

# MARINE PARKS PERMIT APPLICATION

## TOURISM / STRUCTURES / WORKS

October 2017

### Joint Permits

The Great Barrier Reef Marine Park Authority (GBRMPA) and the Queensland Parks and Wildlife Service (QPWS) operate a joint Marine Parks permit process that generally is administered by GBRMPA. Joint Marine Parks permits grant access to both the Great Barrier Reef Marine Park (Commonwealth) and the Great Barrier Reef Coast Marine Park (State) for certain purposes.

### Applying for permissions to operate in the Marine Parks

It is the preference of the Managing Agencies that applications are submitted via our permit and application management system, [Permits Online](#). Permits Online allows Marine Parks users to apply for, manage and track their applications and permits themselves, at their convenience.

To access Permits Online, please visit <https://secure.gbrmpa.gov.au/permitsonline/> or use the 'Login for...' option at the top of GBRMPA's [homepage](#).

If you are an existing user of our Bookings Online or EMC Online systems, you can use the same username and password to access Permits Online. A comprehensive User Manual is accessible via the Help menu. You may reset your password using the 'Forgot your password?' link on the login screen.

Please email [assessments@gbrmpa.gov.au](mailto:assessments@gbrmpa.gov.au) or phone (07) 4750 0860 between 9am and 2pm EST, Monday to Friday if you require assistance using Permits Online.

### About this application form

If you are unable to submit your application using Permits Online, you may use this form to apply for permissions under the *Great Barrier Reef Marine Park Act 1975* (Cth) and/or the *Marine Parks Act 2004* (Qld) to undertake the following activities in the Great Barrier Reef Marine Park and/or the Great Barrier Reef Coast Marine Park:

- Commercial tourist operations
- Non-tourist commercial charters
- Installation and/or use of moorings
- Installation and/or use of structures/facilities
- Installation and/or use of aquaculture facilities
- Construction and/or use of marinas
- Discharge of waste from a fixed structure
- Works in the Marine Parks

For activities not mentioned above (such as harvest fisheries, collecting, research and education) different application forms are available. Please email [assessments@gbrmpa.gov.au](mailto:assessments@gbrmpa.gov.au) to request a form, or for assistance using Permits Online.

If you wish to apply for permission to install a major structure (such as a marina, pontoon, jetty, or aquaculture facility) you should complete this form and attach relevant supporting information. GBRMPA will contact you regarding further information following the receipt of your application.

### More information

Visit GBRMPA's website to obtain information about other types of Marine Parks permits and the application process ([www.gbrmpa.gov.au/zoning-permits-and-plans/permits/](http://www.gbrmpa.gov.au/zoning-permits-and-plans/permits/)), or contact GBRMPA for a permit application information package. For information on State-only Marine Parks permits, please visit the QPWS website ([www.npsr.qld.gov.au](http://www.npsr.qld.gov.au)) or phone one of the QPWS numbers below.

For tourist program operators, GBRMPA's Onboard Tourism Operator's Handbook contains important information about conducting a tourism operation in the Great Barrier Reef Marine Park, including permit information. 'Onboard' is available from GBRMPA's website ([www.gbrmpa.gov.au](http://www.gbrmpa.gov.au)) and click on the Onboard icon). If you do not have internet access, please contact GBRMPA.

For further information please contact GBRMPA's Assessments and Permissions team or the Assessments and Approvals section of the QPWS office in your region.

Great Barrier Reef Marine Park Authority  
([www.gbrmpa.gov.au](http://www.gbrmpa.gov.au))

Townsville

Tel: (07) 4750 0700

Department of National Parks, Sport and Racing  
Queensland Parks and Wildlife Service  
([www.npsr.qld.gov.au](http://www.npsr.qld.gov.au))

Cairns

Tel: (07) 4222 5282

Townsville

Tel: (07) 4722 5314

Airlie Beach

Tel: (07) 4967 7355

Rockhampton

Tel: (07) 4936 0511



Australian Government  
Great Barrier Reef  
Marine Park Authority



Queensland  
Government

**Environment Protection and Biodiversity Conservation Act 1999**

The *Environment Protection and Biodiversity Conservation Act 1999* (the EPBC Act) provides for the protection of the environment, especially matters of national environmental significance (NES). Under the EPBC Act, a person must not take an action that has, will have, or is likely to have a significant impact on any of the matters of NES without approval from the Australian Government Environment Minister. The Great Barrier Reef Marine Park is now a matter of NES under the EPBC Act (sections 24B and 24C).

To help you decide whether or not your proposed action requires approval from the Environment Minister, guidance is available from the Department of the Environment and Energy's (the department's) website ([www.environment.gov.au/epbc](http://www.environment.gov.au/epbc)). Where approval from the Environment Minister is required, a proposed action will need to be referred by the applicant to the department. The purpose of a referral is to obtain a decision on whether the proposed action will need formal assessment and approval under the EPBC Act. A referral form can be obtained from the department's website.

Referral of an action under the EPBC Act is deemed to be an application under the *Great Barrier Reef Marine Park Act 1975* (see section 37AB, *Great Barrier Reef Marine Park Act 1975*). The department will forward the referral to GBRMPA to commence its permit processes as required under the Great Barrier Reef Marine Park Regulations 1983. For more information on the EPBC Act and making a referral, call the department's Community Information Unit on 1800 803 772 or visit the website at [www.environment.gov.au/epbc](http://www.environment.gov.au/epbc).

**HOW TO APPLY**

- Access the [Checklist: Information required to be submitted at the time of application](#) to prepare your application;
- Complete the application form;
- Email the completed application form (and attachments if applicable) to [assessments@gbrmpa.gov.au](mailto:assessments@gbrmpa.gov.au);

Applications for State only permits should be forwarded to your nearest QPWS office (see contact details on the first page).

All applicants should complete **Parts A, B and G** of this form. Complete **all Parts**, where relevant, for all new permit applications to:

- conduct a tourist program; or
- install a mooring, structure or facility; or
- conduct other works in the Marine Park/s.

If the applicant is applying to continue an existing permit, complete **Parts C, D and E** only if this information has changed since the previous application.

**Information Box**

**HOW TO APPLY AND FEES**

Applications should be lodged as early as possible, preferably at least four (4) months prior to the date the permit is required. An application for a Marine Parks permit to conduct commercial activities requires the payment of a Permit Application Assessment Fee (PAAF). More information on the application fee and payment details can be obtained by visiting [www.gbrmpa.gov.au/zoning-permits-and-plans/permits/permit-application-assessment-fee](http://www.gbrmpa.gov.au/zoning-permits-and-plans/permits/permit-application-assessment-fee) or by contacting the GBRMPA.

**PLEASE NOTE:**

*It is important that GBRMPA and QPWS receive correct information about your permit application. There are significant penalties for giving false or misleading information.*

*The information you provide may be given to other Commonwealth and State agencies, which have a role in the management of the area.*

Please read and complete this form carefully as incorrect or insufficient information may delay consideration of your application.

**PART A**

**Proposed Permit Holder Details**

*If there is insufficient space on this form to fully address any of the questions, please attach additional pages to your application.*

**1. Is the proposed permit holder a company/organisation?**  
(see information box)

Yes  No  ▶ Go to next question 2

**Information Box (Question 1)**

- Permits can be granted to:
- a REGISTERED COMPANY
  - an INDIVIDUAL
  - multiple INDIVIDUALS/COMPANIES

<b>Registered company name:</b>		<b>ACN/ABN:</b>	
<b>Registered office street address:</b>		<b>Postcode:</b>	
<b>Postal Address:</b>		<b>Postcode:</b>	
<b>Email Address:</b>			

Go to Question 3

**2. Is the proposed permit holder an individual, more than one individual, or an individual plus an organisation (partners etc.)?**

Yes

Please list the names and addresses of all persons who are proposed to be included on the permit.

<b>Full name(s):</b>			
<b>Residential address:</b>		<b>Postcode:</b>	
<b>Postal address:</b>		<b>Postcode:</b>	
<b>Email Address:</b>			

<b>Full name(s):</b>			
<b>Residential address:</b>		<b>Postcode:</b>	
<b>Postal address:</b>		<b>Postcode:</b>	
<b>Email Address:</b>			

<b>Full name(s):</b>			
<b>Residential address:</b>		<b>Postcode:</b>	
<b>Postal address:</b>		<b>Postcode:</b>	
<b>Email Address:</b>			

*If insufficient space, please attach further information*

**3. Does the proposed permit holder wish to include a trading name on their permit?**

Yes  No  ▶ Go to Question 4

<b>Trading name:</b>	
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**4. Contact person:**

<b>Title:</b>		<b>Name:</b>		
<b>Employment Position:</b>			<b>Mob:</b>	
<b>Email:</b>			<b>Tel:</b>	

**NOTE:** The nominated contact person will need to be available to respond to any queries that arise during the assessment of the application. Non-availability may result in processing delays.

## **PART B**

### **Current Permit Details**

**5. Has the proposed permit holder (individual/s or company) held a Marine Parks permit within the last three (3) years?**

Yes  No  ▶ Go to PART C

<b>Permit/s held:</b>	
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**6. Is the proposed permit holder applying for the replacement/continuation of an existing permit?**

Yes  No  ▶ Go to PART C

#### **Information Box (Question 6)**

If your application is accepted by GBRMPA before your existing permit expires, you may continue to operate in accordance with your existing permit until a decision has been made on your application.

<b>Permit/s to be replaced:</b>	
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**7. Does the proposed permit holder wish to change anything about their existing permit?**

Yes  ▶ Go to PART C No  ▶ Go to PART D

**PART C**

**New permit OR change to existing permit**

**8. In which Management Area(s) of the Marine Park does the proposed permit holder wish to operate?**

- Far Northern Management Areas
- Cairns/Cooktown Management Areas
- Townsville/Whitsunday Management Areas
- Mackay/Capricorn Management Areas

**Information Box**

**CHANGE TO EXISTING PERMIT**

For permit holders wishing to change anything about an existing permit, only complete those questions relating to the change.

**Information Box (Question 8)**

The Marine Parks are divided into four Management Areas to help simplify management. These Management Areas are identified on the Zoning Maps.

**9. Does the proposed permit holder wish to operate more frequently in specific locations (for example, more than 2 visits to a specific location in a 7 day period)? Please list each location of the Marine Park.**

Yes  No  ▶ Go to Question 10

**Information Box (Question 9)**

Check the zoning maps on GBRMPA's website for your preferred location/s. Check that the activities for which you are applying are permitted at that location.

Specific location/s (e.g. reef name, specific zone number e.g. CP-14-4018)	Zone (for example, Marine National Park Zone, General Use Zone)	How often do you wish to access each location?

**10. Does the proposed permit holder intend to extend its operation to:**

**A.** Mainland or island National Parks adjoining the Marine Parks (including any beach access)?

Yes  No

Please specify: \_\_\_\_\_

**Information Box (Question 10)**

Separate permits are required from QPWS to conduct commercial operations on mainland or island National Parks and in the Green Island RAM area. Application forms will be mailed to you if you ticked 'YES' to parts A or B. If you intend to access the rivers and streams between Mission Beach and the Starcke River, please attach a list of rivers / streams / inlets you wish to operate to, and contact your nearest QPWS office to discuss your application.

**B.** Green Island RAM (Recreational Area of Management)?

Yes  No

**C.** Rivers and streams between Mission Beach and the Starcke River?

Yes  No

Please specify: \_\_\_\_\_

**11. Is this an application for a tourist operation permit?**

Yes  No  ▶ Go to PART D

**A.** Please tick the type of tourist operation the proposed permit holder wishes to undertake:

- Vessel operation (including fishing charters)
- Aircraft operation (landing)
- Aircraft operation – scenic flights (non-landing)
- Cruise ship operation (vessel >70m)
- Hire operation
  - Dinghy hire
  - Motorised equipment
  - Non-motorised equipment
- Guided tour operation (e.g. kayak, canoe, craft tours)
  - Motorised, please specify: \_\_\_\_\_
  - Non-motorised, please specify: \_\_\_\_\_
- Bareboat operation (*Please indicate if this operation is to be conducted outside of the Whitsundays Planning Area – Yes  No* )
- Other, please specify: \_\_\_\_\_

**B.** Please tick the activities that the proposed permit holder wishes to undertake as part of the above operation(s):

- Standard activities (including swimming, snorkelling, SCUBA diving, fishing, fish feeding, passenger transfers, non-tourist commercial charters (includes transport for researchers, film crews and technicians etc.))
- Non-motorised watersports (for example, kayaks, windsurfers etc.). Please specify: \_\_\_\_\_
- Motorised watersports (for example, water skiing, parasailing, tube riding etc.). Please specify: \_\_\_\_\_
- Glass-bottom boat / semi-submersible tours (coral viewing)
- Other, please specify: \_\_\_\_\_

**12. Please list the details of any vessels or aircraft to be included on this permit that are intended to be used in the Marine Park/s.**

Vessel name/aircraft type	Registration number or Vehicle Identification Number (VIN/BIN/AIN)	Vessel length (m)	Surveyed passenger capacity	Max number of participants in program (passengers & crew)

*If insufficient space, please attach further information*

**13. Does the proposed permit holder intend to use any equipment, including ancillary vessels, in its operation?**

Yes  No  ▶ Go to PART D

**Information Box (Question 13)**

Some examples of equipment include tender vessels, glass-bottom boats and semi-subs, jet skis, catamarans, dinghies, kayaks and surf skis etc.

Equipment/vessel type	Number	Passenger capacity

**PART D**

**Moorings, Structures and Facilities** Access the [Checklist: Information required to be submitted at the time of application](#) to prepare your application

**14. Does the proposed permit holder wish to install and/or operate a mooring, structure and/or other facility in the Marine Parks?**

Yes  No  ▶ Go to PART E

**15. Does the proposed permit holder wish to install and/or operate a mooring at any location in the Marine Park/s? (OR if the proposed permit holder has previously installed moorings please provide recent DGPS co-ordinates in the table below). Quote datum used e.g. GDA94.**

Yes  No  ▶ Go to Question 16

Location of mooring/s (e.g. reef name)	Mooring Reference Number (if applicable)	DGPS location	Type of mooring/s (fore & aft or single point, block/s, multiple points etc.)	Ancillary or primary

- IMPORTANT: If you are applying for continuation of a permit for previously installed moorings, you MUST provide the documents listed in the [Checklist: Information required to be submitted at the time of application](#) with your application;**

**Information Box (Question 15)**

The policy 'Moorings in the Great Barrier Reef Marine Park' (Moorings Policy) provides for the consistent and effective use and management of moorings in the Marine Parks. The Moorings Policy is available from GBRMPA's website ([www.gbrmpa.gov.au/visit-the-reef/moorings](http://www.gbrmpa.gov.au/visit-the-reef/moorings)). If you wish to apply for a permit to install and/or operate a mooring facility, please enclose a sketch, copy of relevant zoning map and/or aerial photographs of the proposed site showing the intended location of the mooring (include DGPS coordinates and datum) and the location of other moorings and fixed objects in the vicinity. You will be required to supply a mooring design certified by a marine engineer or naval architect before installation occurs. Under certain circumstances (see Mooring Policy) a schematic drawing may be accepted. GBRMPA provides each approved mooring with a Mooring Reference Number (e.g. GM0632), which must be displayed on the mooring. Some moorings also require authorisation by Maritime Safety Queensland (MSQ) and the Department of Agriculture and Fisheries (DAF). Contact your nearest MSQ office for further information. You may be required to use a mooring when accessing some locations in the Marine Parks. You will be notified of this during the application assessment.

**16. Does the proposed permit holder wish to perform works, install or operate structures or facilities, discharge waste, dredge and/or conduct other types of works in the Marine Park/s?**

Yes  No  ▶ Go to PART E

Please provide a brief description of the proposal:

**Information Box (Question 16)**

This includes, but is not restricted to, installation of pontoons, jetties, wharfs, helipads, marinas, conduct of dredging activities, installation of discharge and intake pipes, aquaculture facilities, and revetments. If the answer to Question 17 is 'Yes', please contact the relevant Managing Agency for pre-lodgement discussions prior to lodging an application. If you wish to install moorings as part of your operation, please ensure that you have completed Question 16. Detailed information including certified engineering drawings and details of prudent and feasible alternatives will be required to complete an assessment and should be provided with this application if possible. Contact GBRMPA for more detailed information if required. If a proposal is regarded as having the potential for significant environmental impact, consideration under the *Environment Protection and Biodiversity Conservation Act 1999*, potentially including an Environmental Impact Statement or Public Environment Report, may be required.

**PART E**

**17. Is the proposed permit holder in the process of obtaining OR does it have Eco Certification at the Ecotourism or Advanced Ecotourism level?**

Yes  No  ▶ Go to Question 20

**Information Box (Question 17)**

If you are certified at the Ecotourism or Advanced Ecotourism level of the Eco Certification Program, you are eligible to apply for a 20-year permit term at no additional cost. You must supply a copy of your current Eco Certification certificate with your application. Please be aware that, to retain a 20-year permit term, you must maintain certification at all times. For more information visit [www.gbrmpa.gov.au](http://www.gbrmpa.gov.au) or contact GBRMPA directly.

**18. Does the proposed permit holder wish to apply for a 20-year permit?**

Yes  No  ▶ Go to Question 20

**Information Box**

**DURATION OF PERMIT**

Please note, for tourist programs, permissions are normally granted for a period of eight years. Certified high standard operators can be granted a permit for up to 20 years.

**19. Is the proposed permit holder's Eco Certification certificate attached?**

Yes  No  ▶ Go to Question 20

**20. Please indicate what best describes the proposed permit holder's primary operation by placing a 1 in one of the boxes below. Please place a 2 to describe a secondary role, where applicable.**

**Information Box (Question 20)**

By letting us know what you do, GBRMPA can contact you with information on issues that are relevant to you.

**Day or part day trip**

Diving  Snorkelling and other \_\_\_\_\_  
 Fishing

**Extended/Overnight charter**

Diving  Sailing and other \_\_\_\_\_  
 Fishing

**Other**

Watersports – Tours  Watersports – Hire  Aircraft  
 Bareboat  Super-yacht  Cruise ship  
 Pontoon  Ferry/Passenger transport



**PART F**

**Authority to act**

Authority to act on Company's behalf

I \_\_\_\_\_

Director of \_\_\_\_\_

(ACN \_\_\_\_\_) authorise

\_\_\_\_\_ (Full Name)

\_\_\_\_\_ (Position)

to act on behalf of \_\_\_\_\_ regarding:

- all Marine Park/s permit matters (excluding applications for permissions and authorising other contacts) or;
- the following limited Marine Park/s permit matters (please provide details): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of Director: \_\_\_\_\_ (Block Letters)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART G**

**Proposed Permit Holder's Declaration: Please read the following carefully.**

**Privacy Notice – GBRMPA**

Personal information you provide to GBRMPA in your permit application is protected by the *Privacy Act 1988* (the Privacy Act). The information provided by you will be used by GBRMPA to assess your application and to assist it to make decisions whether to grant you a relevant permission. GBRMPA may also use the personal information you provide to notify you of any subsequent matters affecting any permission granted to you, including any changes to your permission, information about management arrangements for the Great Barrier Reef Marine Park, and information about relevant policies implemented by GBRMPA. The authority to collect this information is in the *Great Barrier Reef Marine Park Act 1975* and the *Great Barrier Reef Marine Park Regulations 1983* (the Regulations).

Who do we give it to:

This joint application form may be used by both GBRMPA and the Department of National Parks, Sport and Racing (NPSR) to assess your application for a Marine Parks permit. If your application comprises an application for permission to conduct activities in a Marine Park of the State of Queensland, then identifying information collected on this form will be given to NPSR. If GBRMPA considers that the granting of the permission may restrict the reasonable use by the public of part of the Marine Park, then it may also require you to publish an advertisement containing any information about your application that GBRMPA reasonably requires.

Under the Regulations, if you are granted a permit, a copy of the permit document, which may include some identifying information such as your name and address, will be published on the Internet. GBRMPA will not otherwise disclose your personal information to any third party without your consent, unless it is required to do so by law.

More information

For more information on privacy and the Privacy Act, see the Privacy Commissioner's website at [www.privacy.gov.au](http://www.privacy.gov.au).

**Electronic Dispatch – GBRMPA**

By signing this application you are consenting to GBRMPA providing the decision under the Great Barrier Reef Marine Park Regulations 1983 (including any permit issued) electronically for the purposes of the *Electronic Transactions Act 1999*.

**Privacy Statement – QPWS**

The Department of National Parks, Sport and Racing is collecting the information on this form to assess your application for a permit. This information is required under the *Nature Conservation Act 1992*, the *Recreation Areas Management Act 2006*, the *Forestry Act 1959* and the *Marine Parks Act 2004*. The Department may have entered into an indigenous management agreement or indigenous land use agreement relating to adjacent National Parks under the *Nature Conservation Act 1992* or State Marine Parks under the *Marine Parks Act 2004* which may be subject to joint management arrangements. If so, the completed application form and relevant supporting documentation may be disclosed to the relevant indigenous organisation/s (including to any relevant Native Title Body Corporates) for the purpose of the Department consulting with or seeking the consent of that organisation (on the basis that your information may only be used for that purpose and is not to be disclosed to any other person).

Your personal information will not be otherwise disclosed to any other parties without your consent unless authorised or required by law, such as under the *Right to Information Act 2009* or the *Evidence Act 1977*. Further information about privacy is available on the Department’s website: <http://www.npsr.qld.gov.au/legal/privacy.html>

**Electronic Dispatch – QPWS**

By signing this application you are consenting to the chief executive of the Department of National Parks, Sport & Racing or his/her delegate providing the decision (including any permit issued) electronically for the purposes of the *Electronic Transactions (Queensland) Act 2001*

**Declaration under the Oaths Act 1867 - Queensland**

*Note: It is a criminal offence to knowingly make a false or misleading statement in, or omit a material matter from, your application. By submitting this application, you declare that the information within the application is true and correct to the best of your knowledge.*

I do solemnly and sincerely declare that:

- The information provided in this permit application is true and correct to the best of my knowledge.
- Where the applicant is a company/organisation, I am duly authorised by the company/organisation to sign this permit application on its behalf.
- The applicant<sup>#</sup> and any associated persons<sup>##</sup> have no charges for breaking any law<sup>1</sup>, and have not been found guilty of, pleaded guilty to, or been convicted by a court of any relevant offences in Australia or any other nation. I am not aware of any pending legal proceedings, under Australian law or internationally, which may be relevant to this application.  
OR I declare the following (explain): \*

- The applicant<sup>#</sup> has not had a relevant authority<sup>2</sup> suspended, cancelled or revoked in the past 3 years (if applying for a joint permit) or 5 years (if applying for a Commonwealth only permit)  
OR I declare the following (explain): \*

- I am not aware of any other matters which may be relevant<sup>3</sup> to this application  
OR I declare the following (explain): \*

