



Checklist: Information required to be submitted at the time of application

Background

1. The Great Barrier Reef Marine Park Regulations 1983 require specific information to be provided with a Marine Parks application before The Great Barrier Reef Marine Park Authority (GBRMPA) considers the application to be properly made.
2. The following checklists provide the minimum information requirements to be submitted with any application for Marine Park permission. These checklists are not exhaustive and in some cases, GBRMPA may require further information from the applicant to address specific aspects of the proposal. Please note: information about the applicant (such as ACN if a company, ABN for a trading name, postal address, email address and phone number) is also required when submitting an application.
3. Submitting the required minimum information at the time of application reduces the need for GBRMPA to seek further information from applicants during the assessment process. This leads to more efficient assessment timeframes.

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Conducting a tourist program – new application

1. Description of the proposal, including: a. proposed locations b. activities c. equipment d. vessels/aircraft e. passenger numbers.	<input type="checkbox"/> Submitted
2. Description of any specific access being applied for (for example, a specific location or access to inter-tidal areas). Note: expression of interest process applies to daily access in a planning area or access to a location in a planning area with above group size limits.	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
3. For tourist programs proposing to regularly visit to one or more specific locations: a description of any values that may be impacted by the proposal (including biodiversity values, Traditional Owner heritage, social values and other heritage values – refer to value assessment guidelines).	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
4. Proof of eco-certification if application is requesting a longer term tourist program permit.	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable

Conducting a tourist program – continuation application

1. Confirmation that there are no changes to the permitted operation. <i>Note: A continuation application must be the same conduct in the same area. Any proposed changes may attract a higher fee and an assessment of the newly proposed activities/components, similar to a new application.</i>	<input type="checkbox"/> Submitted
2. Proof of eco-certification if application is requesting a longer term tourist program permit.	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable

Research – new application

1. Title and abstract of the proposed research project.	<input type="checkbox"/> Submitted
2. Justification – Why do you need to use the Marine Park? What alternatives have been considered, and why have they been ruled out? Why can the research not be conducted under an existing research institution accreditation?	<input type="checkbox"/> Submitted
3. For research programs proposing to regularly visit one or more specific locations: a description of any values that may be impacted by the proposal (including biodiversity values, Traditional Owner heritage, social values and other heritage values – refer to value assessment guidelines).	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
4. Type of the research – commercial, commercial including biodiscovery (bioprospecting), non-commercial.	<input type="checkbox"/> Submitted
5. For proposed entry to Marine National Park or Buffer Zones – Explanation of why the research: a. Is relevant to, and a priority for, the management of the Marine Park; or b. Cannot reasonably be conducted elsewhere.	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
6. For proposed entry to the Preservation Zone – Explanation of why the research: a. Is relevant to, and a priority for, the management of the Marine Park; and b. Cannot reasonably be conducted elsewhere.	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
7. For proposed entry to the One Tree Island Reef or the Australian Institute of Marine Science Restricted Access Special Management Area –written approval	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable



from the University of Sydney or the Australian Institute of Marine Science, respectively.	
8. For proposed entry to the Scientific Research Zone associated with a research station – agreement for GBRMPA to seek the research station manager’s approval.	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
9. Research team details, including the number of people (researchers and support staff) expected to be involved in the research, at any one time and in total.	<input type="checkbox"/> Submitted
10. Proposed methods and materials.	<input type="checkbox"/> Submitted
11. Details of equipment to be installed temporarily, including: a. Specifications (e.g. brand, manufacturer, dimensions, weight) b. Method of transport and deployment c. ESRI file / GPS coordinates of proposed deployment location(s) (if available) d. Proposed timeframe of deployment(s) e. Inspection and maintenance schedule.	<input type="checkbox"/> Submitted
12. For extractive research -- Scientific and/or common name of specimen(s)/marine product(s) to be collected.	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
13. For extractive research -- Size/age of specimen(s) (e.g. fragment size, whole colony, larvae etc.).	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
14. For extractive research -- Number/quantity of specimen(s)/marine product(s) to be collected in total, over life of the program per location.	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
15. For extractive research -- Number/quantity/amount to be collected per year per location.	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
16. For extractive research -- Ultimate fate of specimens/materials collected (e.g. manipulated in situ, returned to site, transferred to laboratory, euthanised).	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable

Research – continuation application

1. Confirmation that there are no changes to the permitted operation. <i>Note: A continuation application must be the same conduct in the same area. Any proposed changes may attract a higher fee (if commercial) and an assessment of the newly proposed activities/components, similar to a new application.</i>	<input type="checkbox"/> Submitted
2. For proposed entry to Marine National Park or Buffer Zones – Explanation of why the research: a. Is relevant to, and a priority for, the management of the Marine Park; or b. Cannot reasonably be conducted elsewhere.	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
3. For proposed entry to the Preservation Zone – Explanation of why the research: a. Is relevant to, and a priority for, the management of the Marine Park; and b. Cannot reasonably be conducted elsewhere.	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
4. For proposed entry to the One Tree Island Reef or the Australian Institute of Marine Science Restricted Access Special Management Area –written approval from the University of Sydney or the Australian Institute of Marine Science, respectively.	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
5. Any reports required under the previous permit	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable

Facility - Installation and operation of a mooring – new application

1. Number and type of moorings proposed (e.g. primary, ancillary, northerly, cyclone).	<input type="checkbox"/> Submitted
2. Purpose of the proposed mooring(s) – commercial or non-commercial.	<input type="checkbox"/> Submitted
3. Location of the proposed mooring(s), including: a. ESRI files (preferred) or Differential GPS coordinates b. PDF map showing the proposed footprint of the mooring, overlaid on a satellite image using the highest resolution imagery possible.	<input type="checkbox"/> Submitted
4. Schematic or design drawing(s) - with a statement from an appropriately experienced person confirming that the mooring can be designed and installed in accordance with GBRMPA requirements and relevant Australian standards (if applicable).	<input type="checkbox"/> Submitted
5. For commercial moorings: a description of any values that may be impacted by the proposal (including biodiversity values, Traditional Owner heritage, social values and other heritage values – refer to value assessment guidelines).	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable

Facility - Operation of a mooring – continuation application

1. A copy of the schematic or design drawings.	<input type="checkbox"/> Submitted
2. Current compliance certificate issued in the previous 12 months, by an appropriately experienced person (see the Policy on Moorings in the Great Barrier Reef for details), which demonstrates that the mooring(s) is/are in good working order, fit for purpose and complies with permit conditions (The template - moorings compliance certificate should be used).	<input type="checkbox"/> Submitted
3. Photographic evidence or a Statutory Declaration demonstrating that the GM number is clearly visible, legible and located on the mooring buoy.	<input type="checkbox"/> Submitted
4. GPS coordinates of the mooring.	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
5. If mooring has not been installed or is detacked, provide statement as to why.	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
6. Certificates of currency for any insurance policies held in accordance with conditions of the permission (e.g. public liability insurance).	<input type="checkbox"/> Submitted

Facility - Installation and operation of a facility (other than moorings) – new application or continuation where works have not commenced in the Marine Parks

1. Name and description of the proposed facility.	<input type="checkbox"/> Submitted
2. Justification – Why do you need to use the Marine Park? What alternatives have been considered, and why have they been ruled out?	<input type="checkbox"/> Submitted
3. Purpose of proposed the facility's use – commercial or non-commercial.	<input type="checkbox"/> Submitted
4. Location of the proposed facility, including: a. ESRI files (preferred) or Differential GPS coordinates b. PDF map showing the proposed footprint of the facility, overlaid on a satellite image using the highest resolution imagery possible.	<input type="checkbox"/> Submitted
5. Design drawings, which may be:	<input type="checkbox"/> Submitted

CAUTION: Only the electronic copy of a document sourced from either GBRMPA's internal [Master Document List](#) or external [eLibrary](#) is controlled. Check the revision number of printed copies against these lists to verify currency.



<p>a. For new facilities –</p> <ul style="list-style-type: none"> i. Schematic drawings, with engineer, naval architect or marine surveyor certification (as relevant for the type of facility) confirming that the facility can be designed and installed to meet GBRMPA requirements and relevant Australian standards for that type of facility; or ii. Engineer, naval architect or marine surveyor certified design drawings (as relevant for the type of facility) that meet GBRMPA requirements and relevant Australian standards for that type of facility; or <p>b. For existing but unpermitted facilities –</p> <ul style="list-style-type: none"> i. Final record drawings (as-built) certified by an engineer, naval architect or marine surveyor (as relevant for the type of facility) that accurately reflect the as-built facility and that the facility has been installed in accordance with GBRMPA requirements and relevant Australian standards for that type of facility. <p>c. If applying for a 20 year permit:</p> <ul style="list-style-type: none"> i. Details about the nominated design life of the facility once installed, including any refurbishment that will be likely during the life of the permit. This should be provided in consultation with an engineer, naval architect or marine surveyor as relevant for the type of facility ii. Decommissioning and removal plan 	
<p>6. Consideration of whether the proposal is likely to impact Matters of National Environmental Significance protected under the <i>EPBC Act 1999</i>. See the Australian Government's Significant Impact Guidelines 1.1 - Matters of National Environmental Significance for more information.</p>	<input type="checkbox"/> Submitted
<p>7. If required, a draft Environmental Management Plan, including:</p> <ul style="list-style-type: none"> a. Description of physical site characteristics including water depths, type of substrate, physical conditions (wave, wind, currents) b. Evaluation of the biodiversity values of the site and location, including habitat types, species present and how these species use the site (feeding, reproduction, rest, transit) c. Evaluation of social values of the location, including site characteristics such as other facilities and uses (both recreational and commercial) within 1km of the proposed location d. Evaluation of the historic heritage values of the site and location e. Evaluation of Traditional Owner heritage values associated with the site and location f. Construction and installation schedule - proposed timeframes of the project, including relevant seasonal considerations g. Description of the methods to be used in transporting materials, installing the facility, controlling debris, and disposing of wastes h. Description of the activities proposed to take place on or around the facility once operational, including any ancillary equipment or vessels that will be stored at the facility i. Inspection and maintenance schedule including description of how (logistically) the facility will be serviced j. The values of the Marine Park potentially affected, the risks posed to the values and how the risks will be avoided, mitigated or offset to achieve no net loss of the Marine Park values k. Details of any proposed monitoring programs (including background monitoring, operational monitoring and long-term monitoring). <p><i>Note: the Assessment Guidelines provide information on the types of facilities that may require an EMP.</i></p>	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
<p>8. A decommissioning and removal plan.</p>	<input type="checkbox"/> Submitted
<p>9. Salvage quotes.</p>	<input type="checkbox"/> Submitted

Facility - Operation of a facility (other than moorings) – continuation application

1. Confirmation that the purpose of, and activities associated with, the facility remain unchanged (e.g. commercial or non-commercial use, vessel size, number of visitors, type of activity).	<input type="checkbox"/> Submitted
2. Any reports required under the previous permit that have been conducted in the previous 12 month period – (such as environmental monitoring, water quality reporting, discharge load limit records, fuel transfer records).	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
3. Inspection and maintenance report, certified by an engineer, naval architect or marine surveyor (as relevant for the type of facility) – which certifies as a minimum that the facility is: <ul style="list-style-type: none"> i. in good working order ii. fit for purpose iii. installed as per the approved design drawings, and iv. compliant with the permit conditions. <ul style="list-style-type: none"> b. Brief summary of any structural/major maintenance works conducted on the facility during the previous 5 years. c. Any maintenance that the permission holder or an inspector has identified as requiring action in the next 5 years. d. Photographs or video footage of any damage that is present on the facility which has been identified in subparagraph (c) as requiring action within the next 5 years. 	<input type="checkbox"/> Submitted
4. Updated or new Environmental Management Plan, including: <ul style="list-style-type: none"> a. Brief summary of any major incidents or significant events that occurred at the facility during the previous permit term (vessel collision, leak, cyclone, hospitalisation, etc.) b. Conclusions of internal review or external audit of each incident/event and proposed changes to operational procedures as a result (if any) c. Description of any proposed changes to the permitted activities, ancillary equipment or vessels, facility design or environmental monitoring. 	<input type="checkbox"/> Submitted
5. Certificates of currency for any insurance policies held in accordance with conditions of the permission (e.g. public liability insurance).	<input type="checkbox"/> Submitted
6. If applying for a 20 year permit (or permit term greater than 8 years, that meets the remaining design life of the facility): <ul style="list-style-type: none"> a. Certified remaining design life of the facility and its current age – as determined by an engineer, naval architect or marine surveyor (relevant to the type of facility) b. Decommissioning and Removal Plan. 	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
7. Salvage quotes	<input type="checkbox"/> Submitted
8. Design drawings if not previously provided under existing permit	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
Facilities that are not yet fully constructed	
9. Information required by items 1, 2, 4, 5 and 6 above.	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
10. Explanation of why the facility is not yet fully constructed, including: <ul style="list-style-type: none"> a. construction schedule or timeline for making the facility operational. 	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
11. Inspection and maintenance report, certified by an engineer, naval architect or marine surveyor (as relevant for the type of facility) – which as a minimum: <ul style="list-style-type: none"> a. Certifies that the installed components of the facility are: <ul style="list-style-type: none"> i. in good working order 	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable



<ul style="list-style-type: none"> ii. not posing an imminent threat to the environment or safety iii. installed as per the approved design drawings. b. Provides a brief summary of the additional construction required in order to make the facility operational. 	
<p>12. Photographs or video footage of the facility in its currently installed state.</p>	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
Facilities that are fully constructed but not operational	
<p>13. Information required by items 1, 2, 4, 5 and 6 above.</p>	
<p>14. Inspection and maintenance report, certified by an engineer, naval architect or marine surveyor (as relevant for the type of facility) – which as a minimum:</p> <ul style="list-style-type: none"> a. states the facility does not pose an imminent threat to the environment or safety b. describes any maintenance or repairs that are required in the next 12 months c. specifies any modifications or defects of the facility which do not conform with the approved design drawings d. estimates the cost of returning the facility to operational condition, including any upgrading to modern codes or standards a. Provides a brief summary of all maintenance conducted on the facility during the previous 5 years. 	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
<p>15. Explanation of:</p> <ul style="list-style-type: none"> a. why the facility is not currently operational b. the period of time that the facility has been non-operational c. future intentions for the facility, including planned timeline for making the facility operational, or d. a decommissioning and removal plan. 	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable
<p>14. Photographs or video footage of the facility taken within the past twelve (12) months, showing multiple angles, both above and below water, with notes explaining what each photograph/video segment shows.</p>	<input type="checkbox"/> Submitted <input type="checkbox"/> Not applicable