



Information sheet

AUTHORISED CONTACTS

April 2019

Permits Online: You can add, remove and administrate Authorised Contacts instantly via [Permits Online](#), an interactive permit management system. Please contact the Authority via assessments@gbrmpa.gov.au to obtain your login details.

Permittee: _____ Trading Name: _____

Postal Address: _____ Permit(s): _____

(Please ensure you list all permits you wish the contact authorisation to apply to or leave blank if you wish the authorisation to apply to all applications and permits)

Primary Contact – First contact for **all** of the Authority’s matters related to the above mentioned permits. May also hold Permit Management role.

Name: _____ Position: _____

Phone: _____ Email: _____

Address: _____

If you would like to nominate further contacts for more specialised roles, please complete the information below and attach additional sheets if required. Information on each role is provided on page 3 of this document.

Permit Management – This person is nominated to act on behalf of the Permittee when dealing with the Authority for all matters regarding permit management. *For example, authorised contact changes, permit variations, vessel changes. Can draft but not submit applications.*

Name: _____ Position: _____

Phone: _____ Email: _____

Address: _____

Operational Liaison and Reporting – This person is authorised to interact with the Authority regarding the permit but cannot make changes. *May be appropriate for representatives such as solicitors or consultants.*

Name: _____ Position: _____

Phone: _____ Email: _____

Address: _____

EMC Administration – This person is nominated to act on behalf of the Permittee when dealing with the Authority for all matters regarding EMC. *For example, submission of EMC data, EMC payments.*

Name: _____ Position: _____

Phone: _____ Email: _____

Address: _____

EMC Online Permissions – Please indicate which component/s of EMC Online this person is authorised to access.

- EMC Data Entry
- EMC Payments
- EMC Reports

If you would like to nominate further contacts for EMC Online permissions, please attach additional sheets.

Bookings Administration – This person is nominated to act on behalf of the Permittee when dealing with the Authority for all booking requirements. *For example, bookings to Planning Areas, anchorages or sensitive locations.*

Name: _____ Position: _____

Phone: _____ Email: _____

Address: _____

Declaration

The person signing this declaration must be the Permit Holder or a Director/Company Secretary of the permitted company who is duly authorised by the company. If you have previously been authorised to act for the permittee, you may use this form to update contact details and sign this declaration, however you cannot further authorise other people.

*I **declare** that the information given is true and correct; and*

*I **declare** that I am duly authorised by the Permit Holder to sign this notification on their behalf*

Signature: _____

Signature: _____

Name: _____

Name: _____

Position: _____

Position: _____

Date: _____

Date: _____

Note: The Great Barrier Reef Marine Park Act 1975 imposes heavy penalties for giving false or misleading information

Please return to: assessments@gbmpa.gov.au
or GBRMPA, PO Box 1379, Townsville QLD 4810



Australian Government
Great Barrier Reef
Marine Park Authority



Queensland
Government

Managing your Marine Parks permit Roles and Abilities	Permission Holder	Permit Management	Primary Contact	Operational Liaison and Reporting
	<i>Individual, Joint Permittee or Company Director</i>	<i>Authorised to make applications, but not complete declarations / sign applications.</i>	<i>First contact for ALL GBRMPA matters related to the selected permit/s.</i>	<i>Predominantly view access only.</i>
	<i>Can administrate all aspects of contact details and authorised contacts.</i>	<i>May also hold Permit Management role</i>		
View Permittee / Applicant List	✓	✓	✓	✓
Edit Permittee / Applicant List	✓	✓	✓	✗
View Authorised Contacts	✓	✓	✓	✓
Add Authorised Contacts	✓	✓	✗	✗
Edit Authorised Contact Details	✓	✓	✗	✗
Add Primary Contact	✓	✓	✗	✗
Remove Authorised Contacts	✓	✓	✗	✗
Apply for Notification Approvals / Identifiers	✓	✓	✓	✗
View Applications	✓	✓	✓	✓
Withdraw Applications	✓	✓	✗	✗
View Current Permits	✓	✓	✓	✓
View Historical Permits	✓	✓	✓	✓
Check Reasonable Use	✓	✓	✓	✓
Draft Application - New Permit	✓	✓	✓	✗
Draft Application - Continue Permit	✓	✓	✓	✗
Draft Application - Transfer Permit	✓	✓	✓	✗
Draft Application - Surrender Permit	✓	✓	✓	✗
Draft Application - Vary Permit	✓	✓	✓	✗
Draft Application - Appropriately Experienced Persons	✓	✓	✓	✗
Submit Declarations and Applications	✓	✗	✗	✗

