Swan and Canning Rivers Management Act 2006* (SCRM Act) **AND** a permit under regulation 17 of the SCRM Regulations.

(For more information, please refer to the Commercial Activity Application Guidelines for Form 8)

Signature of applicant

Date

2. Applicant details

Name of applicant			
Business name			
ABN			
If registered, provide the registration number			
Contact person			
Postal address			
Town/suburb		Postcode	
Mobile phone		Work phone	
Email			
Website (if applicable)			

Has an authorised agent been appointed to act on behalf of the applicant? YES NO

If 'YES', please attach a copy of a written authority for an agent to act on behalf of the applicant and ensure sections 1 – 3 of this form have been completed.

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3. Agent details (if applicable)			
Name			
Position			
Company/agency			
ACN/ABN			
Postal address			
Town/suburb		Postcode	
Mobile phone		Work phone	
Email			
Signature of agent		Date	

4. Existing Approval	
<p>Do you have an existing approval under the SCRM Act or SCRM Regulations?</p> <p style="text-align: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p><i>(if 'YES', please provide details)</i></p>	
Name of the approval holder	
Approval number	
Date of approval	
Period of approval (*where applicable)	
Purpose of approval	
<p>For example: social river cruise, guided tour, other aquatic recreational activities such as hire of watercraft, stand-up paddle board or kite surfing lessons etc.</p>	

5. Renewal of Existing Approval
<p>Are you applying to renew an approval under the SCRM Act or SCRM Regulations?</p> <p style="text-align: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>If yes, are you requesting any changes to the operation since it was last approved?</p> <p style="text-align: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>Please provide details of the changes you are proposing:</p>

Additional space for an overview of the proposed operation is provided in section 7 below.

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Proposal details

Please complete the sections below that are applicable to the proposed activity.

6. Proposal Details	
Purpose of approval For example: social river cruise, guided tour, other aquatic recreational activities such as hire of watercraft, stand-up paddle board or kite surfing lessons etc.	
Proposed location	On Land <input type="checkbox"/> On Water <input type="checkbox"/> Both <input type="checkbox"/>
Location/route and access points	Provide a clearly marked map <input type="checkbox"/>
List ALL jetties to be used	
If berthing at Barrack Street Jetty, do you have a Berthing Permit?	YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, expiration date: / /
List ALL drop off and pick up points	
Food to be served? Beverages to be served? Do you have an appropriate liquor licence? Do you allow BYO alcohol?	
Details of sillage disposal method	
Details of waste disposal method	
Location and method of refueling	
Berth location	
List ALL anchorage areas	
Hours/days of operation, including length of tours.	



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Vessel details

Any vessel or craft to be used by a commercial operator in the River reserve must be noted in this application form with the relevant Department of Transport certificate of survey or hire and drive registration.

8. Vessel Details						
Nominated Vessel/s or Craft	UVI	Hire & Drive Registration	# of craft	Size (m)	Engine (kW)	Passenger Capacity

Copies of the registration and/or survey certificates for each stated vessel or craft must be provided with this application. A licence 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.

Landowner consent to apply

Space is provided for the vesting authority of the River reserve (Swan River Trust) and one landowner (if required). Please leave the landowner consent section for the River reserve blank. If your proposal requires consent from multiple landowners please complete the additional landowner information on the next page.

9. Landowner of the River reserve (where required)			
<i>Internal Department use only</i>			
The landowner consents to the submission of this application			
Name			
Signature		Date	
Position	Manager, Rivers and Estuaries Branch		

10. Landowner of the foreshore reserve (or body responsible for management)			
Name			
Agency/authority (if applicable)			
Postal address			
Town/suburb		Postcode	
Phone			
The landowner consents to the submission of this application			
Signature		Date	
Position			



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Additional landowner consent to apply

Complete this section if consent is required from more than one landowner.

Landowner (or body responsible for management)			
Name			
Agency/authority (if applicable)			
Postal address			
Town/suburb		Postcode	
Phone			
The landowner consents to the submission of this application			
Signature		Date	
Position			

Landowner (or body responsible for management)			
Name			
Agency/authority (if applicable)			
Postal address			
Town/suburb		Postcode	
Phone			
The landowner consents to the submission of this application			
Signature		Date	
Position			

Landowner (or body responsible for management)			
Name			
Agency/authority (if applicable)			
Postal address			
Town/suburb		Postcode	
Phone			
The landowner consents to the submission of this application			
Signature		Date	
Position			