



Australian Government  
Great Barrier Reef  
Marine Park Authority

# Permits Online User Manual



Nara Inlet by Jumbo Aerial Photography

The Permits Online system allows you to apply for, and manage,  
Marine Parks permits issued jointly by the  
Great Barrier Reef Marine Park Authority (Reef Authority) and  
Queensland Parks and Wildlife Service (QPWS)

© Commonwealth of Australia 2022

Published by the Great Barrier Reef Marine Park Authority (the Reef Authority)

This document is licensed by the Commonwealth of Australia for use under a Creative Commons By Attribution 4.0 International licence with the exception of the Coat of Arms of the Commonwealth of Australia, the logo of the Great Barrier Reef Marine Park Authority, any other material protected by a trademark, content supplied by third parties and any photographs. For licence conditions see: <http://creativecommons.org/licenses/by/4.0>



**This publication should be cited as:**

Great Barrier Reef Marine Park Authority 2022, *Permits Online Manual*, 6<sup>th</sup> edition, the Reef Authority, Townsville.

Comments and questions regarding this document should be addressed to:



**Australian Government**  
**Great Barrier Reef**  
**Marine Park Authority**

Great Barrier Reef Marine Park Authority  
280 Flinders Street  
(PO Box 1379)  
Townsville QLD 4810, Australia  
Phone: (07) 4750 0700  
Email: [info@gbrmpa.gov.au](mailto:info@gbrmpa.gov.au)  
[www.gbrmpa.gov.au](http://www.gbrmpa.gov.au)

After reviewing this manual, if you still require assistance using the Permits Online System please contact the Reef Authority.

Phone: (07) 4750 0700 during business hours (8.30am to 5.00pm EST weekdays).

For permits that involve tailored assessment please contact the Environmental Assessment and Protection Unit for further information.

Phone (07) 4750 0860 during business hours or email: [assessments@gbrmpa.gov.au](mailto:assessments@gbrmpa.gov.au).

All feedback regarding the Permits Online system or its data should be sent directly to:  
Email: [assessments@gbrmpa.gov.au](mailto:assessments@gbrmpa.gov.au).

## Contents

1.0	Great Barrier Reef Marine Park Authority .....	1
2.0	About Permits Online.....	1
2.1	Permits Online Rules.....	1
2.2	Further Information.....	2
2.3	Accessing and Navigating Permits Online .....	2
2.4	Accessing Permits Online for the first time .....	2
2.5	Registering as a new user .....	3
2.6	Using Permits Online for the first time .....	5
2.7	Selecting a Permittee .....	6
2.8	Managing Authorised contacts .....	7
2.9	Changing contact details .....	8
2.10	Permittee list .....	8
2.11	Reset passwords.....	9
3.0	Glossary .....	9
4.0	System Menus.....	15
4.1	System sub menus.....	15
5.0	Applications Menu .....	17
5.1	Open (Hyperlink on Applications screen).....	17
5.2	Email (Hyperlink on Applications screen).....	18
5.3	Withdraw (Hyperlink on Applications screen).....	18
5.4	Summary (Hyperlink on Applications screen) .....	18
5.5	Other Options (Continue, Transfer, Surrender).....	19
6.0	Permits Menu .....	19
7.0	Historical Permits .....	20
8.0	Reasonable Use.....	21
9.0	Making an Application .....	21
9.1	New applications .....	21
9.2	Adding primary contact.....	22
9.3	Applying for a jointly held Permit .....	26
9.4	Making Declarations / Submitting your application.....	31
10.0	Tourism or Charter Activities .....	33
10.1	Routine Tourism and Charter .....	33
10.1.1	Other Tourism Application Types sub menu .....	45
10.2	Tourism - Aircraft.....	46

10.3	Tourism – Bareboats .....	65
10.4	Tourism – Hire.....	79
10.5	Tourism – Craftless .....	94
10.6	Tourism – Routine Cruise Ship.....	111
10.7	Tourism – Tailored Cruise Ships .....	120
10.8	Tourism – Guided Tours (Motorised) .....	135
10.9	Tourism – Guided Tours (Non-Motorised) .....	147
10.10	Tourism – Vessel Operation .....	160
11.0	Install / operate a Facility (Including Mooring).....	178
11.1	Install / operate a Mooring Facility .....	178
11.2	Install / operate another type of facility .....	190
12.0	Conduct Research.....	204
12.1	Routine Commercial Research.....	206
12.2	Tailored Research .....	211
13.0	Conduct an Educational Program.....	237
14.0	Harvest Fishery .....	256
15.0	COTS and/or DRUPELLA .....	267
15.1	Routine COTS and/or DRUPELLA .....	267
15.2	Tailored COTS and/or DRUPELLA.....	272
16.0	Barge / Cargo Vessel Program.....	277
16.1	Routine Barge and Charter Program .....	279
16.2	Tailored Barge / Cargo Vessel Program .....	285
17.0	Carrying Out Works.....	299
18.0	Other Activities .....	313
18.1	Filming and/or Photography (Including Drones).....	314
18.2	Other Activities in the Marine Parks.....	321
19.0	Continue a Current Permit.....	327
19.1	Tourism Continuation .....	338
19.2	Continue as Routine Tourism and Charter Permit .....	346
19.3	Research Continuation .....	353
19.4	Continue as Routine Commercial Research .....	365
20.0	Surrender a Current Permit .....	375
21.0	Transfer a Current Permit.....	381
22.0	Lodge Requirements .....	392
22.1	Lodge Requirements – Research Report.....	392
22.1.1	Sites .....	394
22.1.2	Trips .....	398

22.1.3	Collection .....	400
22.1.4	Equipment .....	406
22.1.5	Publications .....	411
22.1.6	Summary Screen .....	413
22.1.7	Any Other Matters / Comments .....	414
22.1.8	Declarations .....	414
22.1.9	Final Report .....	415
22.1.10	Validations .....	416
22.2	Lodge Requirements – Other Reports .....	417
22.2.1	Upload Documents .....	417
22.2.2	Comments .....	418
22.2.3	Declarations .....	419
22.2.4	Validations .....	420
22.3	Lodge Requirements – Requests For Further Information .....	421
22.3.1	Upload Documents .....	421
22.3.2	Comments .....	422
22.3.3	Declarations .....	423
22.3.4	Validations .....	424
23.0	Notification Approvals .....	425
23.1	Vessel / Ship Notification Approval .....	426
23.2	Aircraft Notification Approval .....	427
23.3	Mooring Notification Approval .....	428
23.4	Other Notification Approval .....	429
23.5	Notification Approvals – Print and Email .....	430
24.0	Payments .....	431
24.1	Select Outstanding Charges .....	431
24.2	Select Payment Method .....	432
24.2.1	Select Payment Method – Credit Card .....	433
24.2.2	Submit Credit Card Payment .....	433
24.2.3	Select Payment Method - BPAY .....	434
24.2.4	Submit Payment Pledge - BPAY .....	435
24.2.5	Select Payment Method – Direct Debit .....	436
24.2.6	Submit Payment Pledge – Direct Debit .....	437
24.3	Print Icon .....	438
24.4	Email Confirmation .....	438
24.5	Validations .....	439
24.5.1	Validation – Credit Card Declined .....	439

24.6	Payments Management.....	440
24.6.1	Date from and Date to .....	440
24.6.2	View Outstanding Fees .....	441
24.6.3	View Payment .....	441
24.6.4	View Pledge .....	442
24.6.5	Delete.....	443

## 1.0 Great Barrier Reef Marine Park Authority

As a permit holder, or authorised contact, you contribute directly to the protection of the Great Barrier Reef Marine Park by ensuring you operate according to your Marine Parks permit.

Permits Online has been developed to provide you with a user-friendly, online platform to apply for and manage your existing and future permits.

The Great Barrier Reef Marine Park Authority (the Reef Authority) and the Department of Environment and Science (DES) are the primary regulators for protecting the Great Barrier Reef. Our role is to set the standards necessary to provide certainty about where uses may occur, the type of activities allowed and the conditions under which activities may proceed. This is achieved by using a combination of management tools and approaches, including zoning, plans of management, permits, education, compliance and enforcement.

This online system allows you to apply for and manage Marine Park permits issued jointly by the Reef Authority and QPWS.

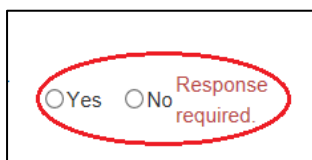
## 2.0 About Permits Online

Permits Online is a feature of the Reef Authority's Reef Management System that allows Marine Park users to:

- Apply for a permission for Marine Parks use, including submitting documentation for consideration.
- Manage existing Marine Parks permits, including updating vessel, aircraft, facility and equipment information.
- Manage and update contact details, including allocation of authorised contacts and preferred contact method.
- View the status of your Marine Parks permits.
- View requirements for documentation such as moorings certificates and submit these to comply with permit conditions.

### 2.1 Permits Online Rules

Permits Online has various rules and validations throughout the system. Each page containing questions within the applications process includes a validation check to ensure mandatory information is provided. If a question is not answered and you try to move to the next page of your application, you will receive a Response required or similar validation.



**Figure 1 - Screenshot of Yes/No radio buttons with a red circle around the Yes and No buttons and validation wording Response required**

## 2.2 Further Information

Further information on Permits Online is located in the About section of the [system](#). Other helpful materials include:

- [Permission system overview](#)
- [Application guidelines](#)
- [Assessment guidelines](#)
- [Fees and charges](#)

If you need help, please check the Help screen (the answer may be there) or contact the Environmental Assessment and Protection team for further information.

Phone: (07) 4750 0860 during business hours or Email: [assessments@gbrmpa.gov.au](mailto:assessments@gbrmpa.gov.au)

## 2.3 Accessing and Navigating Permits Online

Permits Online is hosted by the Reef Authority and is available via the internet at <https://secure.gbrmpa.gov.au/PermitsOnline/>

Permits Online can also be accessed directly through the Reef Authority's external website secure login facility. This is available via our home page at [www.gbrmpa.gov.au](http://www.gbrmpa.gov.au).

## 2.4 Accessing Permits Online for the first time

The first page you will see when accessing Permits Online is the Home Page. Current users of the Reef Authority's online systems (Bookings Online and/or EMC Online) will automatically have access to Permits Online using the same details.

If you are a new user of Reef Authority's online systems, please use the Register feature located on the home page as shown below. This will allow you to enter your email address and choose a password. You will receive an email link confirming your registration. If you do not receive this email, please check your junk / spam filter as it may be there. For assistance, you can contact the Reef Authority by emailing [assessments@gbrmpa.gov.au](mailto:assessments@gbrmpa.gov.au). Please allow up to one business day for a response. **Please do not re-register.**"

The screenshot shows the GBRMPA Permits Online interface. At the top, it displays the Australian Government logo and the Great Barrier Reef Marine Park Authority name. The main heading is 'GBRMPA Permits Online' with the tagline 'Working together today for a healthier Reef tomorrow...'. There are 'Register' and 'Log in' links in the top right. A navigation menu on the left includes buttons for Home, About, EMC Online, Bookings Online, Help, and Login. The central area is titled 'Log In' and prompts the user to enter their username and password. A 'Log in' button is positioned below the password field. At the bottom of the form, the link 'Register as a new user' is circled in red, and 'Reset my password' is also visible.

Figure 2 - Screenshot of Permits Online Log In screen with red circle around Register as a new user



## 2.5 Registering as a new user

Current users of the Reef Authority's online systems (Bookings Online and/or EMC Online) will automatically have access to Permits Online. Your username and password will be the same for Permits Online.

If you are a new Permit Holder/applicant to the Reef Authority, you can register your details and receive a link to access the system. To register your details, select the Register hyperlink at the top right-hand corner of the screen. Alternatively, you can select the Register as a new user hyperlink located on the log in screen.

The screenshot shows the GBRMPA Permits Online interface. At the top, there is a dark blue header with the Australian Government logo on the left, the text 'Australian Government Great Barrier Reef Marine Park Authority' in the center, and the slogan 'Working together today for a healthier Reef tomorrow...' on the right. To the right of the slogan are links for 'Register' and 'Log in'. Below the header, a light yellow bar displays 'User: | Permittee: Not selected'. The main content area is titled 'Log In' and contains the following text: 'Please enter your user name and password:' and 'Your username may be your name in lowercase, separated by a hyphen; for example first-lastname'. There are two input fields: 'User Name' and 'Password'. Below the 'Password' field is a 'Log in' button. At the bottom of the form area, there are two links: 'Register as a new user' (circled in red) and 'Reset my password'.

Figure 3 - Screenshot of Permits Online Log In screen with a red circle around Register as a new user option

Once the link is selected the system will navigate to a Register page where a new user can create an account. On the register as a new user page, the system will ask for details of First Name, Last name, Email, Password and Confirm Password. There is also a security feature on the page. If the letters are not visible, please select Refresh.

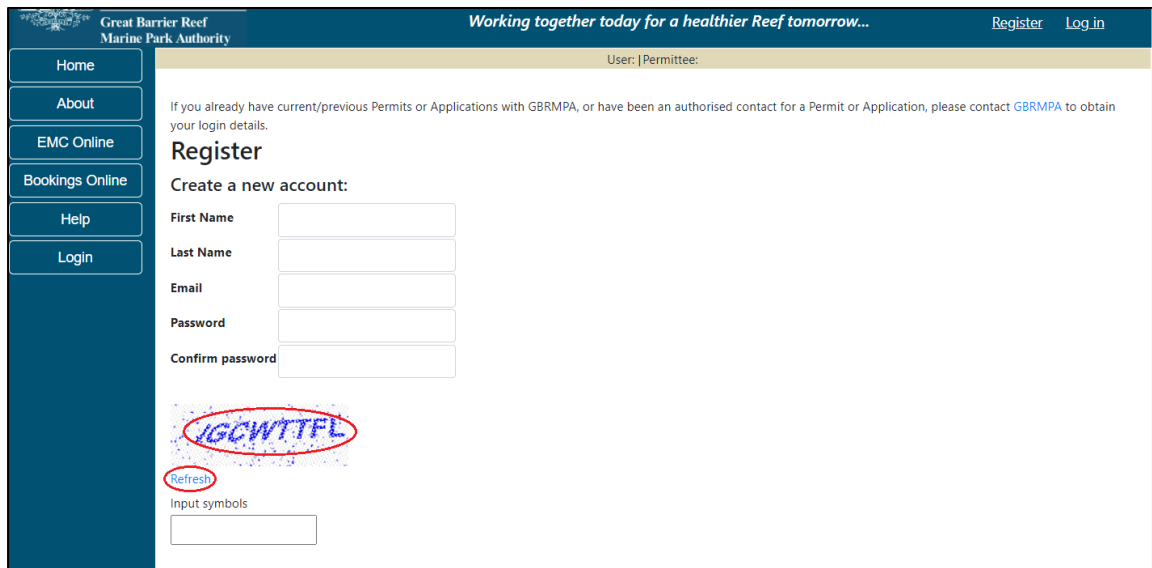


Figure 4 - Screenshot of Permits Online Register screen with a red circle around the Captcha letters and Refresh link

Fill in the details to register your account. You will need to complete the mandatory fields and the Captcha security feature. **PLEASE NOTE: You will receive an email link to confirm your account. If you do not receive this email, please check your junk / spam filter - it may be there. If not, please contact the Reef Authority for assistance. Do not re-register.**

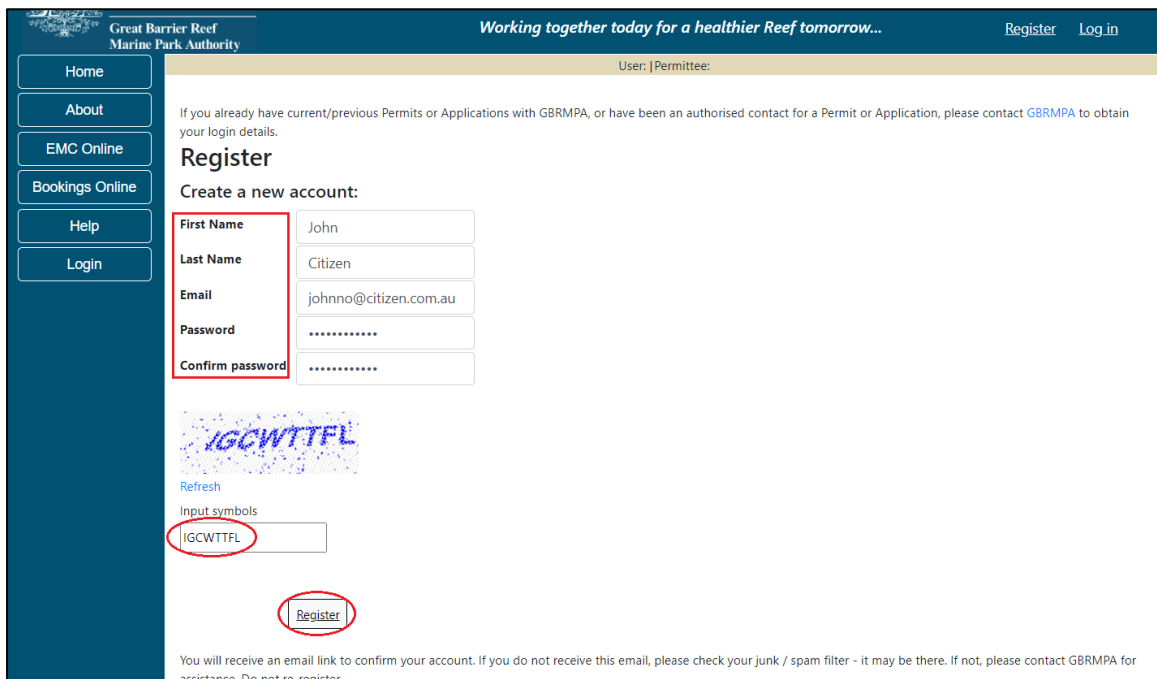


Figure 5 - Screenshot of Permits Online Register screen with a red box around information required, a red circle around the Input symbols field and a red circle around the Register button

## 2.6 Using Permits Online for the first time

If the Reef Authority has issued you with login and password details, it is recommended that you change your password the first time you access the system.

Select the Admin option on the left-hand toolbar and select Change Password.

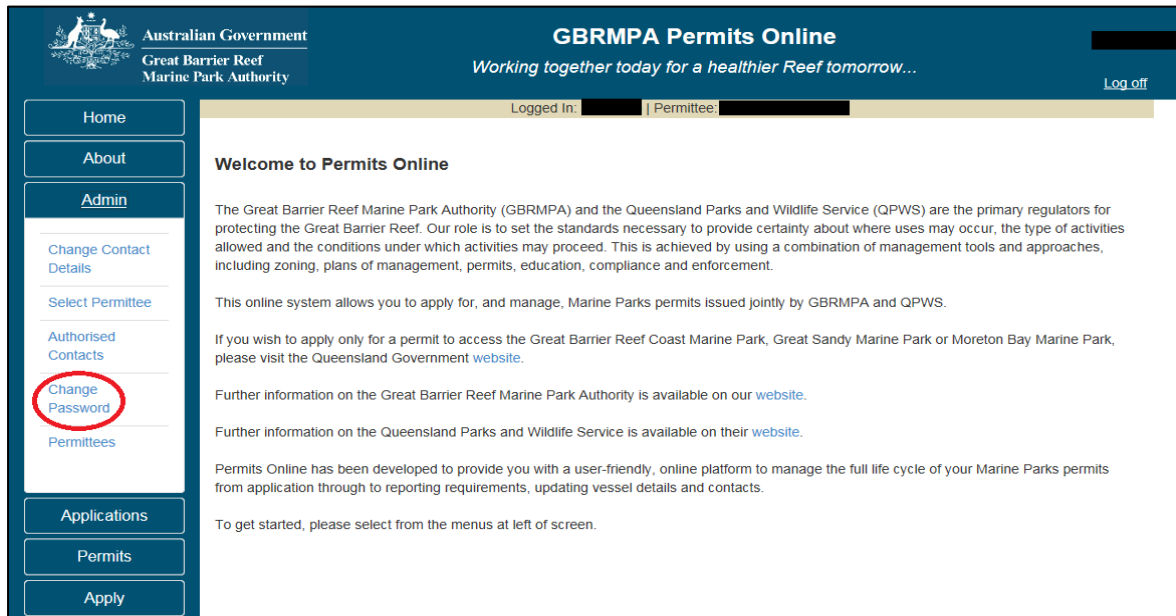


Figure 6 - Screenshot of Permits Online site with a red circle around Change Password option

For security purposes, there are rules for creating a new password. Any attempt to enter a password that does not fit the below guidelines will be rejected and will result in an error message.

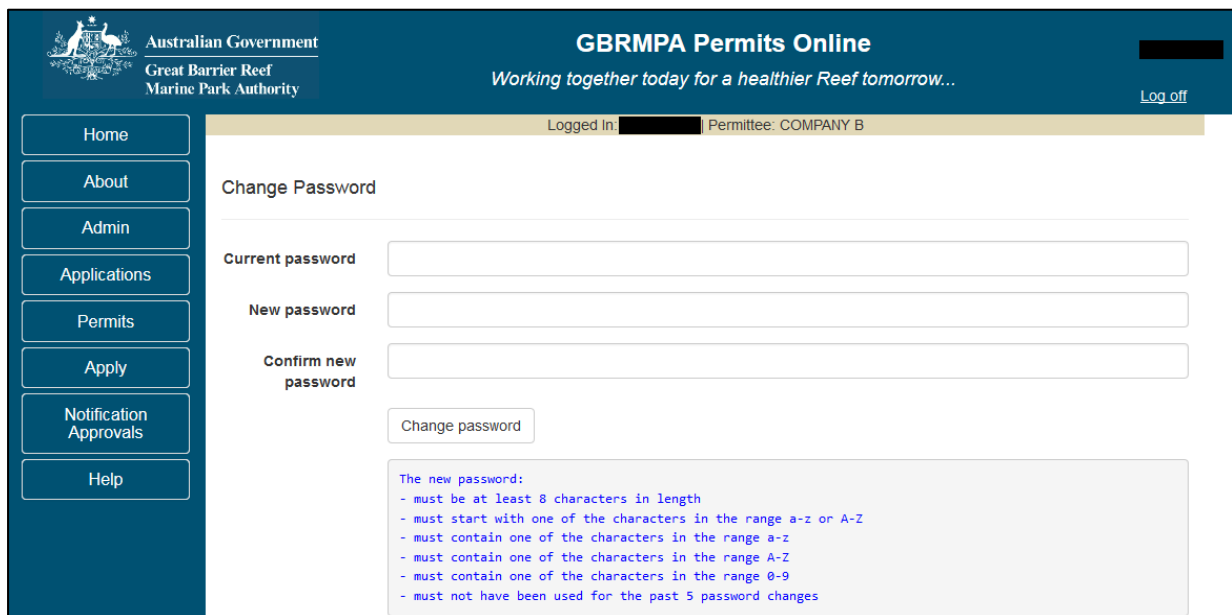


Figure 7 - Screenshot showing the Change Password screen

## 2.7 Selecting a Permittee

To select a Permit Holder, choose Select Permittee in the Admin tab on the navigation section. Note that you can only select a different Permit Holder if you are an approved authorised contact. Contacts may be authorised by the Permit Holder, or, if the Permit Holder is an organisation, a Director of that organisation.

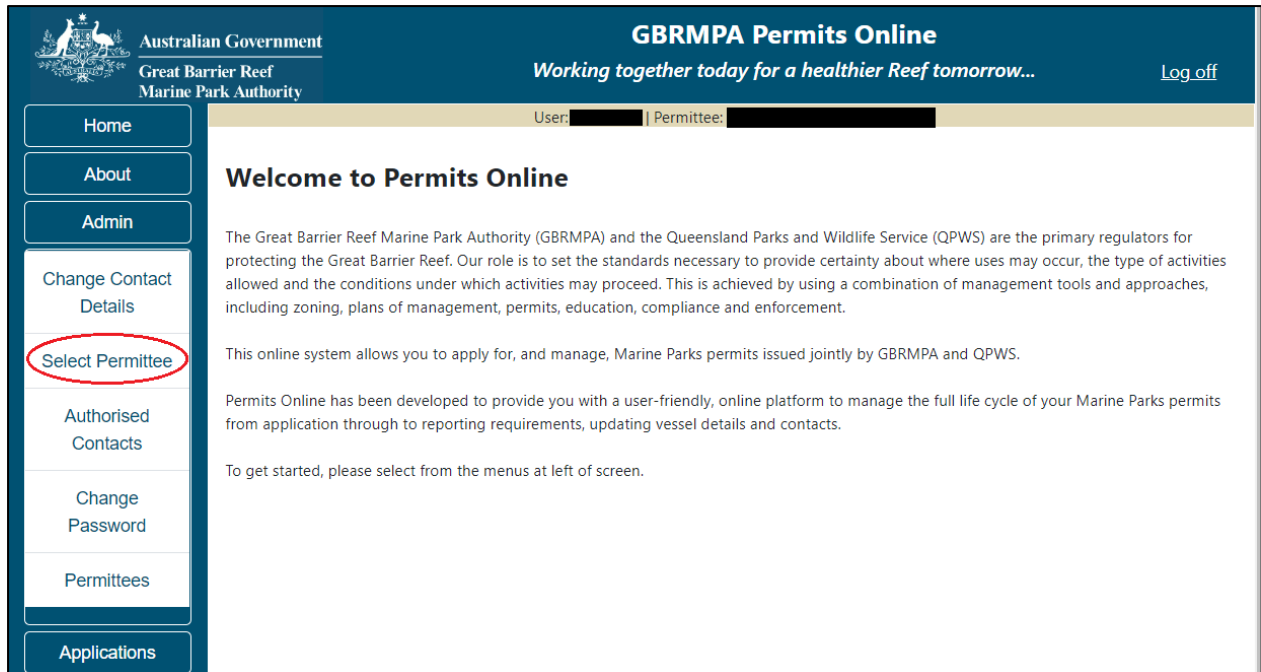


Figure 8 - Screenshot of Permits Online with a red circle around Select Permittee

You will progress to the Select Permittee page to choose which Permit Holder you would like to make the application for. The Select Permittee screen also appears as the first screen once you log in. You can also switch between permittees by selecting the permittee drop list within the banner on any screen.

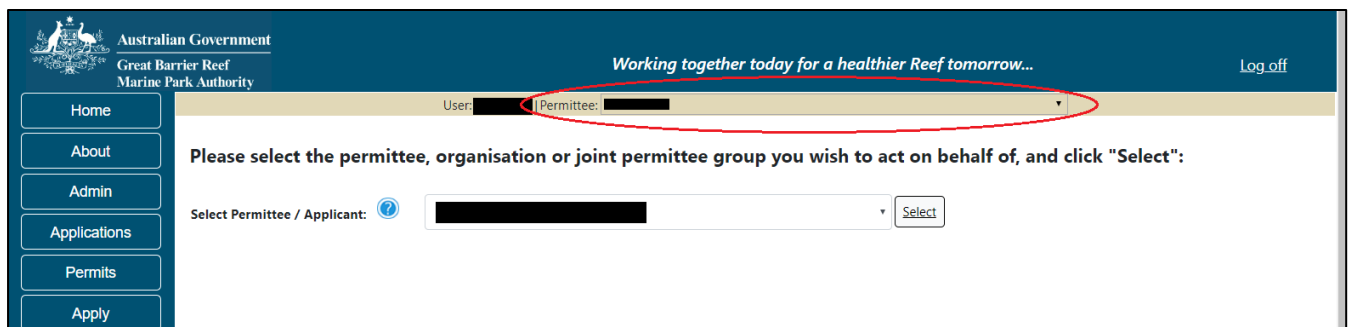


Figure 9 - Screenshot of Permits Online showing the Select Permittee drop list and a red circle around the Permittee drop list in the banner

## 2.8 Managing Authorised contacts

To manage authorised contacts associated with your permits, choose Authorised Contacts in the Admin tab on the navigation section.

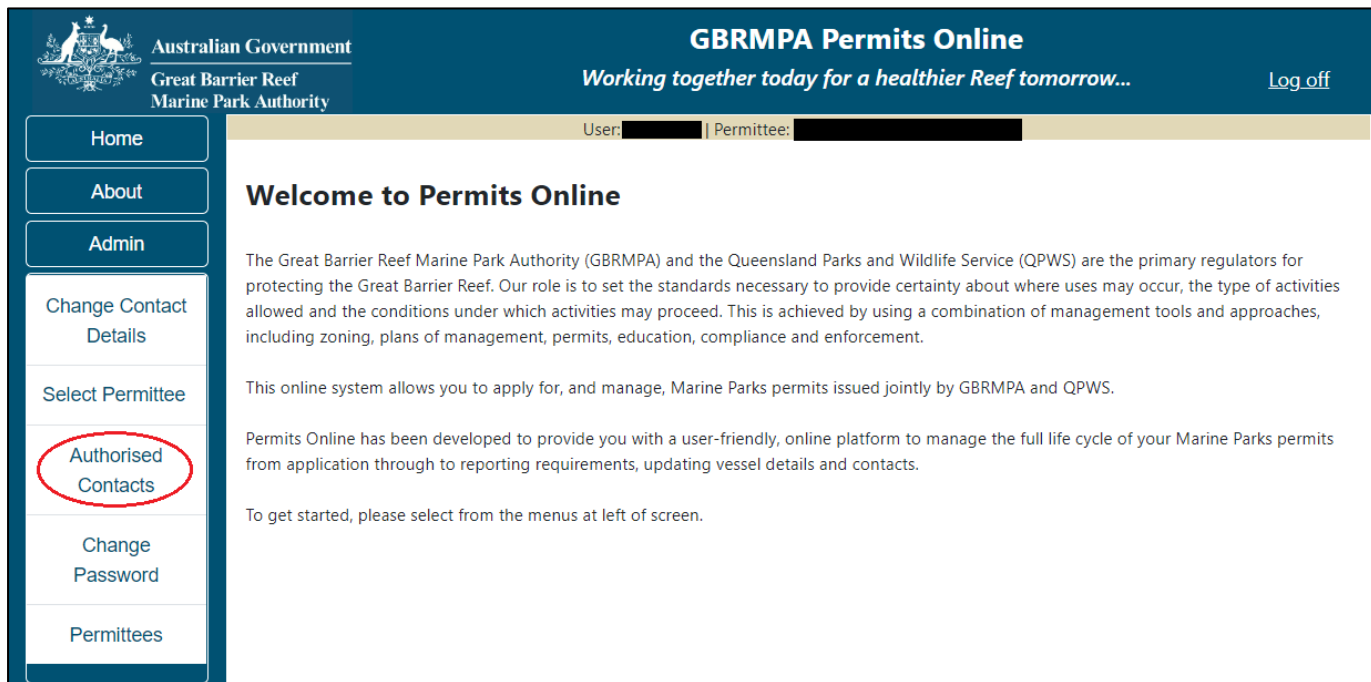


Figure 10 - Screenshot of Permits Online with a red circle around Authorised Contacts option

You will then progress to the Manage Authorise Contacts screen. As a Permit Holder, you can add details of individuals you authorise to liaise with the Reef Authority on your behalf and select particular permits they can administrate.



Figure 11 - Screenshot of Manage Authorised Contacts screen

## 2.9 Changing contact details

Applicants are required to maintain accurate contact details in the system so the Reef Authority can communicate important permit information. Use this screen to ensure your details remain accurate. Mandatory fields are marked with an (\*) and are required to be completed. A validation message will appear if any mandatory fields are not completed. Select Save to update the details.

The screenshot shows the 'Update Contact Details' form. The form is divided into three main sections: Personal Information, Postal Address, and Physical Address. Each section contains several input fields, some of which are marked as mandatory with a red asterisk (\*). The Personal Information section includes fields for Title, Surname, Phone No., Preferred Email, Web Address, Given Name, Trading Name, Mobile No., Middle Name, and Alt. Phone No. The Postal Address section includes fields for Street Address, State (dropdown), Other State, Suburb / Town, Country (dropdown), and POSTCODE. The Physical Address section includes fields for Street Address, State (dropdown), Other State, Suburb / Town, Country (dropdown), and POSTCODE. A 'Save' button is located at the bottom right of the form.

Figure 12 - Screenshot of Update Contact Details screen

## 2.10 Permittee list

The Permittee section in Permits Online is a summary of the Applicants/Permit Holders you are authorised to act for regarding their Marine Parks permits. The data shown will indicate how many applications are currently in process and how many current permits have been approved. Once an application has been approved by the Managing Agencies, it will move from the Number of Applications columns to the Number of Permits column.

The screenshot shows the 'Permittees/Applicants' screen. It features a table with the following columns: ID, Name, Contact Type, Number of Applications, and Number of Permits. There are four rows of data, each with an 'Edit' link. The table is as follows:

ID	Name	Contact Type	Number of Applications	Number of Permits	
[Redacted]	[Redacted]	Organisation	3	0	<a href="#">Edit</a>
[Redacted]	[Redacted]	Organisation	22	3	<a href="#">Edit</a>
[Redacted]	[Redacted]	Joint Permittee	1	0	<a href="#">Edit</a>
[Redacted]	[Redacted]	Individual	1	0	<a href="#">Edit</a>

Figure 13 - Screenshot of Permittee / Applicants screen

## 2.11 Reset passwords

If you have already registered or have a username with the Reef Authority and have forgotten your password, select the Reset my password hyperlink on the Log In screen. You will progress to a reset password section where you can request an email link to reset your password.

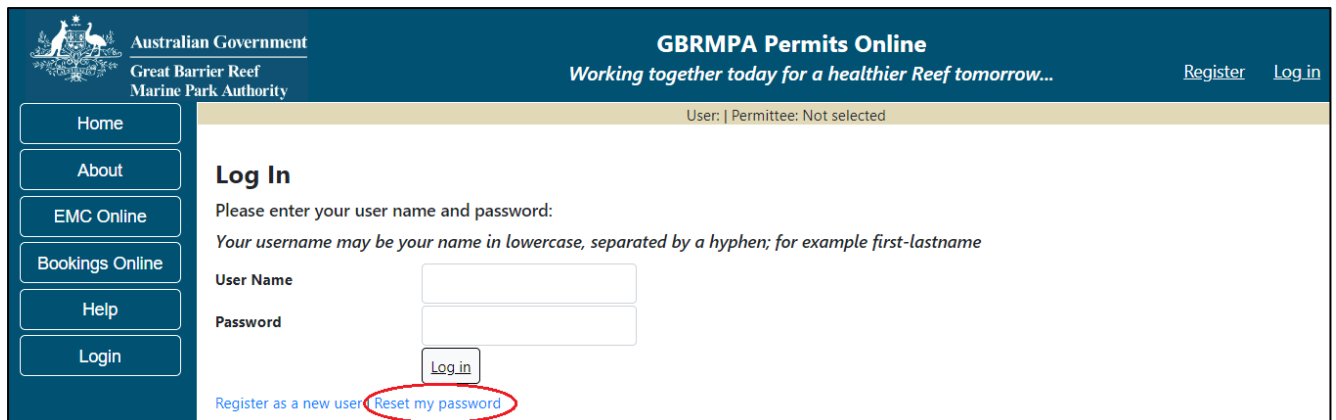
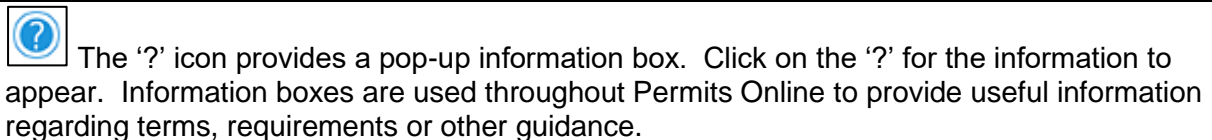


Figure 14 - Screenshot of Permits Online Log In screen with a red circle around Reset my password option

## 3.0 Glossary

Mandatory questions are indicated by a red asterisk \*. This section describes the primary fields and icons used in Permits Online.



The '?' icon provides a pop-up information box. Click on the '?' for the information to appear. Information boxes are used throughout Permits Online to provide useful information regarding terms, requirements or other guidance.

Figure 15 - Image of blue question mark symbol, white text on a blue background

[Log off](#)

The Log off icon is located at the top right hand corner of Permits Online. To log out of the system, select the Log off icon

Figure 16 – Image of Log off hyperlink, white text on a blue background

[assessments@gbmpa.gov.au](mailto:assessments@gbmpa.gov.au)

The assessments@gbmpa.gov.au hyperlink is located on the About screen. If you need to contact the Reef Authority, you can select the assessments@gbmpa.gov.au icon/hyperlink and a blank email with the assessments address will appear.

Figure 17 – Image of assessments@gbmpa.gov.au hyperlink, blue text on a white background

[Email](#)

The Email hyperlink is located on the application screen. When you select the Email link, a page with an area to fill information will appear. When you click Save an email will be sent to assessments@gbmpa.gov.au with your application number as a reference.

Figure 18 – Image of Email hyperlink, blue text on a white background

[Withdraw](#)

The withdraw hyperlink is located on the Applications screen. When the Withdraw hyperlink is selected, you will be able to withdraw the selected application.

*Figure 19 – Image of withdraw hyperlink, blue text on a white background*

[Summary](#)

Once an application has been submitted, the Summary hyperlink will appear next to the submitted application. Selecting the Summary hyperlink will open a pdf of the selected application.

*Figure 20 – Image Summary hyperlink, blue text on a white background*

[Open](#)

The Open hyperlink is located on the Applications screen. When you select the Open hyperlink, you will progress to an Application Summary page from which you can edit your application.

*Figure 21 – Image of Open hyperlink, blue text on a white background*

[Print](#)



When the print icon is selected, you will be provided options to print your application.

*Figure 22 - Image of Print hyperlink and printer symbol, blue text on a white background*

[Email](#)



The Email hyperlink with an envelope icon is to Email a copy of the application to the applicant

*Figure 23 - Image of Email hyperlink and envelope symbol, blue text on a white background*

[Edit](#)

The Edit hyperlink is located in the Application Summary screen. When selected, you are provided the opportunity to edit details of your application.

*Figure 24 - Image of Edit hyperlink, blue text on a white background*

[Remove](#)

The Remove hyperlink is located on the application summary screen. When selected this will remove the selected permission from the application, meaning you will no longer have permission to undertake that activity in the Marine Parks.

*Figure 25 - Image of Remove hyperlink, blue text on a white background*

[Apply for another permission](#)

The Apply for another permission button is located in the Application Summary screen. When selected, further permissions can be added to the application.

*Figure 26 - Image of Apply for another permission button, black text on a white background*



[Change](#)

The Change hyperlink is located in the Application Summary screen. When selected the applicant will be able to change the primary contact for the application.

*Figure 27 - Image of Change hyperlink, blue text on a white background*

[Save & Exit](#)

The Save & Exit button is located in the Application summary screen. When selected, your information is saved and you are returned to the Applications main page.

*Figure 28 – Image of Save and Exit button, black text on a white background*

[Submit](#)

The Submit button is located in the application summary screen and on all Notification Approval screens. When selected you will progress to the Declaration pages of the application. Once the declarations are completed, the application can be submitted.

*Figure 29 - Image of Submit button, black text on a white background*

[Link to PDF](#)

The Link to PDF hyperlink is located on the Current Permits page and the Historical Permits page. This opens a pdf version of the current permit document.

*Figure 30 - Image of Link to PDF hyperlink, blue text on a white background*

[Email](#)

The Email hyperlink is located on the Current Permits screen. When you select the Email link, a page with an area to fill information will appear. When you select Save an email will be sent to assessments@gbmpa.gov.au with your Permit number as a reference.

*Figure 31 - Image of Email hyperlink, blue text on a white background*

[Summary](#)

The Summary hyperlink is located on the Current Permits and Historical Permits pages. When selected you will progress to a summary screen with information about the selected current or historical permit. This summary hyperlink is different to the summary hyperlink located on the Applications screen.

*Figure 32 - Image of Summary hyperlink, blue text on a white background*

[Back](#)

The Back hyperlink appears on a number of screens and is presented in blue text. When selected you are taken back to the previous page. This hyperlink appears in Current Permits and all email screens. The Back hyperlink is different to the Back Button. Explanation of the Back button is provided on the following page.

*Figure 33 - Image of Back hyperlink, blue text on a white background*

[GBRMPA Permits Online User Manual](#)

The Reef Authority Permits Online User Manual hyperlink is located on the help page. This opens Permits Online User Manual, and provides an option to download or save the document.

*Figure 34 - Image of the Reef Authority Permits Online User Manual hyperlink, blue text on a white background*

[website](#)

The website hyperlink is located in a number of locations, the Help screen and the Home screen. This will open the referenced website in a new window.

*Figure 35 - Image of website hyperlink, blue text on a white background*

[when a permission is required](#)

The when a permission is required hyperlink is located on the Help page. When selected you will be directed to the Reef Authority website with information about permits and permit applications.

*Figure 36 - Image of when a permission is required hyperlink, blue text on a white background*

[apply for permissions](#)

The apply for permissions hyperlink is located on the Help screen. When selected you will progress to the Reef Authority website with information about permits and permit applications.

*Figure 37 - Image of apply for permissions hyperlink, blue text on a white background*

Change Permittee I am acting as

The Change Permittee I am acting as button is located in the Apply screen. When selected you will progress to the Select Permittee screen where you can change to a different Permittee if required.

*Figure 38 - Image of Change Permit Holder I am acting as button, black text on a white background*

Next

The Next button is located on most screens. When Next is selected, the information entered on the current page is saved and you are progressed to the next page.

*Figure 39 - Image of Next button, black text on a white background*

Back

The Back button will appear on all application screens (except page 1 screens). When selected the Back button will save the information on the current application screen and take you back to the previous page.

*Figure 40 - Image of Back button, black text on a white background*



Radio Buttons are located throughout the Permits Online System. These buttons are generally assigned to yes / no or multiple-choice questions.

*Figure 41 - Image of radio button*

Save

The Save button will appear on a number of screens in Permits Online. Once selected the information you have entered on the screen will be saved.

*Figure 42 - Image of Save button, black text on a white background*

[www.gbrmpa.gov.au/our-partners/tourism-industry/high-standard-tourism](http://www.gbrmpa.gov.au/our-partners/tourism-industry/high-standard-tourism)

[www.environment.gov.au/epbc](http://www.environment.gov.au/epbc)

Various hyperlinks are located throughout the Permits Online system. The hyperlink will display details of the page you will progress to (the first example above will take you to the Reef Authority's high standard tourism page, the second example will take you to the EPBC page for the Department of Environment).

*Figure 43 - Image of the Reef Authority's high standard tourism hyperlink and image of EPBC hyperlink, blue text on a white background*

Upload File

The Upload file button is located on screens where further information needs to be upload/added to the application. You can save multiple files, however they must be uploaded one file at a time.

*Figure 44 - Image of Upload File button, black text on a white background*

X

The 'X' is located next to a file once it is loaded. The 'X' is an option to remove/delete the file.

*Figure 45 - Image of 'x' close button, black text on a white background*

-Select One-

Picklists are used throughout Permits Online to provide selectable responses. Select the option you require, then click Next to move to the next section.

*Figure 46 - Image of application questions Picklist, black text on a white background*

Page 1 - High Standard Tourism of 4

The picklist at the top of each application page can be used to navigate between pages (if required).

*Figure 47 - Image of Page number picklist, black text on a white background*

A rectangular button with a thin black border and a white background. The text "Add New Aircraft" is centered in a black, sans-serif font.


The Add New Aircraft button is located in applications where an aircraft may be applied for to be used in the Marine Parks.

*Figure 48 - Image of Add New Aircraft button, black text on a white background*

A rectangular button with a thin black border and a white background. The text "Add New Vessel" is centered in a black, sans-serif font.

The Add New Vessel button is located in application types to use a vessel in the Marine Parks.

*Figure 49 - Image of Add New Vessel button, black text on a white background*

A rectangular button with a thin black border and a white background. The text "Add New" is centered in a black, sans-serif font.

The Add New button is located throughout various application types. When selected you will be able to add additional selections relevant to the section you are completing. E.g. Ancillary vessels/equipment, locations, taxon, permission, activities etc.

*Figure 50 - Image of Add New button, black text on a white background*

A rectangular button with a thin black border and a white background. The text "Return to Application" is centered in a blue, sans-serif font.

If an application is in the process of being submitted and details are still required, you can use the Return to Application hyperlink to edit the application.

*Figure 51 - Image of Return to application hyperlink, blue text on a white background*

A rectangular button with a thin black border and a white background. The text "Remove" is centered in a black, sans-serif font.

The Remove button is located in a few places in Permits Online. When selected the item will be removed from the page you are on. The Remove button is located in the activities and permissions and other screens in the system.

*Figure 52 - Image of Remove button, black text on a white background*

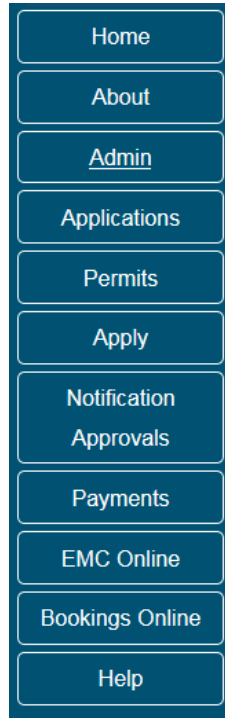
Two radio buttons are shown side-by-side. The first is labeled "Yes" and has a blue dot in the center of its circle. The second is labeled "No" and has a grey dot in the center of its circle.

Yes and No radio buttons are in all application types. A question that requires a yes or no answer will have the button displayed for the applicant to choose an answer. These questions are often mandatory in nature.

*Figure 53 - Image of Yes No radio buttons, black text on a white background with a blue dot in the Yes field*

## 4.0 System Menus

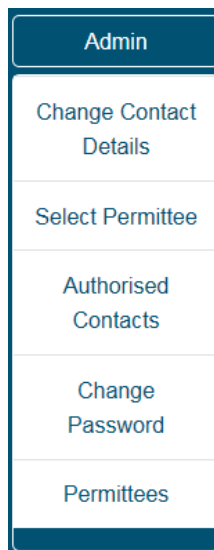
The **Menu** is located on the left hand side of the screen. Some menu items contain sub menus. Links to other Reef Authority systems, Bookings Online and EMC Online are provided in the menu.



*Figure 54 - Screenshot of Permits Online system Menu*

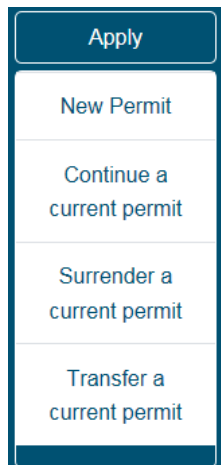
### 4.1 System sub menus

The Admin sub menu contains; Change Contact Details, Select Permittee, Authorised Contacts, Change Password, Permittees.



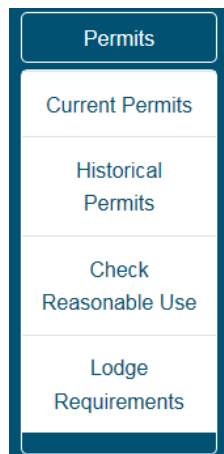
*Figure 55 - Screenshot of Permits Online Admin Sub Menu*

The Apply sub menu contains New Permit, Continue a current permit, Surrender a current permit and Transfer a current permit.



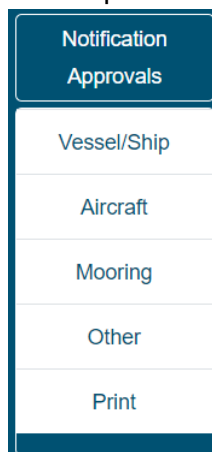
**Figure 56 - Screenshot of Permits Online Apply Sub Menu**

The Permits sub menu contains: Current Permits, Historical Permits and Check Reasonable Use and Lodge Requirements.



**Figure 57 - Screenshot of Permits Online Permits Sub Menu**

The Notification Approvals sub menu contains; Vessel/Ship, Aircraft, Mooring and Other Notification approval processes, and a Print option.



**Figure 58 - Screenshot of Permits Online Notification Approval Sub Menu**

## 5.0 Applications Menu

Once an application has been started or completed the application will appear in the Applications screen. In the Applications screen you have a number of fields and hyperlink options.

Application No.	Submission Date	Accepted Date	Process Type	Status
[Redacted]			New Permit (Cruise Ship) created: [Redacted]	Pending <a href="#">Open</a>   <a href="#">Email</a>   <a href="#">Withdraw</a>
[Redacted]			New Permit (Vessel...) created: [Redacted]	Pending <a href="#">Open</a>   <a href="#">Email</a>   <a href="#">Withdraw</a>
[Redacted]			New Permit (Hire) created: [Redacted]	Pending <a href="#">Open</a>   <a href="#">Email</a>   <a href="#">Withdraw</a>
[Redacted]			New Permit (Craftless) created: [Redacted]	Pending <a href="#">Open</a>   <a href="#">Email</a>   <a href="#">Withdraw</a>

Figure 59 - Screenshot of Applications screen with red circle around Title. Red circles around Open, Email, and Withdraw hyperlink options

### 5.1 Open (Hyperlink on Applications screen)

When the Open hyperlink is selected you will progress to an Application Summary page with further options to Submit (via Next button), Edit, Remove, Change Primary Contact, and Apply for another permission.

Application ( [Redacted] )

Applicant: [Redacted]

Primary Contact: [Redacted] [Change primary contact](#)

The application is currently for the following: [Apply for another permission](#)

Carrying out works [Edit](#) [Remove](#)

[Save & Exit](#) [Next](#)

Please click 'Next' to view and complete declarations prior to submitting this application.

Applicant [Redacted] Declaration Complete No

Figure 60 - Screenshot of Application Summary screen with red circles around all selectable options

## 5.2 Email (Hyperlink on Applications screen)

When the Email hyperlink is selected you can add the information of your enquiry, upload any required documents submit them to the Reef Authority with your application number as the reference. If you select Cancel/Back you will return to the Applications screen.

**Figure 61 - Screenshot of Applications Email screen with red circle around the screen's title. Red circle around Cancel/Back button and red circle around Send button**

## 5.3 Withdraw (Hyperlink on Applications screen)

When the Withdraw hyperlink is selected you will progress to the Withdraw screen. Selecting the Withdraw button in this screen will withdraw the application. If you select no/return you will return to the Application screen.

**Figure 62 - Screenshot of Applications Withdraw screen with red circle around the screen's title. Red circle around No / Return button and red circle around Withdraw button**

## 5.4 Summary (Hyperlink on Applications screen)

Once an application is submitted to the Reef Authority a Summary hyperlink will appear. When selected the summary will open a PDF copy of your application.



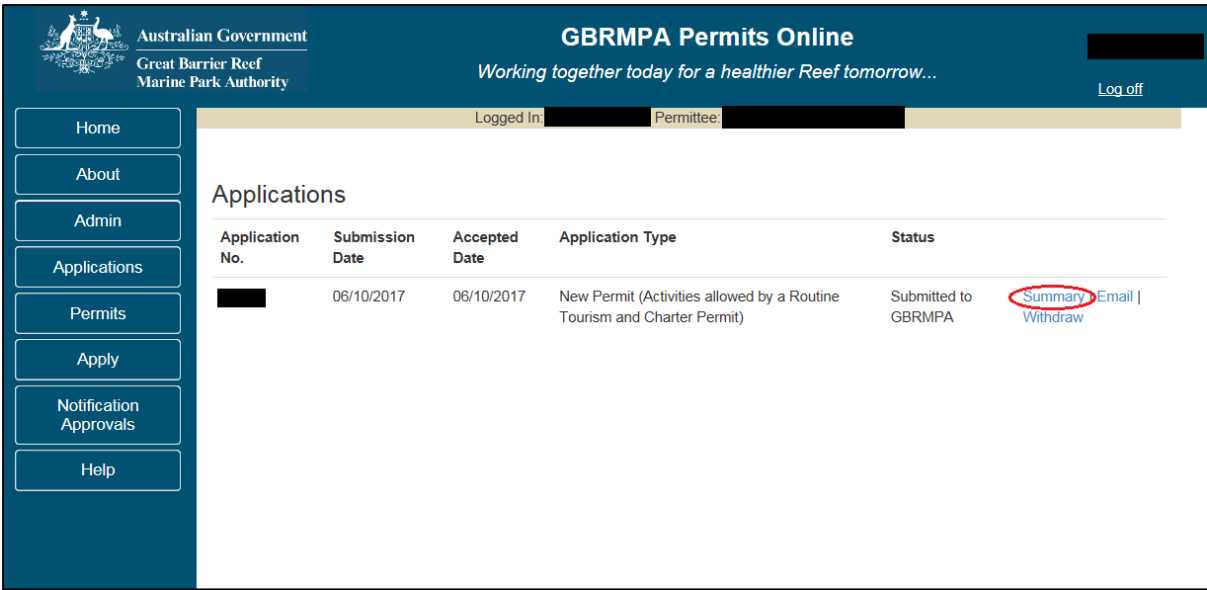


Figure 63 - Screenshot of Applications screen with red circle around Summary hyperlink option

5.5 Other Options (Continue, Transfer, Surrender)

Other hyperlink options will appear if you have applied for a Continuation, Transfer or Surrender. Selecting these hyperlinks will take you back into the application for editing and submission.

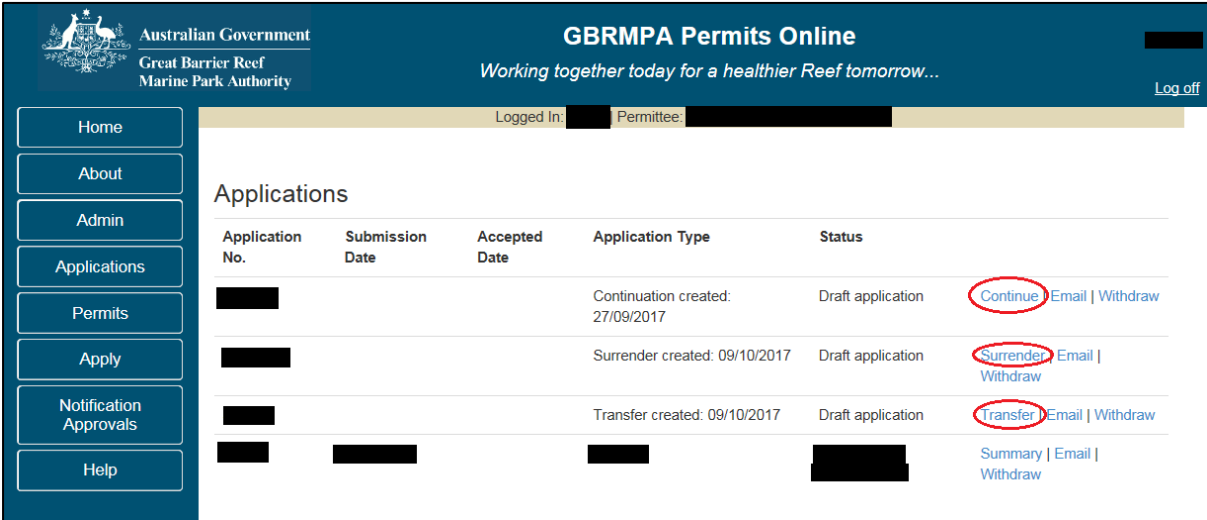


Figure 64 - Screenshot of Applications screen with red circle around Continue, Surrender and Transfer hyperlink options

6.0 Permits Menu

Within the Permits Online system there is a section to view current permits. Select the Permits icon to view the Permits sub menu, then select Current Permits to view your current permits

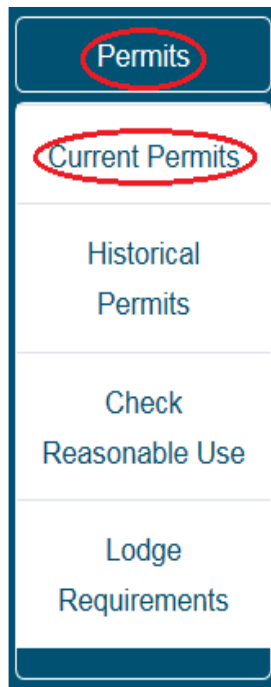


Figure 65 - Screenshot of Current Permits sub menu with a red circle around Permits icon and a red circle around the Current Permits icon

Once selected you will progress to the Current Permits screen. You are able to view a pdf copy of your permit, email the Reef Authority or view a summary of the permit. Selecting the associated hyperlink will enable the selected action.

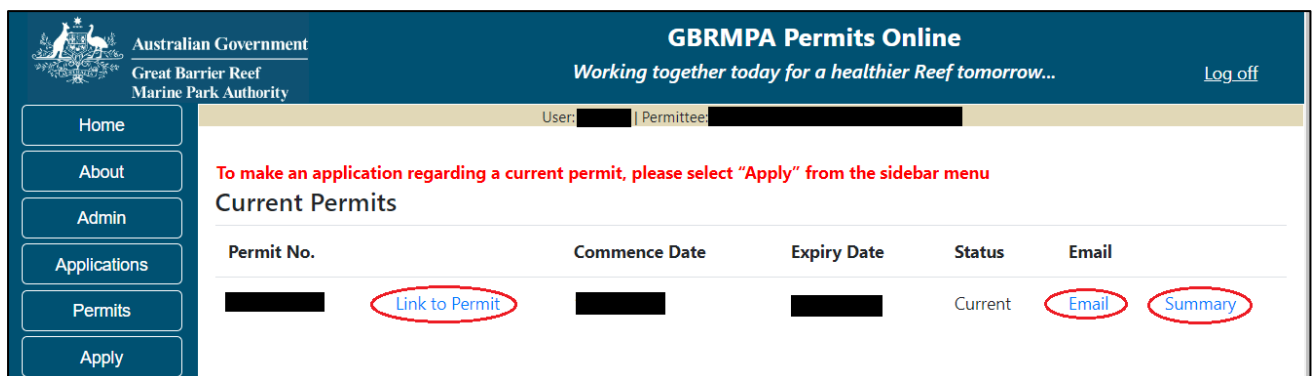


Figure 66 - Screenshot of Current Permits screen with a red circle around hyperlink options - Link to Permit, Email and Summary

## 7.0 Historical Permits

Within the Permits Online system there is a section to view historical permits. You are able to view a pdf copy of your permit, email the Reef Authority or access a summary of the permit. Selecting the associated hyperlink will enable the selected action.

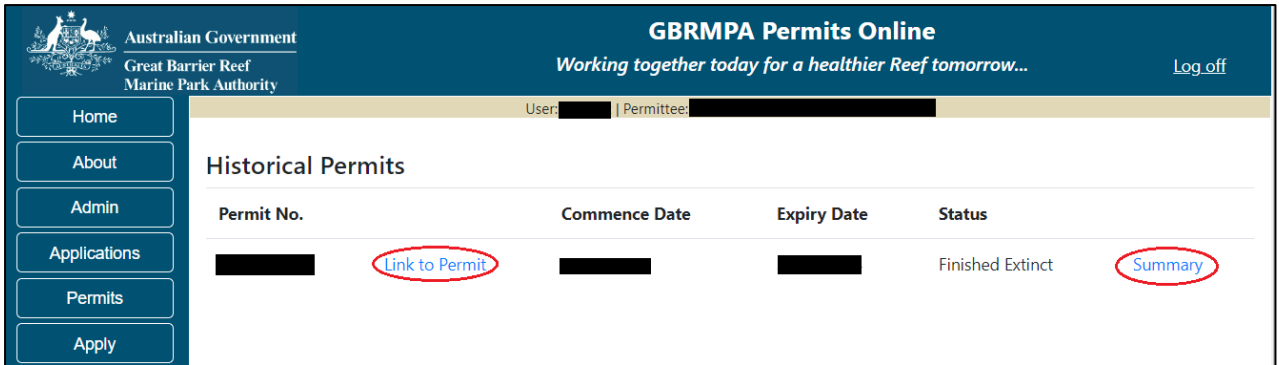


Figure 67 - Screenshot of Historical Permits screen.. Red circle around hyperlink options - Link to PDF and Summary

## 8.0 Reasonable Use

For Permit Holders with [Special Tourism Permissions](#) a reasonable use check facility is available in Permits Online.

It will indicate how many days have been used, days required, days left over and whether reasonable use is met at that point in time. This area is date driven meaning if you log in on 5/9/21 it will give you a total up to and including the 5/9/21. Relevant EMC information is required to be entered in EMC Online this will then match the data you view in Permits Online.

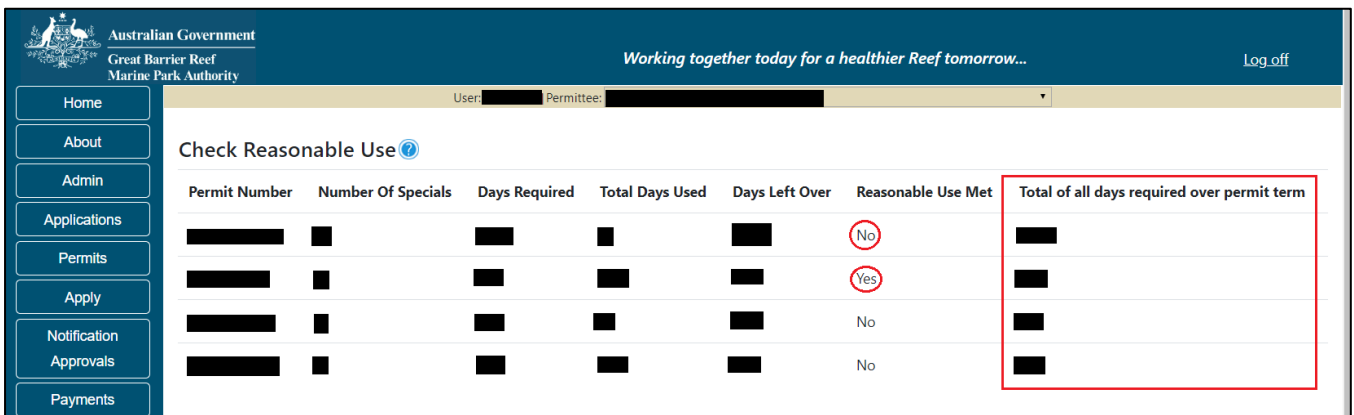


Figure 68 - Screenshot of Check Reasonable Use screen with a red circle around Yes under Reasonable Use Met field and a red box around Total of all days required over permit term column

## 9.0 Making an Application

### 9.1 New applications

To apply for a new permit, select the New Permit option in the Apply sub menu. When viewing the Apply – Who is applying for this permit page, you have the option to change the Permit Holder you are acting on behalf of, if required.

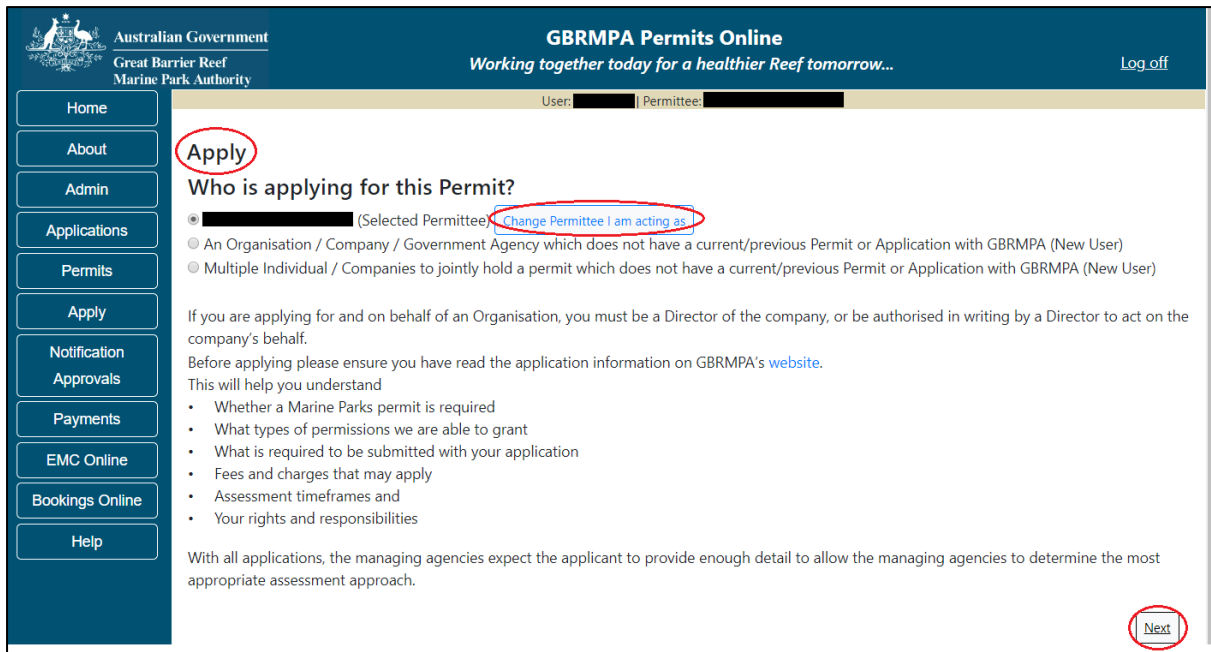


Figure 69 - Screenshot of Permits Online Apply screen with red circles around Apply, Change Permittee I am acting as button and Next button

## 9.2 Adding primary contact

Once you select Next on the first apply screen you will progress to the second apply screen where you can confirm or choose the primary contact for the application. The first option is Contact me; this will generally be the contact person that is logged into Permits Online. If this contact will be the primary contact, select this option then select Next.

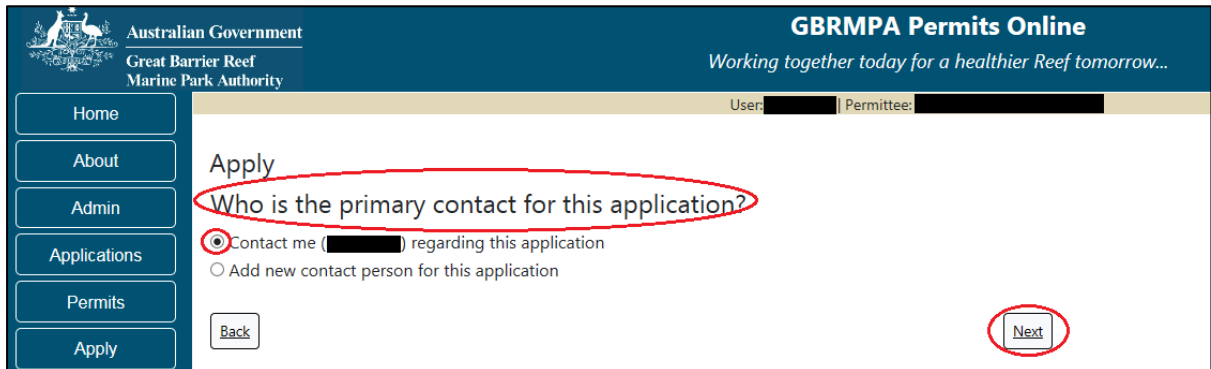


Figure 70 - Screenshot of Permits Online Apply screen with a red circle around the contact me, who is the primary contact for this application and the next button

If the current user is not going to be the primary contact, select option 2 Add a new contact person for this application. Once this option is selected, you are prompted to search for existing contacts by entering their name and email address.

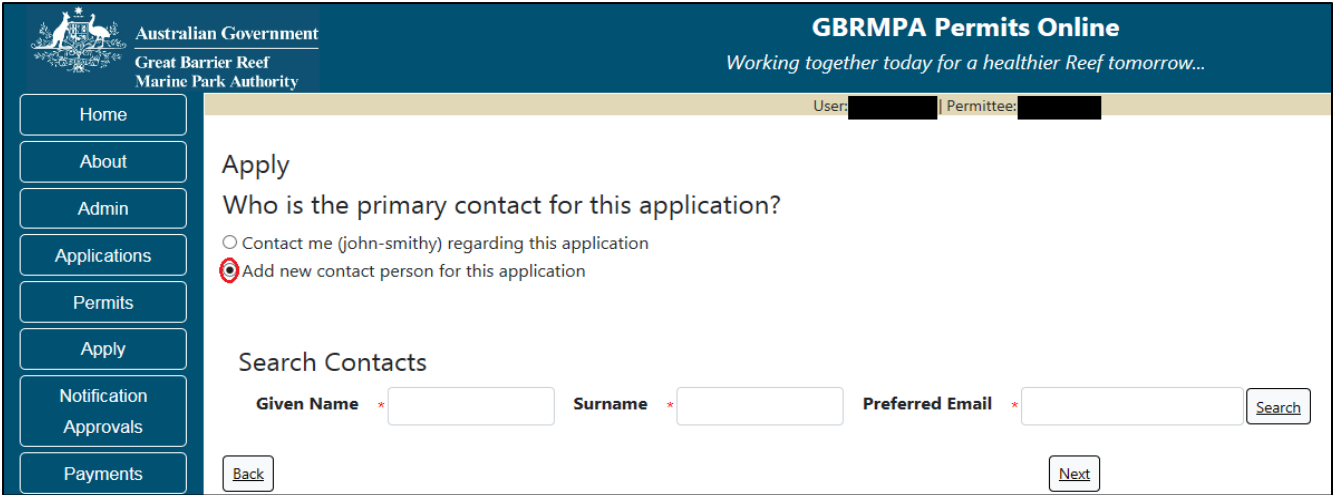


Figure 71 - Screenshot of Apply screen with a red circle around Add new contact for this application

**NOTE: The contact search area is located in all New Permits, Continuation and Transfer applications**

Add details of Given Name, Surname and Preferred Email address, then select Search.

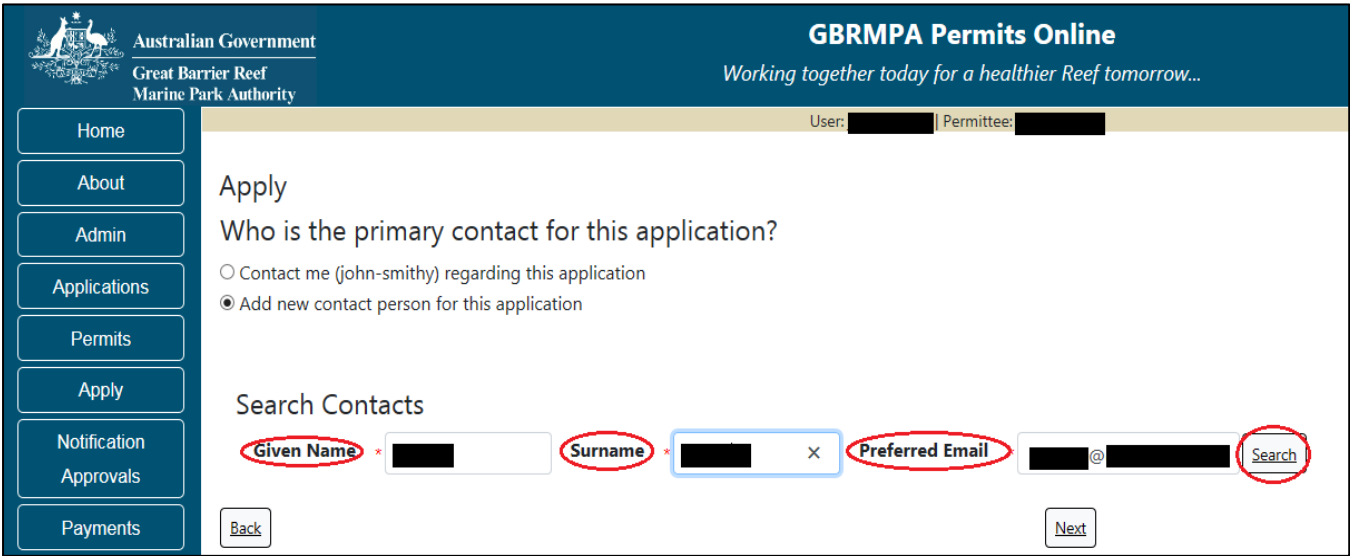


Figure 72 - Screenshot of Apply screen with red circles around given name, surname, preferred email and the search button

Once Search is selected, the system will return contact options for selection if the contact exists in the Reef Authority's system. Press the Select button that appears next to the contact and you will then progress to the next screen.

Figure 73 - Screenshot of Apply screen with a red box around contact details and a red circle around the Select button

If a contact does not exist in the system, you will be required to add their details. Any data that was entered in the search fields will be pre-populated. Ensure you fill in all fields marked with (\*) which are the mandatory fields and then select Save.

Figure 74 - Screenshot of Permits Online Apply screen with green circles around pre-populated data given name, surname preferred email, red circles around mandatory fields title, phone, street address, suburb, postcode and a red circle around the Save buttons

Once Save is selected, a message will appear on screen stating new contact saved. Press ok for this message, then select Next to progress.

Figure 75 - Screenshot of Apply screen with a red circle around ok in message window, red circle around the next button

Once next is selected you will progress to the What are you seeking to do in the Marine Parks page of the apply screens. This is where you can choose the type of application / permission you wish to apply for.

Figure 76 - Screenshot of Permits Online Apply screen with a red circle around the title What are you seeking to do in the Marine Parks?

### 9.3 Applying for a jointly held Permit

If you are applying for a jointly held permit select the Apply hyperlink then select New Permit.

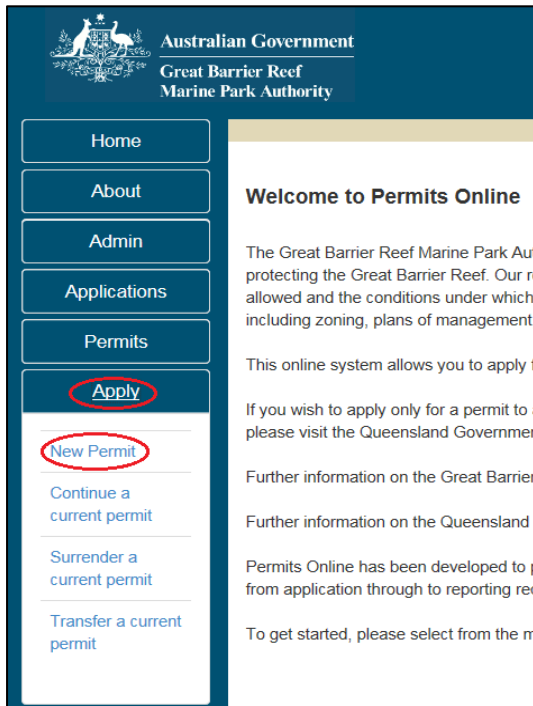
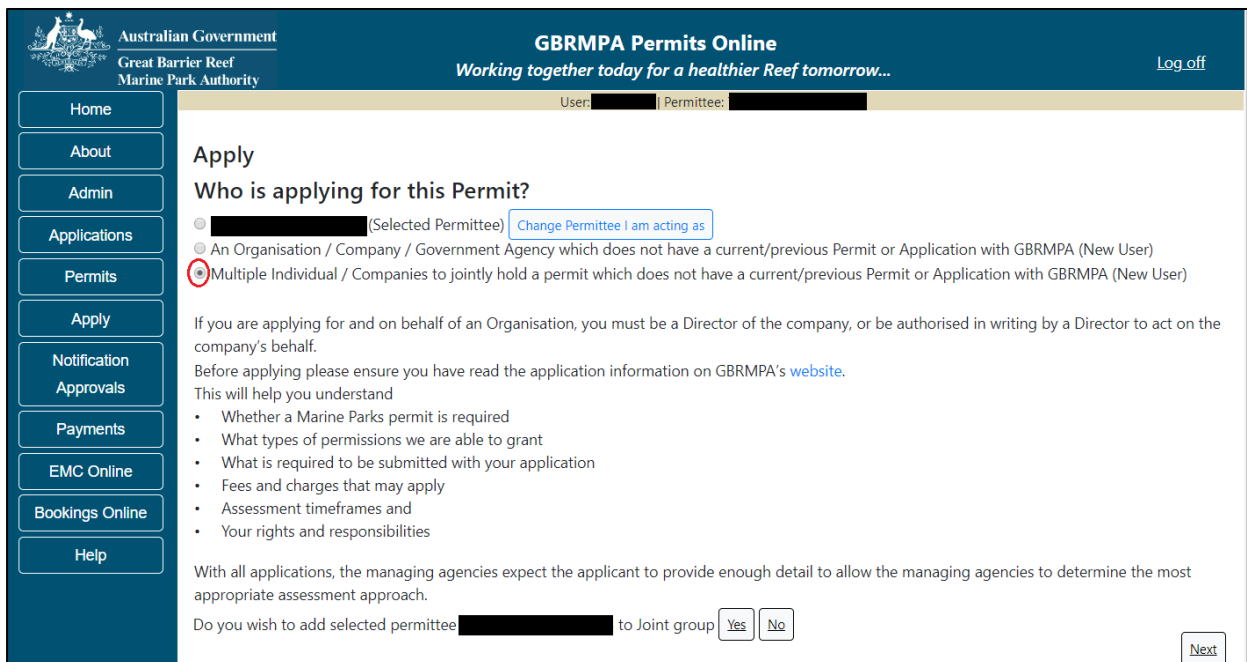


Figure 77 - Screenshot of Permits Online Home page with a red circle around Apply Icon, red circle around New permit option

When on the Apply – Who is applying for this Permit screen select the third option – Multiple Individual / Companies to jointly hold a permit which does not have a current/previous Permit or Application with the Reef Authority (New User) option.





**Figure 78 - Screenshot of - Who is applying for this Permit page. Red circle around selection - Multiple / Individual / Companies to jointly hold a permit which does not have a current/previous Permit or Application with the Reef Authority (New User)**

You will be asked if the Permit Holder that is logged in is to be added to the joint application. (Example on screen is TEST COMPANY). Select Yes if you would like to use the existing selected Permit Holder.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

User: [redacted] | Permittee: [redacted] | Log off

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online  
Bookings Online  
Help

### Apply

#### Who is applying for this Permit?

[redacted] (Selected Permittee) [Change Permittee I am acting as](#)

An Organisation / Company / Government Agency which does not have a current/previous Permit or Application with GBRMPA (New User)

Multiple Individual / Companies to jointly hold a permit which does not have a current/previous Permit or Application with GBRMPA (New User)

If you are applying for and on behalf of an Organisation, you must be a Director of the company, or be authorised in writing by a Director to act on the company's behalf.

Before applying please ensure you have read the application information on GBRMPA's [website](#).

This will help you understand

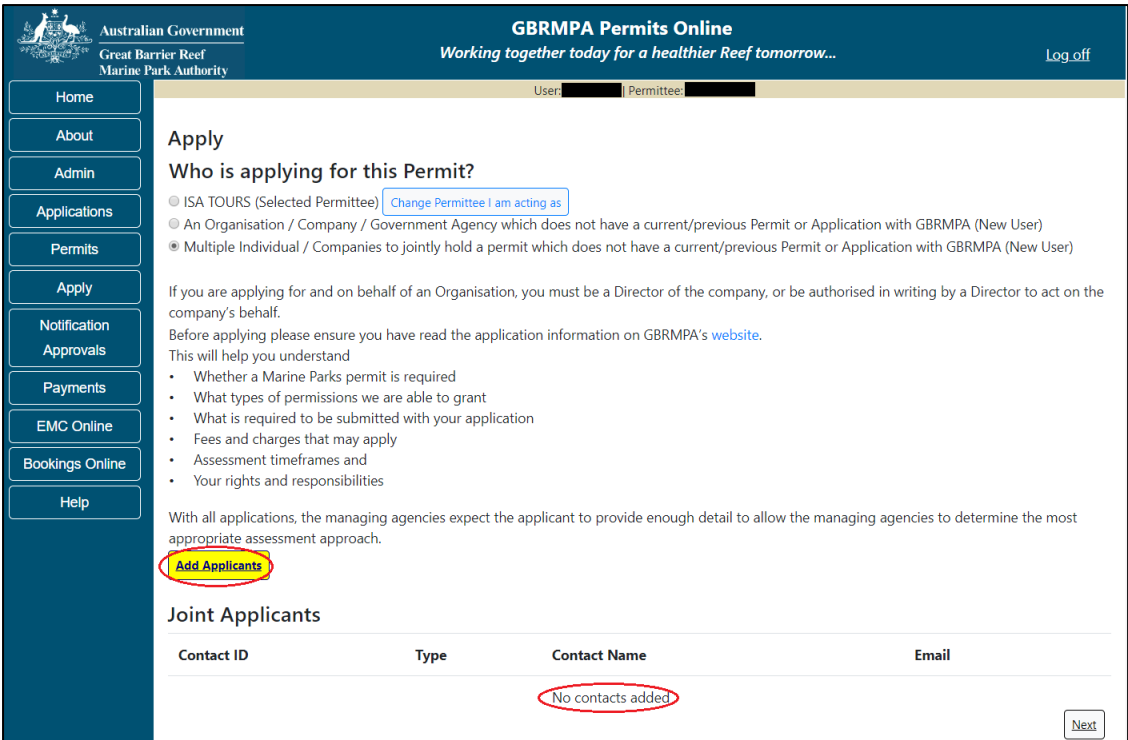
- Whether a Marine Parks permit is required
- What types of permissions we are able to grant
- What is required to be submitted with your application
- Fees and charges that may apply
- Assessment timeframes and
- Your rights and responsibilities

With all applications, the managing agencies expect the applicant to provide enough detail to allow the managing agencies to determine the most appropriate assessment approach.

Do you wish to add selected permittee [redacted] to Joint group

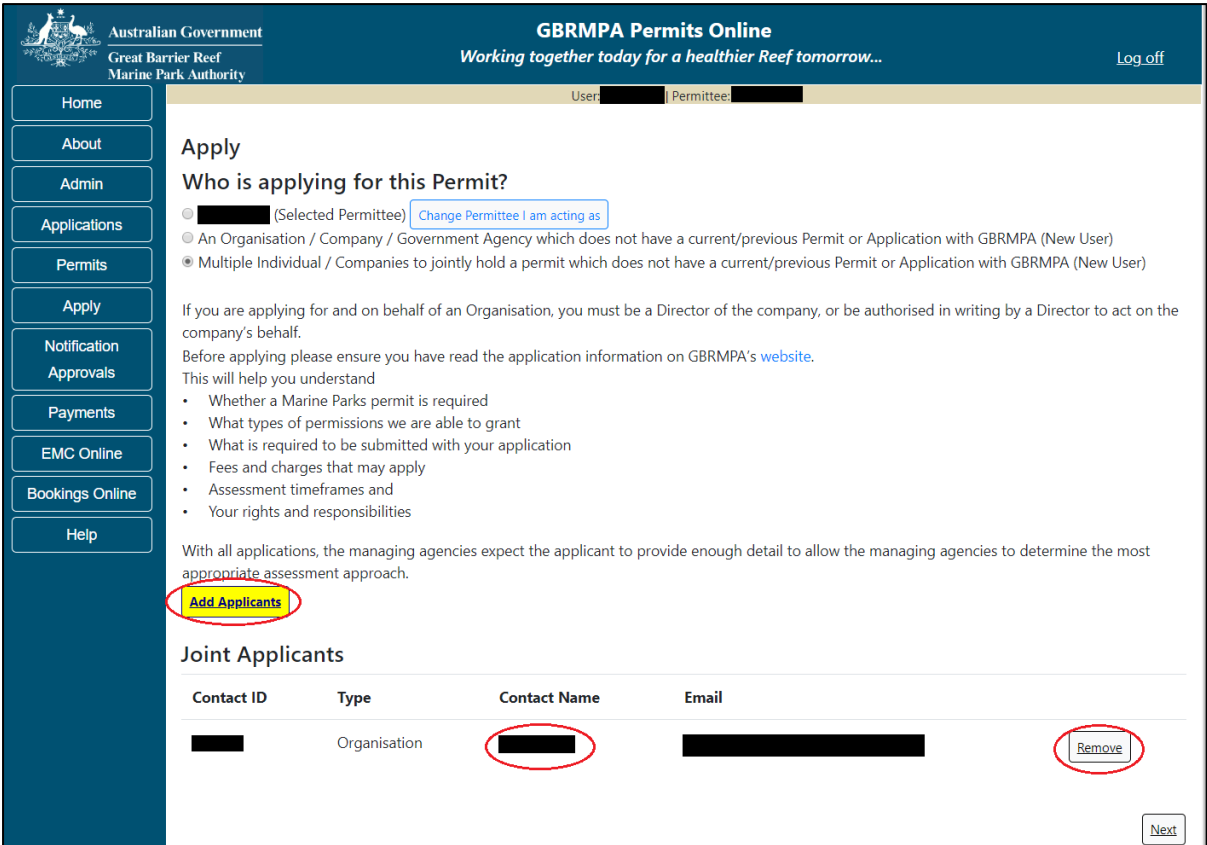
**Figure 79 - Screenshot of Who is applying for this Permit page with Multiple Individual / Companies selected. Red Circle around question - Do you wish to add selected Permit Holder TEST COMPANY PTY LTD to Joint group with Yes and No options circled in red**

If no is selected an Add Applicants button will be presented and no contacts will appear as being selected (at this stage). Select the Add Applicants button to add the other applicants.



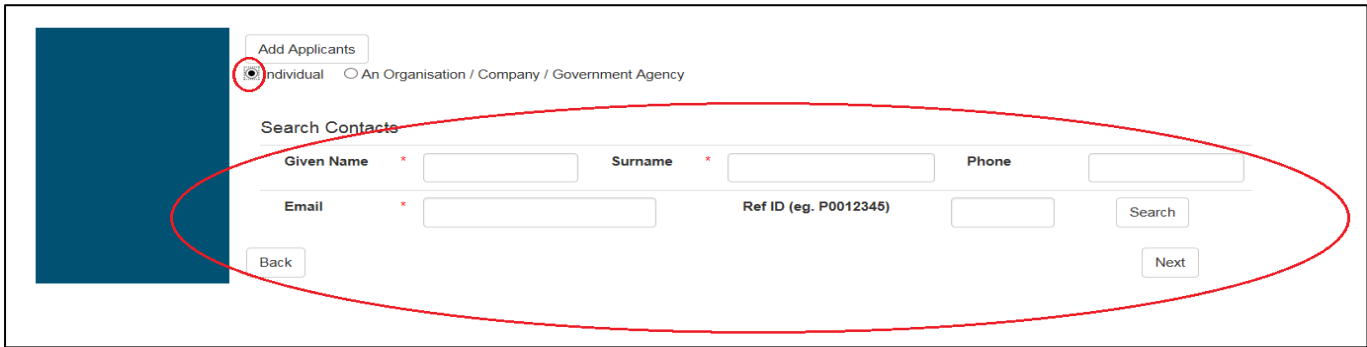
**Figure 80 - Screenshot of Who is Applying for this Permit page with Add Applicant button circled in red. Red circle around - No contact name selected under the Contact name field**

If Yes was selected, the chosen contact (Example used -TEST COMPANY) will appear in the applicant list. You will also have an Add Applicants button appear and a Remove button. If you wish to remove the contact, select Remove. To add other contact to the jointly held permit application select the Add Applicants button.



**Figure 81 - Screenshot of - Who is Applying for this Permit page with Add Applicant button circled in red. Red circle around - Contact name selected under the Contact name field. Red circle around Remove button**

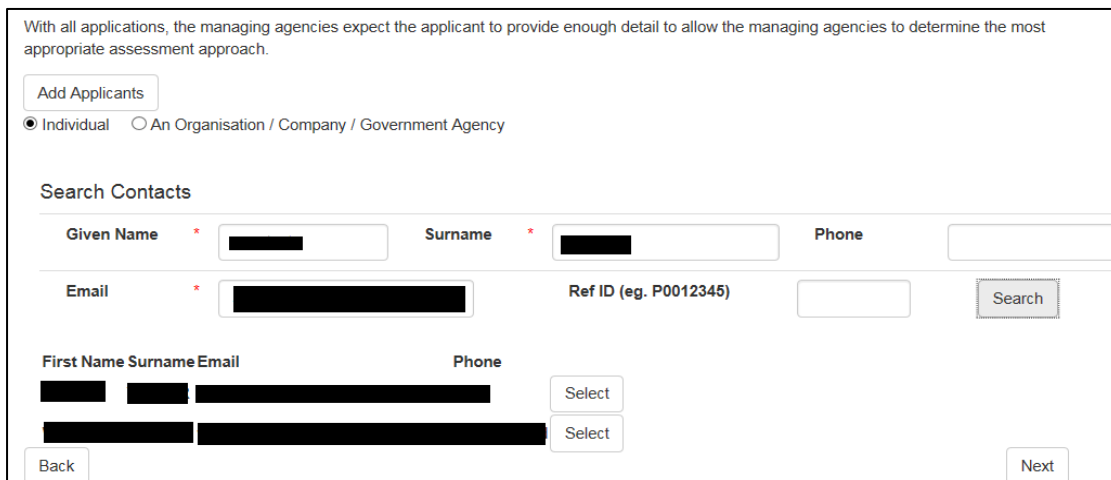
When adding an applicant, you are presented with two options: Individual and an Organisation / Company / Government Agency. Select which option is required. If it is an individual, select Individual. You will be presented with an area to search for the contact. If the contact is known to the Reef Authority, add the details of the contact and click search.



The screenshot shows a web form titled 'Add Applicants'. At the top, there are two radio button options: 'Individual' (which is selected and circled in red) and 'An Organisation / Company / Government Agency'. Below this is a section titled 'Search Contacts' containing several input fields: 'Given Name \*', 'Surname \*', 'Phone', 'Email \*', and 'Ref ID (eg. P0012345)'. A 'Search' button is located to the right of the Ref ID field. At the bottom of the form are 'Back' and 'Next' buttons.

**Figure 82 - Screenshot of Add Applicant fields. Individual selected and circled in red. Red circle around Search contact fields**

If the contact details match the Reef Authority's system details, matches will appear for you to select.



This screenshot shows the same 'Add Applicants' form as Figure 82, but with search results displayed. The 'Search Contacts' section now shows a table with columns for 'First Name', 'Surname', 'Email', and 'Phone'. Two rows of results are visible, each with a 'Select' button to its right. The 'Search' button from the previous form is now disabled and greyed out. The 'Back' and 'Next' buttons remain at the bottom.

**Figure 83 - Screenshot of Add Applicant fields. Individual selected and information completed**

If the information entered is not exact or is a new contact to the Reef Authority, a Contact Details area will appear on screen to add the details of the contact (either individual or company details). Enter requested details and select Save.

Figure 84 - Screenshot of Add Applicant field with Contact Details area displayed

If the contact is known to the Reef Authority, their details will be provided and the entity selected. Once selected the contact will appear in your applicant list. If all contacts have been added then select Next to continue.

Contact ID	Type	Contact Name	Email	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Remove
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Remove

**Figure 85 - Screenshot of - Who is Applying for this Permit page with Add Applicant section displayed and red circle around Remove and Next buttons**

Once all contacts have been added to the applicant list, select Next and you will progress through the Apply question pages where you can choose the type of permission you wish to apply for. **Please note:** Once you have drafted the application, it will be saved to the account of the joint Permit Holder entity you created. Please use the Admin – Change Permittee function to select the joint entity. You can then access the application from the Applications menu.



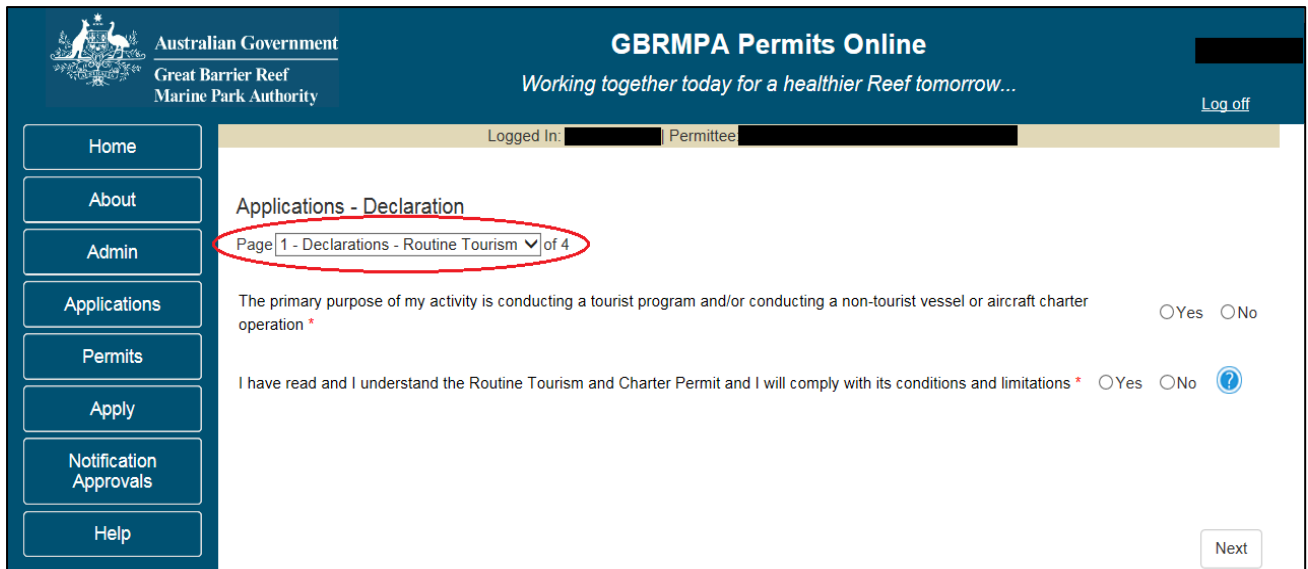
**Figure 86 - Screenshot of Select Permit Holders / Applicants screen with examples of Company and Joint Permittee contact circled**

The above example shows that TEST COMPANY PTY LTD created a joint application with KERRYS TEST COMPANY PTY LTD – When the application was submitted the user was logged in as User A with TEST COMPANY PTY LTD selected as the Permit Holder. To view the joint Permit Holder application please select TEST COMPANY PTY LTD AND KERRYS TEST COMPANY PTY LTD from the Permittee list.

#### 9.4 Making Declarations / Submitting your application

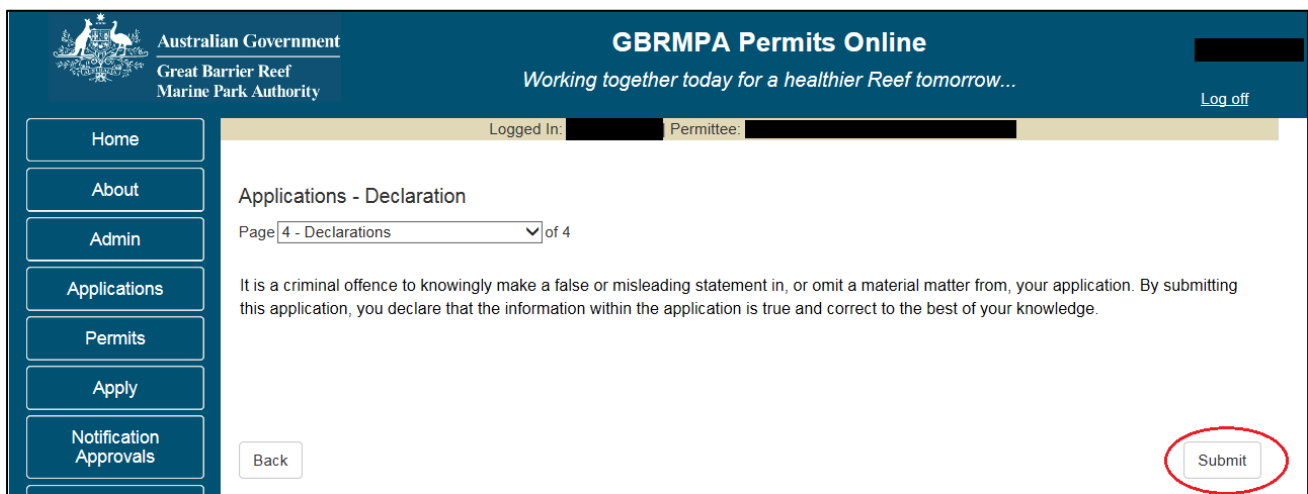
Your application cannot be submitted until you complete certain legally binding declarations verifying the information you have provided. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declarations section, as it contains legally binding commitments that take the place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.



**Figure 87 - Screenshot of Declarations screen for Routine Tourism and Charter permit application**

On the final page of declarations there is a submit button. Once the submit button is selected the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.



**Figure 88 - Screenshot of Declaration page with a red circle around Submit button**

Once you submit your application, a reference/application number is allocated.

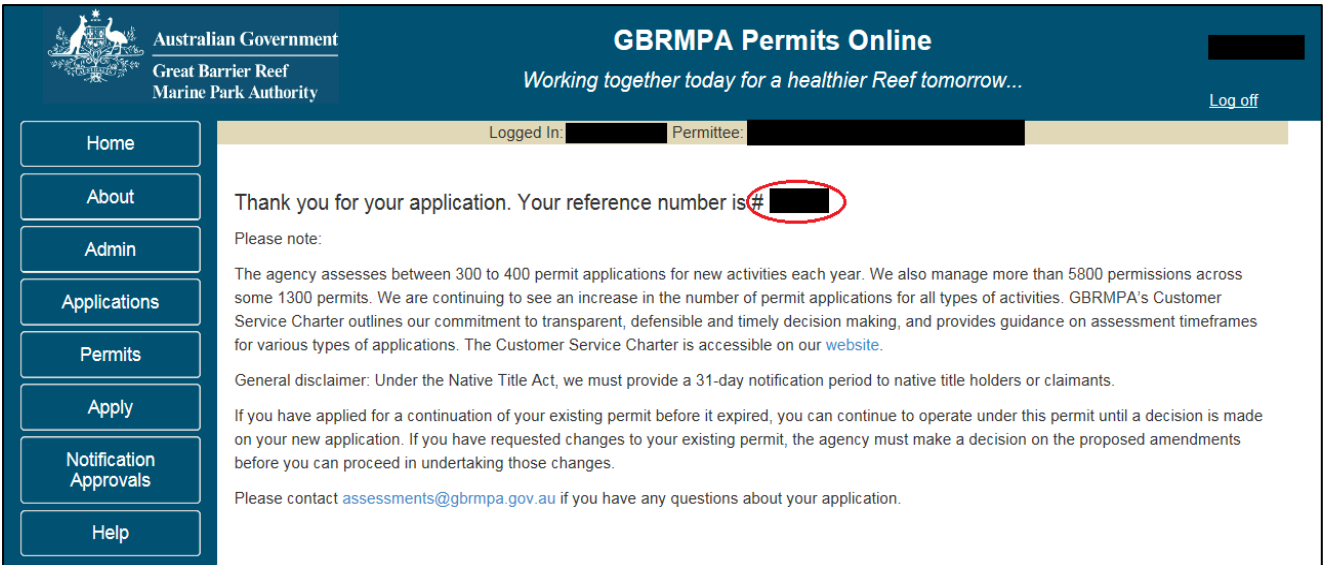


Figure 89 - Screenshot of Permits Online Thank you for your application page with a red circle around reference number

## 10.0 Tourism or Charter Activities

### 10.1 Routine Tourism and Charter

Apply – new permit application– activities allowed by a routine tourism and charter permit

For information on applying for **jointly held permits** (e.g. multiple entities responsible for the permitted activity) please see section 9.3 Applying for a jointly held Permit of this document

To apply for a Routine Tourism and Charter Permit, select this option on the Apply – What are you seeking to do in the Marine Parks page.

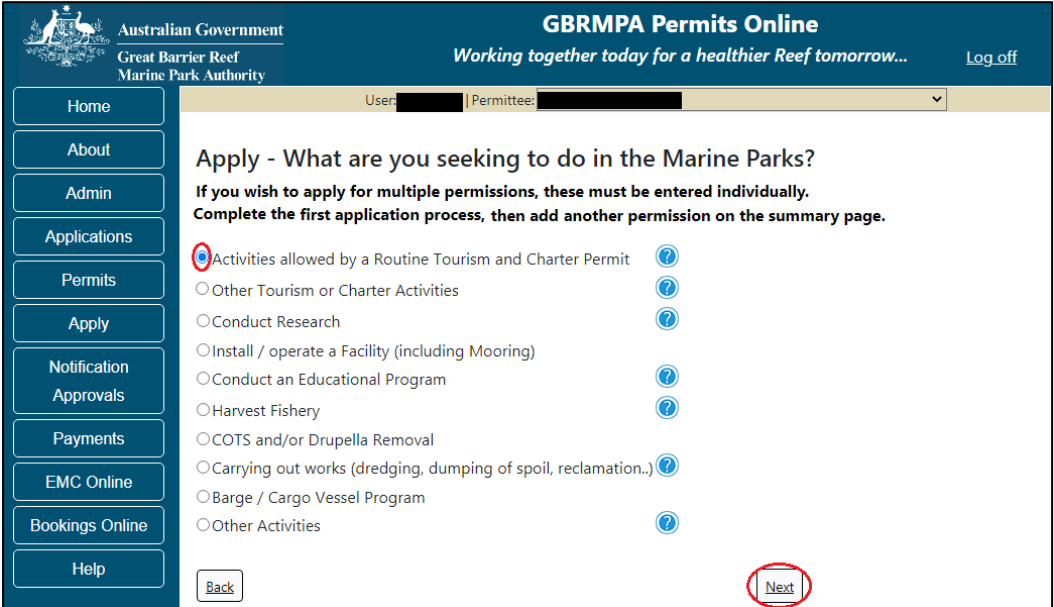


Figure 90 - Screenshot of Apply - What are you seeking to do in the Marine Parks screen with a red circle around Activities allowed by a Routine Tourism and Charter Permit and Next button

You will then progress to the Application Questions area of Permits Online. Each page that has questions requires a response. If you try to navigate to the next page without entering information, you will receive a validation notice stating 'Response required'.

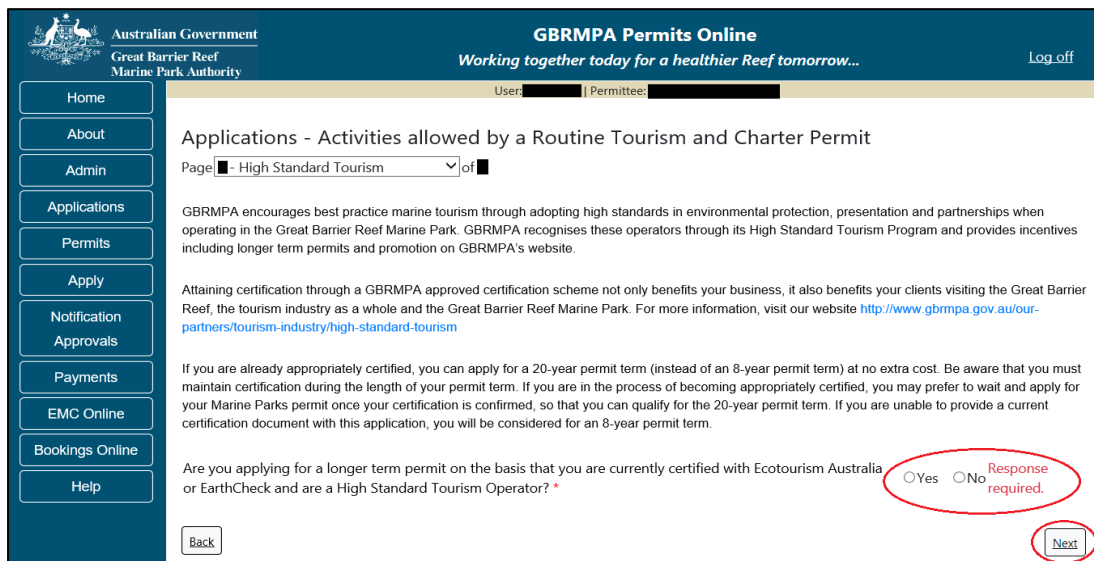


Figure 91 - Screenshot of High Standard Tourism page with a red circle around validation Response required and red circle around Next button

Page 1 of the Routine Tourism and Charter Permit application is the Application Details page. Fill in information about the number of vessels and/or aircraft you wish to use and the total amount of passengers.

Please note that this is the total number of passengers you propose to cater for, across all vessels and/or activities. This number determines the appropriate Permit Application Assessment Fee. Current fees are published on the Reef Authority's [website](#). Select 'Next' to continue.

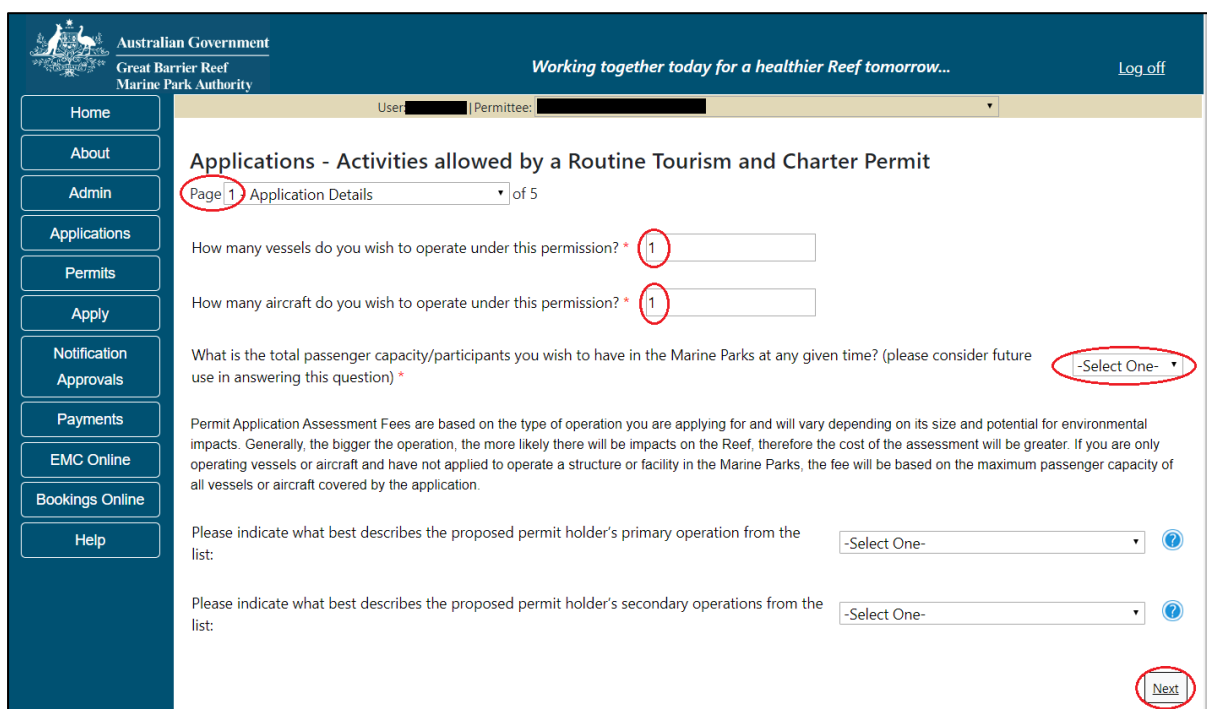


Figure 92 - Screenshot of Application Details screen with red circles around the required fields



Page 2 of the Routine Tourism and Charter Permit application refers to State Marine Park Rivers and Streams. If you have a vessel of less than 8 meters in length, carrying less than 8 passengers, select 'Yes'.

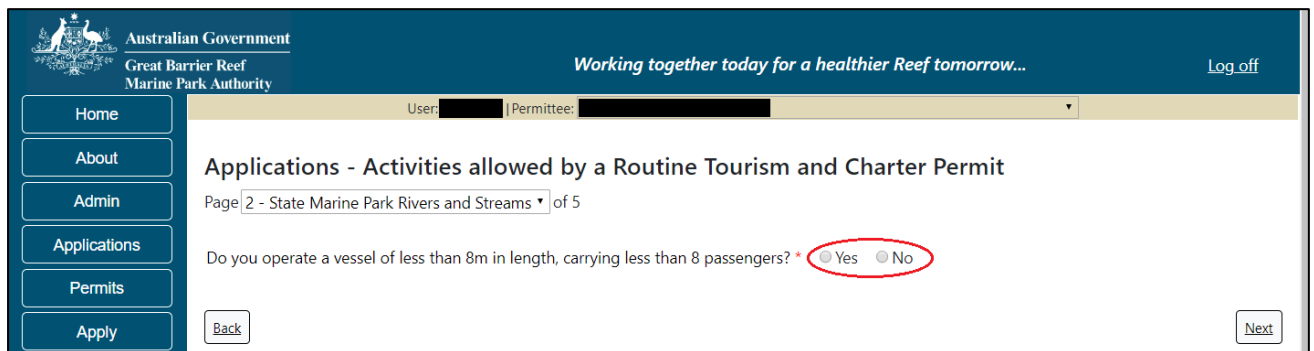


Figure 93 - Screenshot of State Marine Park Rivers and Streams page with a red circle around the Yes and No radio buttons

If 'Yes' is selected a further two (2) questions will appear. If you wish to operate in rivers and streams between Mission Beach and the Starcke River or between Slade Point and Midge Point select 'Yes'. If you wish to operate guided interpretive tours in the Hinchinbrook Channel select Yes. Select Next to progress to the next page.

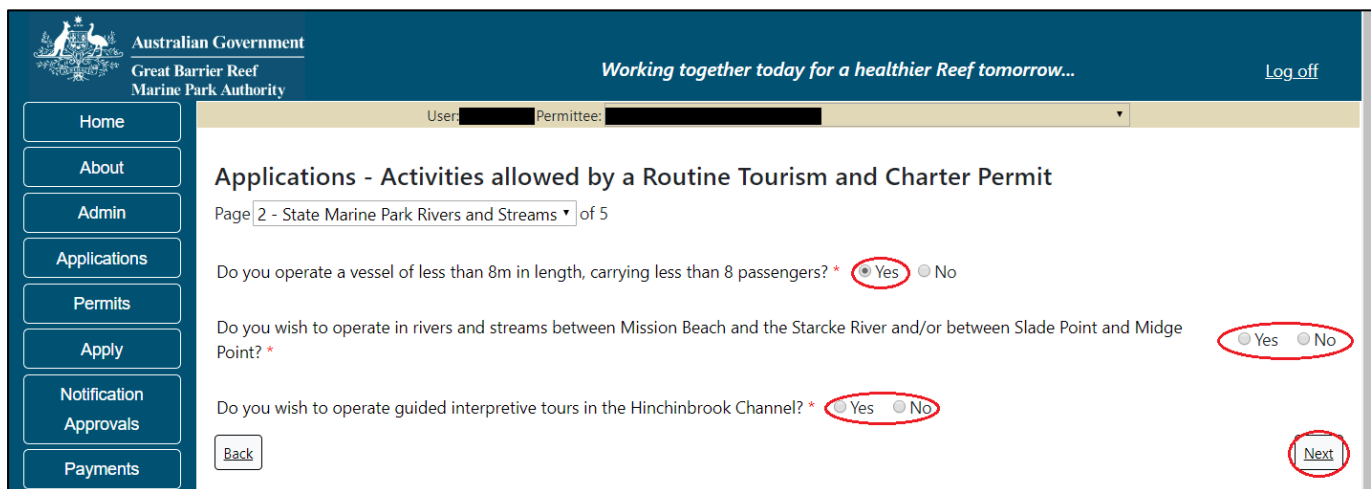


Figure 94 - Screenshot of State Marine Park Rivers and Streams page with a red circle around the 'Yes' and 'No' radio buttons and a red circle around the 'Next' button.

Page 3 of the Routine Tourism and Charter Permit application is the Vehicles page. On this page, you have options to 'Add New Aircraft' and 'Add New Vessel'. To add an aircraft select the Add New Aircraft button.

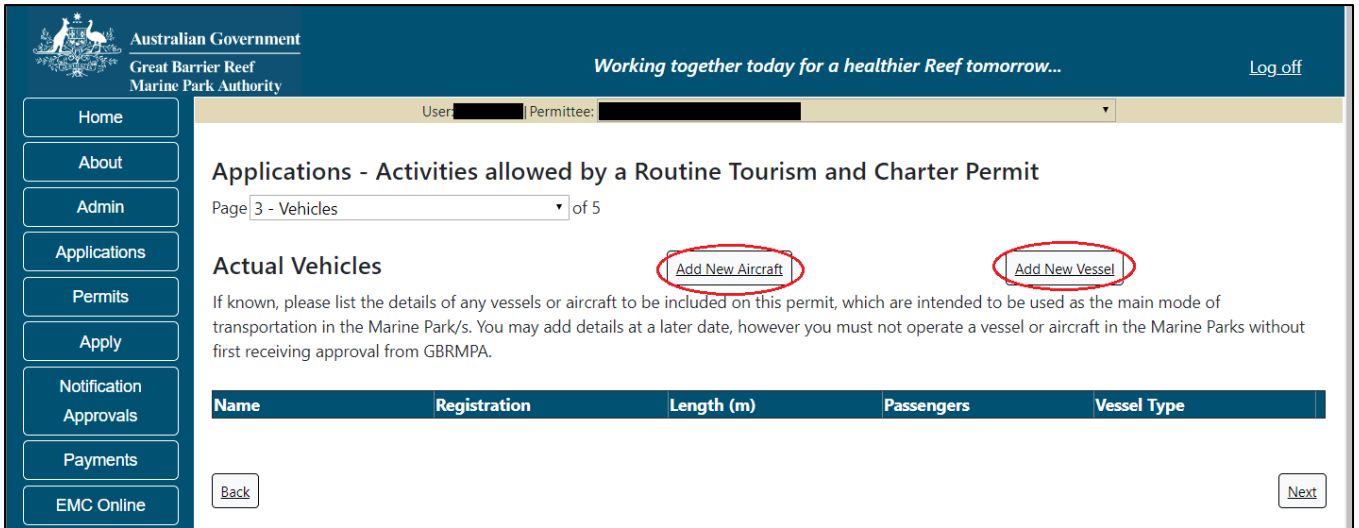


Figure 95 - Screenshot of Vehicles screen with red circles around 'Add New Aircraft' and 'Add New Vessel'

The 'Add New Aircraft' pop up window will appear. Select the aircraft type from the list.

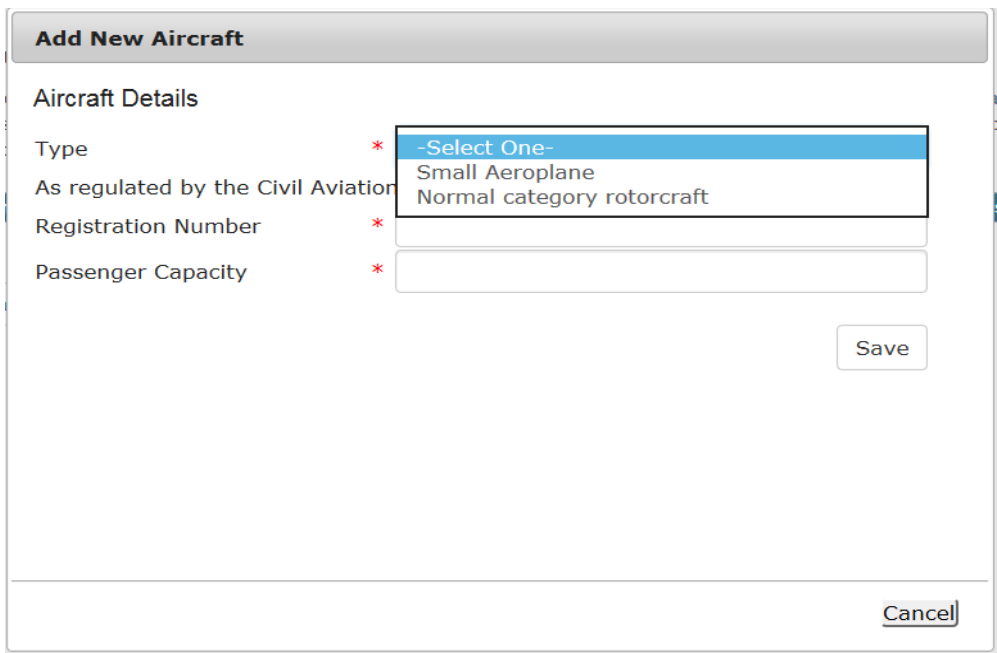


Figure 96 - Screenshot of 'Add New Aircraft' pop up window

Add details of the aircraft and select 'Save'

**Add New Aircraft**

**Aircraft Details**

Type \* Small Aeroplane

As regulated by the Civil Aviation Safety Authority [Planes & helicopters](#) or [Drones](#)

Registration Number \* ABC123

Passenger Capacity \* 5

Save

Cancel

**Figure 97 - Screenshot of 'Add Aircraft' pop up window with aircraft information added and a red circle around 'Save' button**

The details will save on the page, with a 'Remove' button and an 'Edit' button. If you need to edit or remove the aircraft, select the button needed and add the changes or remove the aircraft.

Australian Government  
Great Barrier Reef  
Marine Park Authority

Working together today for a healthier Reef tomorrow... Log off

User: [redacted] | Permittee: [redacted]

**Applications - Activities allowed by a Routine Tourism and Charter Permit**

Page 3 - Vehicles of 5

**Actual Vehicles** [Add New Aircraft](#) [Add New Vessel](#)

If known, please list the details of any vessels or aircraft to be included on this permit, which are intended to be used as the main mode of transportation in the Marine Park/s. You may add details at a later date, however you must not operate a vessel or aircraft in the Marine Parks without first receiving approval from GBRMPA.

Name	Registration	Length (m)	Passengers	Vessel Type	
	ABC123	0.00	5	Small Aeroplane	<a href="#">Remove</a> <a href="#">Edit</a>

Back Next

**Figure 98 - Screenshot of Vehicles screen with aircraft information displaying and a red circle around the 'Remove' and 'Edit' buttons**

To add a vessel select the 'Add New Vessel' button.

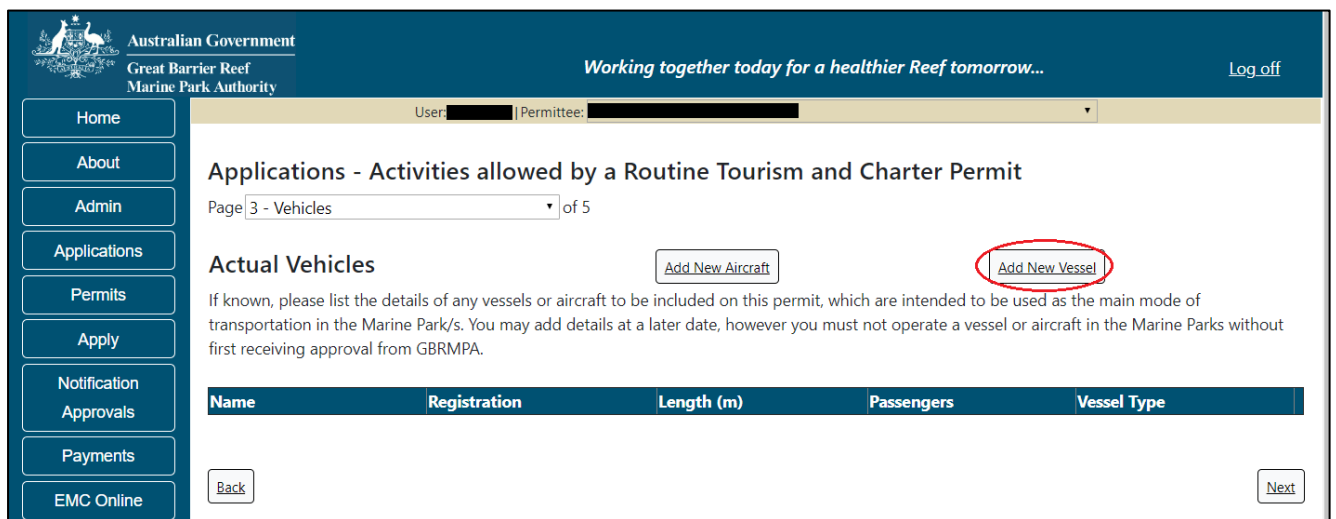


Figure 99 - Screenshot of Vehicles screen with a red circle around 'Add New Vessel' button

An 'Add New Vessel' pop up window will appear. Add the details of your vessel in the fields provided, then select 'Save'.

Please note: Routine Tourism and Charter permits only provide for vessels 35m or less in length. The system will not allow you to enter vessels that exceed this length

Figure 100 - Screenshot of Add New Vessel pop up window with information entered and a red circle around 'Save'

Your entered details will be displayed on the screen. Select 'Next' to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

Working together today for a healthier Reef tomorrow...

Log off

User: [redacted] | Permittee: [redacted]

### Applications - Activities allowed by a Routine Tourism and Charter Permit

Page 3 - Vehicles of 5

#### Actual Vehicles

[Add New Aircraft](#) [Add New Vessel](#)

If known, please list the details of any vessels or aircraft to be included on this permit, which are intended to be used as the main mode of transportation in the Marine Park/s. You may add details at a later date, however you must not operate a vessel or aircraft in the Marine Parks without first receiving approval from GBRMPA.

Name	Registration	Length (m)	Passengers	Vessel Type	
Boat1	BBQC123	35.00	20	Std Vessel	<a href="#">Remove</a> <a href="#">Edit</a>

[Back](#) [Next](#)

Figure 101 - Screenshot of Vehicles screen displaying Vessel details and a red circle around 'Next' button

Page 3 of the Routine Tourism and Charter Permit application is the Ancillary Vessels and Equipment page. To add details of any ancillary vessels or equipment select the 'Add New' button.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online

Working together today for a healthier Reef tomorrow...

Log off

User: [redacted] | Permittee: [redacted]

### Applications - Activities allowed by a Routine Tourism and Charter Permit

Page 3 - Ancillary Vessels and Equipment of 4

#### Please specify any ancillary vessels / equipment proposed to be used:

[Add New](#)

Ancillary vessel means a small vessel, other than the primary vessel, which provides services to the passengers of the primary vessel and is only operated within three nautical miles of the primary vessel.

Type	Max Passenger Capacity	Quantity
------	------------------------	----------

[Back](#) [Next](#)

Figure 102 - Screenshot of Ancillary Vessels and Equipment page with a red circle around 'Add New' button

An 'Add New Ancillary Vessels/Equipment' window will appear.

**Add Ancillary Vessels/Equipment**

Ancillary Vessels/Equipment

Device \*

Maximum Passenger Capacity \*

Quantity \*

Save

Cancel

Figure 103 - Screenshot of 'Add Ancillary Vessels / Equipment' pop up window

Select an ancillary vessel or equipment from the *Device* list.

**Add Ancillary Vessels/Equipment**

Ancillary Vessels/Equipment

Device \*

Maximum Passenger Capacity \*

Quantity \*

Cancel

- Aqua-bikes
- Bicycles
- Canoe
- Canoe motorised
- Catamarans
- Dinghy
- Flyboard
- Glass bottom boat
- Half cabin
- Harvest fishery vessels
- Hobi cats
- Jet boards
- Jet skis
- Kayak
- Multiple non-motorised units
- Other
- Paddle board
- Para-Sail
- Pedal craft
- Raft
- Rescue vessel
- Rubber inflatable boat
- Sailboards
- Sea scooters
- SEABOBs
- Seaspies
- Semi-submersible
- Ski boat
- Surf kites

Figure 104 - Screenshot of Add Ancillary Vessels / Equipment pop up window showing the Device Type list

Add details of the ancillary vessels or equipment, then select 'Save'. Please note: Maximum passenger capacity here refers to the number of passengers that can use the equipment at any one time (e.g. a two-person canoe or Jet Ski). Quantity refers to the number of this type of equipment you propose to use under your permit.

Figure 105 - Screenshot of 'Add Ancillary Vessels / Equipment' with information completed and a red circle around the 'Save' button

The details of ancillary vessels or equipment will appear on the screen. Once you have added your ancillary vessels and/or equipment select 'Next'.

Type	Max Passenger Capacity	Quantity
Rubber inflatable boat	6	2

Figure 106 - Screenshot of Ancillary Vessels and Equipment page displaying information with a red circle around the 'Remove', 'Edit' and 'Next' buttons

Page 5 of the Routine Tourism and Charter Permit application refers to High Standard Tourism operators. If you have obtained a High Standard Tourism certification with an approved certification scheme, select 'Yes' then upload a copy of your certificate using the 'Upload File' button.

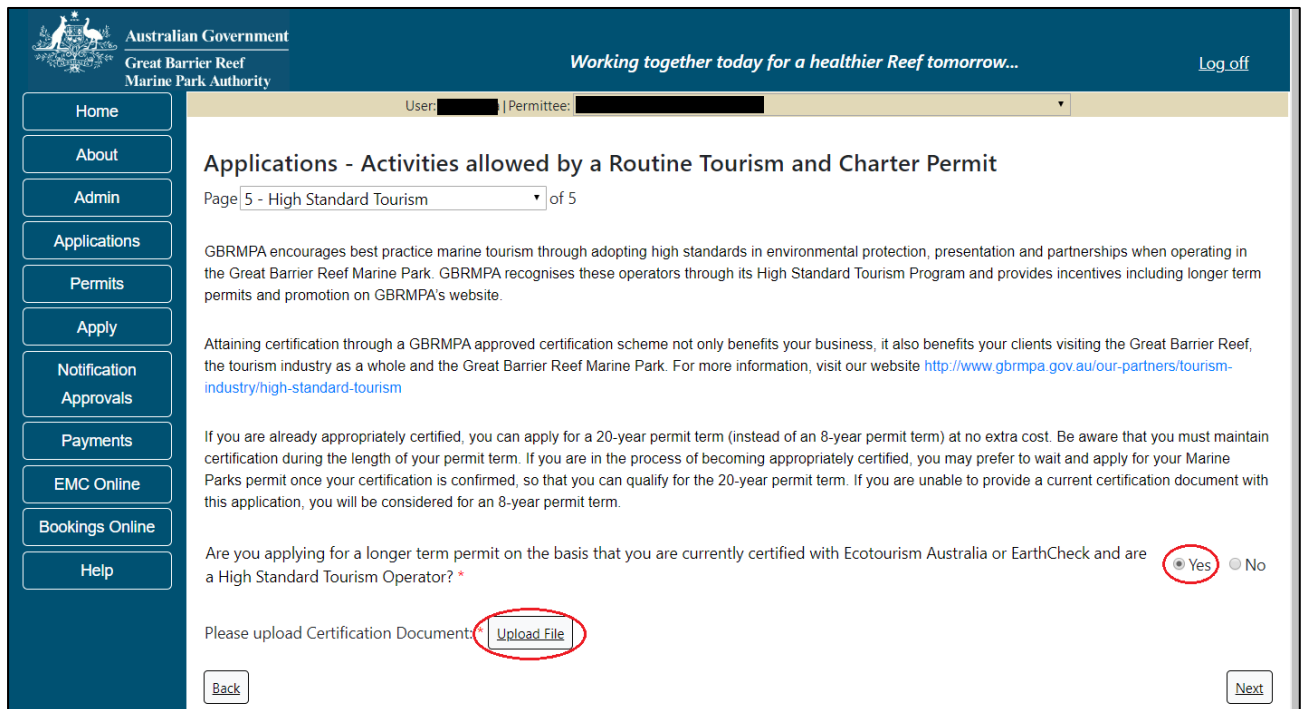


Figure 107 - Screenshot of High Standard Tourism page with a red circle around 'Yes' and 'Upload File'

The 'File Upload' screen will appear. Select 'Browse'.

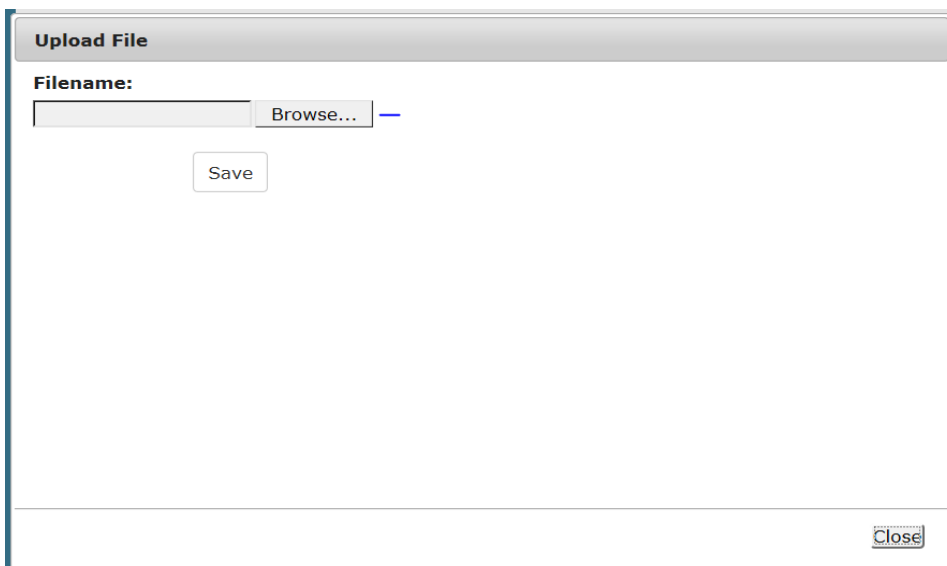


Figure 108 - Screenshot of Upload File pop up window



Once you load a copy of your certificate, you will see the filename with a 'Remove' button next to it. If you wish to remove the file, select the 'Remove' button. Select 'Next' to go to the next page.

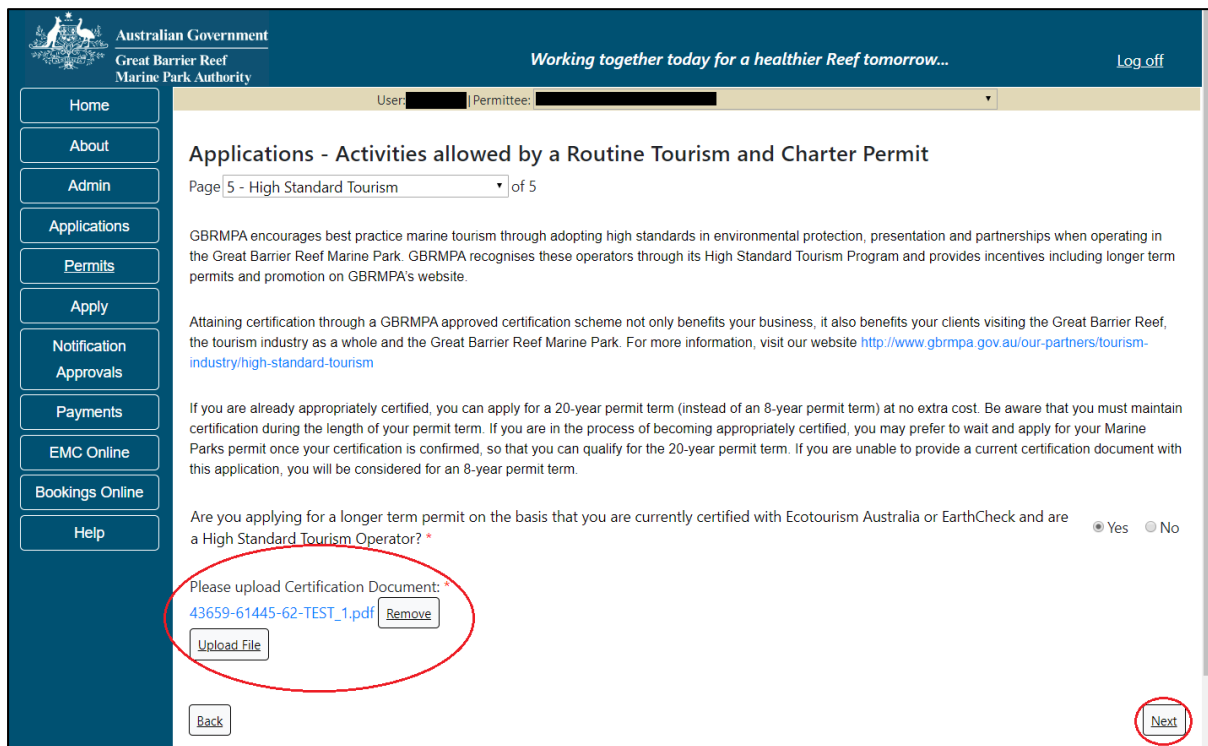


Figure 109 - Screenshot of High Standard Tourism page with a red circle around the uploaded file and 'Next' button

Completing a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select 'Next'.

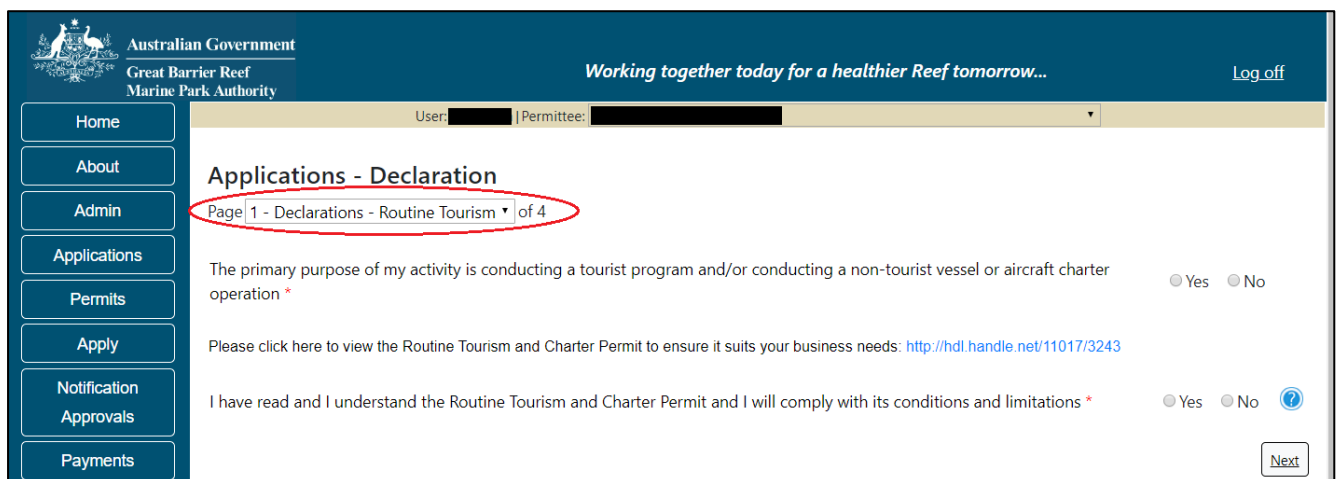


Figure 110 - Screenshot of Declarations screen for Routine Tourism and Charter permit application

On the final page of declarations there is a submit button. Once the submit button is selected the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

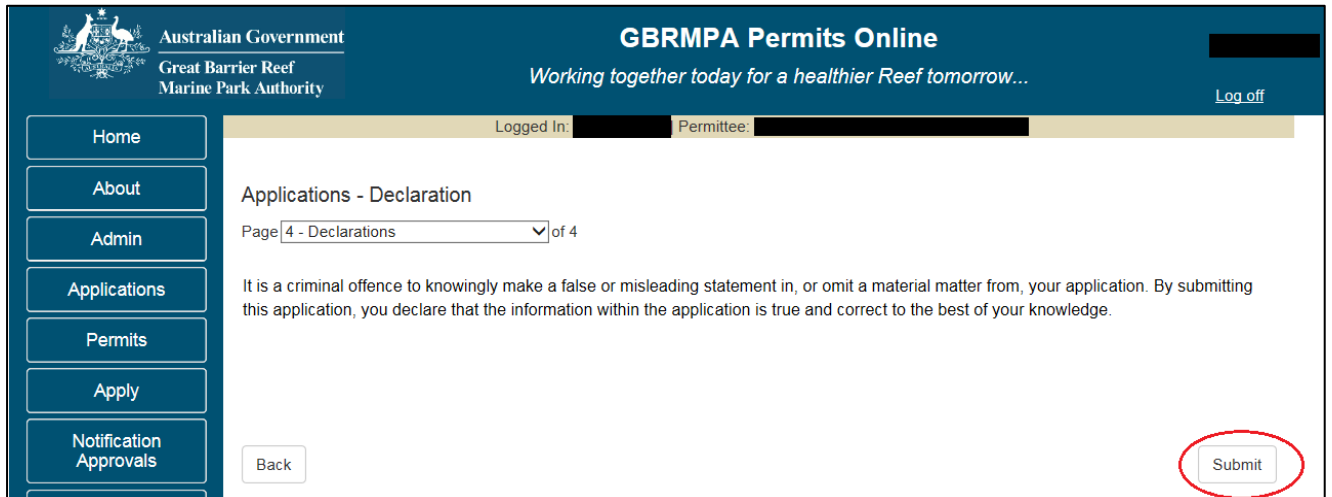


Figure 111 - Screenshot of Declaration page with a red circle around Submit button

Once you submit your application, you are reminded of your application number and provided further information on the assessment process.

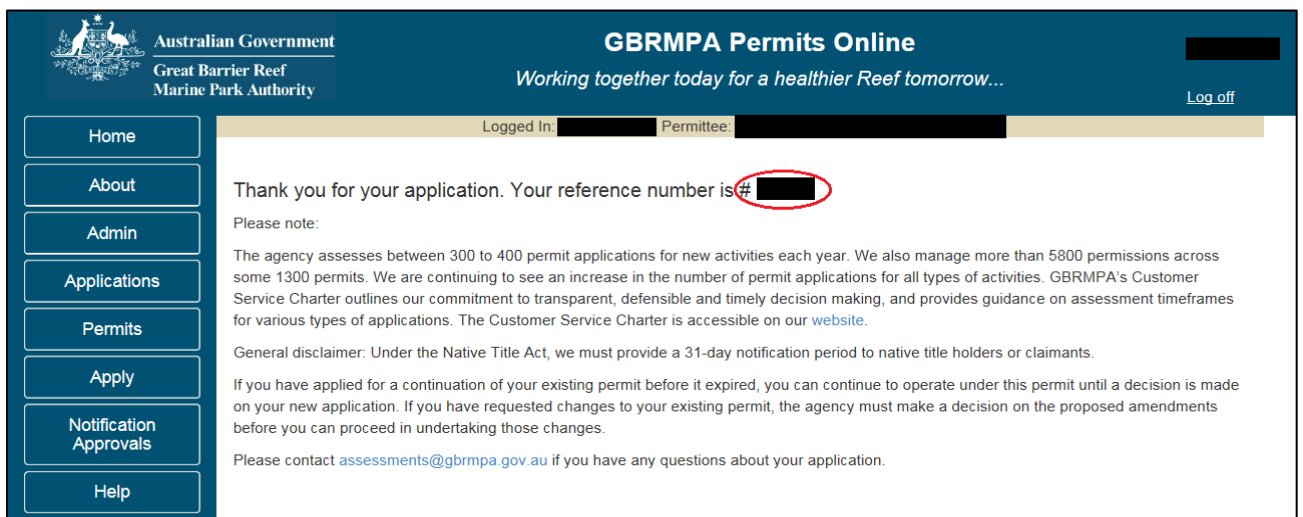


Figure 112 - Screenshot of Permits Online Thank you for your application page with a red circle around reference number

Your application will appear in the Applications screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.



Figure 113 - Screenshot of Applications screen with a red circle around Application number, 'Summary', 'Email' and 'Withdraw' options

### 10.1.1 Other Tourism Application Types sub menu

The 'Other Tourism' types sub menu has options for Aircraft, Bareboat, Hire, Craftless, Cruise Ship, Guided Tours (Motorised), Guided Tours (Non-Motorised) and Vessel. Select which permission you wish to apply for then select 'Next'

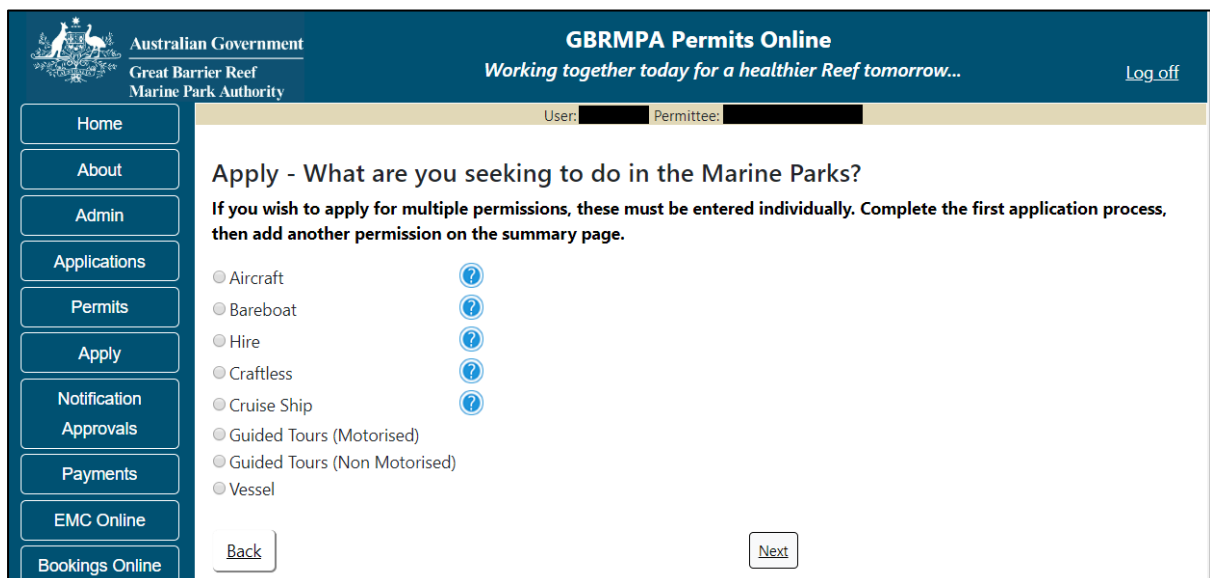


Figure 114 - Screenshot of Other Tourism application types sub menu

## 10.2 Tourism - Aircraft

Apply – new permit application – other tourism activities – aircraft

To apply for Other Tourism and Charter Activities, select this option on the Apply – What are you seeking to do in the Marine Parks page.

The screenshot shows the GBRMPA Permits Online interface. The header includes the Australian Government logo, 'Great Barrier Reef Marine Park Authority', and the slogan 'Working together today for a healthier Reef tomorrow...'. A navigation menu on the left lists options like Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The main content area is titled 'Apply - What are you seeking to do in the Marine Parks?' and contains instructions: 'If you wish to apply for multiple permissions, these must be entered individually. Complete the first application process, then add another permission on the summary page.' Below this is a list of application types with radio buttons and help icons: 'Activities allowed by a Routine Tourism and Charter Permit', 'Other Tourism or Charter Activities' (selected), 'Conduct Research', 'Install / operate a Facility (including Mooring)', 'Conduct an Educational Program', 'Harvest Fishery', 'COTS and/or Drupella Removal', 'Carrying out works (dredging, dumping of spoil, reclamation..)', 'Barge / Cargo Vessel Program', and 'Other Activities'. At the bottom, there are 'Back' and 'Next' buttons, with the 'Next' button circled in red.

Figure 115 - Screenshot of Apply - What are you seeking to do in the Marine Parks page with Other Tourism and Charter Activities selected and a red circle around the 'Next' button

You will progress to the application types sub menu, where you can choose which type of Tourism or charter activity you wish to apply for (example below is Aircraft). Select 'Next' to progress to the application questions.

The screenshot shows the GBRMPA Permits Online interface. The header and navigation menu are the same as in Figure 115. The main content area is titled 'Apply - What are you seeking to do in the Marine Parks?' and contains instructions: 'If you wish to apply for multiple permissions, these must be entered individually. Complete the first application process, then add another permission on the summary page.' Below this is a list of application types with radio buttons and help icons: 'Aircraft' (selected), 'Bareboat', 'Hire', 'Craftless', 'Cruise Ship', 'Guided Tours (Motorised)', 'Guided Tours (Non Motorised)', and 'Vessel'. At the bottom, there are 'Back' and 'Next' buttons, with the 'Next' button circled in red.

Figure 116 - Screenshot of 'Apply - What are you seeking to do in the Marine Parks' page with Aircraft selected and a red circle around 'Next' button

Page 1 of the Aircraft application is the Environment Protection and Biodiversity Conservation Act page. This provides advice on matters of national environmental significance that must be considered when assessing an application. This screen is for your information only at this stage. Your assessing officer will contact you if it is determined to be relevant to your application.

The screenshot shows the GBRMPA Permits Online interface. The header includes the Australian Government logo, 'Great Barrier Reef Marine Park Authority', and 'GBRMPA Permits Online' with the tagline 'Working together today for a healthier Reef tomorrow...'. A 'Log off' link is in the top right. A navigation menu on the left lists: Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The main content area is titled 'Applications - Aircraft' and shows 'Page 1 - Environment Protection and Biodiversity Conservation Act 1999 of 11'. It contains a 'Please note:' section with text explaining the EPBC Act and the Great Barrier Reef Marine Park's status as a matter of NES. It also provides a link to the Department of the Environment and Energy website (<http://www.environment.gov.au/epbc>) for guidance. A 'Next' button is circled in red in the bottom right corner.

**Figure 117 - Screenshot of Environmental Protection Biodiversity Conservation page with red circle around 'Next' button**

Links on the Environment Protection and Biodiversity Conservation page [www.environment.gov.au/epbc](http://www.environment.gov.au/epbc) will take you to the Department of Climate Change, Energy, the Environment and Water site. Here you can find information about the *Environment Protection and Biodiversity Conservation Act 1999* and your obligations under the Act.

Page 2 of the Aircraft application is the Permissions and Activities page. Default permissions and activities for this type of application are listed.

If there are activities you do not wish to include on your permit, you can remove them by selecting the 'Remove' button next to the activity. Please note that if you remove an activity, you are no longer permitted to undertake that activity in the Marine Parks. Please consider potential future usage of your permit when removing or adding activities.

For some permissions, additional activities can be added using the 'Add new' option. To apply for an entirely different permission (e.g. to install a mooring or operate a vessel program), please complete this application, then use the 'Add new' permission option on the summary screen.

Select 'Next' to continue.

The screenshot shows the 'Applications - Aircraft' page for the GBRMPA Permits Online system. The page is titled 'Page 2 - Permissions and Activities' of 11. It features two main sections: 'Permissions Included' and 'Activities Included', each with an 'Add New' button. The 'Permissions Included' table lists two items: 'Conducting a tourist program' and 'Non-Tourist Commercial Charters using an aircraft', both with 'Remove' buttons. The 'Activities Included' table lists 15 activities, each with a 'Remove' button. At the bottom of the page, there are 'Back' and 'Next' buttons. The 'Next' button is circled in red.

Permissions Included:	
Conducting a tourist program	Remove
Non-Tourist Commercial Charters using an aircraft	Remove

Activities Included:	
SCUBA diving	Remove
Fish feeding	Remove
Non-tourist commercial charters - transport, goods and services	Remove
Passenger Transport	Remove
Swimming	Remove
Snorkelling	Remove
Non-motorised watersports	Remove
Fishing	Remove
Coral viewing	Remove
Helmet diving	Remove
Motorised watersports	Remove
Whale watching	Remove
Photography, filming, sound recording	Remove
Scenic flights	Remove

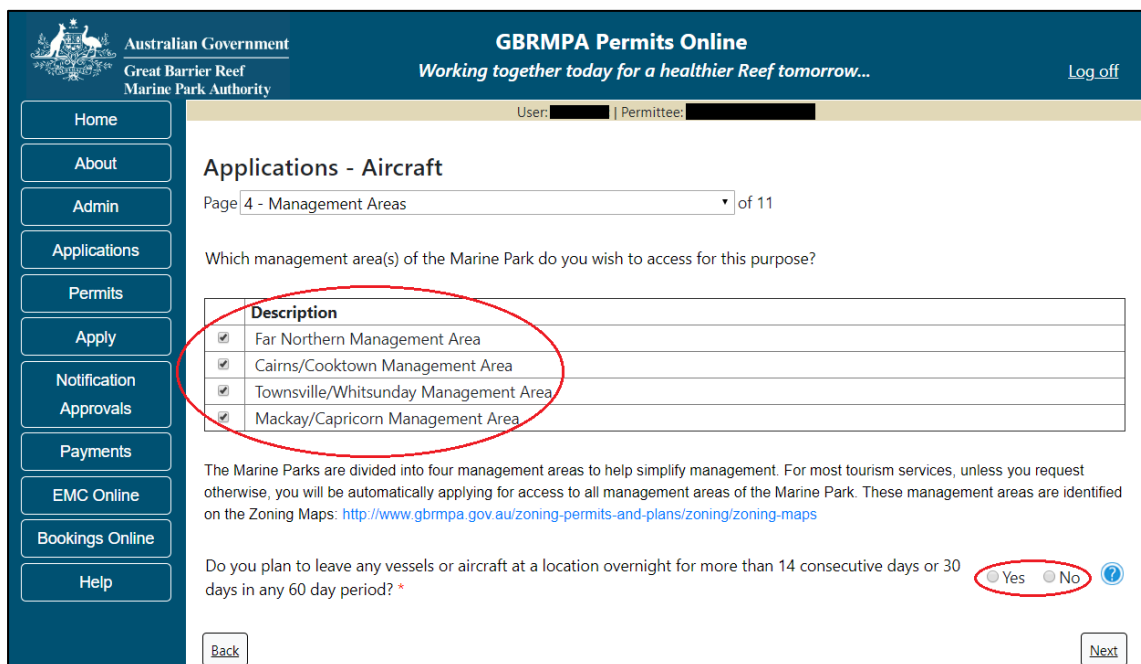
Figure 118 - Screenshot of Activities page for Aircraft (Landing) application with red circle around the 'next' button

Page 3 of the Aircraft application is the Total Passenger Capacity / Participants page. Please select the number of participants you wish to cater for across all activities in the Marine Parks in this section, considering any future business growth potential. Your answer to this question will determine the appropriate Permit Application Assessment Fee for the application. Select 'Next' to continue.



**Figure 119 - Screenshot of the Total Passenger Capacity / Participants page with a red circle around the Select One drop list and a red circle around the 'next' button**

Page 4 of the Aircraft application allows you to select the management areas in which you wish to operate. Please consider potential future use when making this decision. All management areas are selected as default for Aircraft applications. If you do not wish to access a certain management area, deselect it by clicking the tick box.



**Figure 120 - Screenshot of One Vicinity check page with a red circle around the management area and Yes No option**

If you wish to operate a vessel or aircraft at a location for more than 14 consecutive days; or for more than 30 days in any period of 60 days select Yes and provide details of your proposed use (e.g. leaving a glass bottomed boat at a particular location for a set timeframe). Select 'Next' to continue.

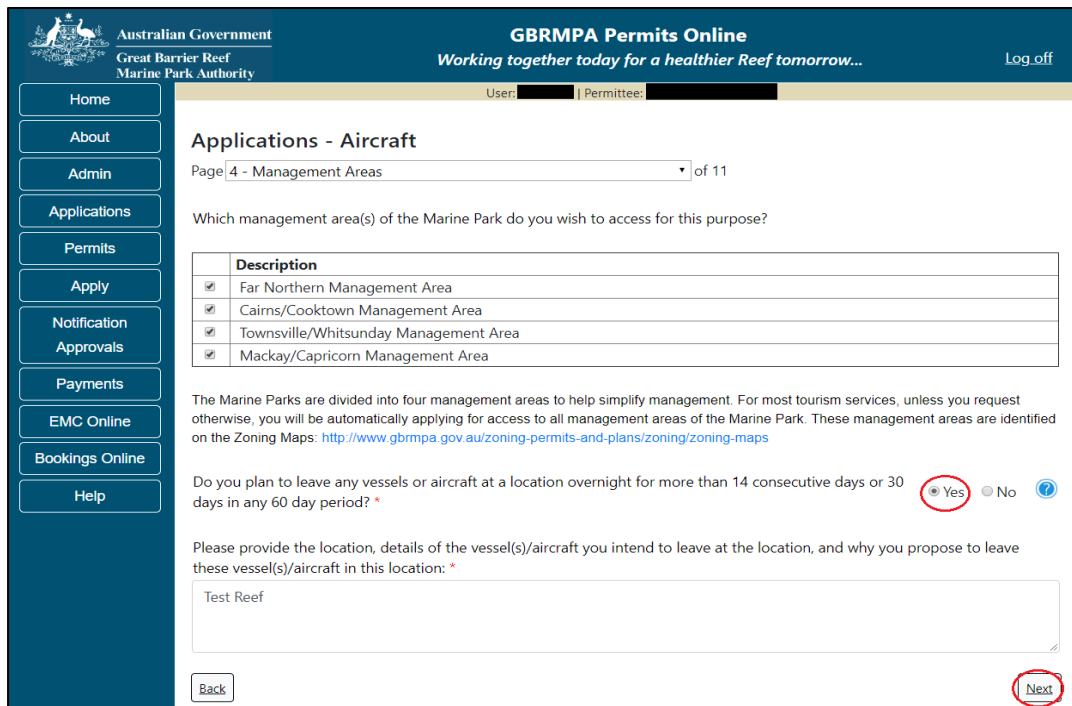


Figure 121 - Screenshot of Management Areas page with Yes selected and a red circle around the 'Next' button

Page 5 of the Aircraft application allows you to apply to access areas of the Marine Park more frequently than 2 days in every 7-day period. This option is only available outside the [Plans of Management](#). If you wish to apply to visit a location more frequently than 2 days in every 7-day period, select 'Add New'.

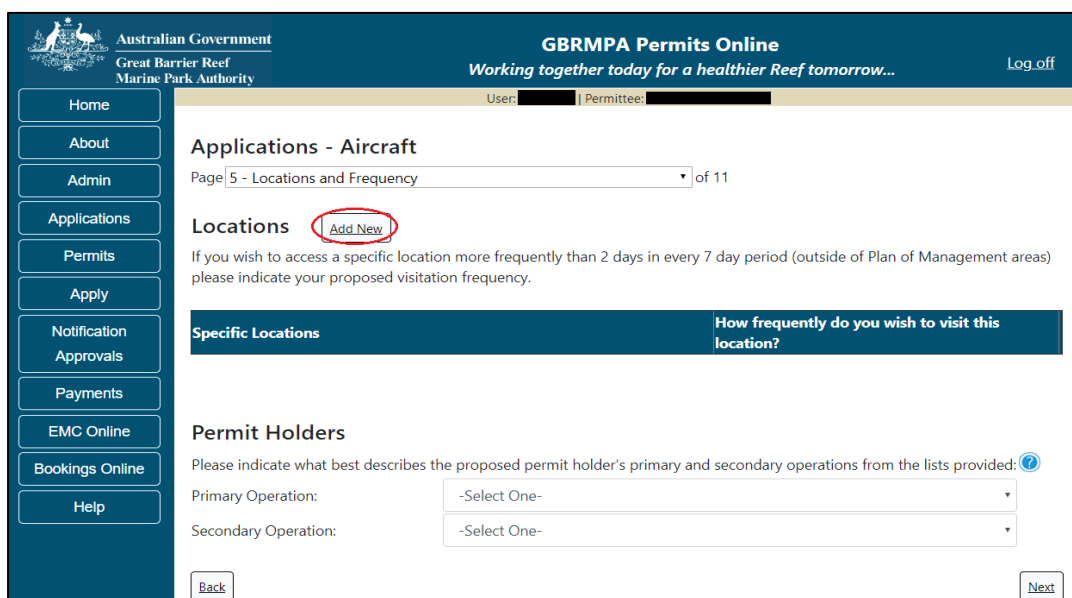
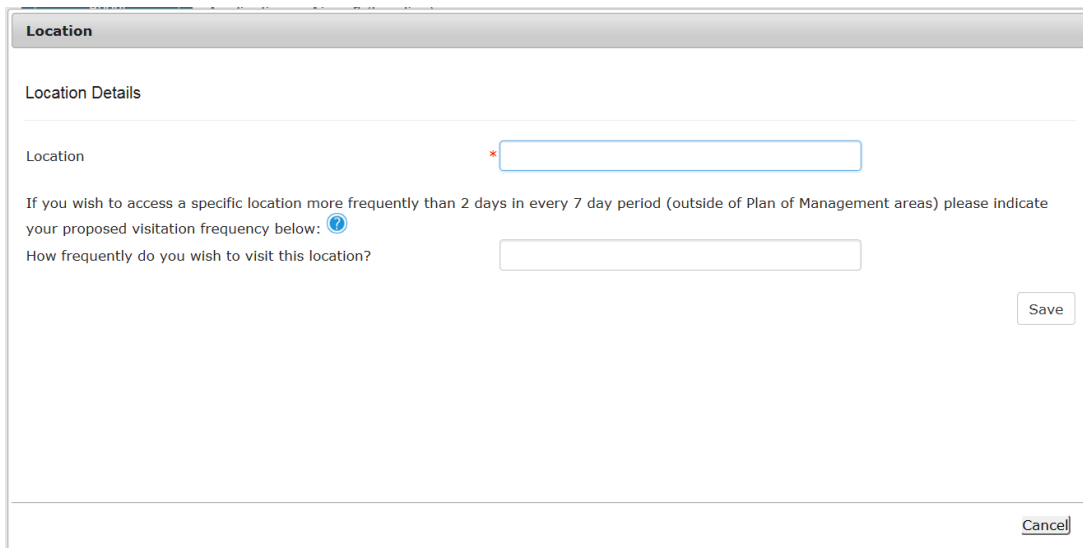


Figure 122 - Screenshot of Locations and Frequency screen with red circle around 'Add new' button

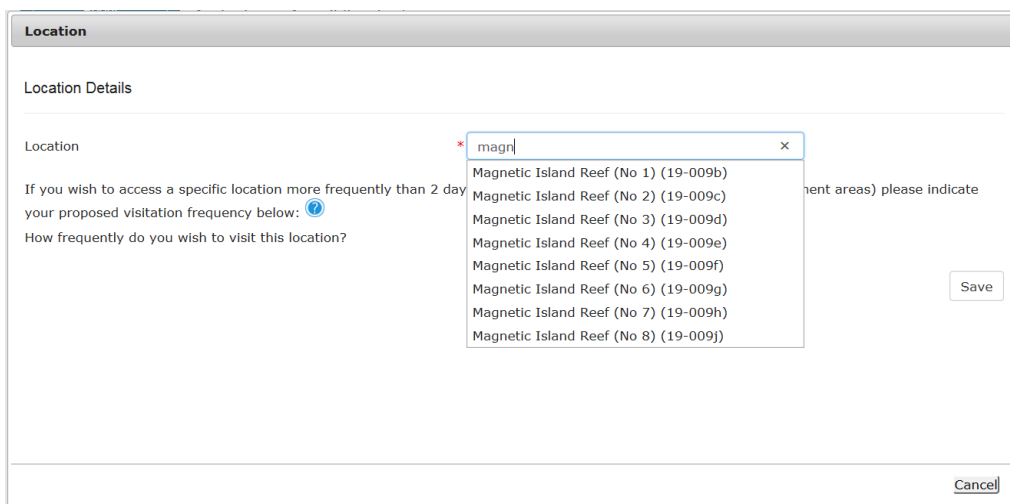


If the 'Add new' button is selected the 'Location' pop up window will appear.



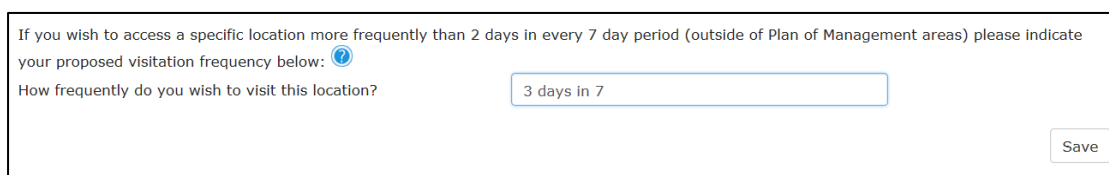
**Figure 123 - Screenshot of Location pop up window**

Type in the name of the location you wish to visit in the location field. As you type, the list will produce relevant matches. Select your desired location then select 'Save'.



**Figure 124 - Screenshot of 'Location' pop up window with locations to select**

Add the frequency at which you wish to visit the location and select 'Save'.



**Figure 125 - Screenshot of question - How frequently do you wish to visit this location? with information completed.**

The location will be reflected on the Location and Frequencies page within the locations table. If you wish to remove the location, select the Remove button next to the location.

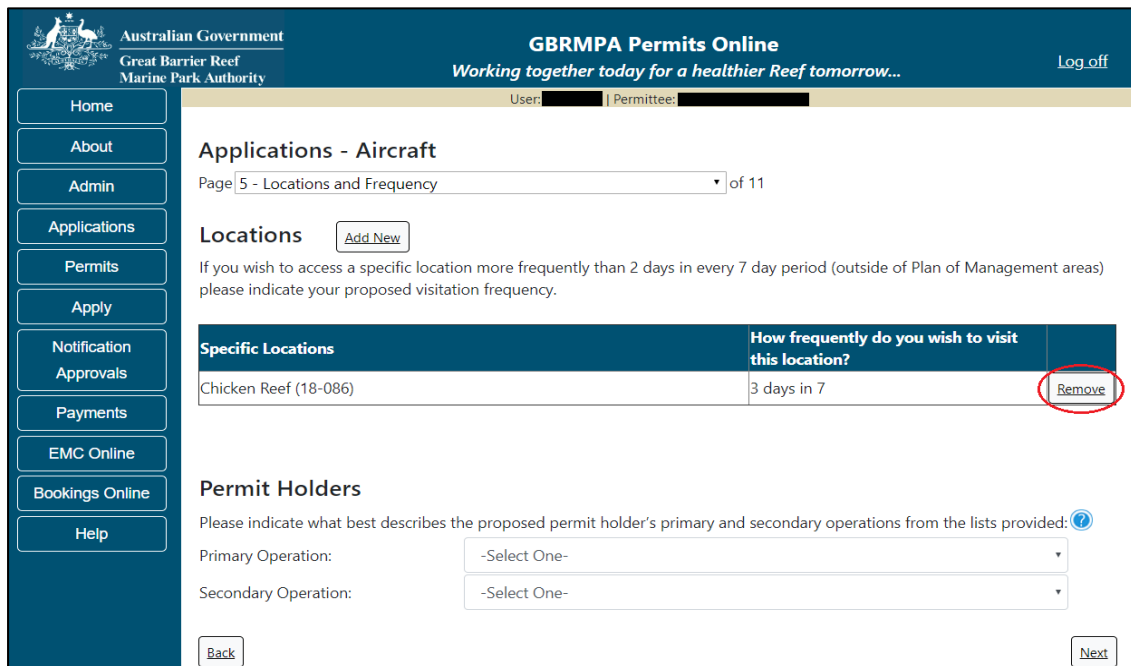


Figure 126 - Screenshot of Location and Frequency screen with information displaying and a red circle around Remove button

Please also provide details of what best describes the proposed Permit Holder's primary and secondary operations from the two (2) lists located towards the bottom of the page. For this type of application, select Aircraft. This information assists our Tourism and Commercial section in providing relevant information for your operation over the life of your permit. Select Next to continue.

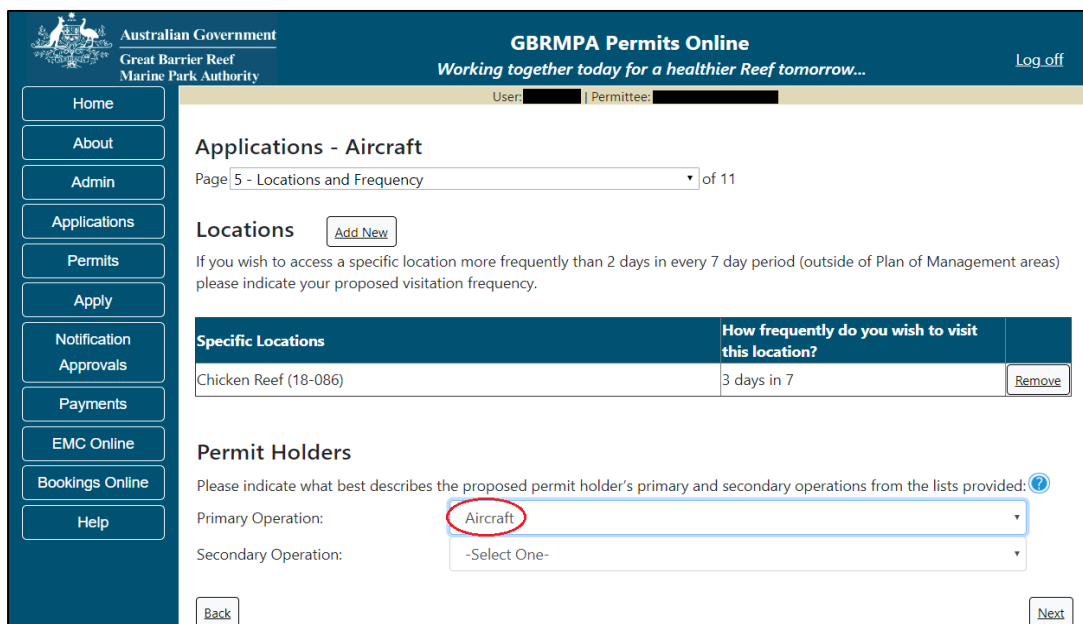


Figure 127 - Screenshot of Locations and Frequency screen with a red circle around Aircraft in the Permit Holders section

Page 6 of Aircraft application refers to Additional State Access. If you wish to extend your operations to include mainland or island national parks adjoining the Marine Parks and/or rivers and streams between Mission Beach and the Starcke River, select Yes and an area will appear with Please specify details. Add details of the islands or national parks and/or River and streams you wish to access.

Please also indicate whether you wish to conduct operations in the Green Island Recreational Area of Management. Once completed select Next to continue.

The screenshot displays the 'Additional State Access' screen within the 'Aircraft' application section. The page is titled 'Applications - Aircraft' and is on page 6 of 11. It contains the following elements:

- Header:** Australian Government, Great Barrier Reef Marine Park Authority, GBRMPA Permits Online, Working together today for a healthier Reef tomorrow..., Log off.
- Navigation Menu:** Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, Help.
- Page Info:** Page 6 - Additional State Access of 11.
- Text:** Separate permits are required from the Queensland Parks and Wildlife Service (QPWS) to conduct commercial operations on mainland or island National Parks and in the Green Island Recreational Area of Management. Please find relevant information on national park permit requirements at <http://www.business.qld.gov.au/industries/hospitality-tourism-sport/tourism/parks-recreation-forests>
- Question 1:** Do you want to operate in National Parks either on islands, or on the mainland adjoining the Marine Parks (including any beach access)? \*  Yes  No
- Text Input:** Please specify details: \* (Contains: Island National Park - Test Island)
- Question 2:** Do you want to operate in rivers and streams between Mission Beach and the Starcke River? \*  Yes  No ?
- Text Input:** Please specify details: \* (Contains: Starcke River)
- Question 3:** Do you want to operate in the Green Island Recreational Area of Management (RAM)? \*  Yes  No ?
- Text:** Prior to submitting an application, a pre-lodgement discussion is recommended to be arranged by emailing QPWS at [permits.central@des.qld.gov.au](mailto:permits.central@des.qld.gov.au).
- Buttons:** Back, Next (circled in red).

Figure 128 - Screenshot of Additional State Access screen with information displaying and a red circle around Next button

Page 7 of Aircraft application asks for the number of aircraft you propose to use in the Marine Parks. Add the details of the number of passengers, then select Next.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification  
Approvals

### Applications - Aircraft

Page 7 - Aircraft Details of 11

How many aircraft do you wish to operate under this permission? \*

What is the total passenger capacity/participants you wish to have for this permission? \*

Figure 129 - Screenshot of Application details Aircraft screen with a red circle around question How many aircraft do you wish to operate under this permit

Please note that this is the total number of passengers you propose to cater for, across all vessels and/or activities. This number determines the appropriate Permit Application Assessment Fee. Current fees are published on the Reef Authority's [website](#). Select Next to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification  
Approvals

### Applications - Aircraft

Page 7 - Aircraft Details of 11

How many aircraft do you wish to operate under this permission? \*

What is the total passenger capacity/participants you wish to have for this permission? \*

Figure 130 - Screenshot of Application details Aircraft with a red circle around the Total passenger field

Page 8 of Aircraft application asks for details of the aircraft to be used in the Marine Parks. This is optional at this stage, however details of the aircraft must be provided to, and approved by the Reef Authority prior to operating the aircraft in the Marine Parks. You can notify the Reef Authority of your aircraft details using the Notification Approvals menu on the left of screen later.

You can use the Add New Aircraft button to provide aircraft details as part of your permit application if you wish.

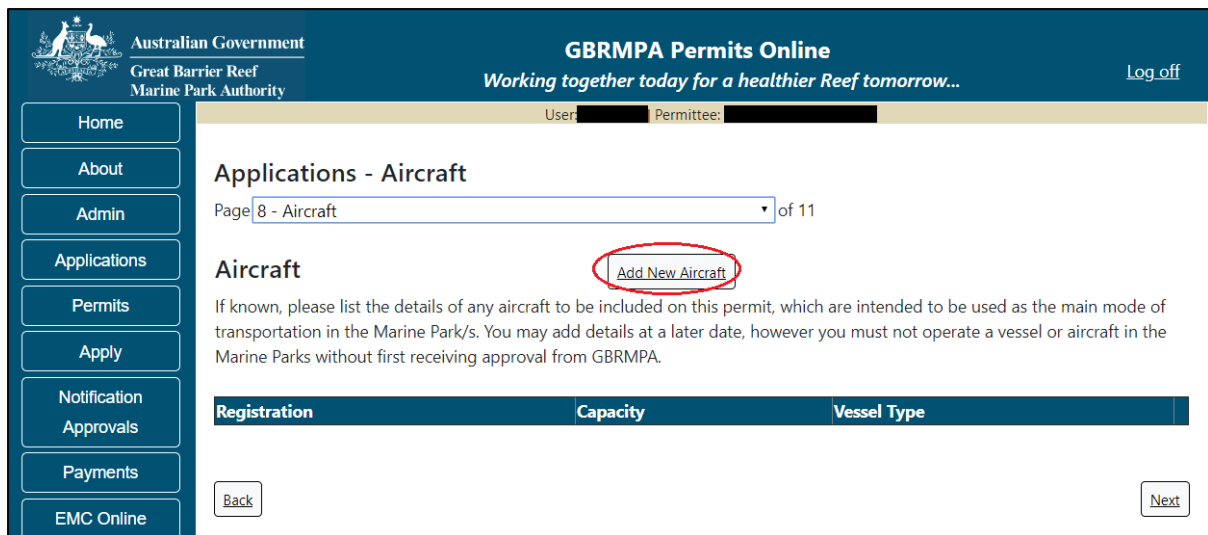


Figure 131 - Screenshot of Aircraft screen with red circle around Add New Aircraft button

To add an aircraft select the Add New Aircraft button; an Add New Aircraft pop up window will appear. Select the aircraft type from the list provided.

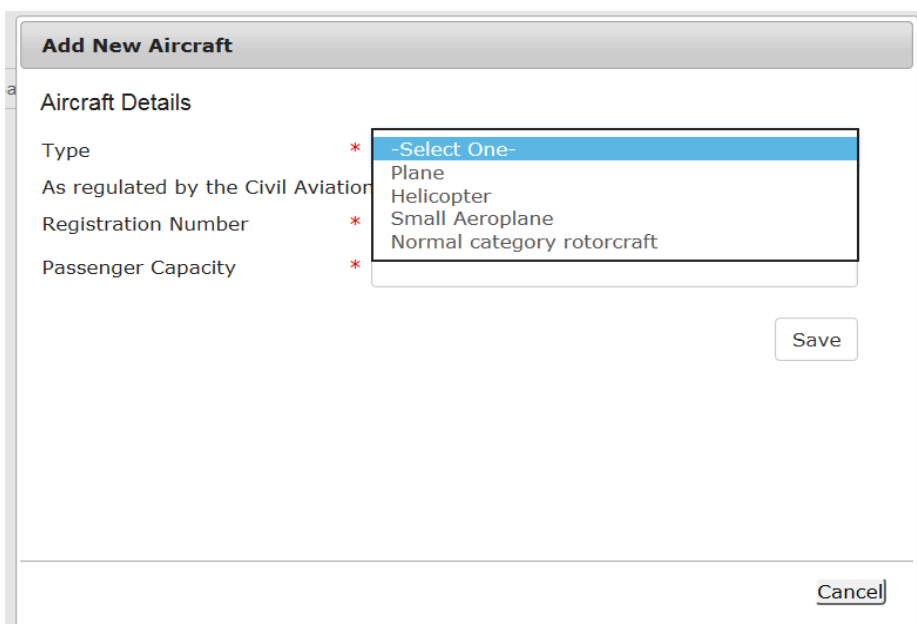


Figure 132 - Screenshot of Add New Aircraft pop up window with options to select from Type list

Please enter exact details of the aircraft you propose to operate in the Marine Parks then select Save

**Add New Aircraft**

Aircraft Details

Type \* Small Aeroplane

As regulated by the Civil Aviation Safety Authority [Planes & helicopters](#) or [Drones](#)

Registration Number \* ABC123

Passenger Capacity \* 5

Save

Cancel

Figure 133 - Screenshot of Add New Aircraft pop up window with information completed and a red circle around Save button

Links are provided to the Civil Aviation Safety Authority explaining rules that apply to the operation of Planes and Helicopters.

The submitted details of your aircraft/s will save on the page, with a Remove button and an Edit button. If you need to remove the aircraft, select Remove. If you wish to edit the details, select Edit. Click next to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] | Permittee: [redacted]

Applications - Aircraft

Page 8 - Aircraft of 11

Aircraft [Add New Aircraft](#)

If known, please list the details of any aircraft to be included on this permit, which are intended to be used as the main mode of transportation in the Marine Park/s. You may add details at a later date, however you must not operate a vessel or aircraft in the Marine Parks without first receiving approval from GBRMPA.

Registration	Capacity	Vessel Type	
ABC123	5	Small Aeroplane	<a href="#">Remove</a> <a href="#">Edit</a>

[Back](#) [Next](#)

Figure 134 - Screenshot of Aircraft screen with information displaying and a red circle around the Remove and Edit buttons and a red circle around the Next button

Page 9 of aircraft application is ancillary vessels and equipment. To add details of ancillary vessels or equipment, select Add New.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

Log off

User: [redacted] Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments

### Applications - Aircraft

Page 9 - Ancillary Vessels and Equipment of 11

**Please specify any ancillary vessels / equipment proposed to be used:**

Ancillary vessel means a small vessel, other than the primary vessel, which provides services to the passengers of the primary vessel and is only operated within three nautical miles of the primary vessel.

Type	Max Passenger Capacity	Quantity
------	------------------------	----------

Back Next

**Add New**

Figure 135 - Screenshot of Ancillary Vessels and Equipment page with a red circle around the Add New button

An Add New Ancillary Vessels/Equipment window will appear.

**Add Ancillary Vessels/Equipment**

Ancillary Vessels/Equipment

Device \*

Maximum Passenger Capacity \*

Quantity \*

Save

Cancel

Figure 136 - Screenshot of Add Ancillary Vessels / Equipment pop up window

Select Ancillary Vessels or Equipment from the Device list

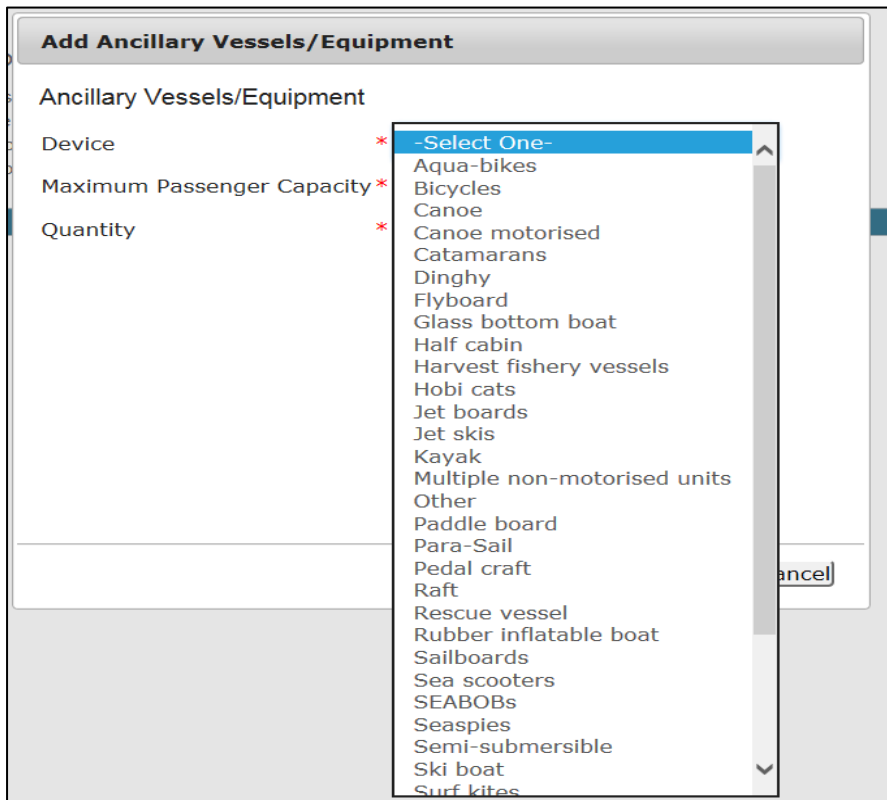


Figure 137 - Screenshot of Add Ancillary Vessels / Equipment displaying the Device list

Add details of the ancillary vessels or equipment, then select Save. Maximum passenger capacity here refers to the number of passengers each ancillary vessel or piece of equipment can carry individually.

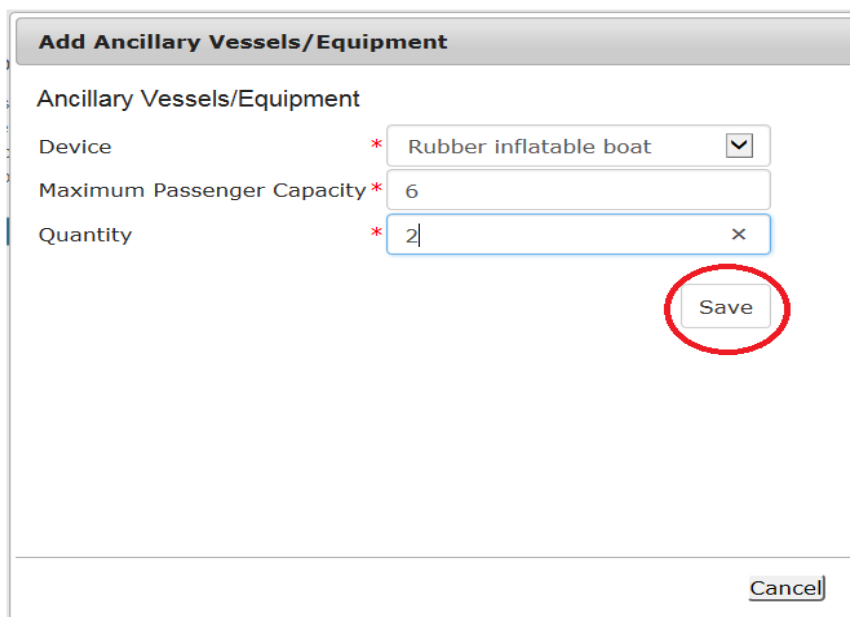


Figure 138 - Screenshot of Add Ancillary Vessels / Equipment with information completed and a red circle around the Save button



The details of ancillary vessels or equipment will appear on the screen. A Remove button and an Edit button is also presented. If you need to remove the aircraft, select Remove. If you wish to edit the details, select Edit. Select Next to continue.

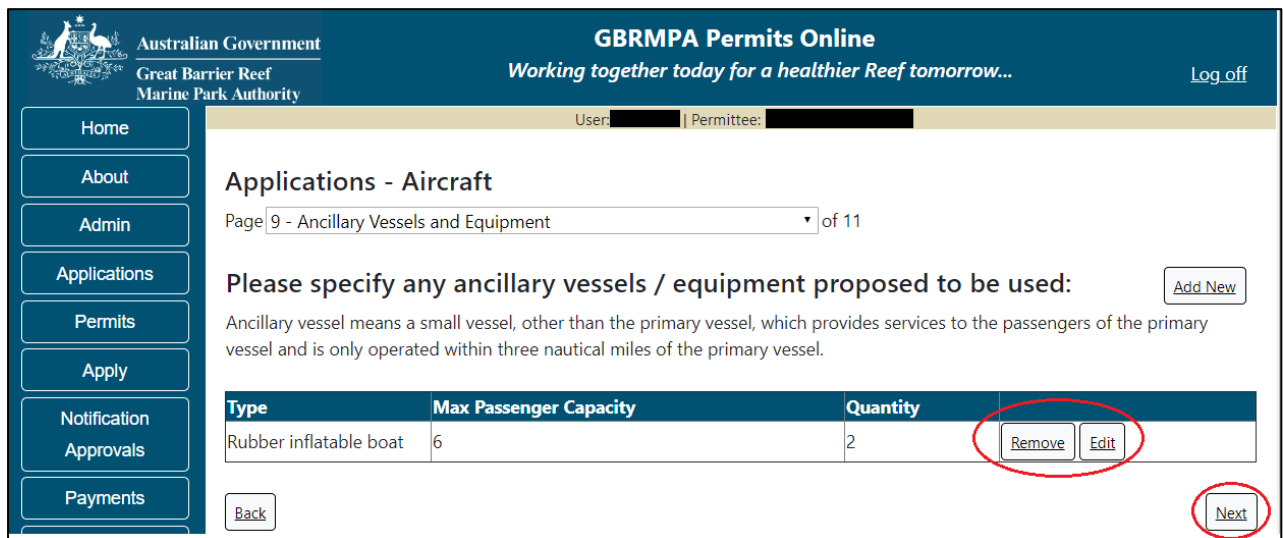


Figure 139 - Screenshot of Ancillary Vessels and Equipment page displaying information with a red circle around the Remove and Edit buttons and a red circle around the Next button

Page 10 of the Aircraft application refers to High Standard Tourism operators. If you have obtained a High Standard Tourism certification with an approved certification scheme, select Yes.

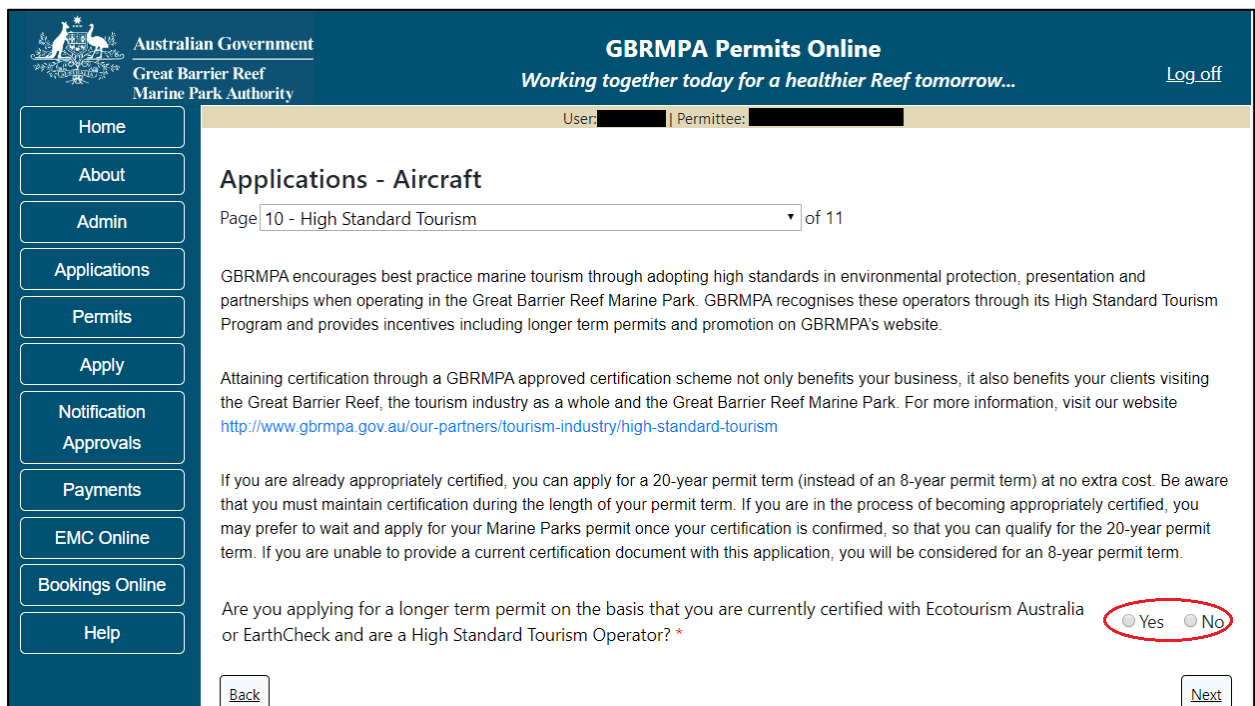


Figure 140 - Screenshot of High Standard Tourism page with red circle around Yes and No options

Once the Yes button is selected an upload file button will appear. Select the upload file button.

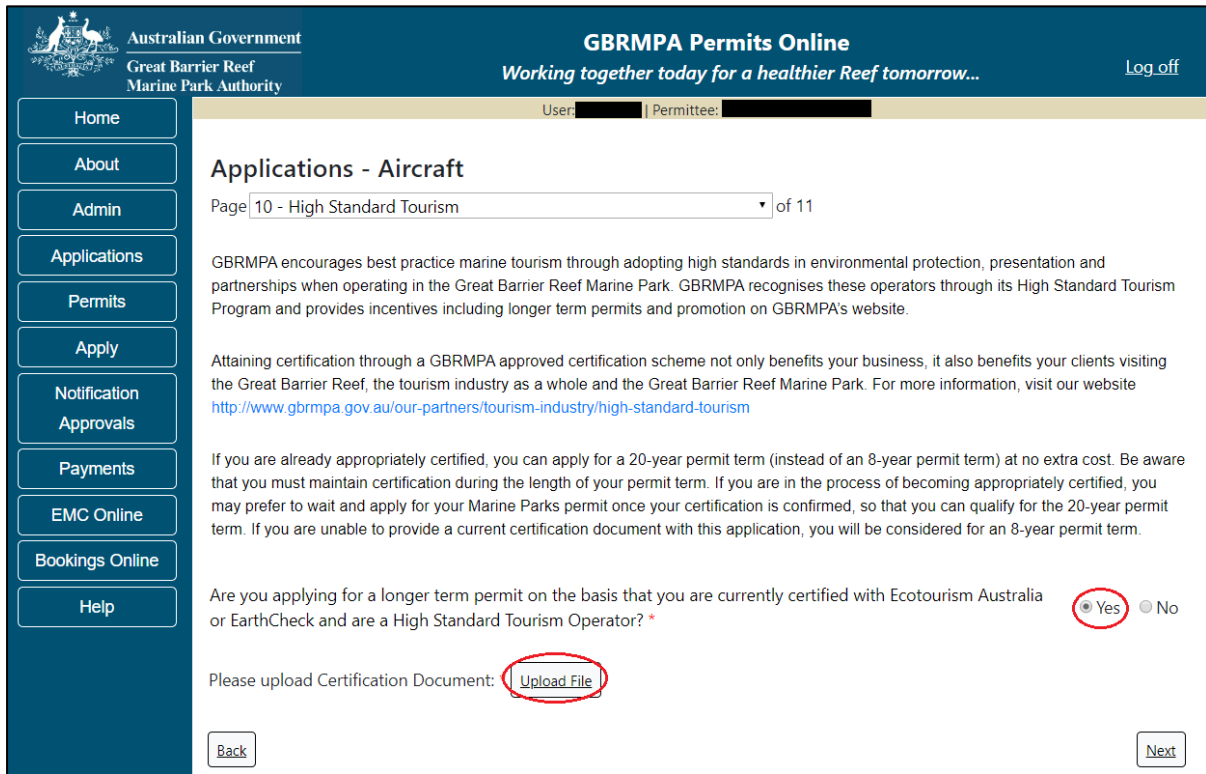


Figure 141 - Screenshot of High Standard Tourism page with a Yes selected and a red circle around Yes and Upload File button

The File Upload screen will appear. Select Browse



Figure 142 - Screenshot of Upload File pop up window

Once you load a copy of your certificate, you will see the filename with a Remove option beside it. If you wish to remove the file, select the Remove button. Select Next to go to the next page.

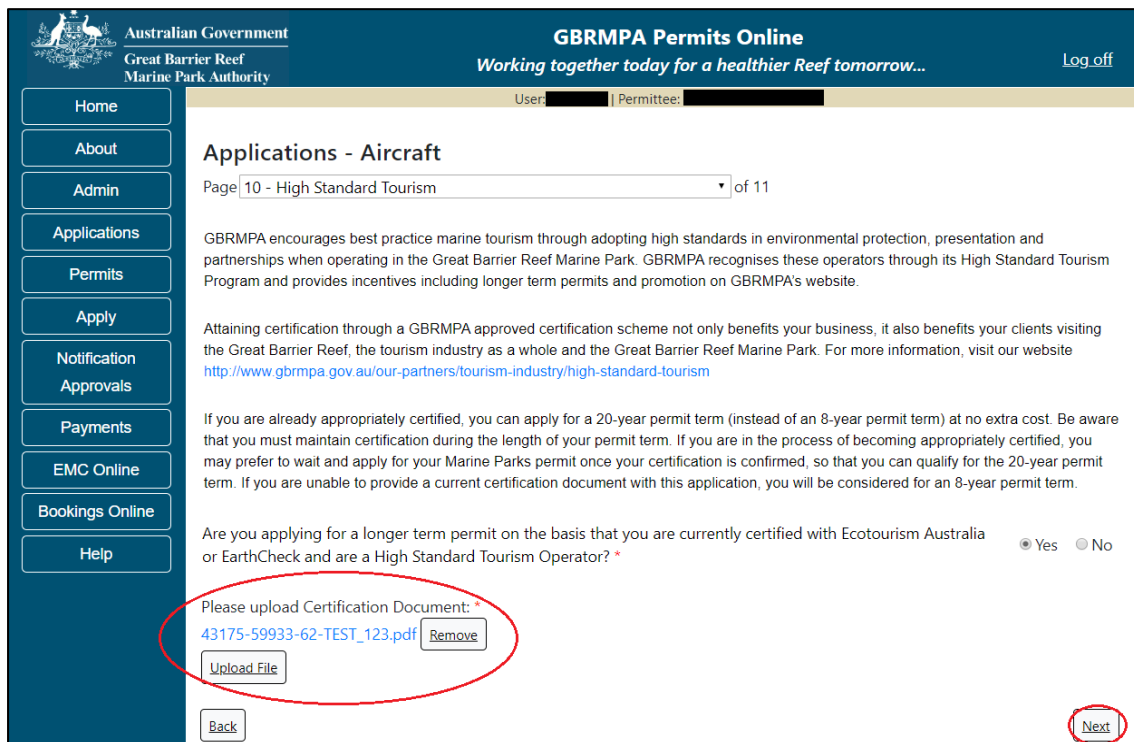


Figure 143 - Screenshot of High Standard Tourism screen with Yes selected and a red circle around the Uploaded File and Next button

Page 11 provides opportunity for you to add any other information you feel will assist the Managing Agencies in assessing your application. Add supporting information by typing in the text field or upload a file if required. If a file is uploaded it will appear on the screen with the file name and an Remove to remove the file if uploaded in error.

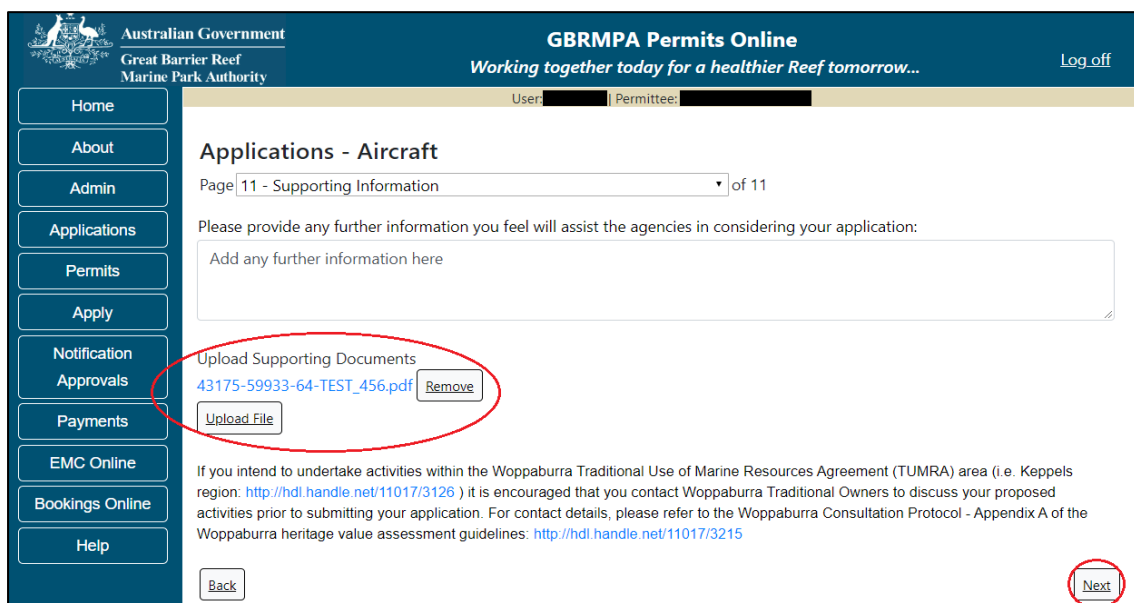


Figure 144 - Screenshot of Supporting Information screen with a red circle around Uploaded File area and a red circle around Next button

Once you have completed the supporting information page select Next from the last page of the application questions, you will progress to an application summary screen with a number of options available via links or buttons. Select Next on the summary screen to progress to the Declarations screens.

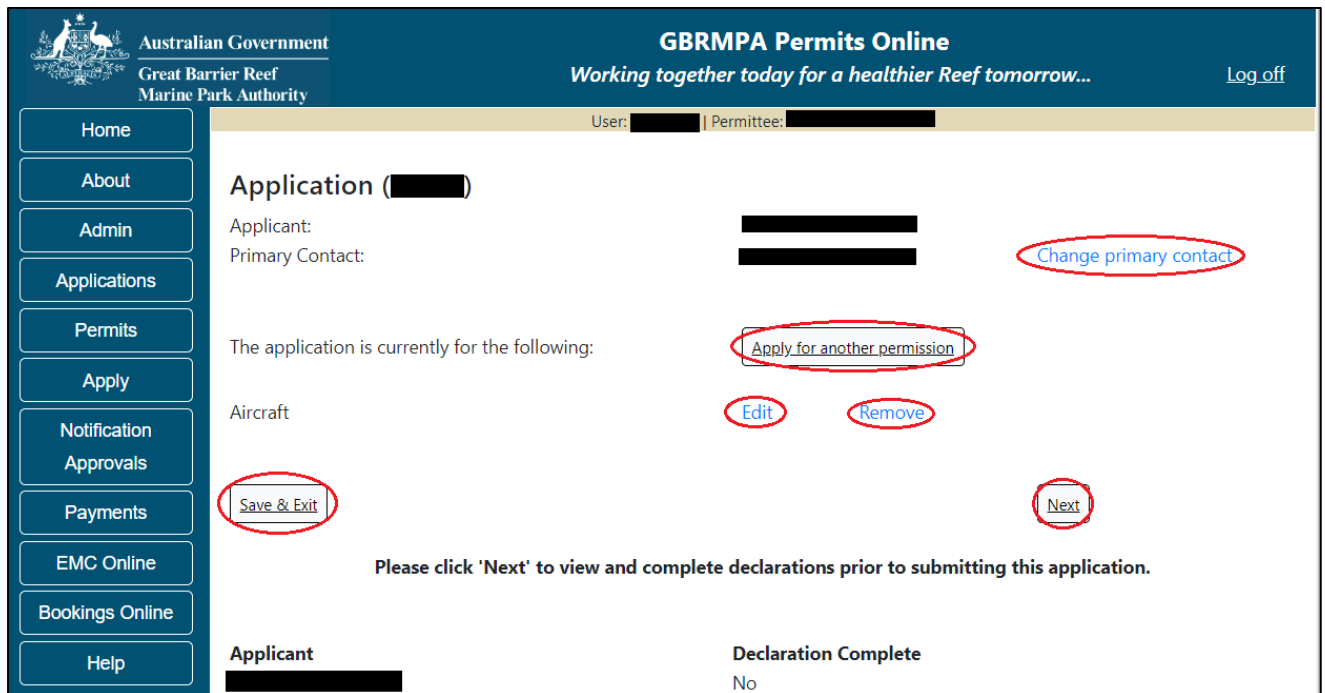


Figure 145 - Screenshot of Application Summary page with red circles around all options available

Additional Information - Summary screen, links and buttons;

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Apply for another permission:** If the apply for another permission button is selected, the applicant will progress to the What are you seeking to do in the Marine Parks page where another permission type can be added. (e.g. add a mooring permission to the tourism permission).
- **Edit:** If edit is selected the application/permission will be reopened to apply any changes.
- **Remove:** If remove is selected the application/permission will be removed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.

Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

Australian Government  
Great Barrier Reef  
Marine Park Authority

Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online  
Bookings Online  
Help

### Applications - Declaration

Page 1 - Declarations of 3

You should review your application carefully before you submit it. Each of the declarations made and information supplied during the permission application will be taken to have been made by you at the time you submit your application. It is a criminal offence under Commonwealth and State law for you to knowingly include a false or misleading statement in, or omit a material matter from, your application. We can also refuse your application on this basis.

I declare that:

I am authorised to submit this application \*  Yes  No ?

I have read and understand the privacy notice which explains how my personal information will and will not be used \*  Yes  No ?

I consent to the managing agencies conducting searches and making enquiries with relevant authorities to confirm my suitability to hold this permission. I understand this may include agencies such as the Australian Maritime Safety Authority (AMSA), Maritime Safety Queensland (MSQ), Queensland Department of Environment and Heritage Protection and recognised environmental eco-certification bodies \*  Yes  No ?

I agree to the managing agencies using electronic communication as the primary means of sending and receiving information relating to this application. I consent to the managing agencies using electronic dispatch to provide the decision (including any permit issued) and I accept responsibility for keeping my electronic contact details accurate and updated. \*  Yes  No ?

Next

Figure 146 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply

### Applications - Declaration

Page 3 - Declarations of 3

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.

Back Submit

Figure 147 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you are reminded of your application number and provided further information on the assessment process.

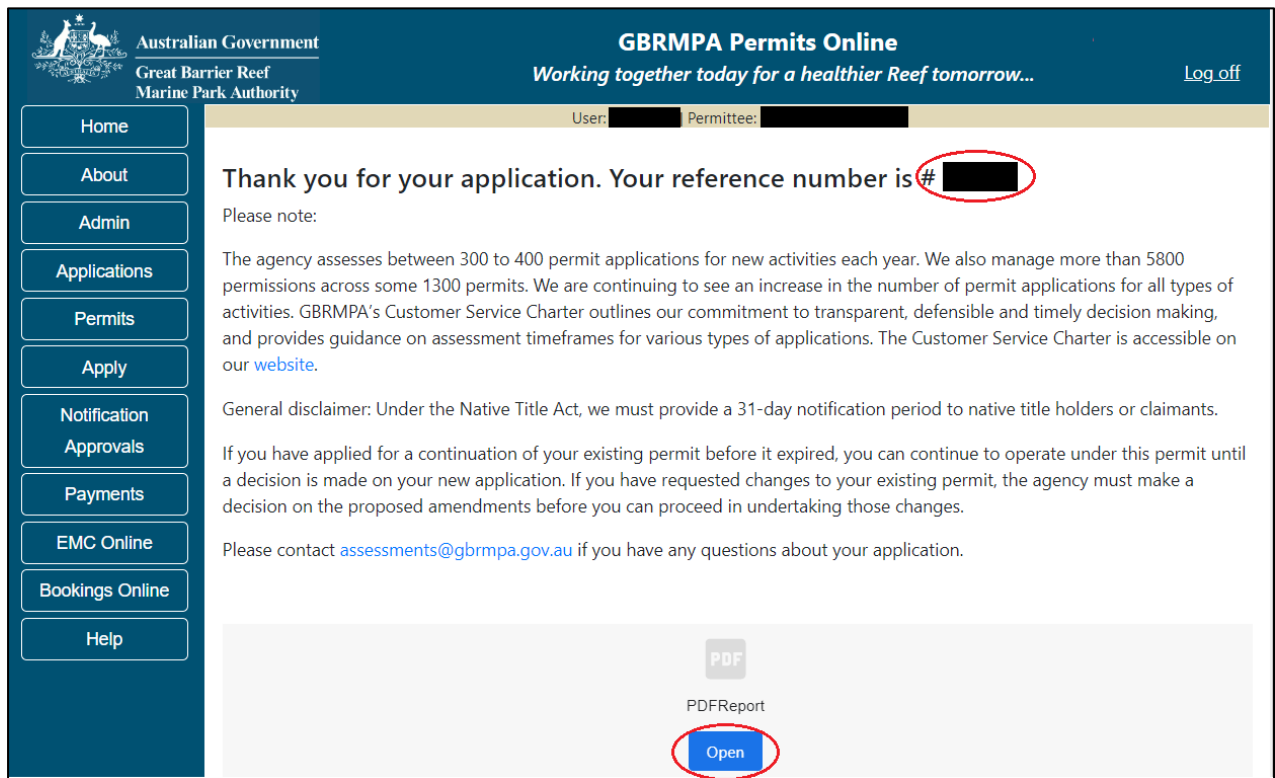


Figure 148 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the Applications screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

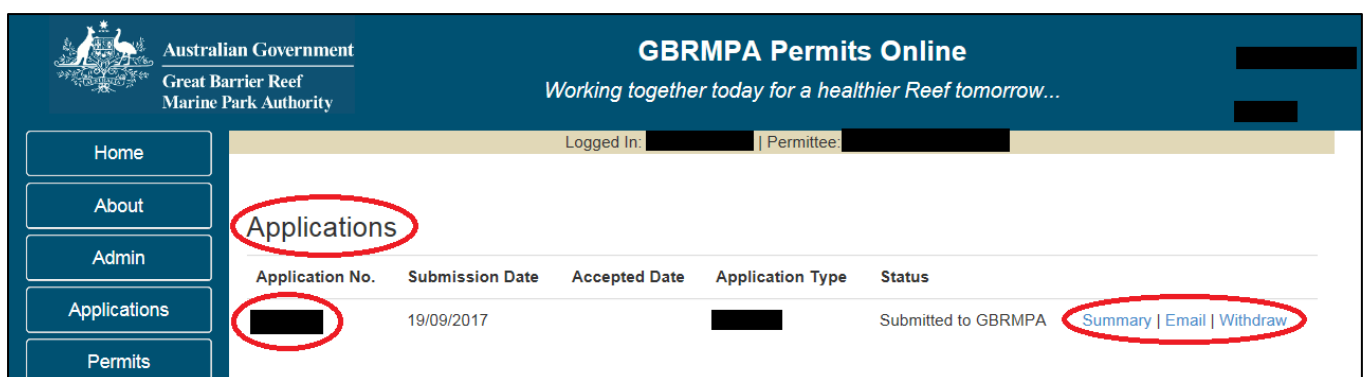


Figure 149 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options

## 10.3 Tourism – Bareboats

### Apply – new permit application – other tourism activities – bareboat

To apply for Other Tourism and Charter Activities, select this option on the Apply – What are you seeking to do in the Marine Parks page.

The screenshot shows the GBRMPA Permits Online interface. The header includes the Australian Government logo, 'Great Barrier Reef Marine Park Authority', and the slogan 'Working together today for a healthier Reef tomorrow...'. A navigation menu on the left lists options like Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The main content area is titled 'Apply - What are you seeking to do in the Marine Parks?' and contains a list of radio button options: 'Activities allowed by a Routine Tourism and Charter Permit', 'Other Tourism or Charter Activities' (selected), 'Conduct Research', 'Install / operate a Facility (including Mooring)', 'Conduct an Educational Program', 'Harvest Fishery', 'COTS and/or Drupella Removal', 'Carrying out works (dredging, dumping of spoil, reclamation..)', 'Barge / Cargo Vessel Program', and 'Other Activities'. A 'Back' button is at the bottom left and a 'Next' button is at the bottom right, both circled in red.

Figure 150 - Screenshot of Apply - What are you seeking to do in the Marine Parks screen with Other Tourism and Charter Activities selected and a red circle around the Next button

You will progress to the application types sub menu, where you can choose which type of Tourism or charter activity you wish to apply for (example used is Bareboat). Select Next to progress to the application questions.

The screenshot shows the GBRMPA Permits Online interface for the 'Other Tourism and Charter Activities' sub menu. The header and navigation menu are the same as in Figure 150. The main content area is titled 'Apply - What are you seeking to do in the Marine Parks - Other Tourism and Charter Activities' and contains a list of radio button options: 'Aircraft', 'Bareboat' (selected), 'Hire', 'Craftless', 'Cruise Ship', 'Guided Tours (Motorised)', 'Guided Tours (Non Motorised)', and 'Vessel'. A 'Back' button is at the bottom left and a 'Next' button is at the bottom right, both circled in red.

Figure 151 - Screenshot of Apply - What are you seeking to do in the Marine Parks - Other Tourism and Charter Activities sub menu screen with Bareboat selected and a red circle around Next button

Page 1 of Bareboat application is the Environment Protection and Biodiversity Conservation Act page. This provides advice on matters of national environmental significance that must be considered when assessing an application. This screen is for your information only at this stage. Your assessing officer will contact you if it is determined to be relevant for your application.

The screenshot shows the 'GBRMPA Permits Online' website. The header includes the Australian Government logo and the text 'Great Barrier Reef Marine Park Authority' and 'GBRMPA Permits Online Working together today for a healthier Reef tomorrow...'. A 'Log off' link is visible in the top right. The main content area is titled 'Applications - Bareboat' and shows 'Page 1 - Environment Protection and Biodiversity Conservation Act 1999 of 9'. A 'Please note:' section follows, containing text about the EPBC Act and a link to the Department of the Environment and Energy website. A 'Next' button is circled in red in the bottom right corner.

Figure 152 - Screenshot of Environment Protection Biodiversity Conservation page with red circle around Next button

Links on the Environment Protection and Biodiversity Conservation page [www.environment.gov.au/epbc](http://www.environment.gov.au/epbc) will take you to the Department of Climate Change, Energy, the Environment and Water site. Here you can find information about the *Environment Protection and Biodiversity Conservation Act 1999* and your obligations under the Act.



Page 2 of Bareboat application is the Permissions and Activities page.

Default permissions and activities for this type of application are listed.

If there are activities you do not wish to include on your permit, you can remove them by selecting the Remove button next to the activity.

Please note that if you remove an activity, you are no longer permitted to undertake that activity in the Marine Parks. Please consider potential future usage of your permit when removing or adding activities.

For some permissions, additional activities can be added using the Add new option. To apply for an entirely different permission (e.g. to install a mooring or operate a vessel program), please complete this application, then use the Add New permission option on the summary screen.

Select Next to continue.

The screenshot displays the 'Permissions and Activities' page for a Bareboat application. The page is titled 'Applications - Bareboat' and is on page 2 of 9. It features two main sections: 'Permissions Included' and 'Activities Included'. Each section has an 'Add New' button. The 'Permissions Included' section lists two items: 'Conducting a tourist program' and 'Any other purpose (includes bareboat hire to persons other than tourists and the continued use and servicing of that bareboat for the duration of hire)'. The 'Activities Included' section lists two items: 'Bareboat hire and the continued use and servicing of that bareboat for the duration of hire' and 'Bareboat hire to persons other than tourists and the continued use and servicing of that bareboat for the duration of hire'. Each item has a 'Remove' button next to it. A 'Back' button is located at the bottom left, and a 'Next' button is at the bottom right. The page header includes the Australian Government logo, 'GBRMPA Permits Online', and the slogan 'Working together today for a healthier Reef tomorrow...'. A navigation menu on the left includes links for Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The user and permittee information is displayed at the top right of the main content area.

Figure 153 - Screenshot of Permissions and Activities screen with a red circle around Remove button and Next button

Page 3 of Bareboat application is the Total Passenger Capacity / Participants page. Please select the number of participants you wish to cater for across all activities in the Marine Parks in this section, considering any future business growth potential. Your answer to this question will determine the appropriate Permit Application Assessment Fee for the application. Select Next to continue.

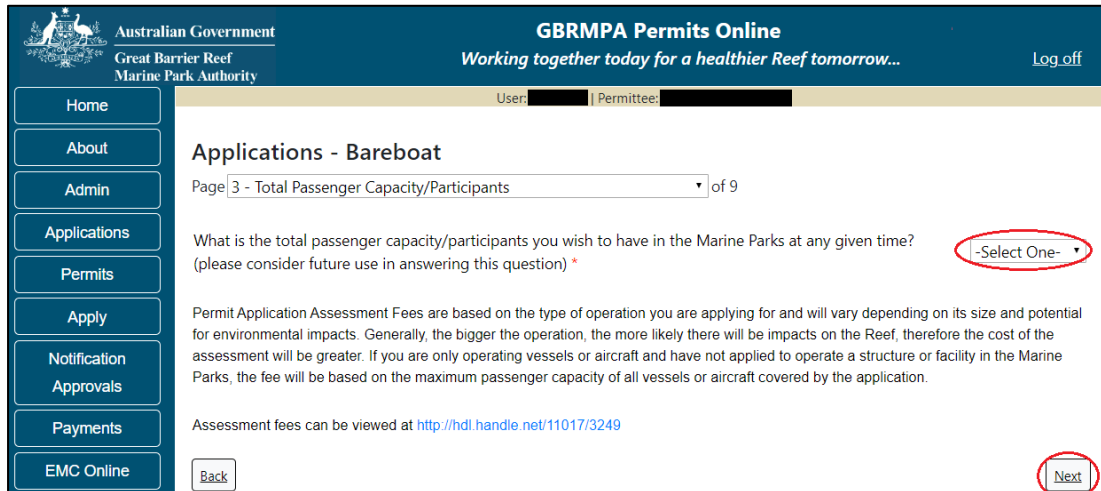


Figure 154 - Screenshot of the Total Passenger Capacity / Participants page with a red circle around the Select One drop list and a red circle around the next button

Page 4 of Bareboat application allows you to select the management area/s in which you wish to operate. Please consider potential future use when making this decision. For bareboat applications no areas are selected as default. Please select the Management Area/s in which you wish to operate. Select all if you wish to operate in all management areas, considering future use.

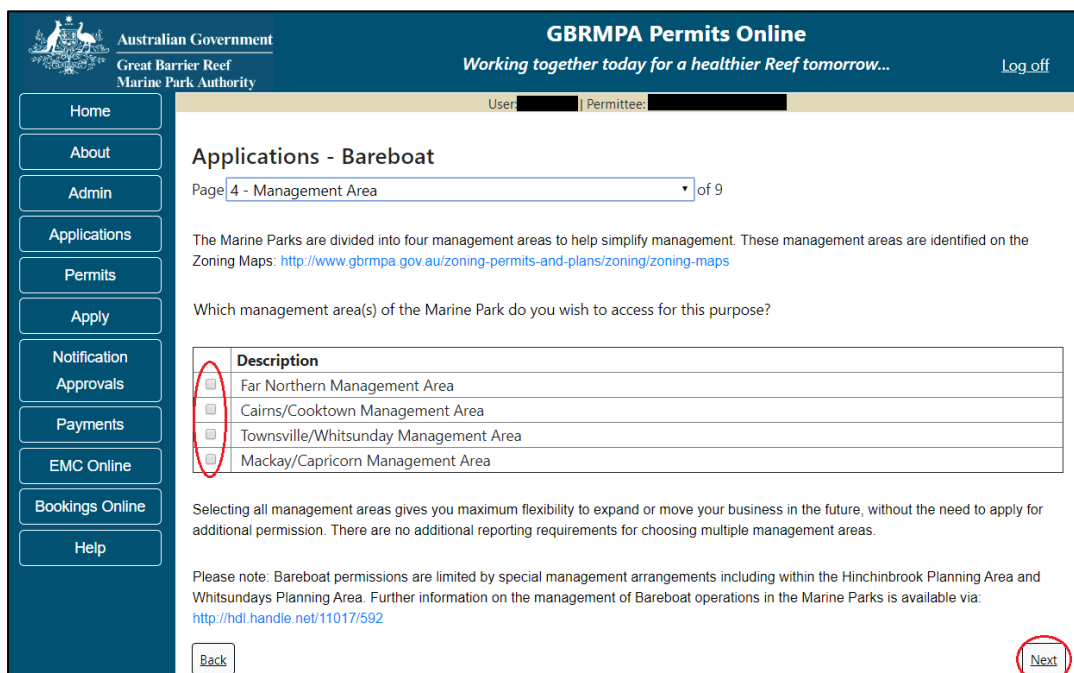


Figure 155 - Screenshot of Management Area page with red circle around tick boxes to select and a red circle around Next button

Page 5 of Bareboat application refers to Additional State Access. If you wish to extend your operations to include mainland or island national parks adjoining the Marine Parks and/or rivers and streams between Mission Beach and the Starcke River, select Yes and an area will appear with Please specify details. Add details of the islands or national parks and/or River and streams you wish to access.

Please also indicate whether you wish to conduct operations in the Green Island Recreational Area of Management. Once completed select Next to continue.

**Australian Government**  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] | Permittee: [redacted]

### Applications - Bareboat

Page 5 - Additional State Access of 9

Separate permits are required from the Queensland Parks and Wildlife Service (QPWS) to conduct commercial operations on mainland or island National Parks and in the Green Island Recreational Area of Management. Please find relevant information on national park permit requirements at <http://www.business.qld.gov.au/industries/hospitality-tourism-sport/tourism/parks-recreation-forests>

Do you want to operate in National Parks either on islands, or on the mainland adjoining the Marine Parks (including any beach access)? \*  Yes  No

Please specify details: \*

Island National Park - Test Island

Do you want to operate in rivers and streams between Mission Beach and the Starcke River? \*  Yes  No ?

Please specify details: \*

[Starcke](#)

Do you want to operate in the Green Island Recreational Area of Management (RAM)? \*  Yes  No ?

Prior to submitting an application, a pre-lodgement discussion is recommended to be arranged by emailing QPWS at [permits.central@des.qld.gov.au](mailto:permits.central@des.qld.gov.au).

[Back](#) [Next](#)

Figure 156 - Screenshot of Additional State Access screen with information displaying and a red circle around Next button

Page 6 of Bareboat application is the vessel details page. Add in the number of vessels you wish to apply for in the field marked How many vessels do you wish to operate under this permit?

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] Permittee: [redacted]

### Applications - Bareboat

Page 6 - Vessel Details of 9

How many vessels do you wish to operate under this permission? \*

What is the maximum length vessel you wish to apply for? (please consider future use in answering this question) \* -Select One-

What is the total passenger capacity/participants you wish to have for this permission? \*

[Back](#) [Next](#)

Figure 157 - Screenshot of Vessel details screen with a red circle around field to enter - How many vessels do you wish to operate under this permit

Select your proposed vessel length from the list provided.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] Permittee: [redacted]

### Applications - Bareboat

Page 6 - Vessel Details of 9

How many vessels do you wish to operate under this permission? \*

What is the maximum length vessel you wish to apply for? (please consider future use in answering this question) \* -Select One-

What is the total passenger capacity/participants you wish to have for this permission? \*

[Back](#) [Next](#)

Figure 158 - Screenshot of Vessel details page with a red circle around Vessel maximum length list

Add your proposed passenger number from the list provided. Once you have completed the vessel numbers, length and passengers select Next. Please note that this is the total number of passengers you propose to cater for, across all vessels and/or activities.

This number determines the appropriate Permit Application Assessment Fee. Current fees are published on Reef Authority's [website](#). Select Next to continue.

Figure 159 - Screenshot of Vessel details screen with a red circle around total passengers field list and Next button

Page 7 of Bareboat application refers to the vessels proposed to be used in the Marine Parks. On this page, add the details of each Bareboat you wish to operate. (NOTE: If you have multiple bareboats, each boat will need to be entered individually). Select the Add New button to enter details of Bareboat/s.

Figure 160 - Screenshot of Vessels screen with red circle around Add New button

An Add New Vessel pop up window will appear with fields for Name, Registration Number, Length (in metres), Passenger Capacity and the vessel type.

**Add New Vessel**

Vessel Details

Name

Registration Number \*

Length (m) \*

Passenger Capacity \*

Type \* Std Vessel (Max Length 35m)

Do not enter on this form any ancillary vessels.

Figure 161 - Screenshot of Add New Vessel pop up window

Add the details of each vessel and select Save

**Add New Vessel**

Vessel Details

Name

Registration Number \*

Length (m) \*

Passenger Capacity \*

Type \* Std Vessel (Max Length 35m)

Do not enter on this form any ancillary vessels.

Figure 162 - Screenshot of Add New Vessel pop up window with information entered

The details of your vessel/s will save on the page, with a Remove button and an Edit button. If you need to remove the vessel, select Remove. If you wish to edit the details, select Edit. Select Next to continue.

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] | Permittee: [redacted]

**Applications - Bareboat**  
Page 7 - Vessels of 9

**Vessels** Add New

If known, please list the details of any vessels to be included on this permit, which are intended to be used as the main mode of transportation in the Marine Park/s. You may add details at a later date, however you must not operate a vessel in the Marine Parks without first receiving approval from GBRMPA.

Vessel Name	Registration Number	Vessel Length (m)	Maximum Passengers	Type	
Bareboat 1	BBQC123	35.00	20	Std Vessel	<input type="button" value="Remove"/> <input type="button" value="Edit"/>

Figure 163 - Screenshot of Vessels page with information displayed and a red circle around Next button

Page 8 of Bareboat application refers to High Standard Tourism operators. If you have obtained a High Standard Tourism certification with an approved certification scheme, select Yes then upload a copy of your certificate using the upload feature.

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] | Permittee: [redacted]

**Applications - Bareboat**  
Page 8 - High Standard Tourism of 9

GBRMPA encourages best practice marine tourism through adopting high standards in environmental protection, presentation and partnerships when operating in the Great Barrier Reef Marine Park. GBRMPA recognises these operators through its High Standard Tourism Program and provides incentives including longer term permits and promotion on GBRMPA's website.

Attaining certification through a GBRMPA approved certification scheme not only benefits your business, it also benefits your clients visiting the Great Barrier Reef, the tourism industry as a whole and the Great Barrier Reef Marine Park. For more information, visit our website <http://www.gbrmpa.gov.au/our-partners/tourism-industry/high-standard-tourism>

If you are already appropriately certified, you can apply for a 20-year permit term (instead of an 8-year permit term) at no extra cost. Be aware that you must maintain certification during the length of your permit term. If you are in the process of becoming appropriately certified, you may prefer to wait and apply for your Marine Parks permit once your certification is confirmed, so that you can qualify for the 20-year permit term. If you are unable to provide a current certification document with this application, you will be considered for an 8-year permit term.

Are you applying for a longer term permit on the basis that you are currently certified with Ecotourism Australia or EarthCheck and are a High Standard Tourism Operator? \*  Yes  No

Figure 164 - Screenshot of High Standard Tourism page with red circle around Yes and No options

Once the Yes button is selected, an upload file button will appear. Select the upload file button.

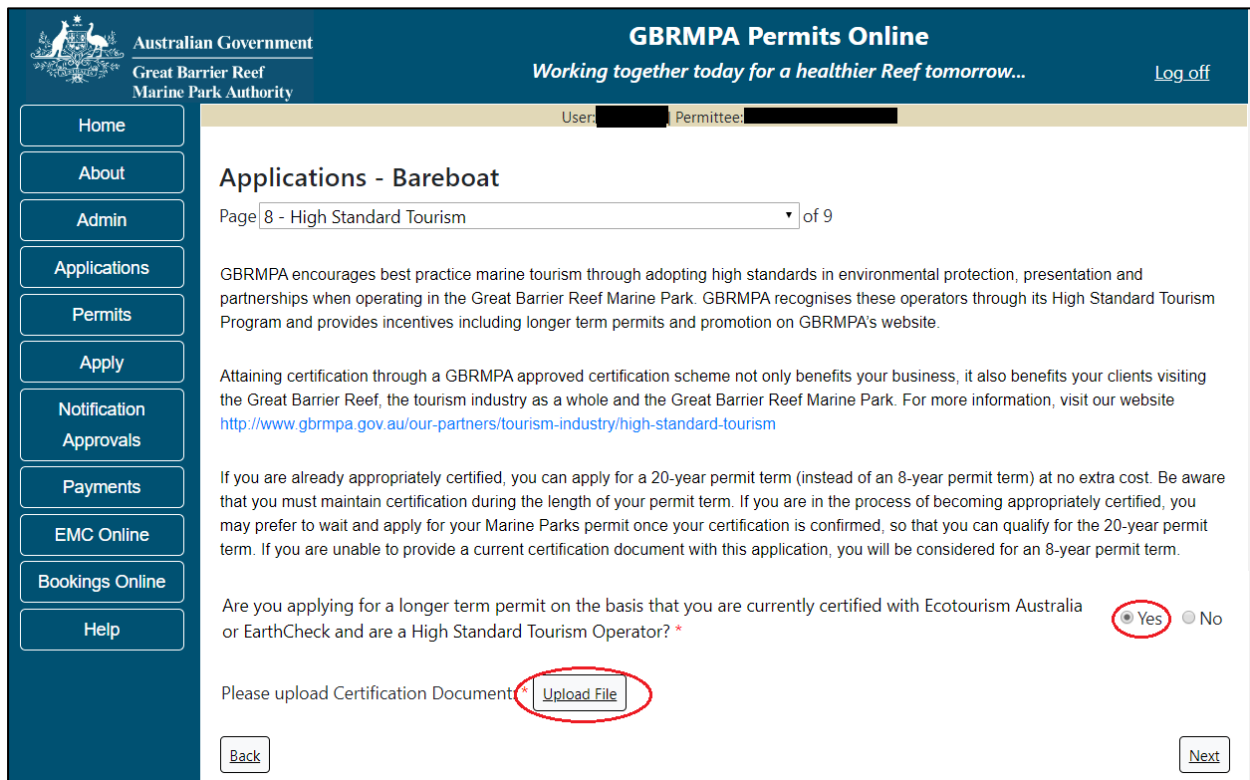


Figure 165 - Screenshot of High Standard Tourism page with Yes selected and circled and Upload File button circled

The File Upload screen will appear. Select Browse

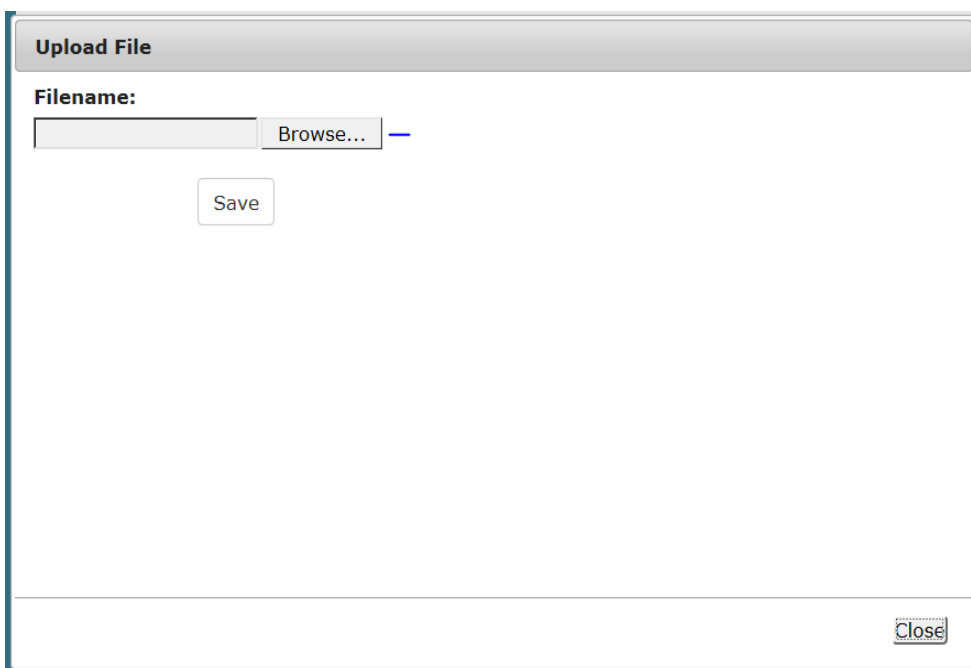


Figure 166 - Screenshot of Upload File pop up window



Once you load a copy of your certificate, you will see the filename with a Remove button next to it. If you wish to remove the file, select the Remove button. Select Next to go to the next page.

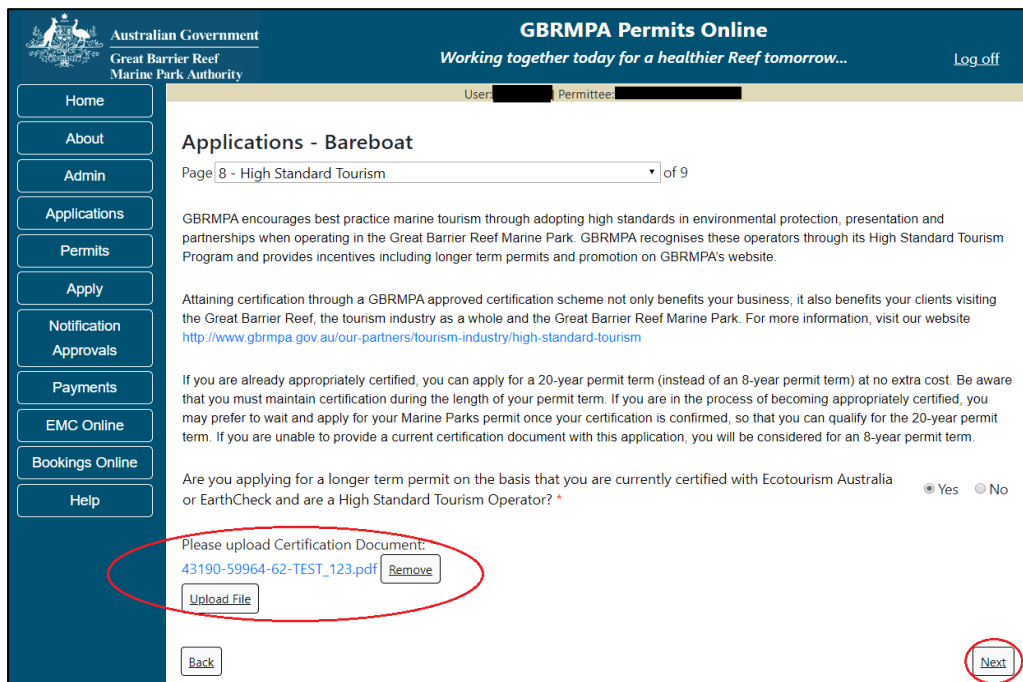


Figure 167 - Screenshot of High Standard Tourism page with Yes selected and a red circle around the Uploaded File and red circle around Next button

Page 9 of Bareboat application provides opportunity for you to add any other information you feel will assist the Managing Agencies in assessing your application. Add supporting information by typing in the text field or upload a file if required. If a file is uploaded it will appear on the screen with the file name and a Remove button to remove the file if the wrong file is selected.

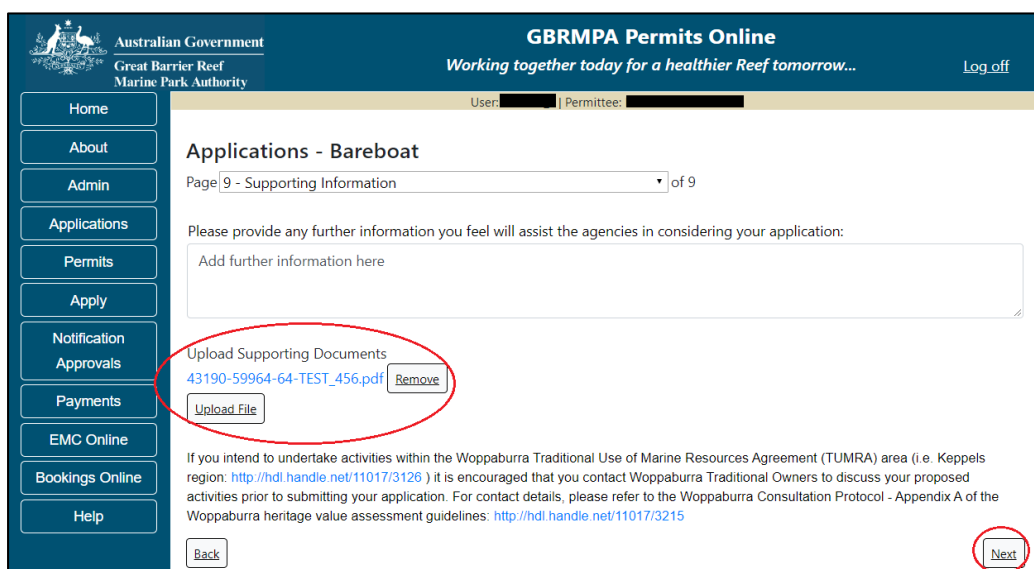


Figure 168 - Screenshot of Supporting Information screen with a red circle around Uploaded File area and a red circle around Next button

Once you have completed the supporting information page select Next from the last page of the application questions; you will progress to an application summary screen with a number of options available via links or buttons. Select Next on the summary screen to progress to the Declarations screens.

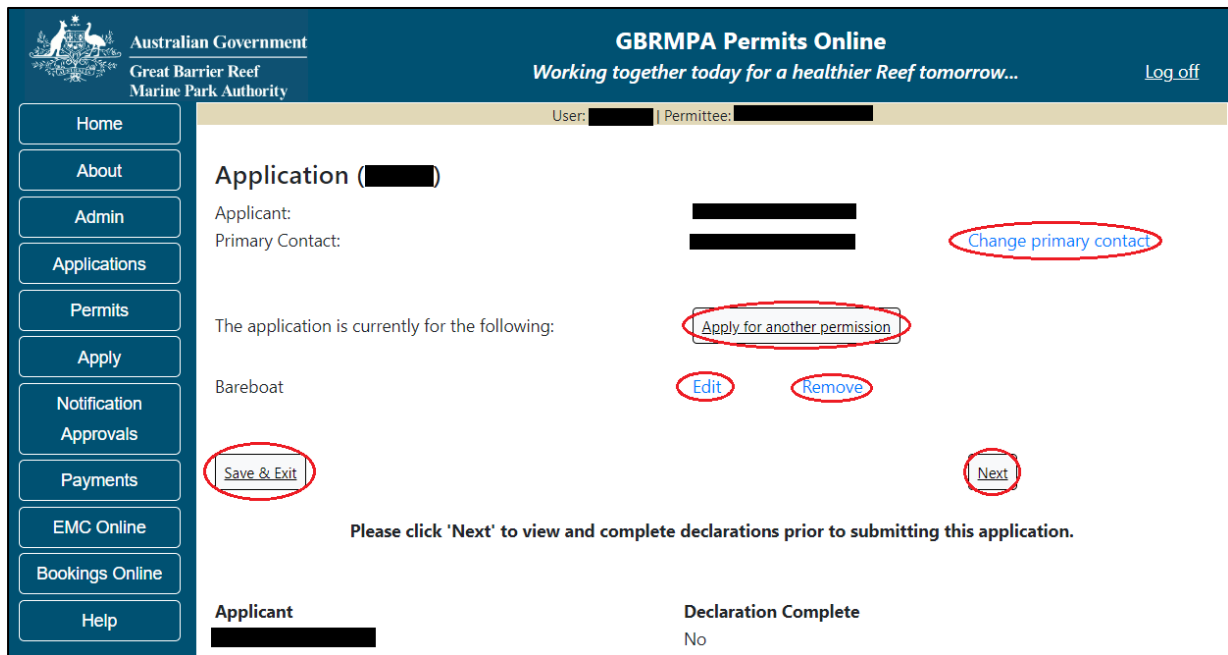


Figure 169 - Screenshot of Application Summary page with red circles around all options available

Additional Information - Summary screen, links and buttons:

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Apply for another permission:** If the apply for another permission button is selected, the applicant will progress to the What are you seeking to do in the Marine Parks page where another permission type can be added. (e.g. add a mooring permission to the tourism permission).
- **Edit:** If edit is selected the application/permission will be reopened to apply any changes.
- **Remove:** If remove is selected the application/permission will be removed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.

Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

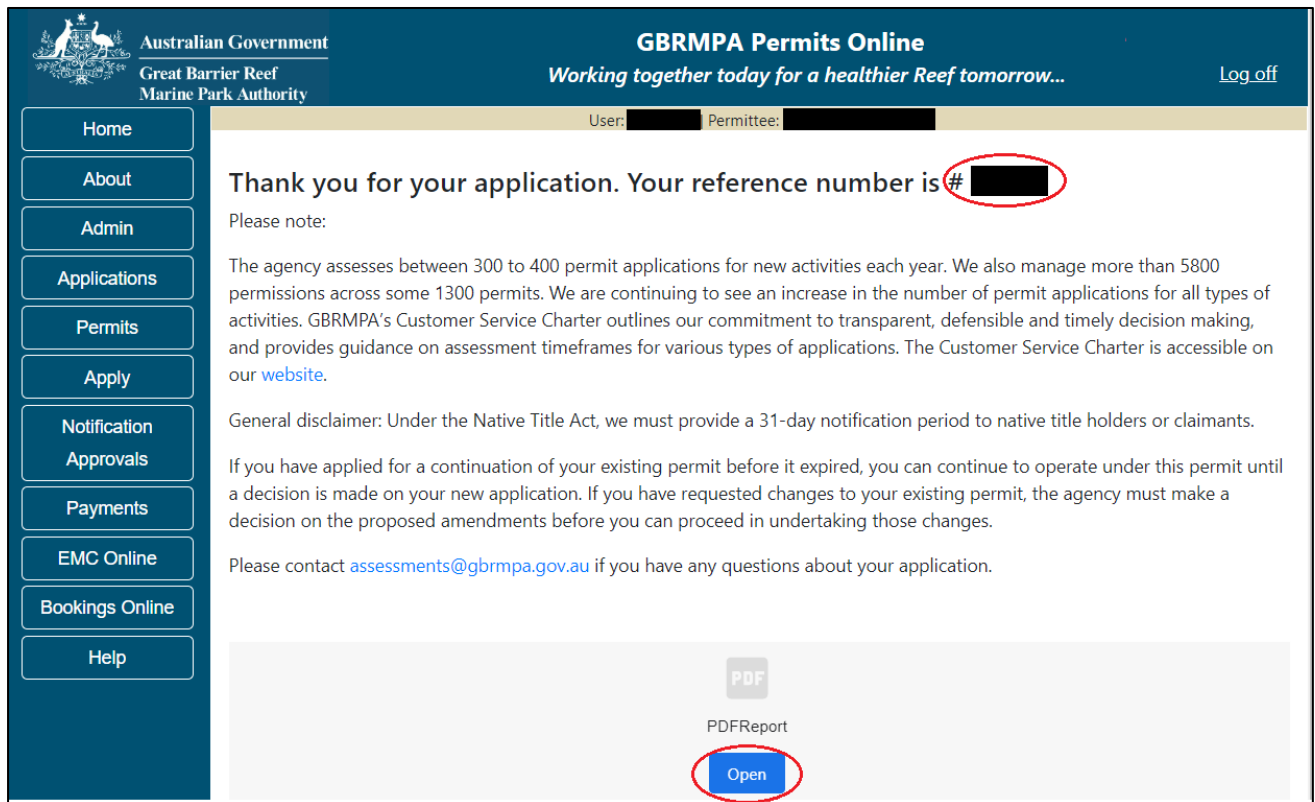
Please read all questions carefully, provide a response to each, and select Next.

Figure 170 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

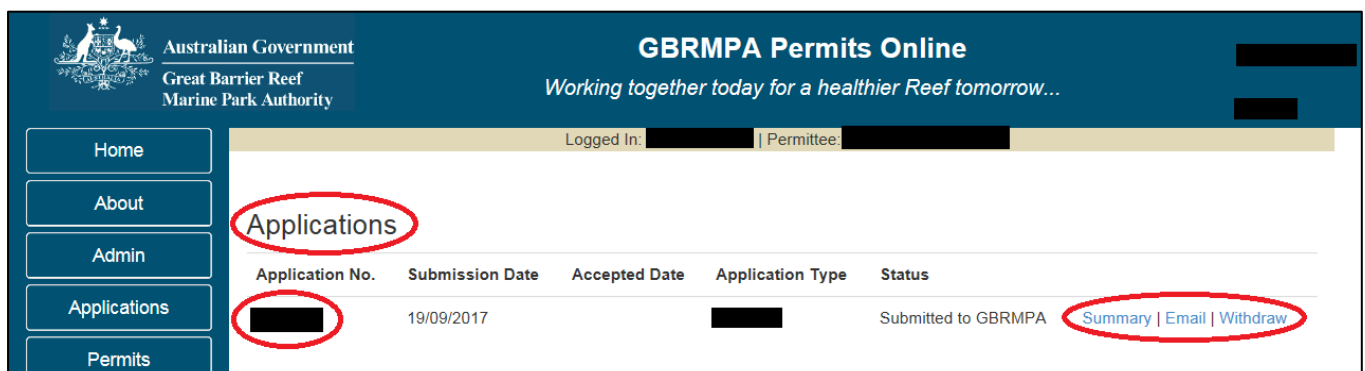
Figure 171 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, it is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.



**Figure 172 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button**

Your application will appear in the Applications screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.



**Figure 173 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options**

Apply – new permit application – other tourism activities – hire

To apply for Other Tourism and Charter Activities, select this option on the Apply – What are you seeking to do in the Marine Parks page.

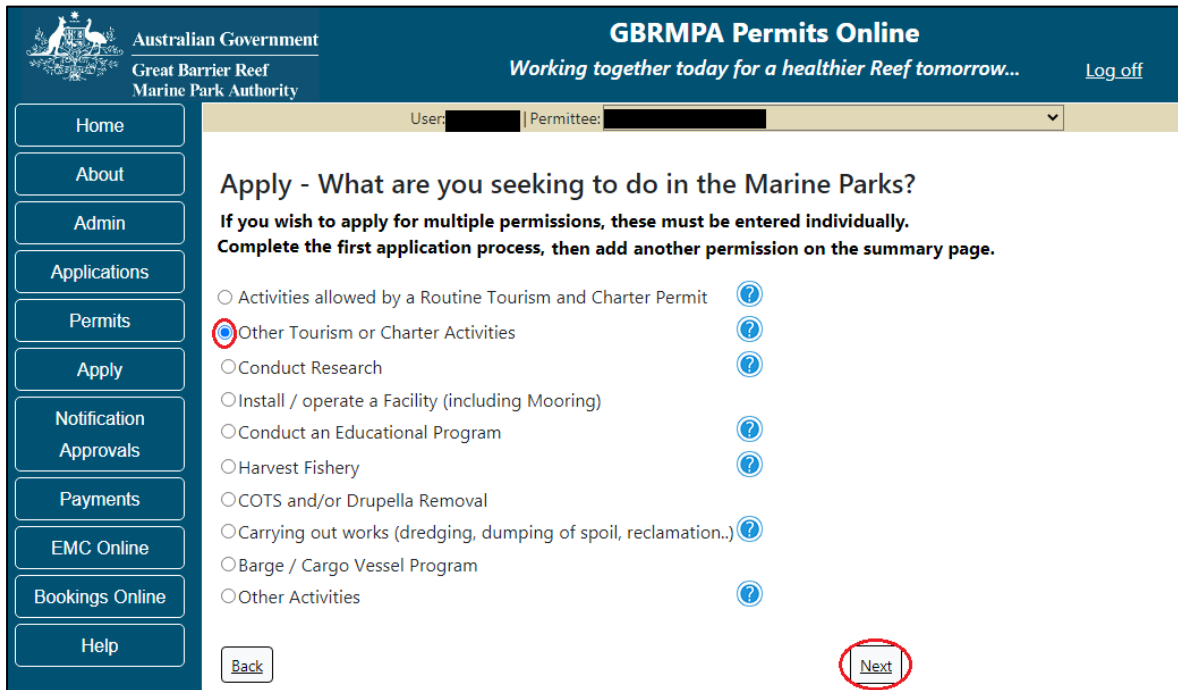


Figure 174 - Screenshot of Apply - What are you seeking to do in the Marine Parks screen with Other Tourism and Charter Activities selected and a red circle around the Next button

You will progress to the application types sub-menu, where you can choose which type of tourism or charter activity you wish to apply for (example used is Hire). Select Next to progress to the application questions.

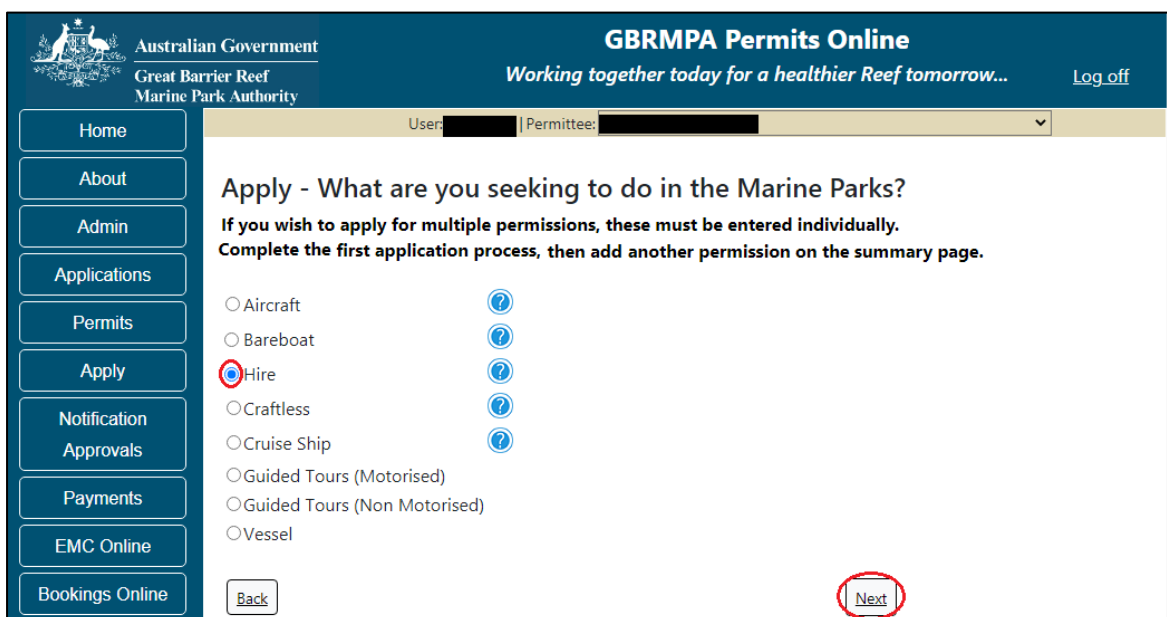


Figure 175 - Screenshot of Apply - What are you seeking to do in the Marine Parks - Other Tourism and Charter Activities sub menu screen with Hire selected and a red circle around Next button

### Additional information - Hire operations

Beach equipment hire operations are focused close to resort areas and regional population centres. The craft and equipment hired usually includes motorised vessels such as dinghies, jet skis and personal watercraft non-motorised vessels such as kayaks, sailboards and surf skis and equipment such as snorkel gear.

Please note:

- There are special management arrangements for the Cairns, Hinchinbrook and Whitsunday Planning Areas, including sensitive locations and significant bird sites. You must only hire your craft from outside the Planning Areas, or in the Hinchinbrook area from intensive use locations and in the Whitsundays from setting 1 areas. The client using your equipment or craft may access the whole of the Planning Areas including sensitive sites and setting areas, providing that they are not performing motorised water sports.
- If you obtain a hire permission you must pay the Environmental Management Charge, even when there was no activity.
- There are specific management arrangements when you are conducting motorised water sports: <http://www.qbrmpa.gov.au/zoning-permits-and-plans/responsible-reef-practices/motorised-water-sports>.

### Additional information - Environmental management charge

Please note: Quarterly fixed Environmental management charges (EMC) apply to hire operations depending on the number of pieces of equipment used. These charges apply even if there was no activity in that quarter.

Environmental management charge for non-motorised beach hire: Fewer than 6 pieces of equipment - \$12 per quarter; Six or more pieces of equipment - \$25 per quarter.

Environmental management charge for dinghy hire: Fewer than 6 dinghies - \$50 per quarter; Six or more dinghies - \$12 per dinghy per quarter.

Environmental management charge for motorised water sports\*: Jet boats designed to carry no more than 2 persons - \$25 per quarter; Motorised equipment that does not include jet boats - \$62 per quarter; Jet boats and other motorised equipment - \$87 per quarter; If the equipment is jet boats designed to carry no more than 2 persons and jet boats designed to carry more than 2 persons - \$25 plus \$87 per quarter.

Page 1 of Hire application is the Environment Protection and Biodiversity Conservation Act page. This provides advice on matters of national environmental significance that must be considered when assessing an application. This screen is for your information only at this stage. Your assessing officer will contact you if it is determined to be relevant for your application.

The screenshot shows the 'GBRMPA Permits Online' interface. At the top, it says 'Australian Government Great Barrier Reef Marine Park Authority' and 'Working together today for a healthier Reef tomorrow...'. The user is logged in as 'User: [redacted] Permittee: [redacted]'. The main heading is 'Applications - Hire'. Below this, it indicates 'Page 1 - Environment Protection and Biodiversity Conservation Act 1999 of 10'. A 'Please note:' section follows, explaining that the EPBC Act provides for the protection of the environment, especially matters of national environmental significance (NES). It states that 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). A link to the Department of the Environment and Energy website (<http://www.environment.gov.au/epbc>) is provided for guidance. Another section explains that 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. A final section states that if a proposal is referred under the EPBC Act and also requires the Authority's permission, then the EPBC referral is deemed to also be an application for all necessary permissions required 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 the Authority to commence its permit processes as required under the Great Barrier Reef Marine Park Regulations 2019. 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: <http://www.environment.gov.au/epbc>. A 'Next' button is circled in red in the bottom right corner.

Figure 176 - Screenshot of Environment Protection and Biodiversity Conservation screen with a red circle around Next button

Links on the Environment Protection and Biodiversity Conservation page [www.environment.gov.au/epbc](http://www.environment.gov.au/epbc) will take you to the Department of Climate Change, Energy, the Environment and Water site. Here you can find information about the *Environment Protection and Biodiversity Conservation Act 1999* and your obligations under the Act.

Page 2 of Hire application is the Permission and Activities page. All permissions and activities listed are available and will be included in the application. If there are any activities you do not wish to retain permission for, you can remove them by selecting the Remove button next to the activity. Select Next to continue.

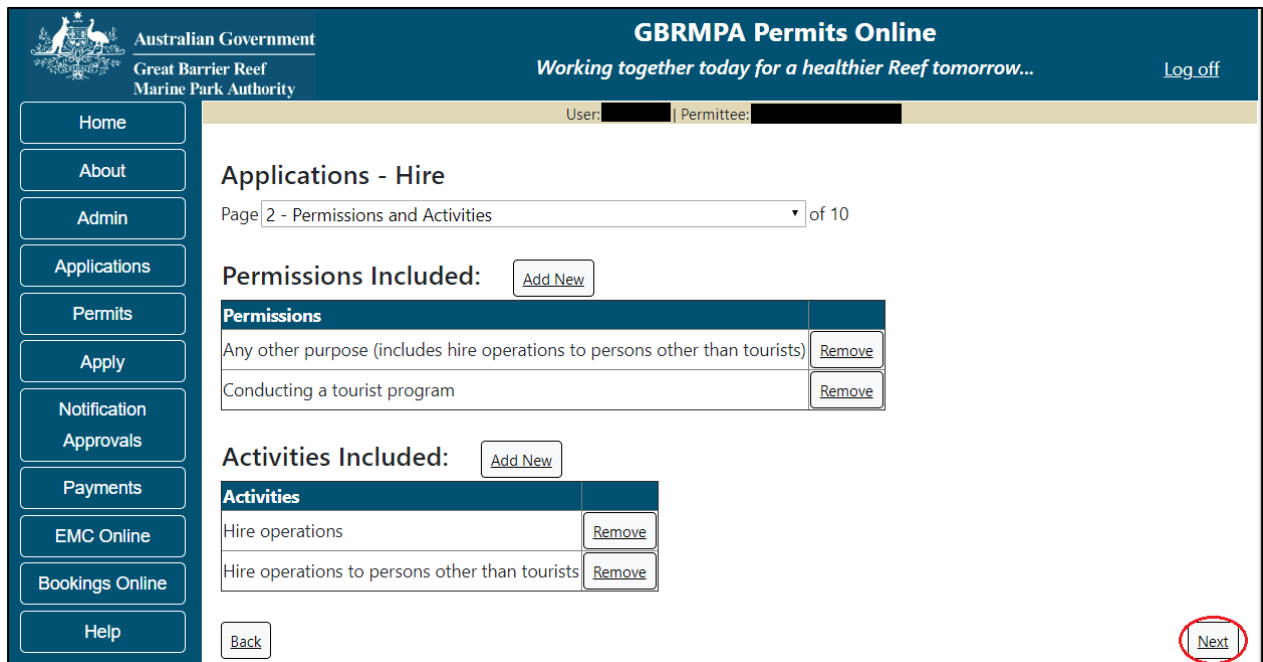


Figure 177 - Screenshot of Permissions and screen with a red circle around the Next button

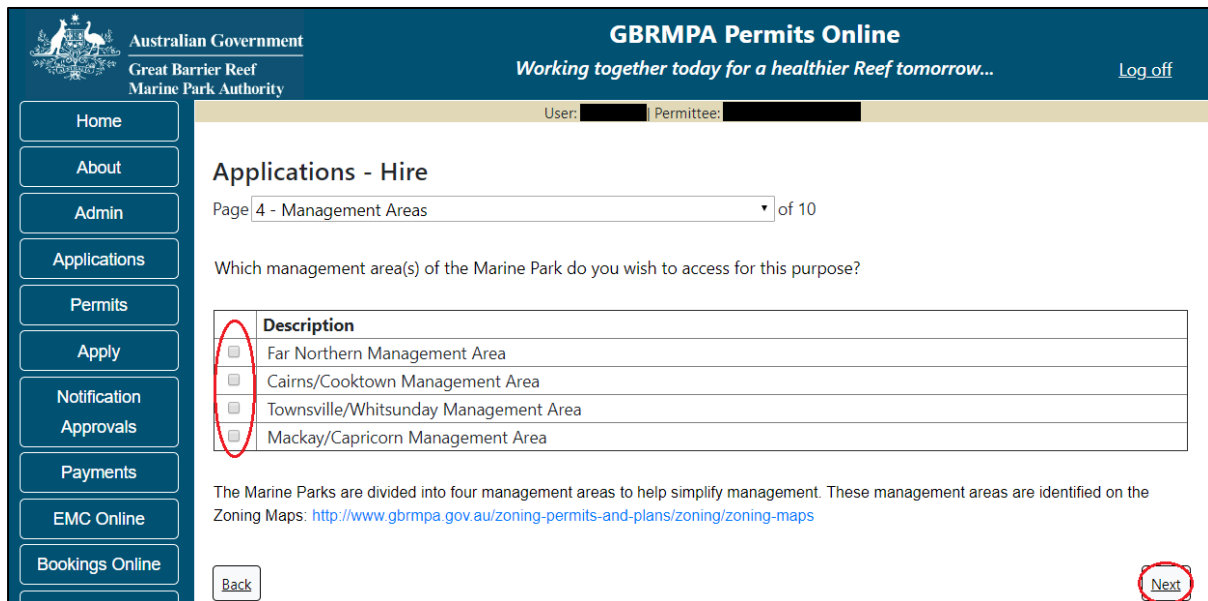
Page 3 of Hire application is the Total Passenger Capacity / Participants page. Applicants are asked What is the total passenger capacity/participants you wish to have in the Marine Parks at any given time? (please consider future use in answering this question). Select a number from the list provided. Select Next to continue.



Figure 178 - Screenshot of the Total Passenger Capacity / Participants page with a red circle around the select one picklist and a red circle around the next button



Page 4 of Hire application refers to Marine Park Management Areas you may wish to access. Please select the Management Area/s in which you wish to operate your bareboat/s. Select all if you wish to operate in all management areas, taking future use into consideration.



**Figure 179 - Screenshot of page with a red circle Management Area page with a red circle around tick boxes to select and a red circle around Next button**

### Additional Information - Management areas and maps

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

The Great Barrier Reef Marine Park zoning maps are tools to help you get to know the zones in the Great Barrier Reef Marine Park and Great Barrier Reef Coast Marine Park.

Zoning exists in the Great Barrier Reef Marine Park to protect plants, animals and habitats. Like a town planning scheme, it defines what activities can occur in each location.

Further information about zoning and maps, including electronic zoning maps are located on the Reef Authority's website using the below link.

<http://www.gbrmpa.gov.au/access-and-use/zoning/zoning-maps>

Page 5 of Hire application provides for Additional State Access. If you want to extend your operations to mainland or island national parks adjoining the Marine Parks and/or rivers and streams between Mission Beach and the Starcke River, select yes and an area will appear with Please Specify details. Add details of the islands or national parks and/or rivers and streams you wish access.

Please also indicate whether you wish to operate in the Green Island Recreational Area of Management. Once completed, select Next to continue.

The screenshot shows the 'Applications - Hire' page on the GBRMPA Permits Online system. The page is titled 'Applications - Hire' and is on page 5 of 10, specifically for 'Additional State Access'. The page contains several sections for user input:

- Navigation:** A sidebar on the left contains buttons for Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help.
- Header:** The top header includes the Australian Government logo, 'Great Barrier Reef Marine Park Authority', 'GBRMPA Permits Online', the slogan 'Working together today for a healthier Reef tomorrow...', and a 'Log off' link.
- Page Info:** 'User: [redacted] | Permittee: [redacted]' is displayed at the top right.
- Section 1:** A heading 'Applications - Hire' is followed by 'Page 5 - Additional State Access' of 10. Below this is a paragraph explaining that separate permits are required from the Queensland Parks and Wildlife Service (QPWS) for commercial operations on mainland or island National Parks and in the Green Island Recreational Area of Management. A link to QPWS permit requirements is provided.
- Form 1:** A question asks 'Do you want to operate in National Parks either on islands, or on the mainland adjoining the Marine Parks (including any beach access)? \*'. The 'Yes' radio button is selected.
- Text Area 1:** A text box labeled 'Please specify details: \*' contains the text 'Island National Park - Test Island'.
- Form 2:** A question asks 'Do you want to operate in rivers and streams between Mission Beach and the Starcke River? \*'. The 'Yes' radio button is selected.
- Text Area 2:** A text box labeled 'Please specify details: \*' contains the text 'Starcke River'.
- Form 3:** A question asks 'Do you want to operate in the Green Island Recreational Area of Management (RAM)? \*'. The 'Yes' radio button is selected.
- Footer:** A note states: 'Prior to submitting an application, a pre-lodgement discussion is recommended to be arranged by emailing QPWS at permits.central@des.qld.gov.au.' At the bottom, there are 'Back' and 'Next' buttons. The 'Next' button is circled in red.

Figure 180 - Screenshot of Additional State Access screen with information displaying and a red circle around Next button

Page 6 of Hire application is the Hire Location page. Add details of Hire Location then select Next.

Figure 181 - Screenshot of Hire Location screen with a red circle around Yes and No and red circle around options and a red circle around question - Please specify the location you propose to operate in

Page 7 of Hire application addresses Participant Details. Add the total capacity / participants you wish to cater for under this permission, then select Next to move to the next page.

Figure 182 - Screenshot of Participant Details page with a red circle around the field to add the total passenger capacity and a red circle around the next button

Page 8 of Hire application addresses Equipment for hire in the Marine Parks. Please note that the Equipment page is a mandatory page for a Hire permission application; at least one equipment item is required to be added for the applicant to move to the next page. To add equipment, select the Add New button.

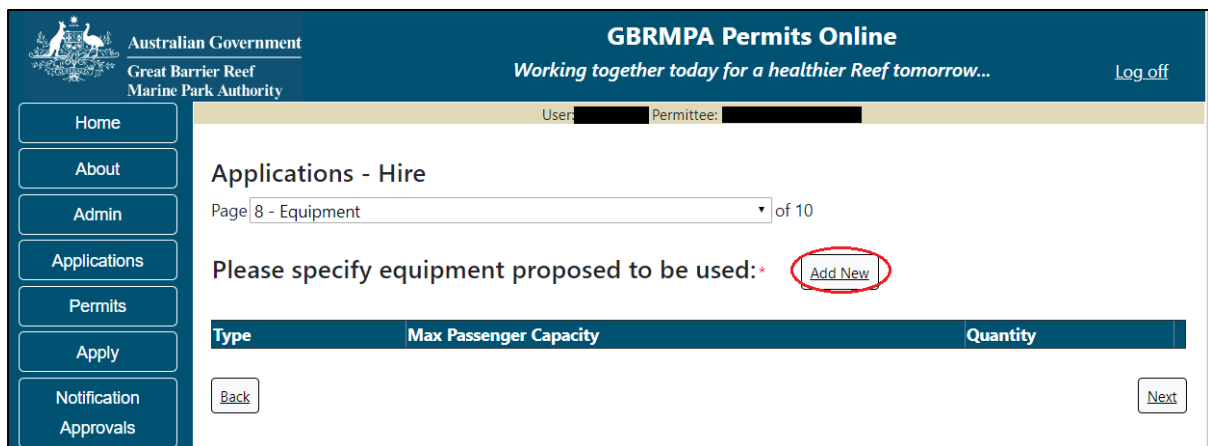


Figure 183 - Screenshot of Ancillary Vessels and Equipment screen with circle around Add New

An Add Ancillary Vessels/Equipment window will appear.

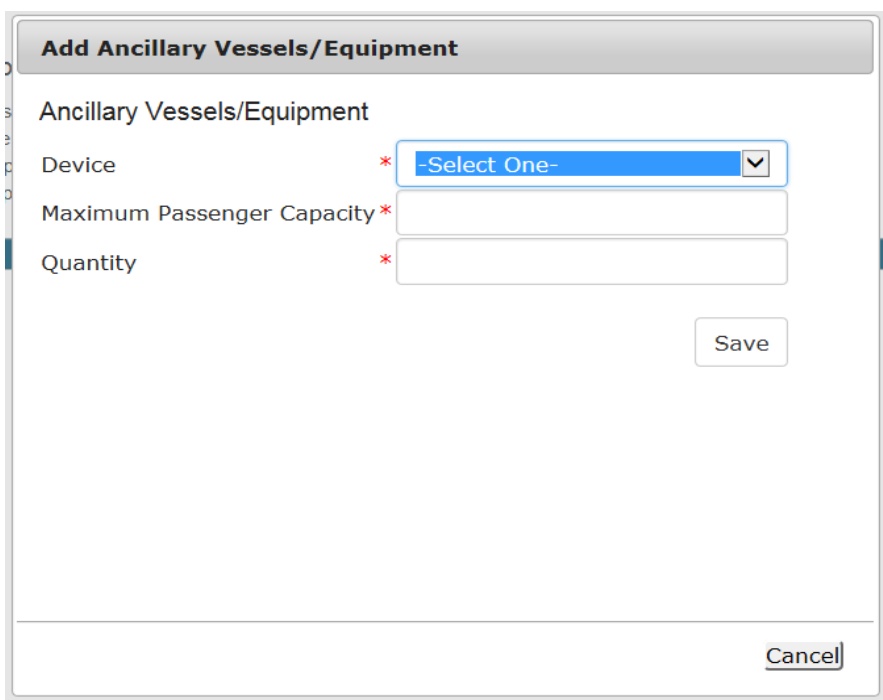


Figure 184 - Screenshot of Add Ancillary Vessels / Equipment pop up window

Select Ancillary Vessels or Equipment from the Device list

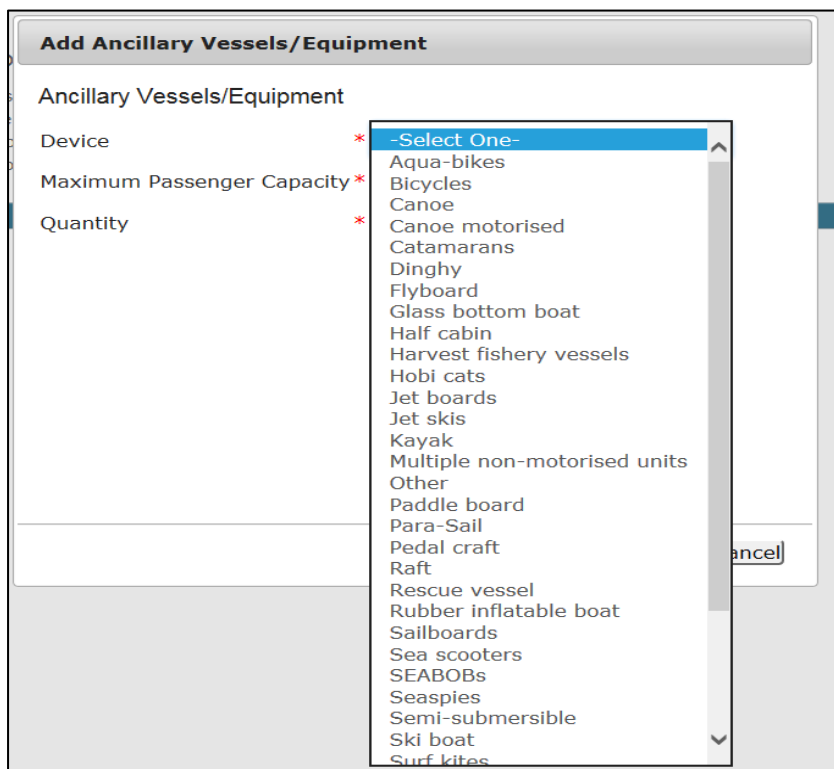


Figure 185 - Screenshot of Add Ancillary Vessels / Equipment pop up window with Device list displayed

Record the details of the ancillary vessels or equipment, then select Save.

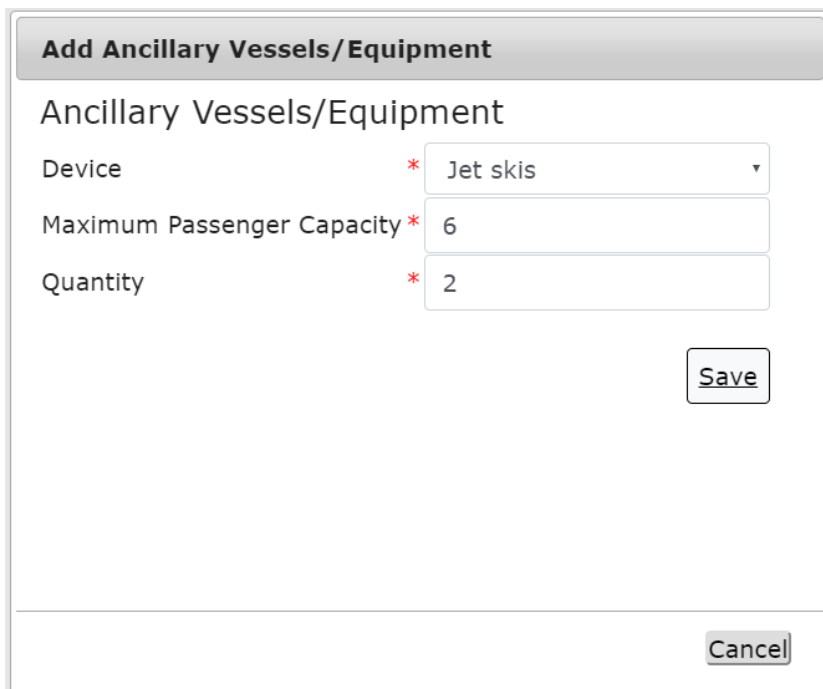


Figure 186 - Screenshot of Add Ancillary Vessels / Equipment pop up window with information entered and a red circle around Save

The details of your vessel/s will save on the page, with a Remove and an Edit button. Select Next to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...  
Log off

User: [redacted] | Permittee: [redacted]

Applications - Hire  
Page 8 - Equipment of 10

Please specify equipment proposed to be used: \*

Type	Max Passenger Capacity	Quantity	
Jet skis	2	6	<input type="button" value="Remove"/> <input type="button" value="Edit"/>

Figure 187 - Screenshot of Ancillary Vessels and Equipment page displaying information with a red circle around the Remove and Edit buttons and a red circle around the Next button

Page 7 of Hire application refers to High Standard Tourism operators. If you have obtained a High Standard Tourism certification with an approved certification scheme, select Yes then upload a copy of your certificate using the upload feature.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...  
Log off

User: [redacted] | Permittee: [redacted]

Applications - Hire  
Page 9 - High Standard Tourism of 10

GBRMPA encourages best practice marine tourism through adopting high standards in environmental protection, presentation and partnerships when operating in the Great Barrier Reef Marine Park. GBRMPA recognises these operators through its High Standard Tourism Program and provides incentives including longer term permits and promotion on GBRMPA's website.

Attaining certification through a GBRMPA approved certification scheme not only benefits your business, it also benefits your clients visiting the Great Barrier Reef, the tourism industry as a whole and the Great Barrier Reef Marine Park. For more information, visit our website <http://www.gbrmpa.gov.au/our-partners/tourism-industry/high-standard-tourism>

If you are already appropriately certified, you can apply for a 20-year permit term (instead of an 8-year permit term) at no extra cost. Be aware that you must maintain certification during the length of your permit term. If you are in the process of becoming appropriately certified, you may prefer to wait and apply for your Marine Parks permit once your certification is confirmed, so that you can qualify for the 20-year permit term. If you are unable to provide a current certification document with this application, you will be considered for an 8-year permit term.

Are you applying for a longer term permit on the basis that you are currently certified with Ecotourism Australia or EarthCheck and are a High Standard Tourism Operator? \*  Yes  No

Figure 188 - Screenshot of High Standard Tourism page with a red circle Yes and No options

Once the Yes button is selected an Upload File button will appear. Select the Upload File button.

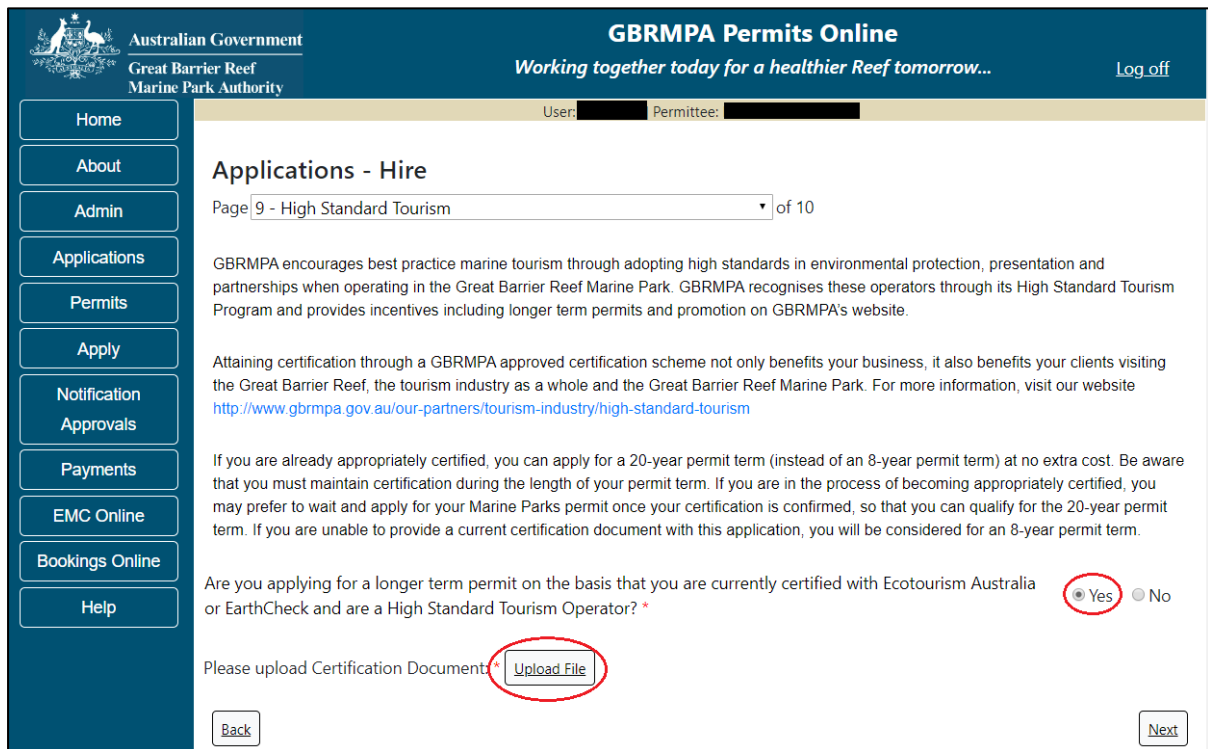


Figure 189 - Screenshot of High Standard Tourism page with Yes selected and circled and Upload File button circled

The File Upload screen will appear. Select Browse

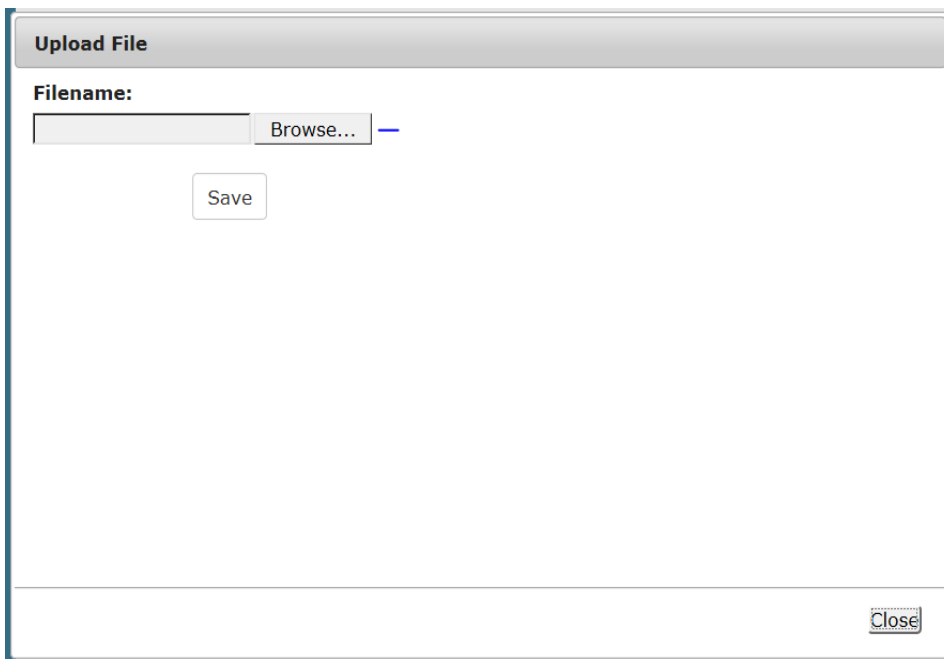


Figure 190 - Screenshot of Upload File pop up window

Once you load a copy of your certificate, you will see the filename with a Remove button next to it. If you wish to remove the file, select the Remove button. Select Next to go to the next page

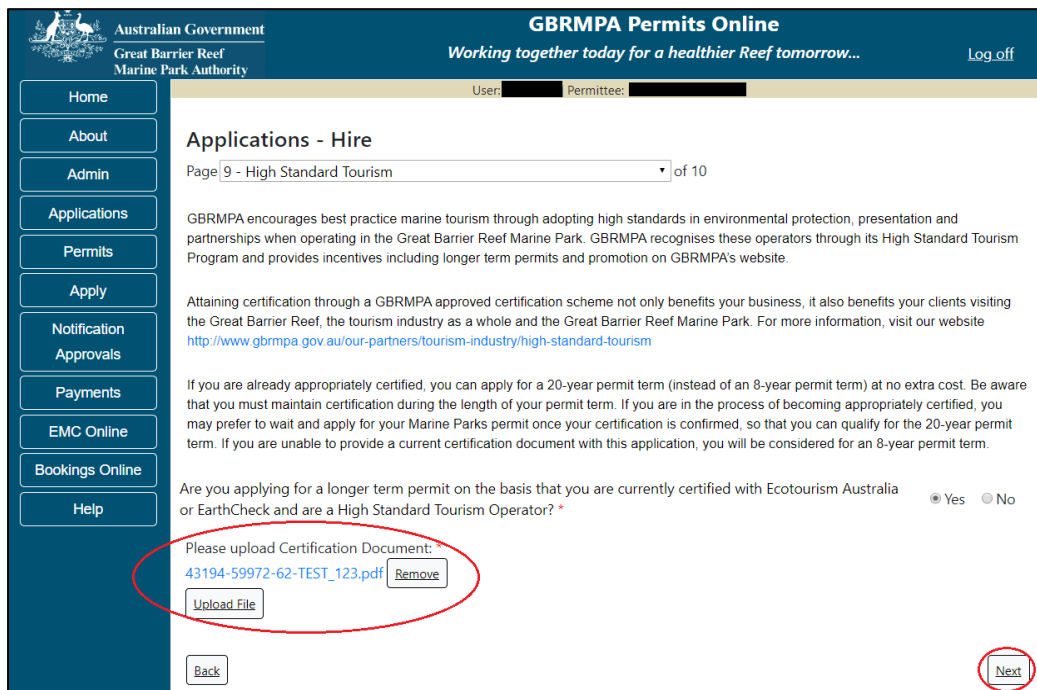


Figure 191 - Screenshot of High Standard Tourism page with Yes and a red circle around the Uploaded File and red circle around Next button

Page 8 of Hire application provides opportunity for you to add any other information you feel will assist the Managing Agencies in assessing your application. Add supporting information by typing in the text field or upload a file if required. If a file is uploaded it will appear on the screen with the file name and a Remove button to remove the file if incorrectly selected.

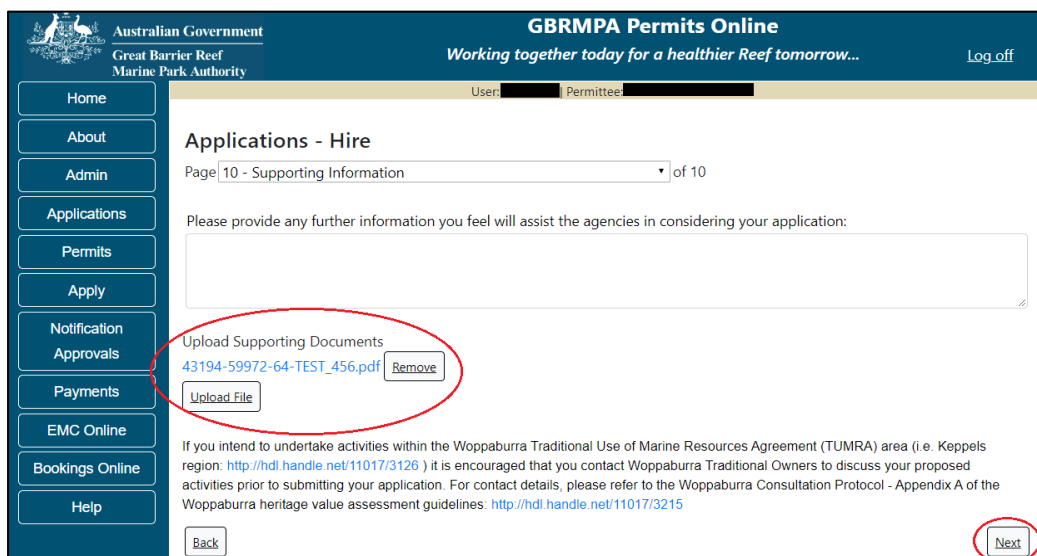
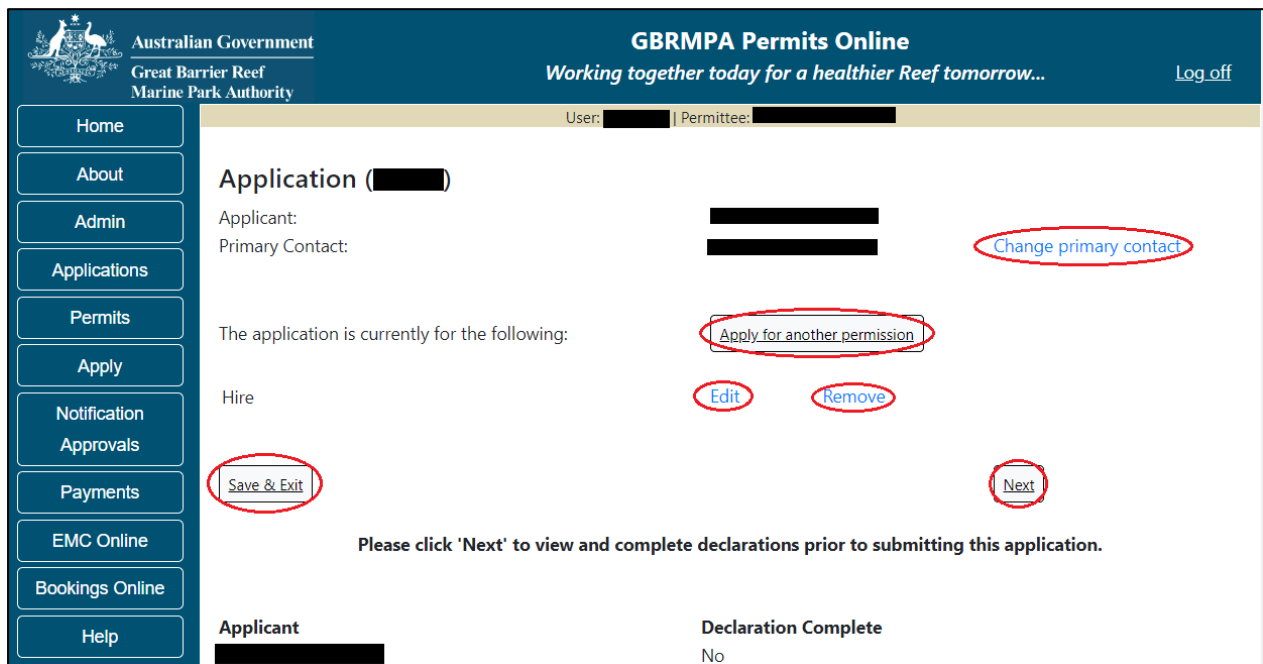


Figure 192 - Screenshot of Supporting Information screen with a red circle around Uploaded File area and a red circle around Next button



Once you have completed the supporting information page, select Next from the last page of the application questions and review a summary of your application. Select Next on the summary screen to progress to the Declarations screens.



**Figure 193 - Screenshot of Application Summary page with red circles around all options available**

**Additional Information - Summary screen, links and buttons;**

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Apply for another permission:** If the apply for another permission button is selected, the applicant will progress to the What are you seeking to do in the Marine Parks page where another permission type can be added. (e.g. add a mooring permission to the tourism permission).
- **Edit:** If edit is selected the application/permission will be reopened to apply any changes.
- **Remove:** If remove is selected the application/permission will be removed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.

Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

Figure 194 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

Figure 195 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

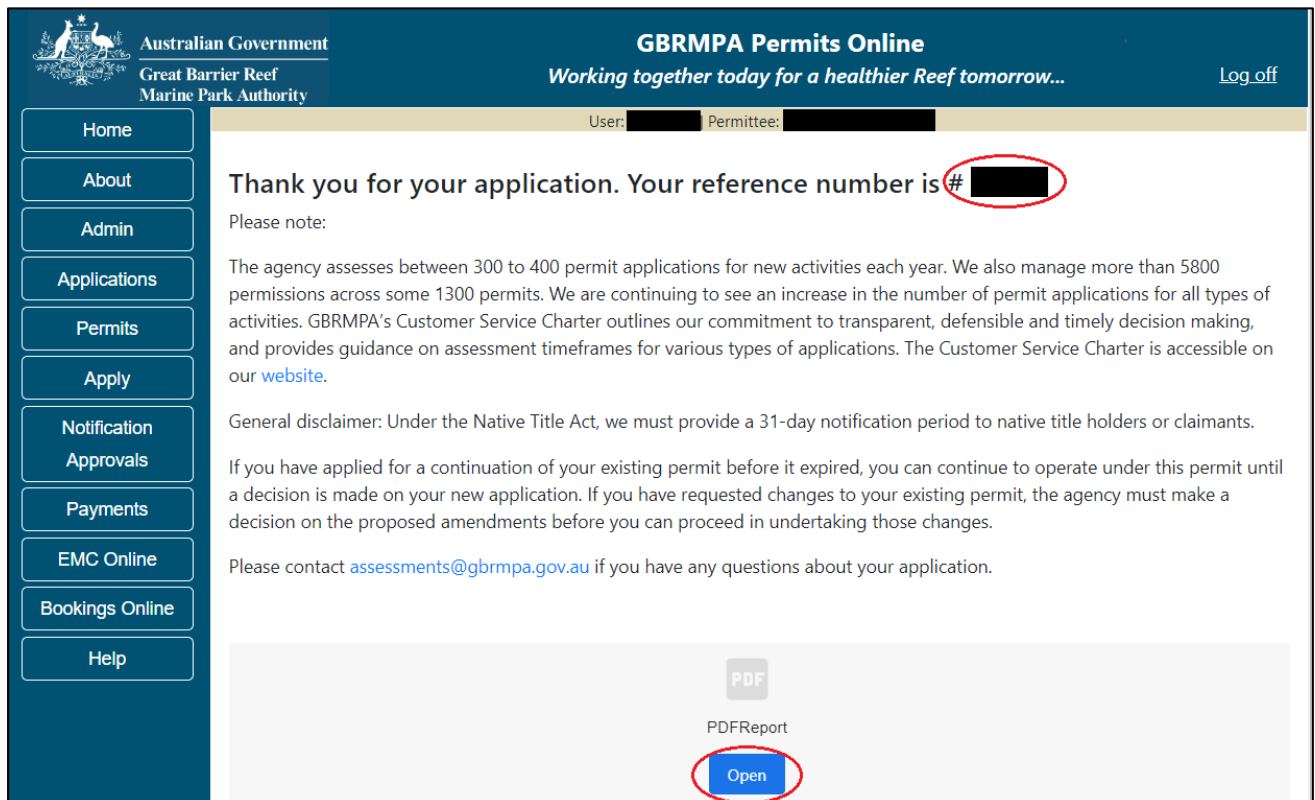


Figure 196 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the Applications screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority, or withdraw the application.

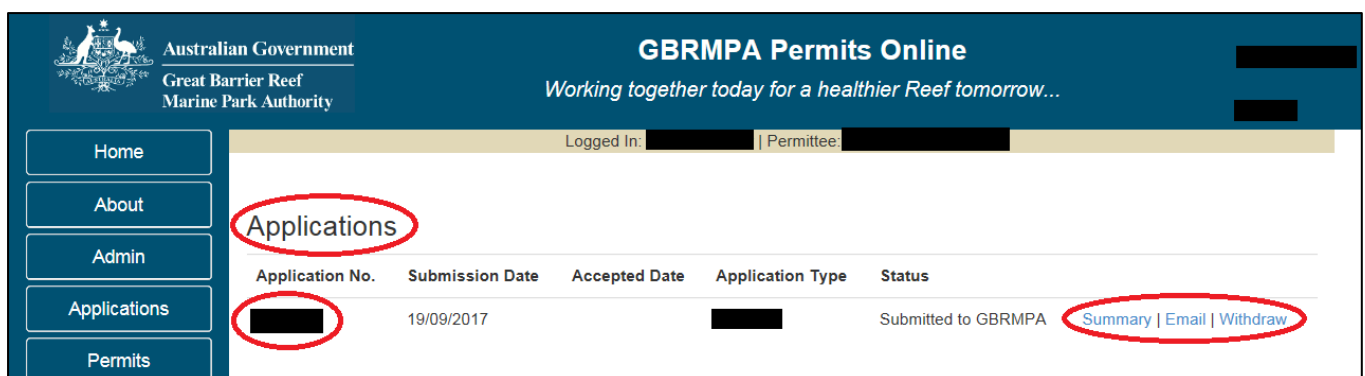


Figure 197 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options

Apply – new permit application – other tourism activities – craftless

To apply for Other Tourism and Charter Activities, select this option on the Apply – What are you seeking to do in the Marine Parks page.

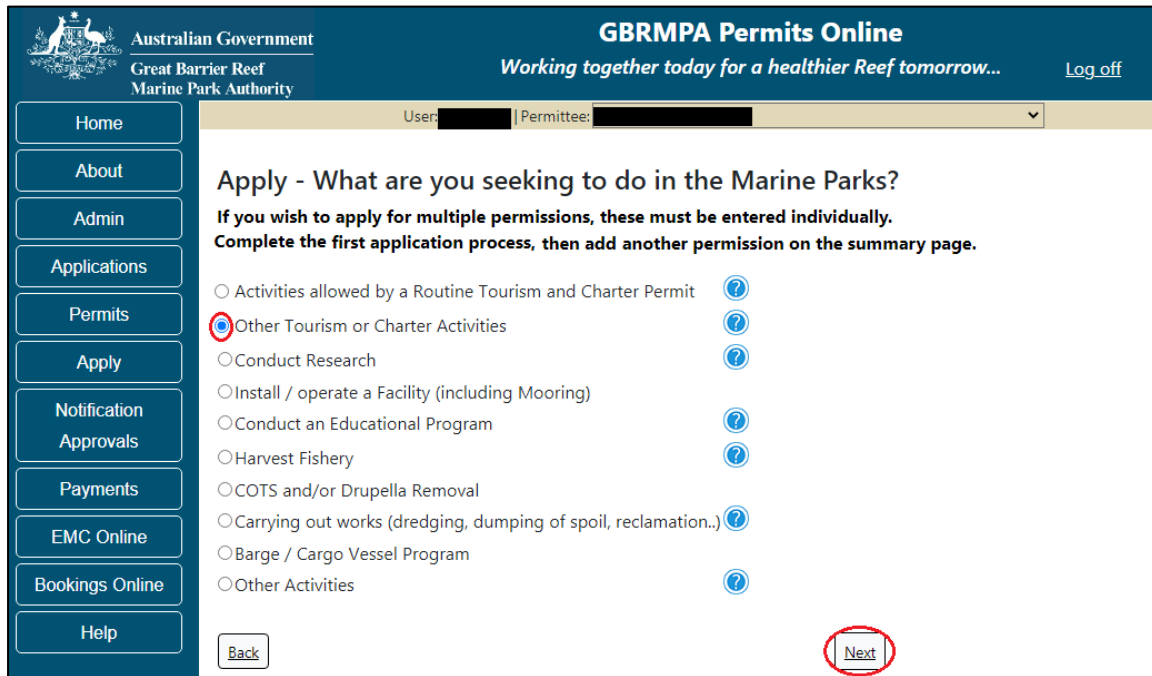


Figure 198 - Screenshot of Apply - What are you seeking to do in the Marine Parks screen with Other Tourism and Charter Activities and a red circle around the Next button

You will progress to the application types sub menu, where you can choose which type of Tourism or charter activity you wish to apply for (example used is Craftless). Select Next to progress to the application questions.

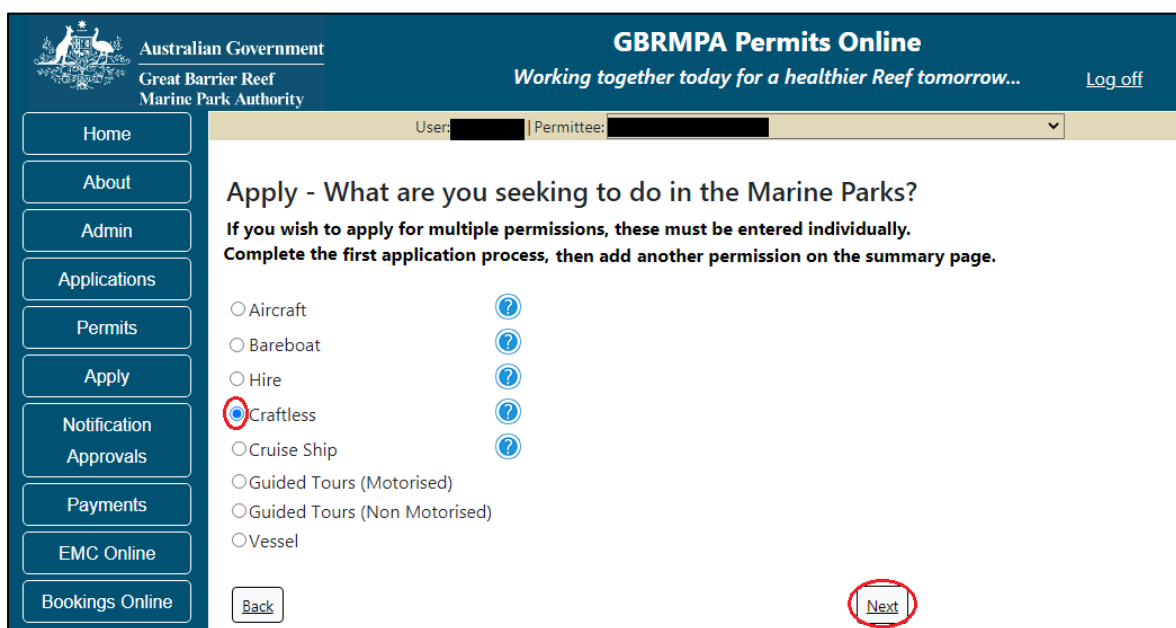


Figure 199 - Screenshot of Apply - What are you seeking to do in the Marine Parks - Other Tourism and Charter Activities sub menu screen with Craftless and a red circle around Next button

### Information - Craftless operation

Craftless operation addresses equipment to be hired in the Marine Parks eg. canoes, kayaks, paddle boards, catamarans etc.

Craftless Operations are those that operate from the beach or 'piggy back' on other vessels to access the reef (e.g. dive schools, glass bottom boats, rubber inflatable boats etc).

Craftless Operations-

- do not allow for the independent operation of a vessel or aircraft, though the Permit Holder may travel on board other operations.
- allow daily access to planning areas, subject to the same access and activity conditions as the permitted vessel or aircraft that is being used.

### Information - Environmental management charge

Please note: Quarterly fixed Environmental management charges (EMC) apply to hire operations depending on the number of pieces of equipment used. These charges apply even if there was no activity in that quarter.

Environmental management charge for non-motorised beach hire: Fewer than 6 pieces of equipment - \$12 per quarter; Six or more pieces of equipment - \$25 per quarter.

Environmental management charge for dinghy hire: Fewer than 6 dinghies - \$50 per quarter; Six or more dinghies - \$12 per dinghy per quarter.

Environmental management charge for motorised water sports\*: Jet boats designed to carry no more than 2 persons - \$25 per quarter; Motorised equipment that does not include jet boats - \$62 per quarter; Jet boats and other motorised equipment - \$87 per quarter; If the equipment is jet boats designed to carry no more than 2 persons and jet boats designed to carry more than 2 persons - \$25 plus \$87 per quarter.

Page 1 of Craftless application is the Environment Protection and Biodiversity Conservation Act page. This provides advice on matters of national environmental significance that must be considered when assessing an application. This screen is for your information only at this stage. Your assessing officer will contact you if it is determined to be relevant for your application.

The screenshot shows the 'GBRMPA Permits Online' interface. The header includes the Australian Government logo, 'Great Barrier Reef Marine Park Authority', and the slogan 'Working together today for a healthier Reef tomorrow...'. A 'Log off' link is in the top right. The main content area is titled 'Applications - Craftless' and shows 'Page 1 - Environment Protection and Biodiversity Conservation Act 1999' of 10. The text explains that the EPBC Act provides for the protection of the environment, especially matters of national environmental significance (NES). It states that 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). It also mentions that guidance is available from the Department of the Environment and Energy website: <http://www.environment.gov.au/epbc>. Further text explains that 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. Finally, it states that if a proposal is referred under the EPBC Act and also requires the Authority's permission, then the EPBC referral is deemed to also be an application for all necessary permissions required 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 the Authority to commence its permit processes as required under the Great Barrier Reef Marine Park Regulations 2019. 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: <http://www.environment.gov.au/epbc>. A 'Next' button is circled in red in the bottom right corner.

Figure 200 - Screenshot of Environment Protection and Biodiversity Conservation screen with a red circle around Next button

Links on the Environment Protection and Biodiversity Conservation page [www.environment.gov.au/epbc](http://www.environment.gov.au/epbc) will take you to the Department of Climate Change, Energy, the Environment and Water site. Here you can find information about the *Environment Protection and Biodiversity Conservation Act 1999* and your obligations under the Act.

Page 2 of Craftless application is Permissions and Activities page.

All Permissions and activities listed are available and will be included in the application. If there are any activities you do not wish to retain permission for, you can remove them by selecting the Remove button next to the activity.

Select Next to continue.

The screenshot shows the 'Applications - Craftless' page, specifically 'Page 2 - Permissions and Activities' of 10. It features two main sections: 'Permissions Included' and 'Activities Included'. Each section has an 'Add New' button and a table of items with 'Remove' buttons.

Permissions	
Any other purpose (includes the provision of services to persons other than tourists)	<a href="#">Remove</a>
Conducting a tourist program	<a href="#">Remove</a>

Activities	
Swimming	<a href="#">Remove</a>
Snorkelling	<a href="#">Remove</a>
Fish feeding	<a href="#">Remove</a>
Fishing	<a href="#">Remove</a>
SCUBA diving	<a href="#">Remove</a>
Photography, filming, sound recording	<a href="#">Remove</a>
Coral viewing	<a href="#">Remove</a>
Non-motorised watersports	<a href="#">Remove</a>
Craftless	<a href="#">Remove</a>

Navigation buttons: [Back](#) (bottom left), [Next](#) (bottom right, circled in red).

Figure 201 - Screenshot of Permissions and screen with a red circle around the Next button

Page 3 of Craftless application is the Total Passenger Capacity / Participants page. Applicants are asked What is the total passenger capacity/participants you wish to have in the Marine Parks at any given time? (please consider future use in answering this question). Select a number from the list provided. Select Next to continue.

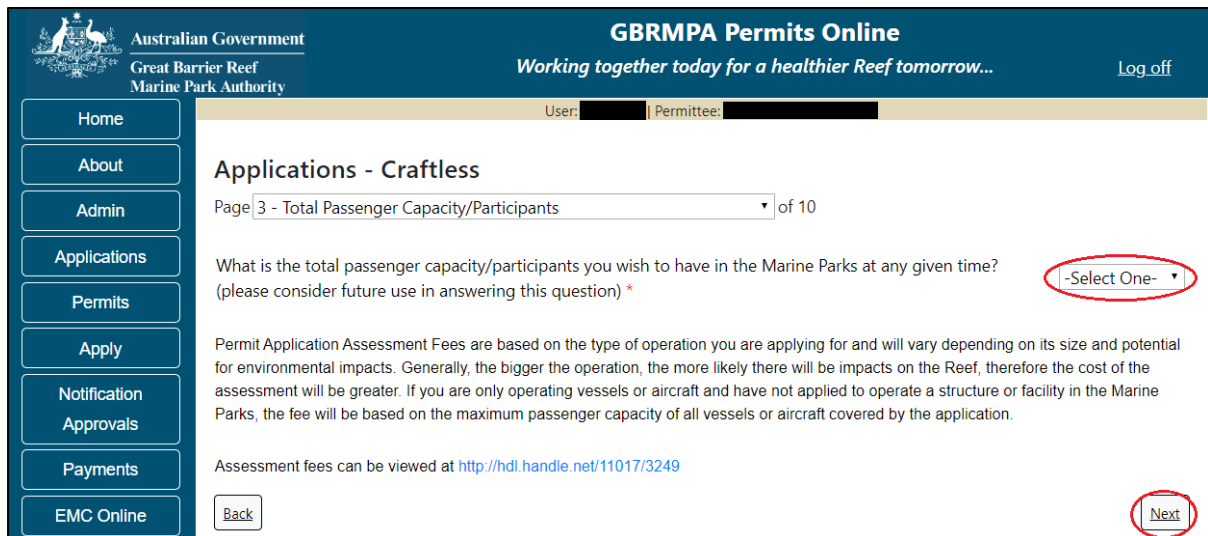


Figure 202 - Screenshot of the Total Passenger Capacity / Participants page with a red circle around the select one drop list and a red circle around the next button

Page 4 of Craftless refers to Marine Park Management Areas you may wish to access. Please select the Management Area/s in which you wish to operate. Select all if you wish to operate in all management areas, considering future use.

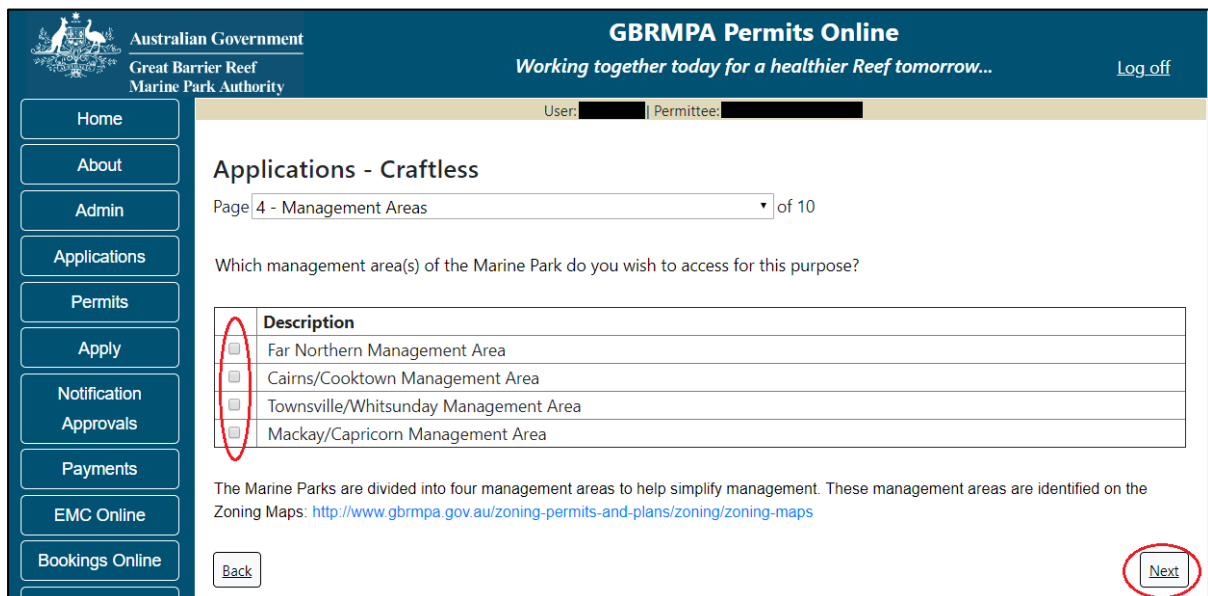


Figure 203 - Screenshot of Management / Operation screen with circle around management areas tick boxes, a circle around Permit holders primary operation and red circle around Next button



Page 5 allows you to apply to access areas of the Marine Park more frequently than the standard 2 days in every 7-day period. This option is only available outside the [Plans of Management](#). If you wish to apply to visit a location more frequently than 2 in every 7-day period, select Add New.

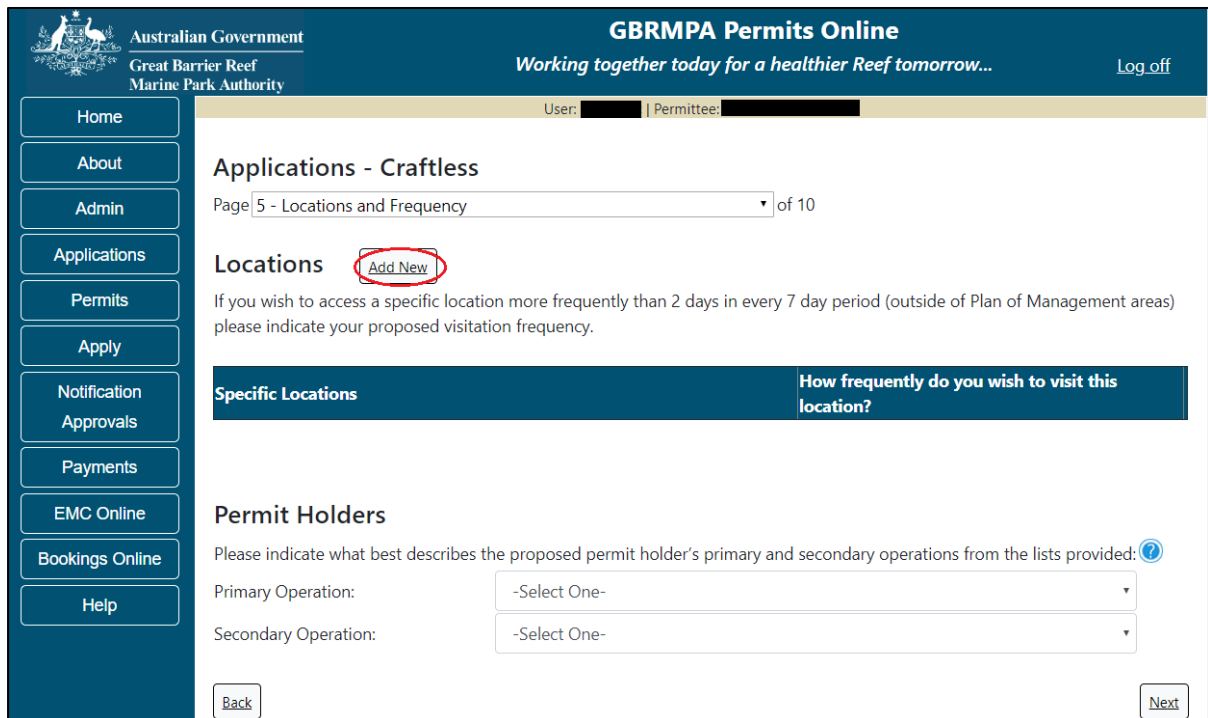


Figure 204 - Screenshot of Locations and Frequency screen with circle around Add new button

If the Add New button is selected the Location pop up window will appear

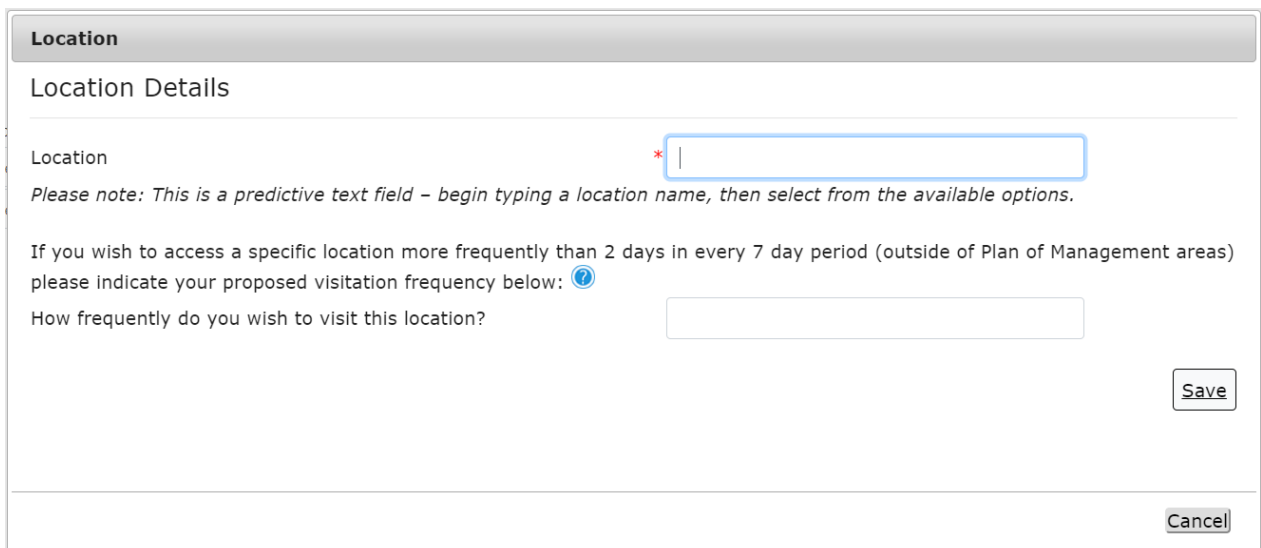


Figure 205 - Screenshot of Location pop up window

Type in the name of the location you wish to visit in the location field. As you type, the list will produce relevant matches. Select the location then select Save.

**Location**

Location Details

Location \* chick|  
Please note: This is a predictive text field – begin typing a location name and select from the available options. Chicken Reef (18-086)

If you wish to access a specific location more frequently than 2 days in every 7 day period (outside of Plan of Management areas) please indicate your proposed visitation frequency below: ?

How frequently do you wish to visit this location?

Save

Cancel

Figure 206 - Screenshot of Location pop up window with locations to select

Then add the frequency you wish to visit the location and select Save.

**Location**

Location Details

Location \* Chicken Reef (18-086)  
Please note: This is a predictive text field – begin typing a location name, then select from the available options.

If you wish to access a specific location more frequently than 2 days in every 7 day period (outside of Plan of Management areas) please indicate your proposed visitation frequency below: ?

How frequently do you wish to visit this location? 3 days in 7

Save

Cancel

Figure 207 - Screenshot of location pop up window with a red circle around question - How frequently do you wish to visit this location with information completed and a red circle around the Save button.

The location will be entered on the Location and Frequencies page within the locations table. If you wish to remove the location, select the Remove button next to the location.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow...  
Log off

User: [redacted] Permittee: [redacted]

### Applications - Craftless

Page 5 - Locations and Frequency of 10

#### Locations [Add New](#)

If you wish to access a specific location more frequently than 2 days in every 7 day period (outside of Plan of Management areas) please indicate your proposed visitation frequency.

Specific Locations	How frequently do you wish to visit this location?	
Chicken Reef (18-086)	3 days in 7	<a href="#">Remove</a>

#### Permit Holders

Please indicate what best describes the proposed permit holder's primary and secondary operations from the lists provided: ?

Primary Operation:

Secondary Operation:

[Back](#) [Next](#)

Figure 208 - Screenshot of Location and Frequency screen with information displaying and a red circle around Remove button

Please also select activities that best describe the proposed permit holder's primary and secondary operations from the two lists located towards the bottom of the page. This information assists our Tourism and Commercial section in providing relevant information for your operation over the life of your permit. Select Next to continue.

#### Permit Holders

Please indicate what best describes the proposed permit holder's primary and secondary operations from the lists provided: ?

Primary Operation:

Secondary Operation:

[Back](#) [Next](#)

Figure 209 - Screenshot of Locations and Frequency screen with a red circle around Select One in the Permit Holders section and a red circle around the Next button

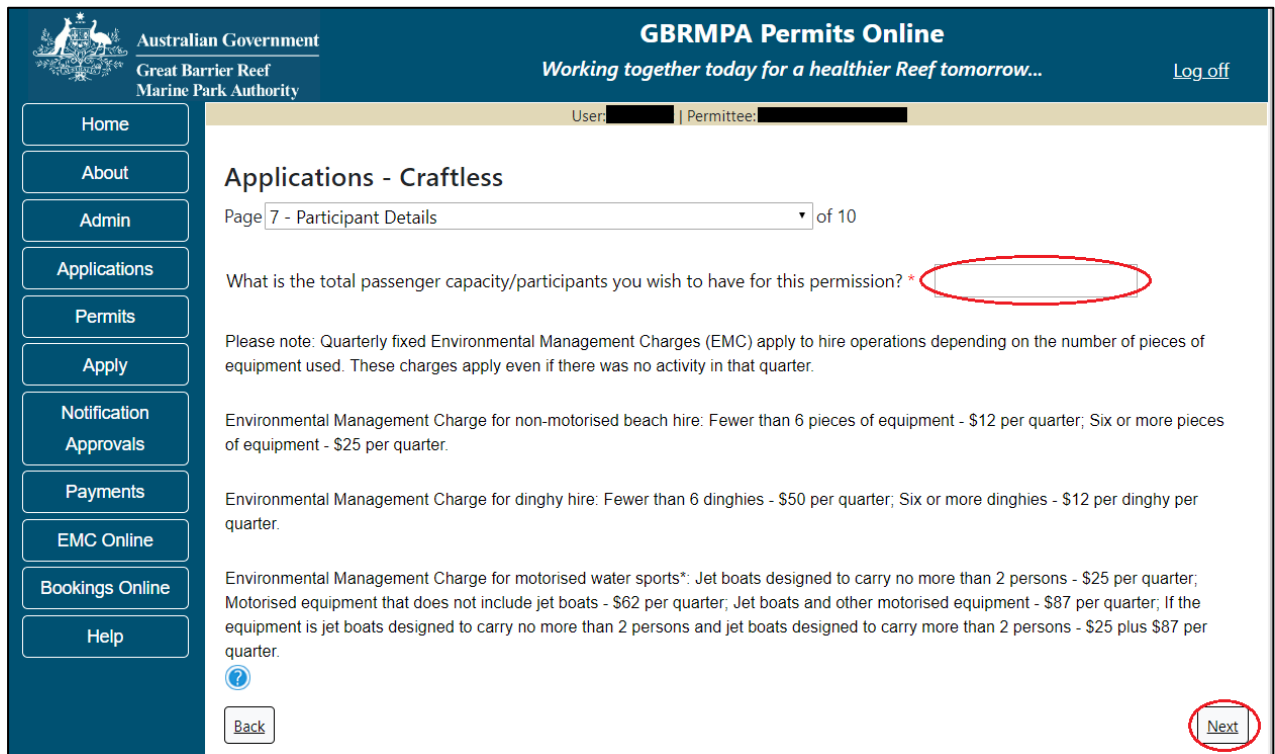
Page 6 of Craftless application provides for Additional State Access. If you want to extend your operations to mainland or island national parks adjoining the Marine Parks and/or rivers and streams between Mission Beach and the Starcke River, select Yes and an area will appear with Please specify details, add details of the islands or national parks and/or Rivers and streams you wish access.

Please also indicate whether you wish to operate in the Green Island Recreational Area of Management. Once completed, select Next to continue.

The screenshot shows the 'Applications - Craftless' page on the GBRMPA Permits Online portal. The page header includes the Australian Government logo, 'Great Barrier Reef Marine Park Authority', and the slogan 'Working together today for a healthier Reef tomorrow...'. A navigation menu on the left lists options like Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The main content area is titled 'Applications - Craftless' and shows 'Page 6 - Additional State Access' of 10. It contains three sections with radio button questions: 1) 'Do you want to operate in National Parks either on islands, or on the mainland adjoining the Marine Parks (including any beach access)?' with 'Yes' selected. 2) 'Do you want to operate in rivers and streams between Mission Beach and the Starcke River?' with 'Yes' selected and a text box containing 'Starcke River'. 3) 'Do you want to operate in the Green Island Recreational Area of Management (RAM)?' with 'No' selected. A 'Next' button is circled in red at the bottom right, and a 'Back' button is at the bottom left.

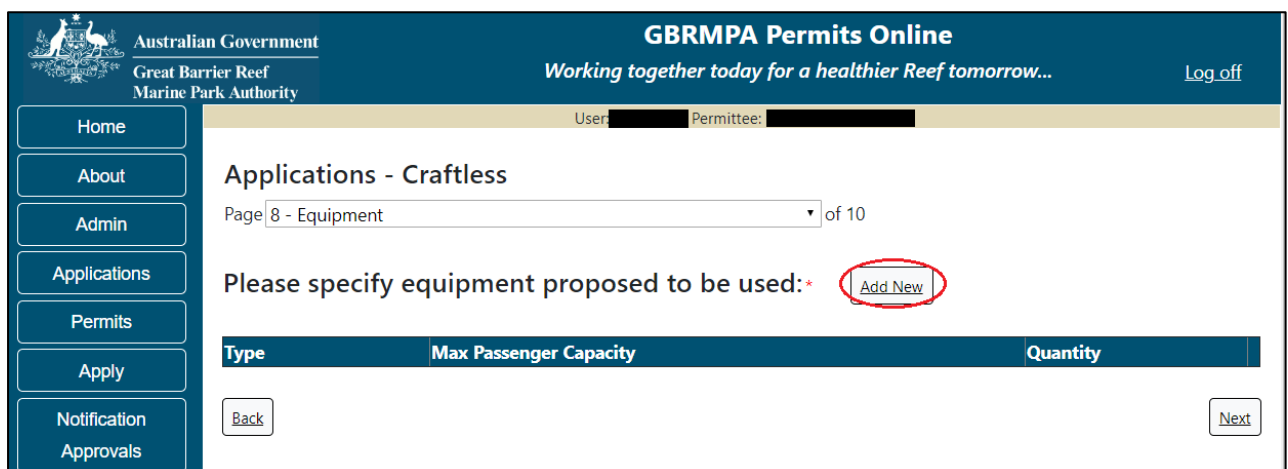
Figure 210 - Screenshot of Additional State Access screen with information displaying and a red circle around Next button

Page 7 of Craftless application addresses Participant Details. Add the total capacity / participants you wish to cater for under this permission, then select Next to move to the next page. The total passenger capacity you wish to cater for determines the applicable Permit Application Assessment Fee payable. Please view current fees [here](#). Current Environmental Management Charge obligations are also listed [here](#).



**Figure 211 - Screenshot of Participant Details page with a red circle around the field to add the total passenger capacity and a red circle around the next button**

Page 8 of Craftless application addresses Equipment to be hired in the Marine Parks. Please note that the Equipment page is a mandatory page for a Hire permission application; at least one equipment item is required to be added for the applicant to move to the next page. To add equipment select the Add New button.



**Figure 212 - Screenshot of Ancillary Vessels and Equipment screen with circle around Add New**

An Add Ancillary Vessels/Equipment window will appear.

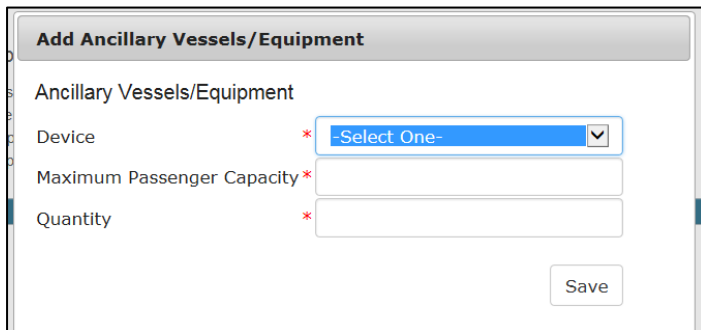


Figure 213 - Screenshot of Add Ancillary Vessels / Equipment pop up window

Select Ancillary Vessels or Equipment from the Device list

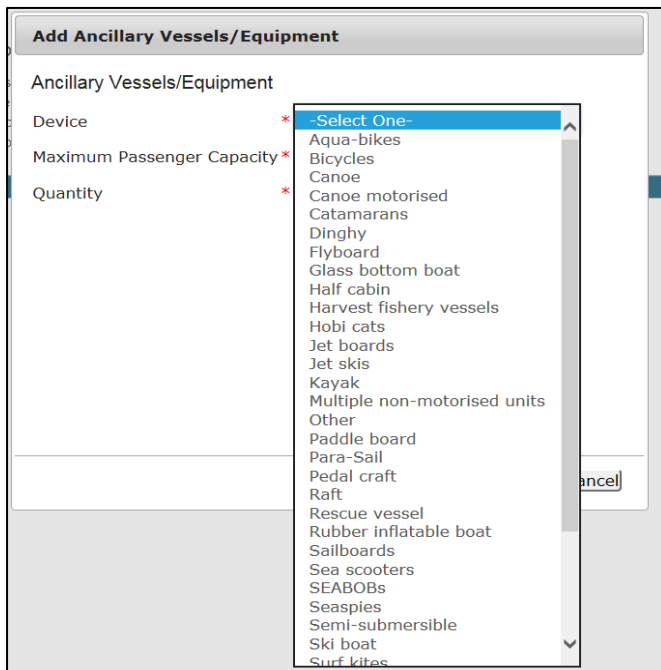


Figure 214 - Screenshot of Add Ancillary Vessels / Equipment pop up window with Device list displayed

Record the details of the ancillary vessels or equipment, then select Save.

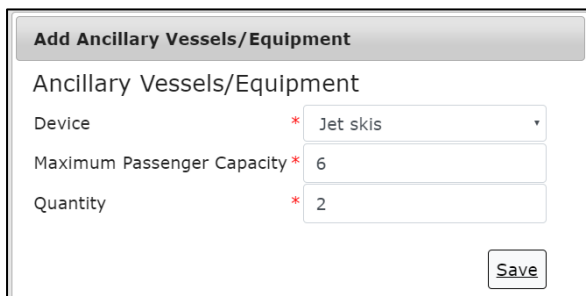


Figure 215 - Screenshot of Add Ancillary Vessels / Equipment pop up window with information entered and a red circle around Save

The details of your vessel/s will save on the page, with a Remove button and an Edit button. Select Next to continue.

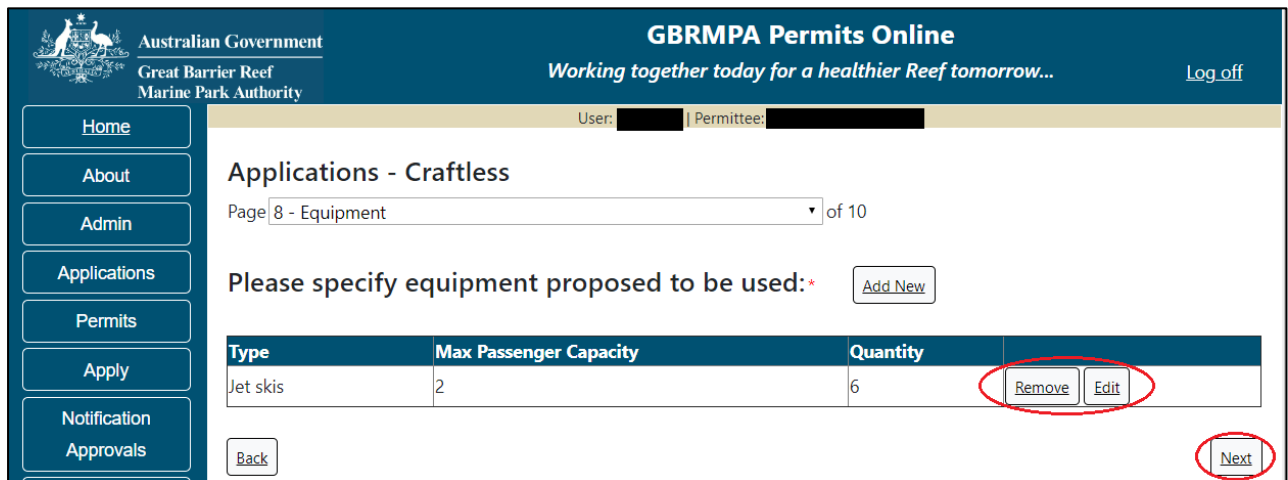


Figure 216 - Screenshot of Ancillary Vessels and Equipment page displaying information with a red circle around the Remove and Edit buttons and a red circle around the Next button

Page 9 of Craftless application refers to High Standard Tourism operators. If you have obtained a High Standard Tourism certification with an approved certification scheme, select Yes then upload a copy of your certificate using the upload feature.

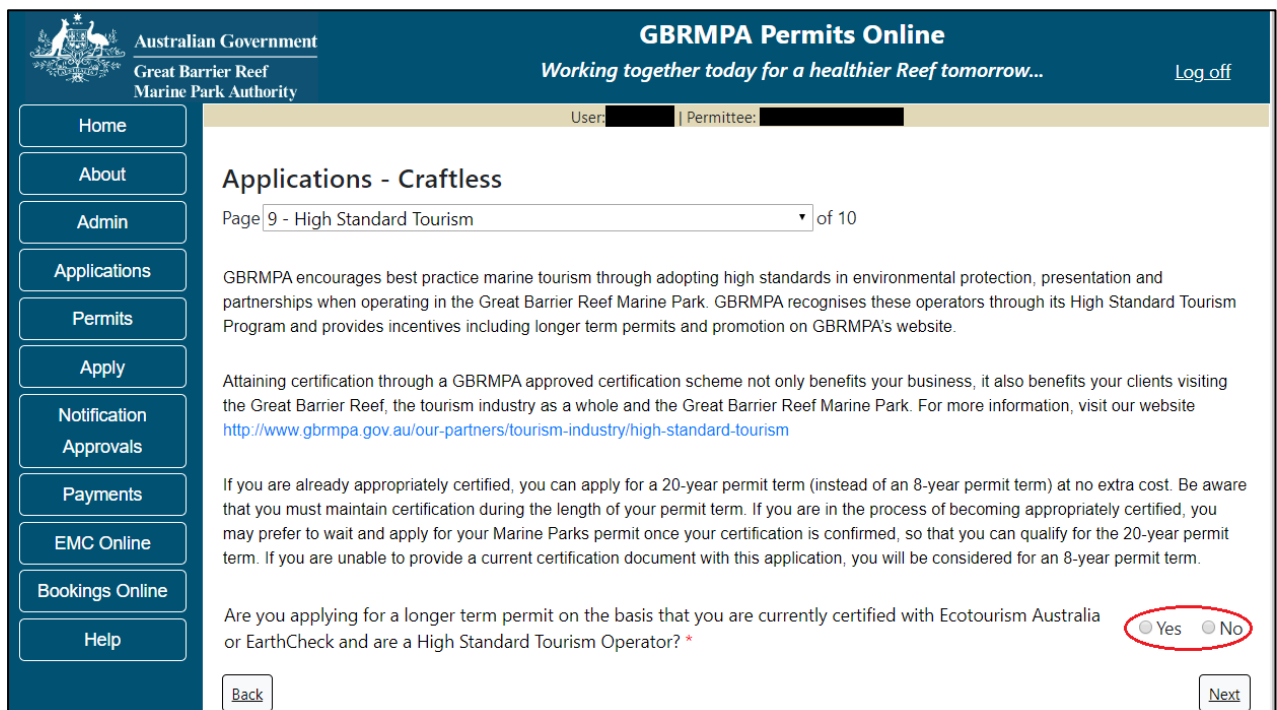


Figure 217 - Screenshot of High Standard Tourism page with red circle around Yes and No options

Once the Yes button is selected an upload file button will appear. Select the upload file button.

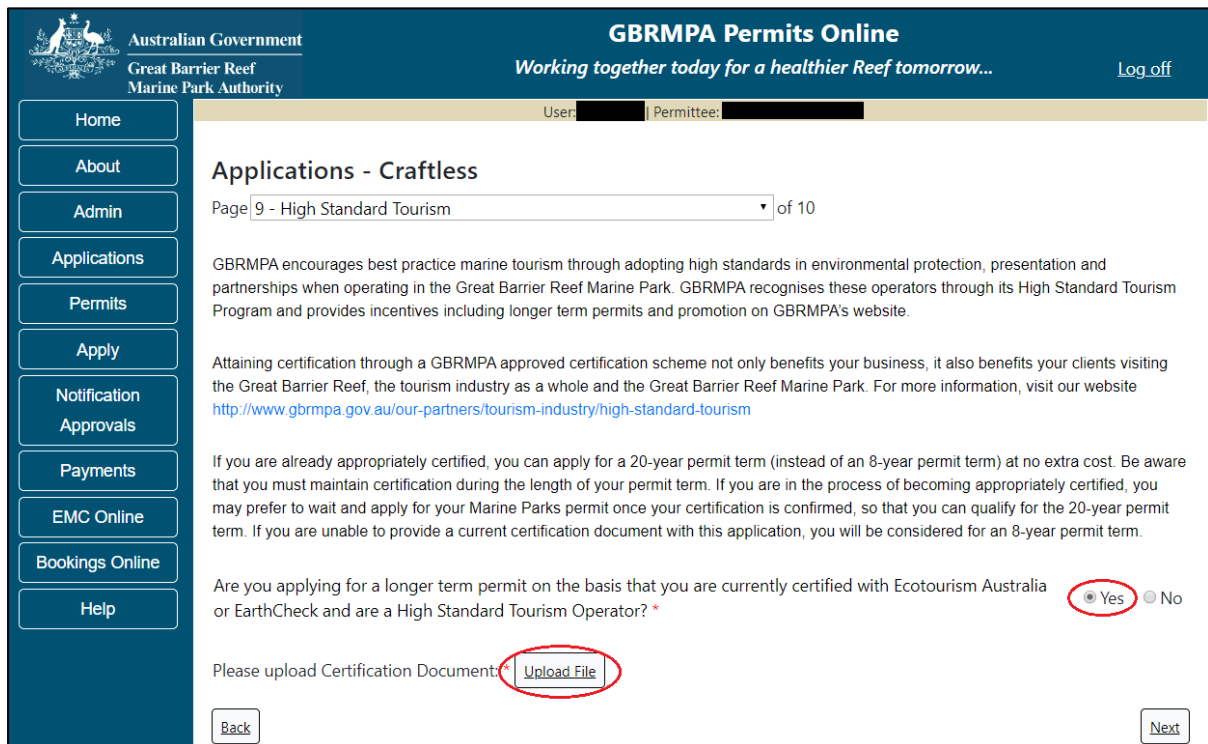


Figure 218 - Screenshot of High Standard Tourism page with Yes selected and circled and Upload File button circled

The File Upload screen will appear. Select Browse

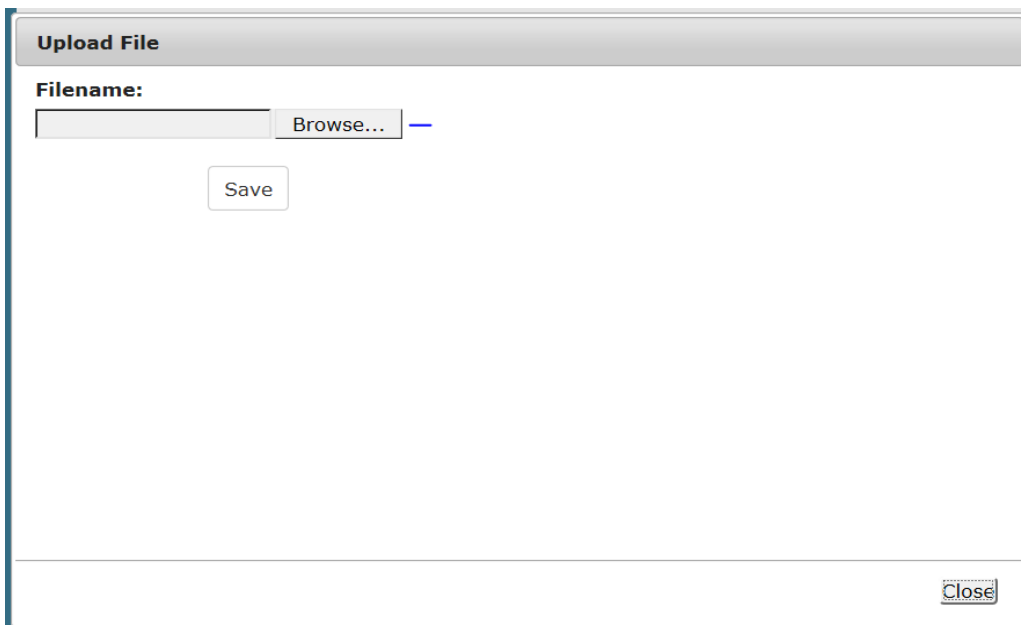


Figure 219 - Screenshot of Upload File pop up window



Once you load a copy of your certificate, you will see the filename with a Remove button next to it. If you wish to remove the file, select the Remove button. Select Next to continue.

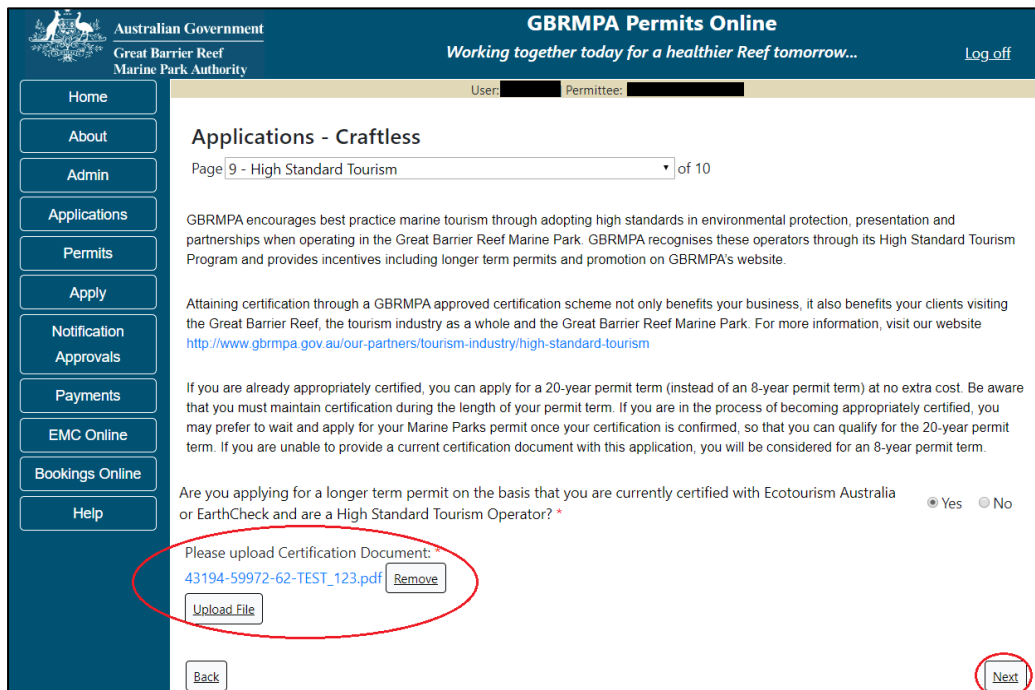


Figure 220 - Screenshot of High Standard Tourism page with Yes selected and a red circle around the Uploaded File and a red circle around Next button

Page 8 of Craftless application provides opportunity for you to add any other information you feel will assist the Managing Agencies in assessing your application. Add supporting information by typing in the text field or upload a file if required. If a file is uploaded it will appear on the screen with the file name and a Remove button to remove the file if incorrectly selected.

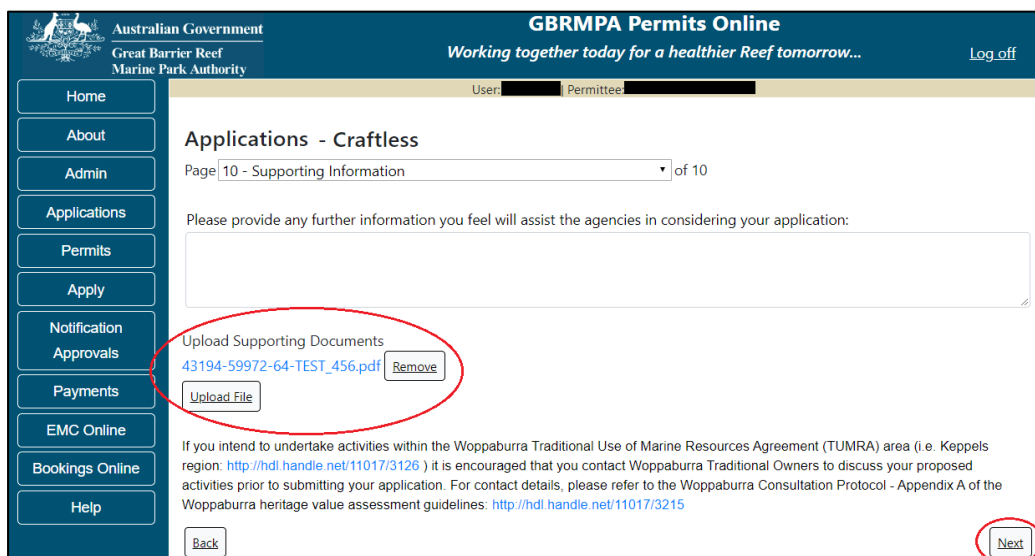
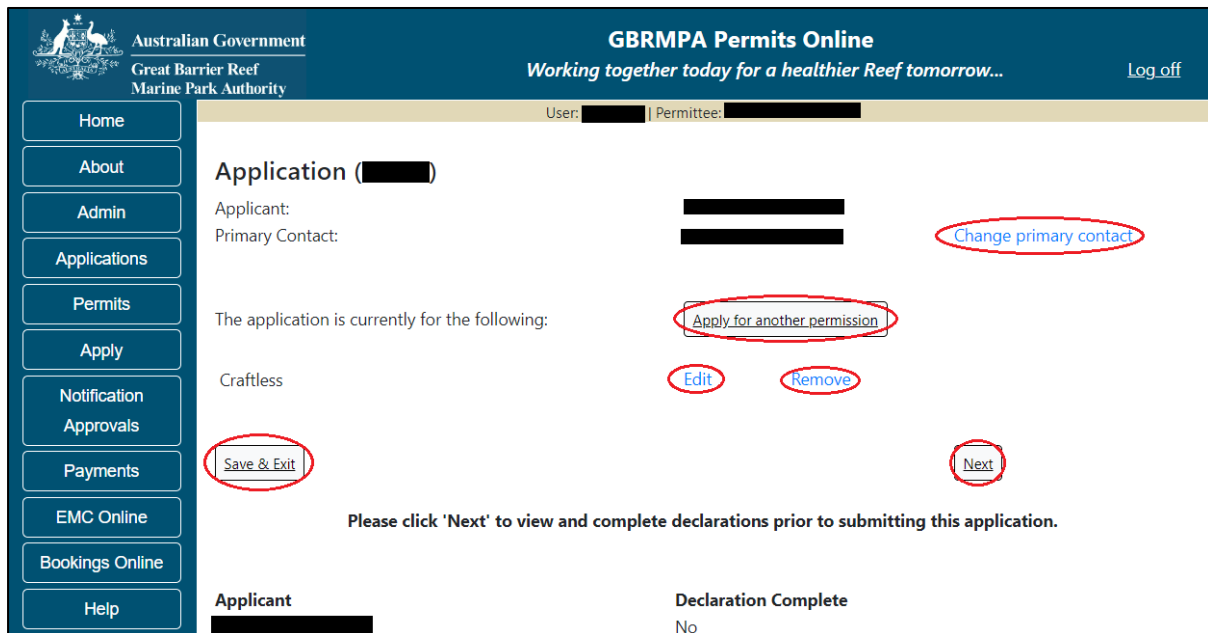


Figure 221 - Screenshot of Supporting Information screen with a red circle around Uploaded File area and a red circle around Next button

Once you have completed the supporting information page select Next from the last page of the application questions, you will progress to an application summary screen with a number of options available via links or buttons. Select Next on the summary screen to progress to the Declarations screens.



**Figure 222 - Screenshot of Application Summary page with red circles around all options available**

**Additional Information - Summary screen, links and buttons:**

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Apply for another permission:** If the apply for another permission button is selected, the applicant will progress to the What are you seeking to do in the Marine Parks page where another permission type can be added. (e.g. add a mooring permission to the tourism permission).
- **Edit:** If edit is selected the application/permission will be reopened to apply any changes.
- **Remove:** If remove is selected the application/permission will be removed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.

Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

Australian Government  
Great Barrier Reef  
Marine Park Authority

Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

### Applications - Declaration

Page 1 - Declarations of 3

You should review your application carefully before you submit it. Each of the declarations made and information supplied during the permission application will be taken to have been made by you at the time you submit your application. It is a criminal offence under Commonwealth and State law for you to knowingly include a false or misleading statement in, or omit a material matter from, your application. We can also refuse your application on this basis.

I declare that:

I am authorised to submit this application \*  Yes  No ?

I have read and understand the privacy notice which explains how my personal information will and will not be used \*  Yes  No ?

I consent to the managing agencies conducting searches and making enquiries with relevant authorities to confirm my suitability to hold this permission. I understand this may include agencies such as the Australian Maritime Safety Authority (AMSA), Maritime Safety Queensland (MSQ), Queensland Department of Environment and Heritage Protection and recognised environmental eco-certification bodies \*  Yes  No ?

I agree to the managing agencies using electronic communication as the primary means of sending and receiving information relating to this application. I consent to the managing agencies using electronic dispatch to provide the decision (including any permit issued) and I accept responsibility for keeping my electronic contact details accurate and updated. \*  Yes  No ?

Figure 223 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

### Applications - Declaration

Page 3 - Declarations of 3

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.

Figure 224 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

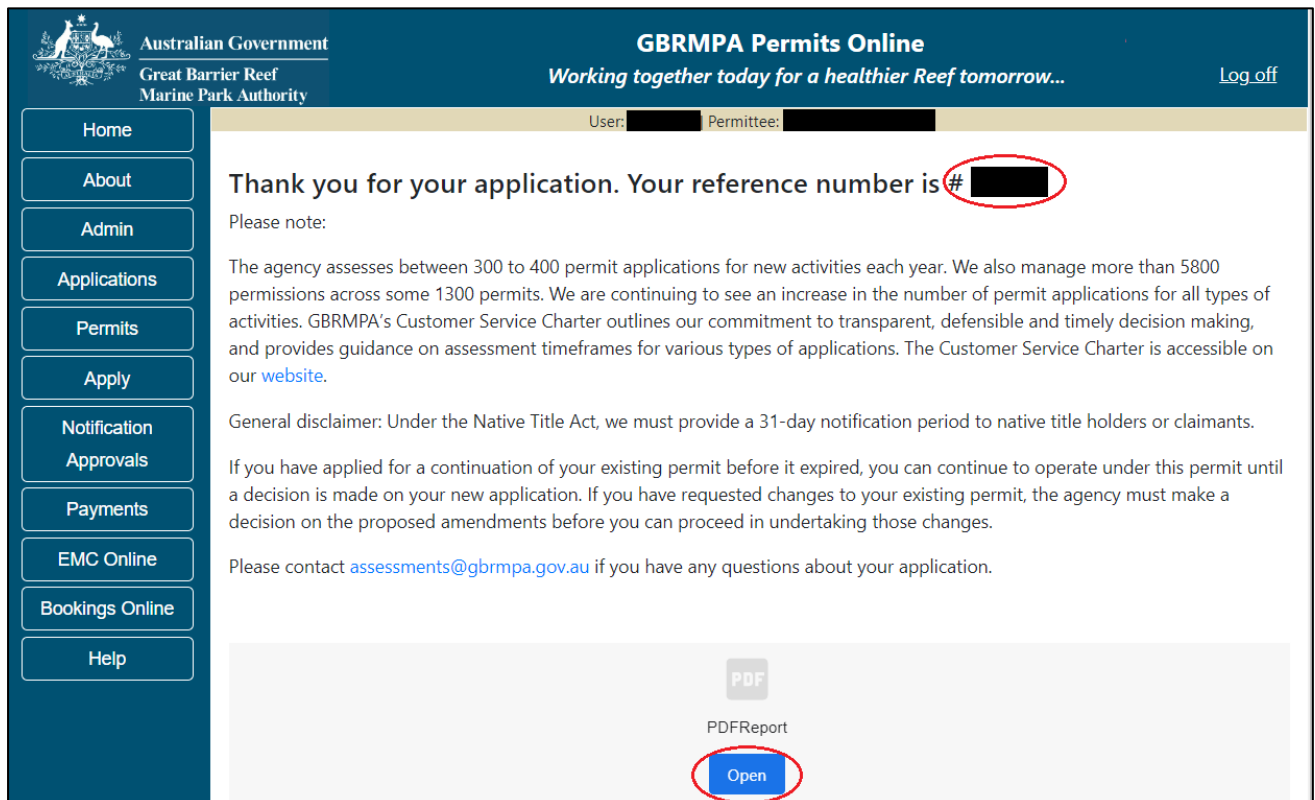


Figure 225 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the *Applications* screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

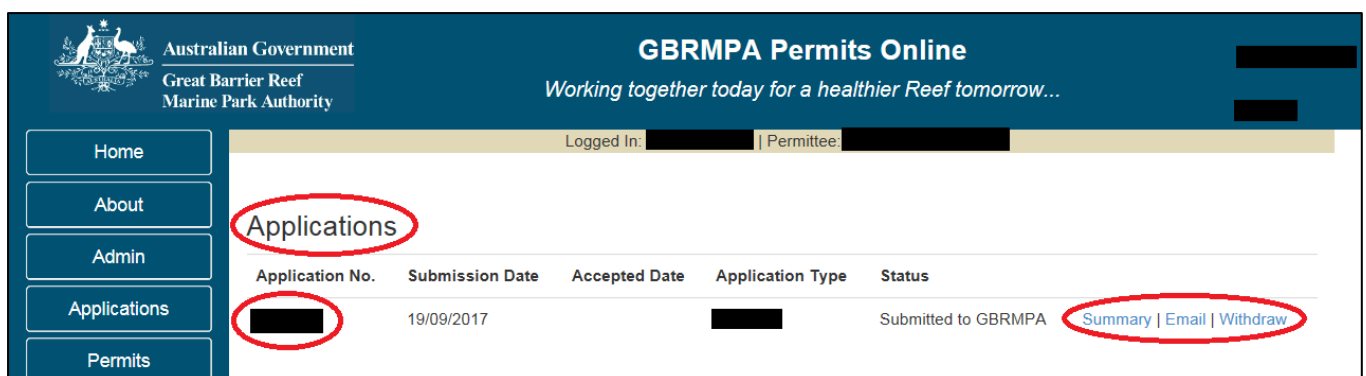


Figure 226 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options

Apply – new permit application – other tourism activities – routine cruise ship

To apply for Other Tourism and Charter Activities, select this option on the Apply – What are you seeking to do in the Marine Parks page.

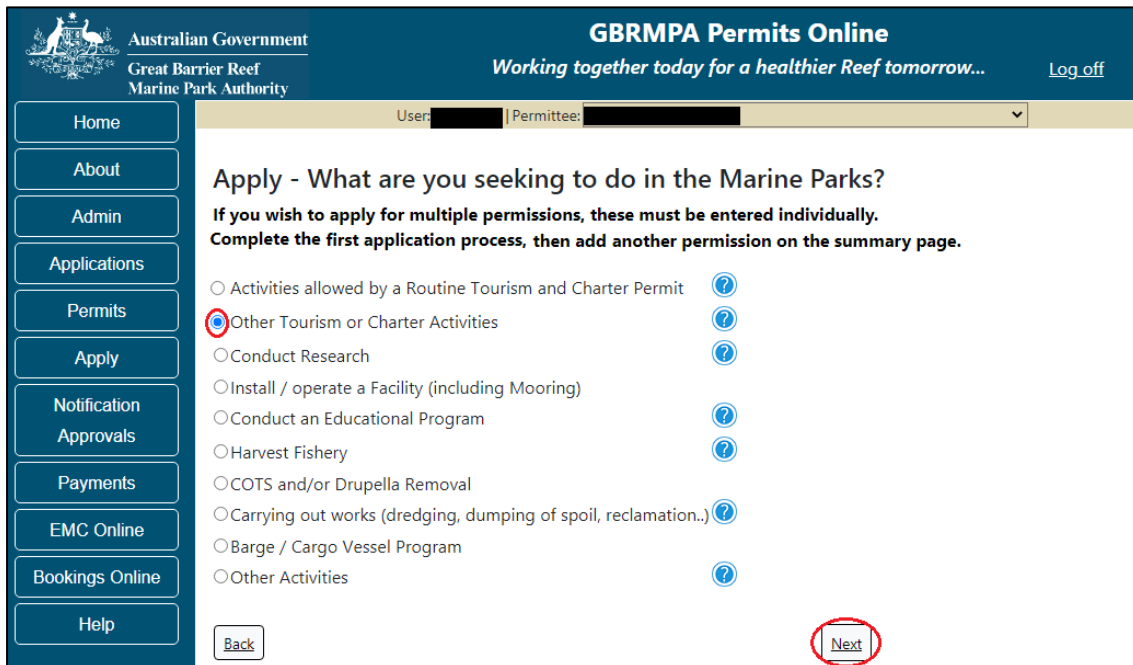


Figure 227 - Screenshot of Apply - What are you seeking to do in the Marine Parks screen with Other Tourism and Charter Activities and a red circle around the Next button

You will progress to the application types sub menu, where you can choose which type of Tourism or Charter Activity you wish to apply for (example used is Cruise Ship). Select Next to progress to the application questions.

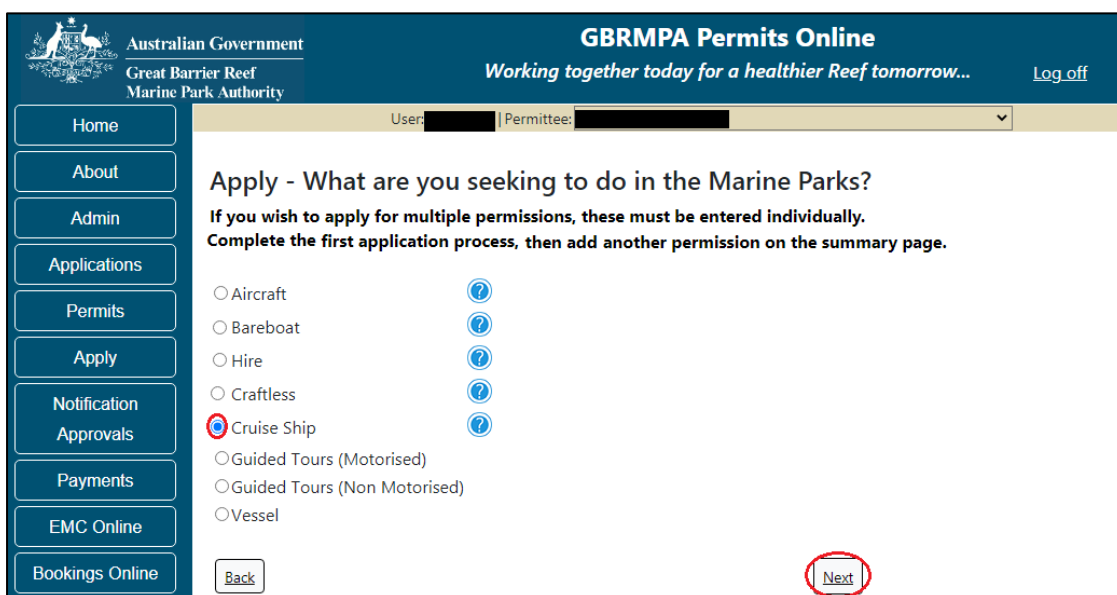
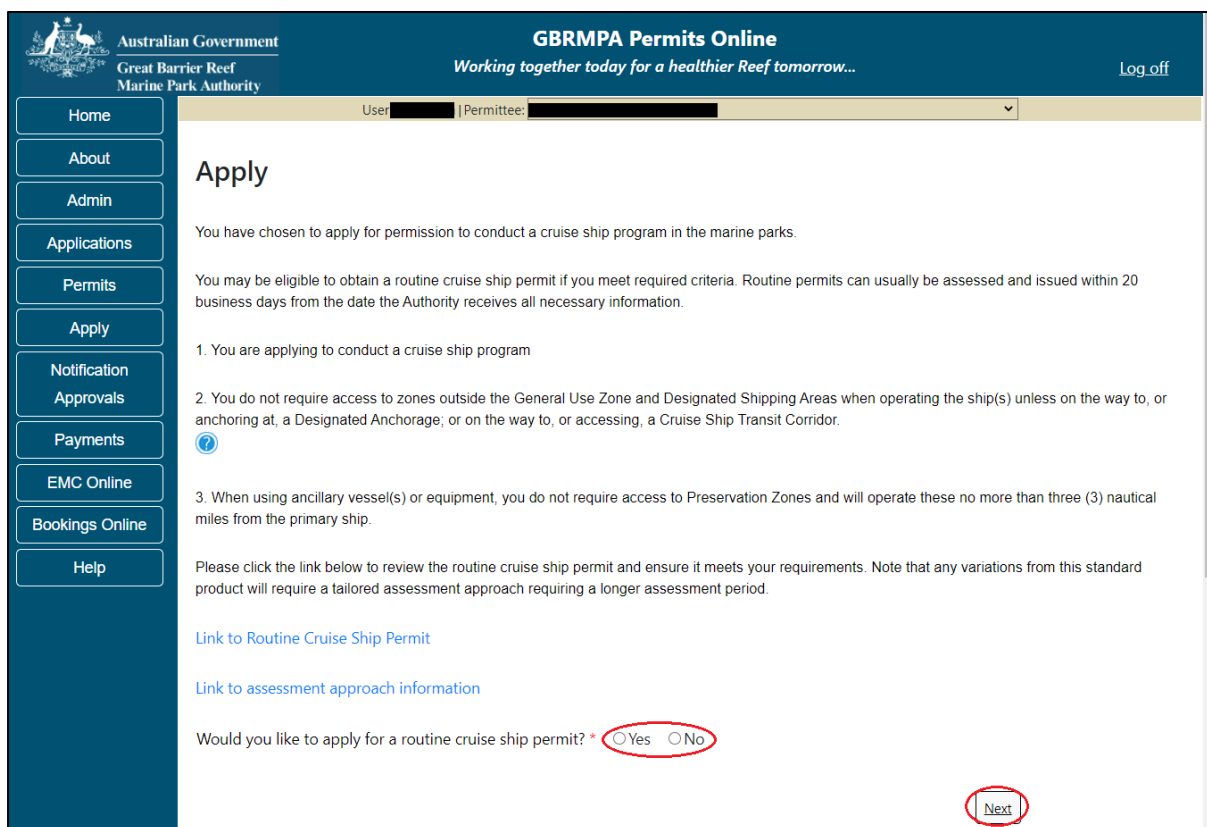


Figure 228 - Screenshot of Apply - What are you seeking to do in the Marine Parks - Other Tourism and Charter Activities sub menu screen with Cruise Ship and a red circle around Next button

The landing page of the Cruise ship Application is an initial page with questions and information. Depending on the nature of the cruise ship operation and what answers are obtained will determine if the applicant is eligible for a Routine Cruise ship permit Application, or if the application will be a Tailored Cruise ship Application. On this screen, there are also two links, a link to a copy of the Routine Cruise ship permit and a link to the assessment approach information on how the permit application will be assessed.

If you would like to apply for a Routine Cruise ship permit you have the option to select Yes or No. If Yes is selected you will progress to the Routine Cruise ship permit application. Continue from the below screenshot.

If no is selected you will progress to the Tailored Cruise ship permit application screens. (Go to [10.7](#) of this manual to continue)



**Figure 229 - Screenshot of initial questions and information page with a red circle around the Yes and No buttons and a red circle around the Next button**

### Information - Cruise ship operations

Cruise ship access to the Marine Parks is guided by the Cruise Ship Operations within the Great Barrier Reef Guidelines. The guidelines allow for protected area managers to advise cruise ship operators, booking agents and tourists about management arrangements and how best to operate in the Marine Parks. Please review the guidelines to determine if permission to operate a Cruise Ship in the Marine Parks is the best option for your business. Cruise Ship Operations within the Great Barrier Reef guidelines:

<http://hdl.handle.net/11017/3337>

Page 1 of the Routine Cruise ship permit application is the Total Passenger Capacity / Participants page. Applicants are asked What is the total passenger capacity/participants you wish to have in the Marine Parks at any given time? (please consider future use in answering this question). Select a number from the list provided. Select Next to continue

Please note that this is the total number of passengers you propose to cater for, across all vessels and/or activities. This number determines the appropriate Permit Application Assessment Fee. Current fees are published on the Reef Authority's [website](#). Select 'Next' to continue.

The screenshot shows the 'Applications - Cruise Ship Routine' page. The header includes the Australian Government logo and 'GBRMPA Permits Online' with the tagline 'Working together today for a healthier Reef tomorrow...'. A navigation menu on the left lists options like Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, and EMC Online. The main content area shows 'Page 1 - Total Passenger Capacity/Participants' of 6. The question asks for the total passenger capacity/participants, with a dropdown menu showing '<25 pax' selected. Below the question, there is explanatory text about assessment fees and a link to view them. A 'Next' button is located at the bottom right of the form area.

Figure 230 - Screenshot of the Total Passenger Capacity / Participants page with a red circle around the Select One drop list and a red circle around the 'next' button

Page 2 of the Routine Cruise ship Permit application is the Ship Details page. Fill in information about the number of Ship/s you wish to use and select Next to continue.

The screenshot shows the 'Applications - Cruise Ship Routine' page, Page 2 - Ship Details. The header and navigation menu are consistent with the previous page. The main content area shows 'Page 2 - Ship Details' of 4. The question asks 'How many ships do you propose to operate in the Marine Parks?'. The input field contains the number '2' and is circled in red. There is a 'Back' button on the left and a 'Next' button on the right of the form area.

Figure 231 - Screenshot of Ship Details page with information completed and a red circle around answer for How many ships do you propose to operate in the Marine Parks field and a red circle around Next button

Page 3 of the Routine Cruise ship Permit application is the Ships page. On this page, you have options to 'Add New' Ship/s. To add a ship select the 'Add New' button

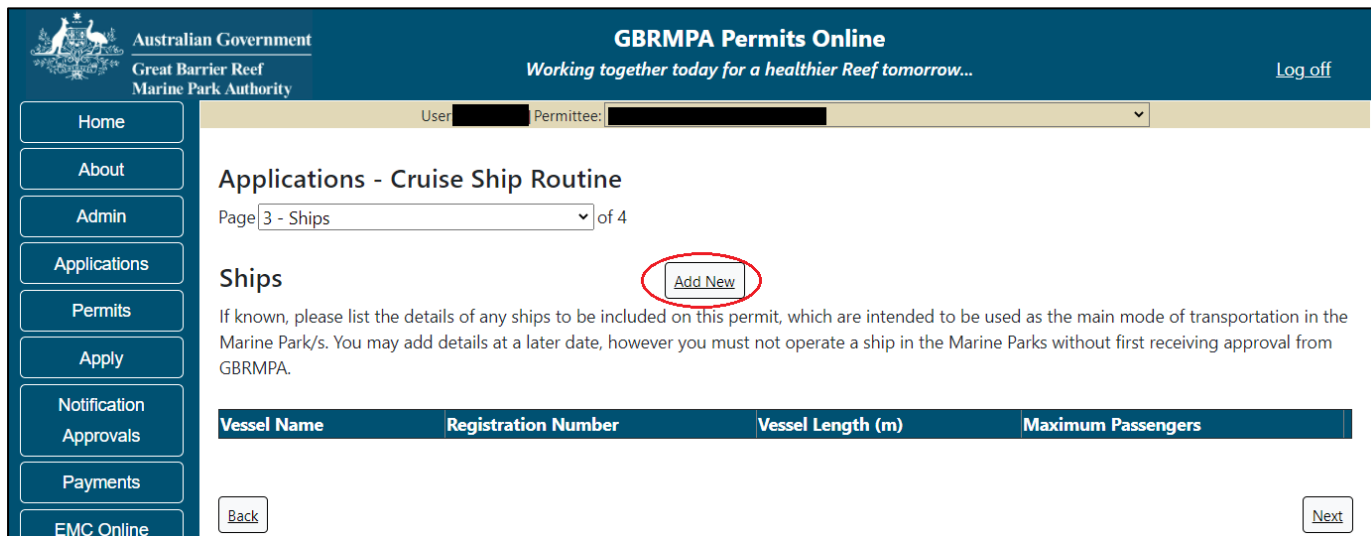


Figure 232 – Screenshot of Ships screen with circle around Add New

An 'Add New Vessel' pop up window will appear. Add the details of your vessel in the fields provided, then select 'Save'.

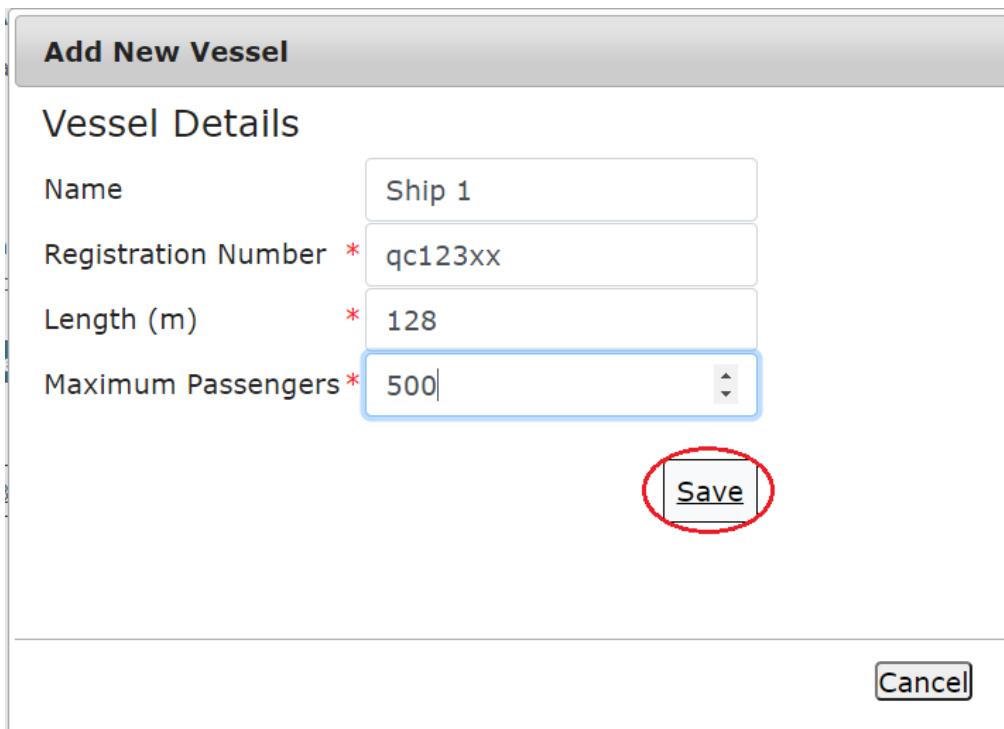


Figure 233 - Screenshot of Add New Vessel pop up window with information entered and a red circle around 'Save'



The details will save on the page, with a 'Remove' button and an 'Edit' button. If you need to edit or remove the ship, select the button needed and add the changes or remove the ship. Select 'Next' to continue

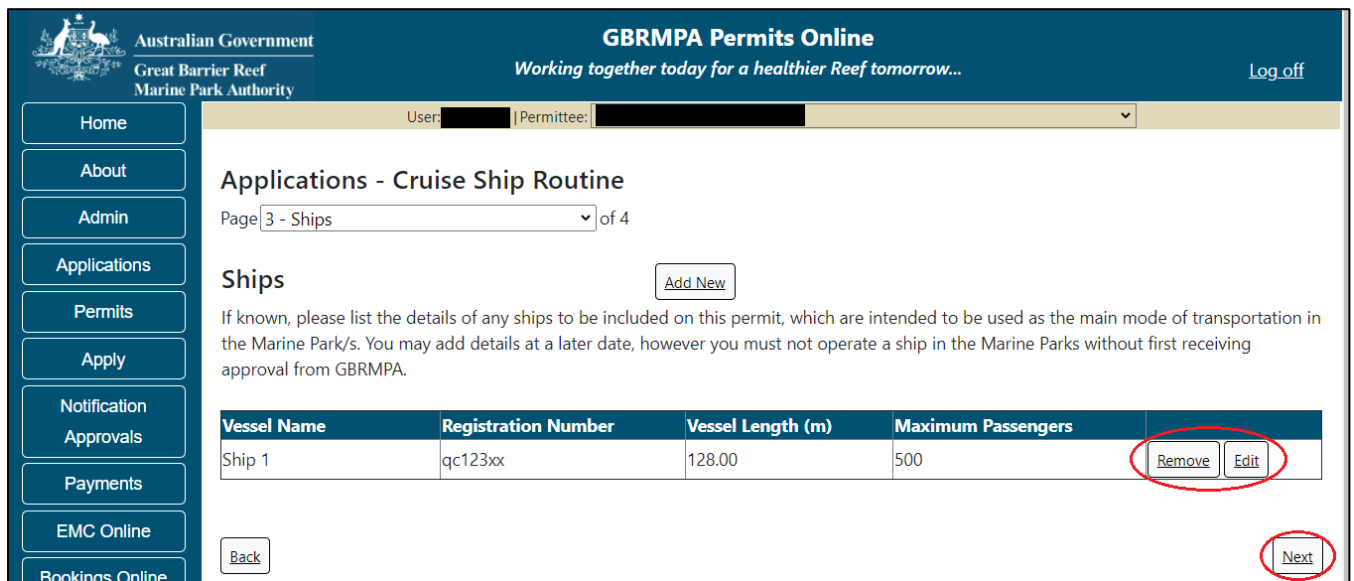


Figure 234 - Screenshot of Ships page with information displayed and a red circle around Remove and Edit buttons and a red circle around the Next button

Page 4 of the Routine Cruise ship Permit application is the Ancillary Vessels and Equipment page. To add details of any ancillary vessels or equipment select the 'Add New' button

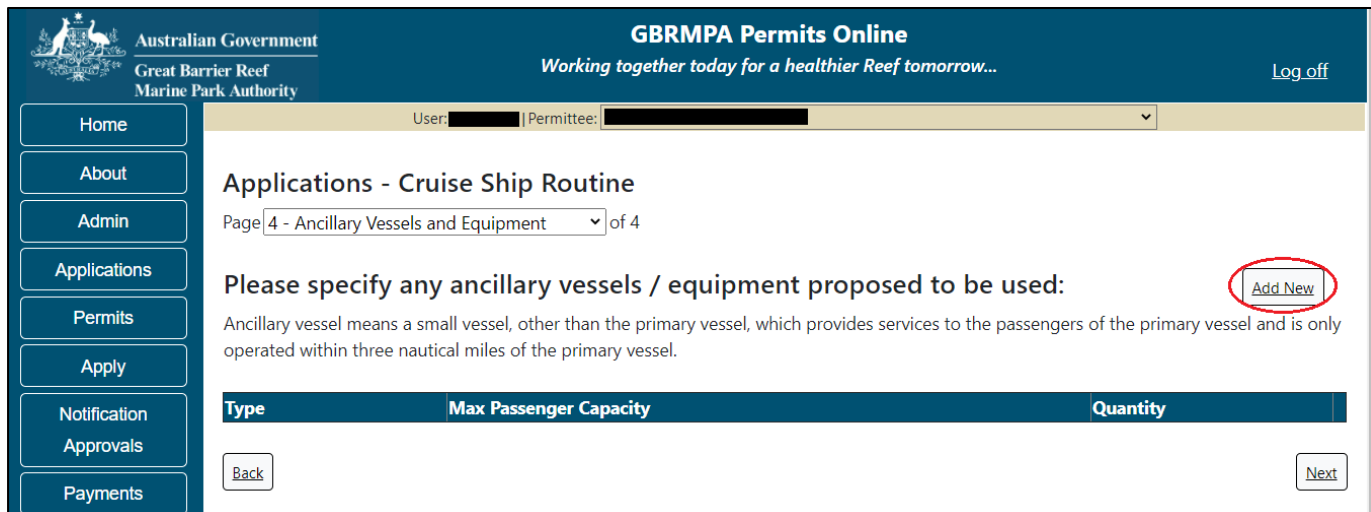


Figure 235 - Screenshot of Ancillary Vessels and Equipment screen with circle around Add New

An 'Add New Ancillary Vessels/Equipment' window will appear.

**Add Ancillary Vessels/Equipment**

Ancillary Vessels/Equipment

Device \*

Maximum Passenger Capacity \*

Quantity \*

Save

Cancel

Figure 236 - Screenshot of 'Add Ancillary Vessels / Equipment' pop up window

Select an ancillary vessel or equipment from the *Device* list.

**Add Ancillary Vessels/Equipment**

Ancillary Vessels/Equipment

Device \*

Maximum Passenger Capacity \*

Quantity \*

Cancel

- Select One -
- Aqua-bikes
- Bicycles
- Canoe
- Canoe motorised
- Catamarans
- Dinghy
- Flyboard
- Glass bottom boat
- Half cabin
- Harvest fishery vessels
- Hobi cats
- Jet boards
- Jet skis
- Kayak
- Multiple non-motorised units
- Other
- Paddle board
- Para-Sail
- Pedal craft
- Raft
- Rescue vessel
- Rubber inflatable boat
- Sailboards
- Sea scooters
- SEABOBs
- Seaspies
- Semi-submersible
- Ski boat
- Surf kites

Figure 237 - Screenshot of Add Ancillary Vessels / Equipment pop up window showing the Device Type list

Add details of the ancillary vessels or equipment, then select 'Save'. Please note: Maximum passenger capacity here refers to the number of passengers that can use the equipment at any one time (e.g. rubber inflatable boat). Quantity refers to the number of this type of equipment you propose to use under your permit.

Figure 238 - Screenshot of 'Add Ancillary Vessels / Equipment' with information completed and a red circle around the 'Save' button

The details of ancillary vessels or equipment will appear on the screen. Once you have added your ancillary vessels and/or equipment, select 'Next' to continue.

Figure 239 - Screenshot of Ancillary Vessels and Equipment page displaying information with a circle around the 'Remove', 'Edit' and 'Next' buttons

Completing a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select 'Next'.

Figure 240 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a Submit button. Once the Submit button is selected the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

Figure 241 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you are reminded of your application number and provided further information on the assessment process.

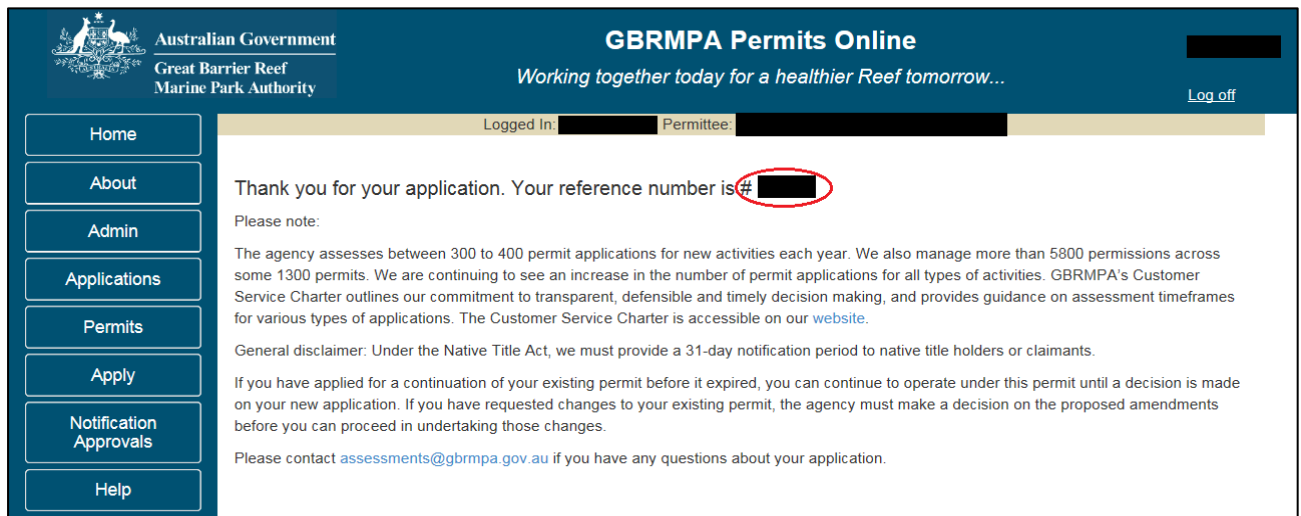


Figure 242 - Screenshot of Permits Online Thank you for your application page with a red circle around reference number

Your application will appear in the Applications screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

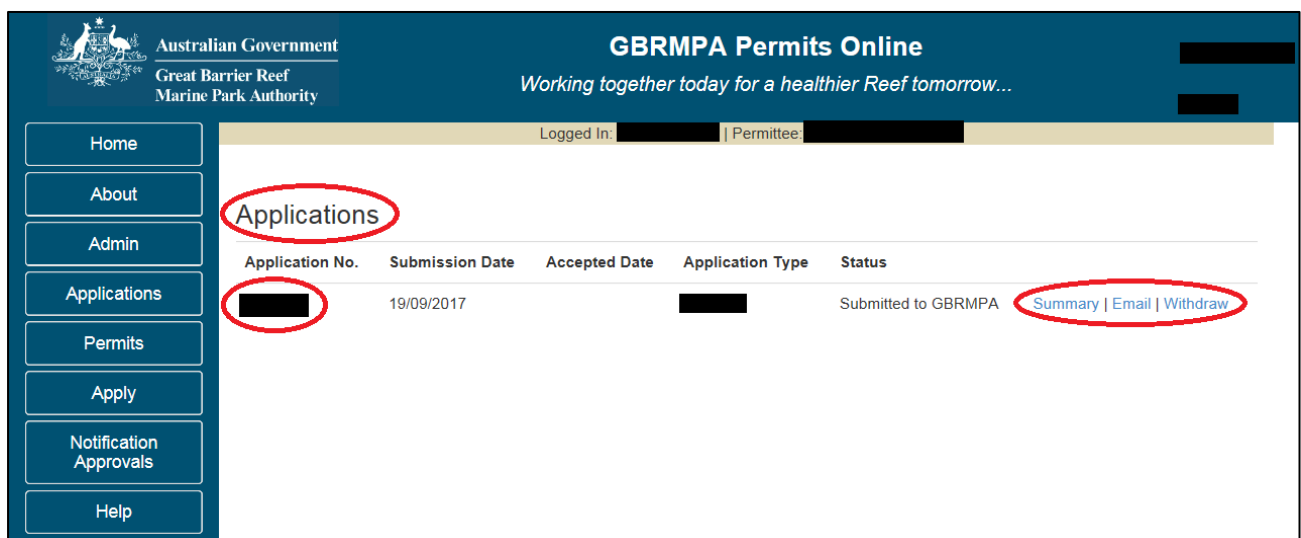


Figure 243 - Screenshot of Applications screen with a red circle around Application number, 'Summary', 'Email' and 'Withdraw' options

## 10.7 Tourism – Tailored Cruise Ships

### Apply – new permit application – other tourism activities – Tailored Cruise Ship

To apply for Other Tourism and Charter Activities, select this option on the Apply – What are you seeking to do in the Marine Parks page.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] | Permittee: [redacted]

### Apply - What are you seeking to do in the Marine Parks?

If you wish to apply for multiple permissions, these must be entered individually.  
Complete the first application process, then add another permission on the summary page.

- Activities allowed by a Routine Tourism and Charter Permit
- Other Tourism or Charter Activities
- Conduct Research
- Install / operate a Facility (including Mooring)
- Conduct an Educational Program
- Harvest Fishery
- COTS and/or Drupella Removal
- Carrying out works (dredging, dumping of spoil, reclamation..)
- Barge / Cargo Vessel Program
- Other Activities

[Back](#) [Next](#)

Figure 245 - Screenshot of Apply - What are you seeking to do in the Marine Parks screen with Other Tourism and Charter Activities and a red circle around the Next button

You will progress to the application types sub menu, where you can choose which type of Tourism or Charter Activity you wish to apply for (example used is Cruise Ship). Select Next to progress to the application questions.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] | Permittee: [redacted]

### Apply - What are you seeking to do in the Marine Parks?

If you wish to apply for multiple permissions, these must be entered individually.  
Complete the first application process, then add another permission on the summary page.

- Aircraft
- Bareboat
- Hire
- Craftless
- Cruise Ship
- Guided Tours (Motorised)
- Guided Tours (Non Motorised)
- Vessel

[Back](#) [Next](#)

Figure 246 - Screenshot of Apply - What are you seeking to do in the Marine Parks - Other Tourism and Charter Activities sub menu screen with Cruise Ship and a red circle around Next button

The landing page of the Cruise ship Application is an initial page with questions and information. Depending on the nature of the cruise ship operation and what answers are obtained will determine if the applicant is eligible for a Routine Cruise ship permit Application, or if the application will be a Tailored Cruise ship Application.

On this screen, there is a link to the assessment approach information on how the permit application will be assessed.

If No is selected you will progress to the Tailored Cruise ship permit application. Select Next to continue.

The screenshot shows the 'Apply' page of the GBRMPA Permits Online system. The header includes the Australian Government logo, 'Great Barrier Reef Marine Park Authority', and the slogan 'Working together today for a healthier Reef tomorrow...'. A navigation menu on the left lists options like Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The main content area is titled 'Apply' and contains the following text:

You have chosen to apply for permission to conduct a cruise ship program in the marine parks.

You may be eligible to obtain a routine cruise ship permit if you meet required criteria. Routine permits can usually be assessed and issued within 20 business days from the date the Authority receives all necessary information.

1. You are applying to conduct a cruise ship program
2. You do not require access to zones outside the General Use Zone and Designated Shipping Areas when operating the ship(s) unless on the way to, or anchoring at, a Designated Anchorage; or on the way to, or accessing, a Cruise Ship Transit Corridor.
3. When using ancillary vessel(s) or equipment, you do not require access to Preservation Zones and will operate these no more than three (3) nautical miles from the primary ship.

Please click the link below to review the routine cruise ship permit and ensure it meets your requirements. Note that any variations from this standard product will require a tailored assessment approach requiring a longer assessment period.

[Link to Routine Cruise Ship Permit](#)

[Link to assessment approach information](#)

Would you like to apply for a routine cruise ship permit? \*  Yes  No

**Figure 247 - Screenshot of initial questions and information page with a red circle around the Yes and No buttons and a red circle around the Next button**

Page 1 of Cruise Ship application is the Environment Protection and Biodiversity Conservation Act page. This provides advice on matters of national environmental significance that must be considered when assessing an application. This screen is for your information only at this stage. Your assessing officer will contact you if it is determined to be relevant for your application.

The screenshot shows the 'Applications - Cruise Ship' page. The header includes the Australian Government logo, 'Great Barrier Reef Marine Park Authority', and 'GBRMPA Permits Online' with the tagline 'Working together today for a healthier Reef tomorrow...'. A 'Log off' link is in the top right. The main content area has a breadcrumb trail: 'Page 1 - Environment Protection and Biodiversity Conservation Act 1999' of 10. Below this is a 'Please note:' section with text explaining the EPBC Act and providing a link to the department's website. A 'Next' button is circled in red in the bottom right corner.

Figure 244 - Screenshot of Environment Protection and Biodiversity Conservation screen with a red circle around Next button

Links on the Environment Protection and Biodiversity Conservation page [www.environment.gov.au/epbc](http://www.environment.gov.au/epbc) will take you to the Department of Climate Change, Energy the Environment and Water site. Here you can find information about the *Environment Protection and Biodiversity Conservation Act 1999* and your obligations under the Act.

### Information - Cruise ship operations

Cruise ship access to the Marine Parks is guided by the Cruise Ship Operations within the Great Barrier Reef Guidelines. The guidelines allow for protected area managers to advise cruise ship operators, booking agents and tourists about management arrangements and how best to operate in the Marine Parks. Please review the guidelines to determine if permission to operate a Cruise Ship in the Marine Parks is the best option for your business. Cruise Ship Operations within the Great Barrier Reef guidelines: <http://hdl.handle.net/11017/3337>

Page 2 of Cruise Ship application is the Permission and Activities page. All Permissions and activities listed are available and will be included in the application.

If there are any activities you do not wish to have you can remove them by selecting the Remove button next to the activity.

Select Next to continue.



Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log\_off

User: [REDACTED] | Permittee: [REDACTED]

Applications - Cruise Ship

Page 2 - Permissions and Activities of 10

Permissions Included:

Permissions	
Non-tourist commercial charters using a vessel	<input type="button" value="Remove"/>
Conducting a tourist program	<input type="button" value="Remove"/>

Activities Included:

Activities	
Sightseeing	<input type="button" value="Remove"/>
Swimming	<input type="button" value="Remove"/>
Snorkelling	<input type="button" value="Remove"/>
SCUBA diving	<input type="button" value="Remove"/>
Fish feeding	<input type="button" value="Remove"/>
Non-motorised watersports	<input type="button" value="Remove"/>
Passenger Transport	<input type="button" value="Remove"/>
Non-tourist commercial charters - transport, goods and services	<input type="button" value="Remove"/>
Fishing	<input type="button" value="Remove"/>

Figure 245 - Screenshot of Permissions and Activities screen with a red circle around the Next button

Page 3 of Cruise ship application is the Total Passenger Capacity / Participants page. Applicants are asked What is the total passenger capacity/participants you wish to have in the Marine Parks at any given time? (please consider future use in answering this question). Select a number from the list provided. Select Next to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log\_off

User: [REDACTED] | Permittee: [REDACTED]

Applications - Cruise Ship

Page 3 - Total Passenger Capacity/Participants of 10

What is the total passenger capacity/participants you wish to have in the Marine Parks at any given time? (please consider future use in answering this question)\*

Permit Application Assessment Fees are based on the type of operation you are applying for and will vary depending on its size and potential for environmental impacts. Generally, the bigger the operation, the more likely there will be impacts on the Reef, therefore the cost of the assessment will be greater. If you are only operating vessels or aircraft and have not applied to operate a structure or facility in the Marine Parks, the fee will be based on the maximum passenger capacity of all vessels or aircraft covered by the application.

Assessment fees can be viewed at <http://hdl.handle.net/11017/3249>

**Figure 246 - Screenshot of the Total Passenger Capacity / Participants page with a red circle around the select one drop list and a red circle around the next button**

Page 4 of Cruise ship application refers to Marine Park Management Areas you may wish to access. Please select the Management Area/s in which you wish to operate. Select all if you wish to operate in all management areas, considering future use.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] | Permittee: [redacted]

### Applications - Cruise Ship

Page 4 - Management Areas of 10

Which management area(s) of the Marine Park do you wish to access for this purpose?

Description
<input type="checkbox"/> Far Northern Management Area
<input type="checkbox"/> Cairns/Cooktown Management Area
<input type="checkbox"/> Townsville/Whitsunday Management Area
<input type="checkbox"/> Mackay/Capricorn Management Area

The Marine Parks are divided into four management areas to help simplify management. These management areas are identified on the Zoning Maps: <http://www.gbrmpa.gov.au/zoning-permits-and-plans/zoning/zoning-maps>

[Back](#) [Next](#)

**Figure 247 - Screenshot of Management Areas screen with circle around management areas tick boxes, a circle around Permit holders primary operation and red circle around Next button**

### Information - Management areas and maps

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

The Great Barrier Reef Marine Park zoning maps are tools to help you get to know the zones in the Great Barrier Reef Marine Park and Great Barrier Reef Coast Marine Park.

Zoning exists in the Great Barrier Reef Marine Park to protect plants, animals and habitats. Like a town planning scheme, it defines what activities can occur in each location. Further information about zoning and maps, including electronic zoning maps are located on the Reef Authority's website using the below link.

<http://www.gbrmpa.gov.au/access-and-use/zoning/zoning-maps>

Page 5 of Cruise Ship application provides for Additional State Access. If you want to extend your operations to mainland or island national parks adjoining the Marine Parks and/or rivers and streams between Mission Beach and the Starcke River, select Yes and an area will appear with Please specify details, add details of the islands or national parks and/or rivers and streams you wish access.

Please also indicate whether you want to operate in the Green Island Recreational Area of Management. Once completed, select Next to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

### Applications - Cruise Ship

Page 5 - Additional State Access of 10

Separate permits are required from the Queensland Parks and Wildlife Service (QPWS) to conduct commercial operations on mainland or island National Parks and in the Green Island Recreational Area of Management. Please find relevant information on national park permit requirements at <http://www.business.qld.gov.au/industries/hospitality-tourism-sport/tourism/parks-recreation-forests>

Do you want to operate in National Parks either on islands, or on the mainland adjoining the Marine Parks (including any beach access)? \*  Yes  No

Please specify details: \*

Island National Park - Test Island

Do you want to operate in rivers and streams between Mission Beach and the Starcke River? \*  Yes  No ?

Please specify details: \*

Starcke River

Do you want to operate in the Green Island Recreational Area of Management (RAM)? \*  Yes  No ?

Prior to submitting an application, a pre-lodgement discussion is recommended to be arranged by emailing QPWS at [permits.central@des.qld.gov.au](mailto:permits.central@des.qld.gov.au).

Back Next

Figure 248 - Screenshot of Additional State Access screen with information displaying and a red circle around Next button

Page 6 of Cruise Ship application is the Number of Ships page. Enter the number of ships you propose to operate in the Marine Parks then select Next to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

### Applications - Cruise Ship

Page 6 - Ship Details of 10

How many ships do you propose to operate in the Marine Parks? \* 2

Back Next

Figure 249 - Screenshot of Number of Ships page with information completed and a red circle around answer for How many ships do you propose to operate in the Marine Parks field and a red circle around Next button

Page 7 of Cruise Ship application is the Vessels page. On this page, add the details of each Cruise Ship you wish to operate. (NOTE: if you have multiple vessels each will need to be entered individually). Select the *Add New* button to enter details.

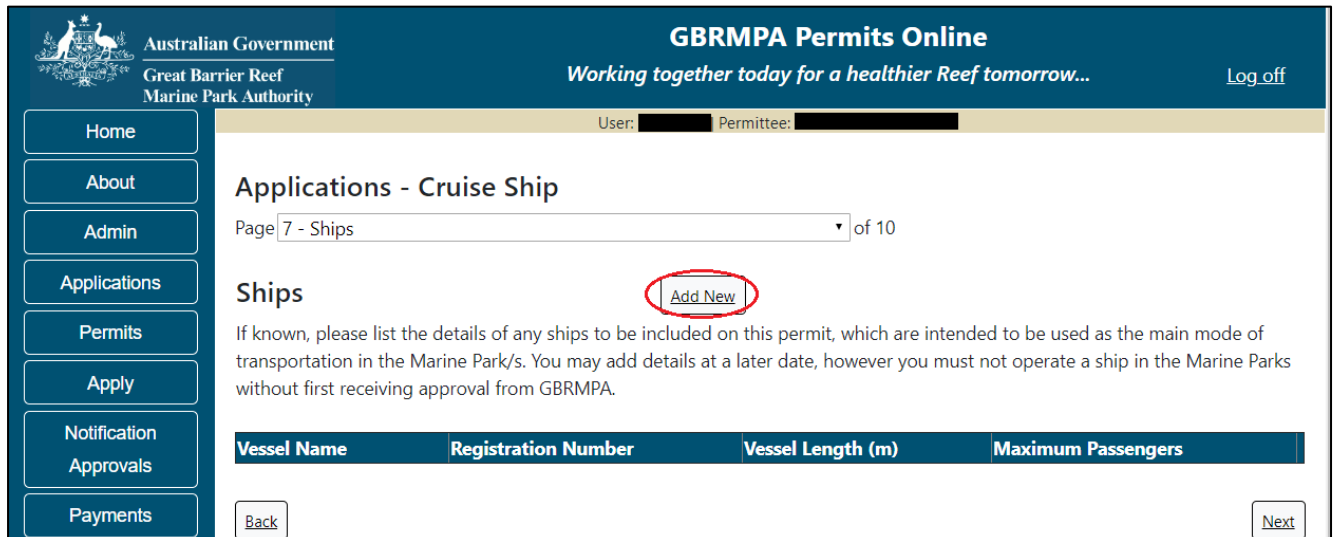


Figure 250 - Screenshot of Ships screen with circle around Add New

An Add New Vessel pop up window will appear with fields for Name, Registration Number, Length (in metres) and Maximum Passenger Capacity.

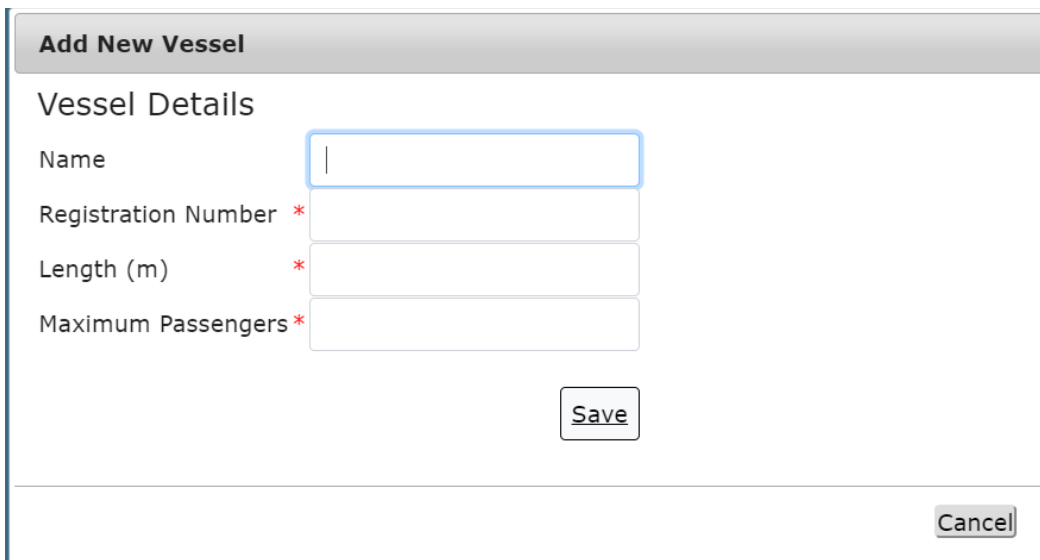


Figure 251 - Screenshot of Add New Vessel pop up window

Add the exact details of each vessel and select Save.

**Add New Vessel**

**Vessel Details**

Name

Registration Number \*

Length (m) \*

Maximum Passengers \*

Figure 252 - Screenshot of Add New Vessel pop up window with information entered

The details of your vessel/s will save on the page, with a Remove button. Select Next to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] | Permittee: [redacted]

**Applications - Cruise Ship**  
Page 7 - Ships of 10

**Ships**

If known, please list the details of any ships to be included on this permit, which are intended to be used as the main mode of transportation in the Marine Park/s. You may add details at a later date, however you must not operate a ship in the Marine Parks without first receiving approval from GBRMPA.

Vessel Name	Registration Number	Vessel Length (m)	Maximum Passengers	
Cruise ship 1	CSQC001	220.00	2000	<input type="button" value="Remove"/> <input type="button" value="Edit"/>

Figure 253 - Screenshot of Vessel page with information displayed and a red circle around Remove and Edit buttons and a red circle around the Next button

Page 8 of Cruise Ship application addresses ancillary vessels and equipment. To add ancillary vessels or equipment select the *Add New* button.

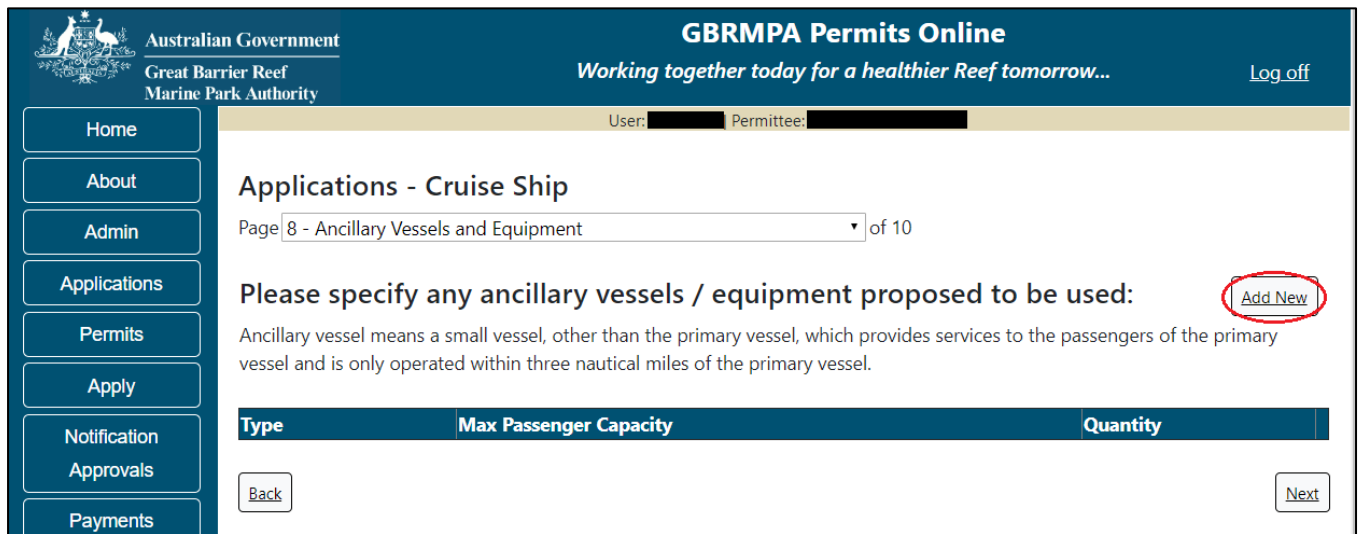


Figure 254 - Screenshot of Ancillary Vessels and Equipment screen with circle around Add New

An Add New Ancillary Vessels/Equipment window will appear.

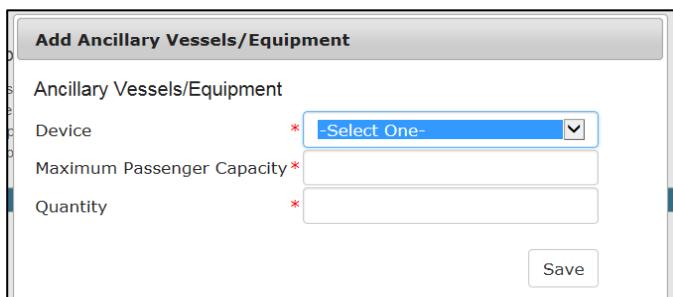


Figure 255 - Screenshot of Add Ancillary Vessels / Equipment pop up window

Select Ancillary Vessels or Equipment from the Device list

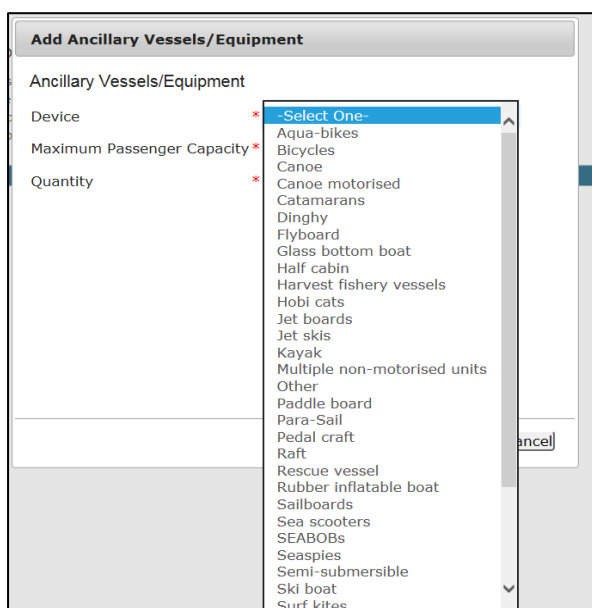


Figure 256 - Screenshot of Add Ancillary Vessels / Equipment pop up window with Device list displayed

Add exact details of the ancillary vessels or equipment, then select Save.

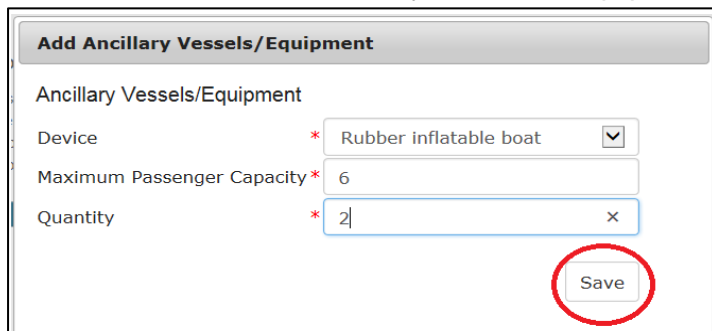
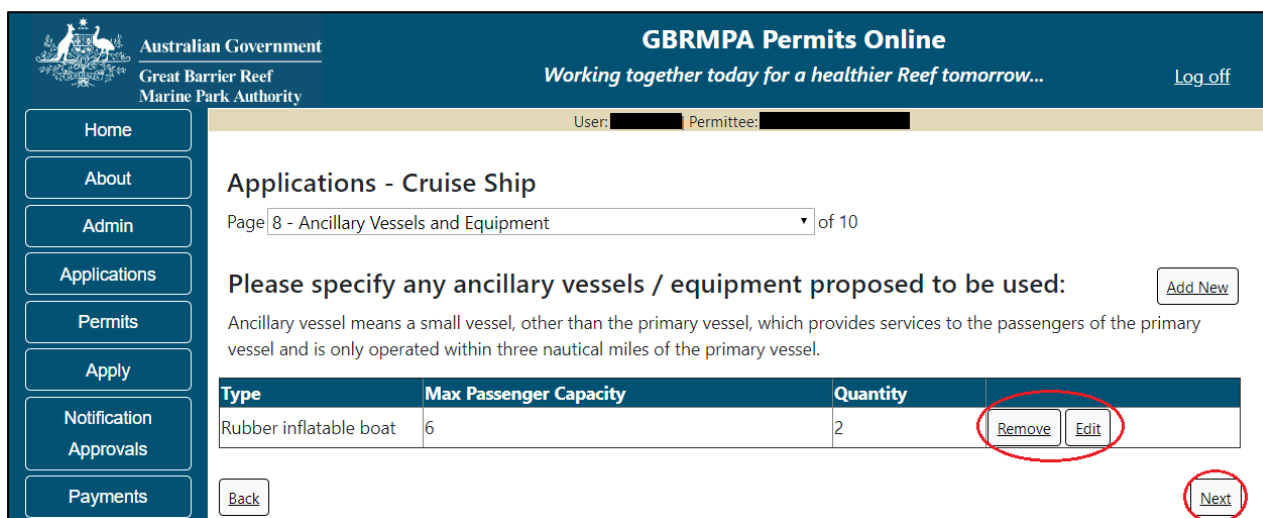


Figure 257 - Screenshot of Add Ancillary Vessels / Equipment pop up window with information entered and a red circle around Save

The details of ancillary vessels or equipment will save on the page, with a Remove button and an Edit button. If you need to remove the ancillary vessel or equipment select Remove and the details will be deleted. If you wish to edit the details, select the Edit button. Select Next to continue.



Type	Max Passenger Capacity	Quantity	
Rubber inflatable boat	6	2	<a href="#">Remove</a> <a href="#">Edit</a>

Figure 258 - Screenshot of Ancillary Vessels and Equipment page with information displayed and a red circle around Remove button and Next button

Page 9 of Cruise Ship application refers to High Standard Tourism operators. If you have obtained a High Standard Tourism certification with an approved certification scheme, select Yes. Then upload a copy of your certificate using the upload feature.

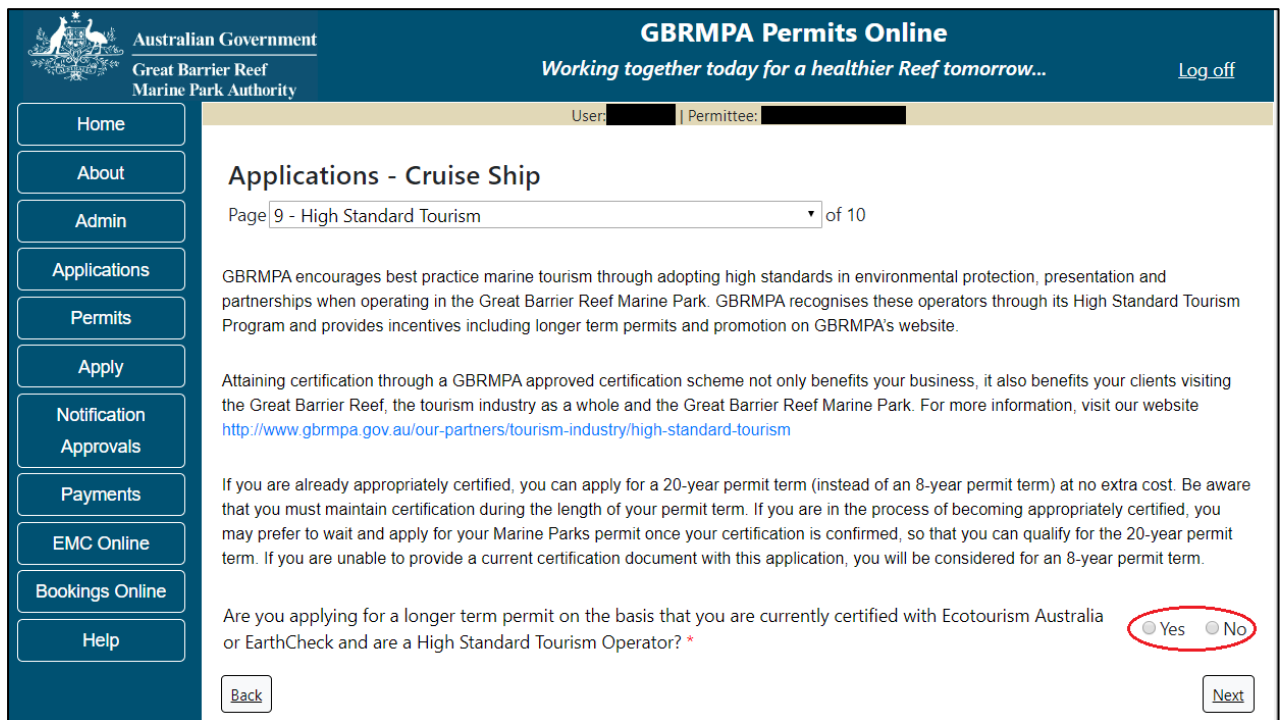


Figure 259 - Screenshot of High Standard Tourism page with a red circle Yes and No options

If you have certification, select the Yes button, an upload file button will appear. Select the upload file button.

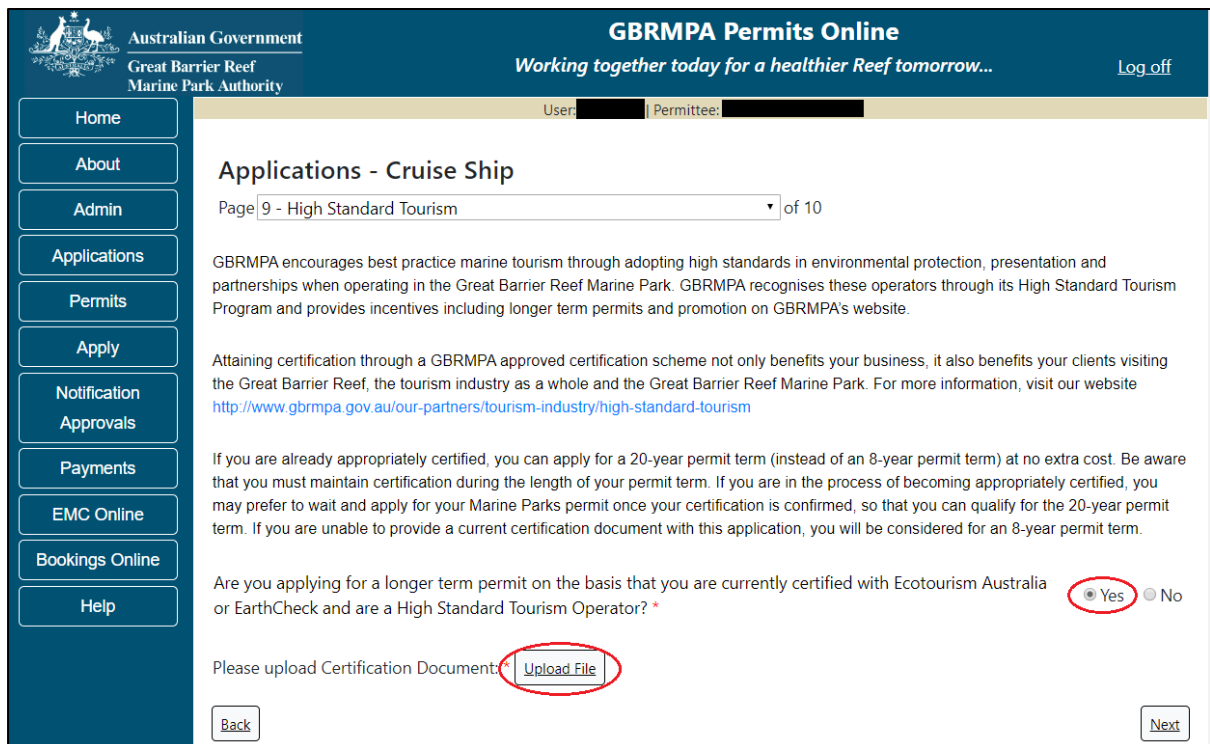


Figure 260 - Screenshot of High Standard Tourism page with Yes selected and circled and Upload File button circled



The File Upload screen will appear. Select Browse

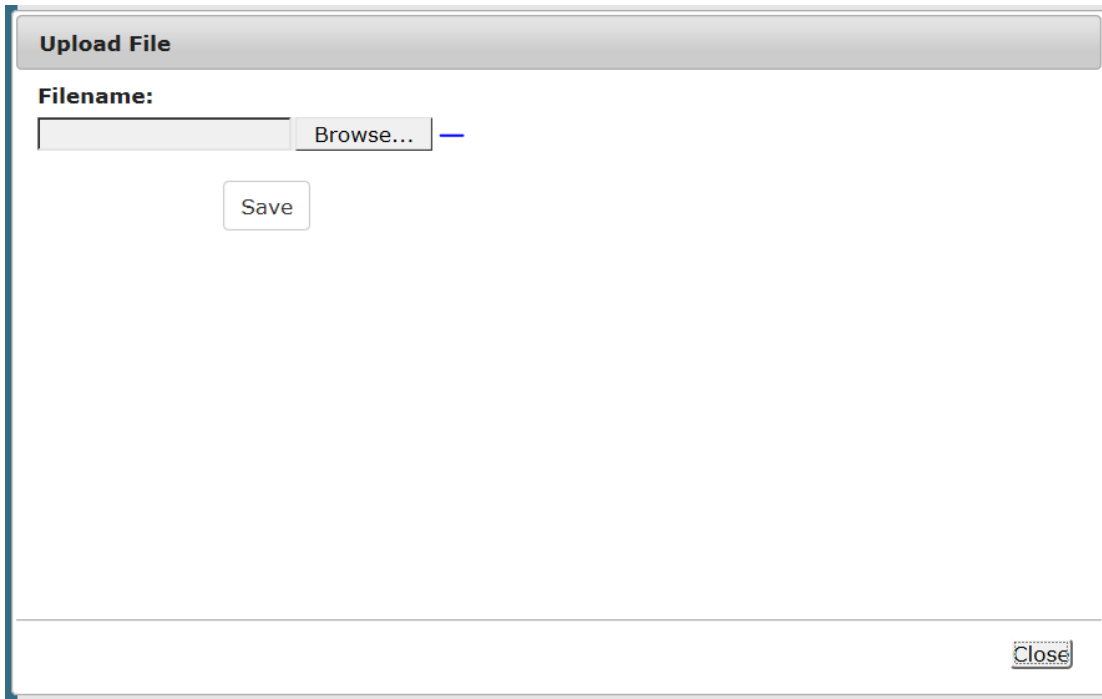


Figure 261 - Screenshot of Upload File pop up window

Once you load a copy of your certificate, you will see the filename with a Remove button next to it. If you wish to remove the file, select the Remove button. Select Next to go to the next page.

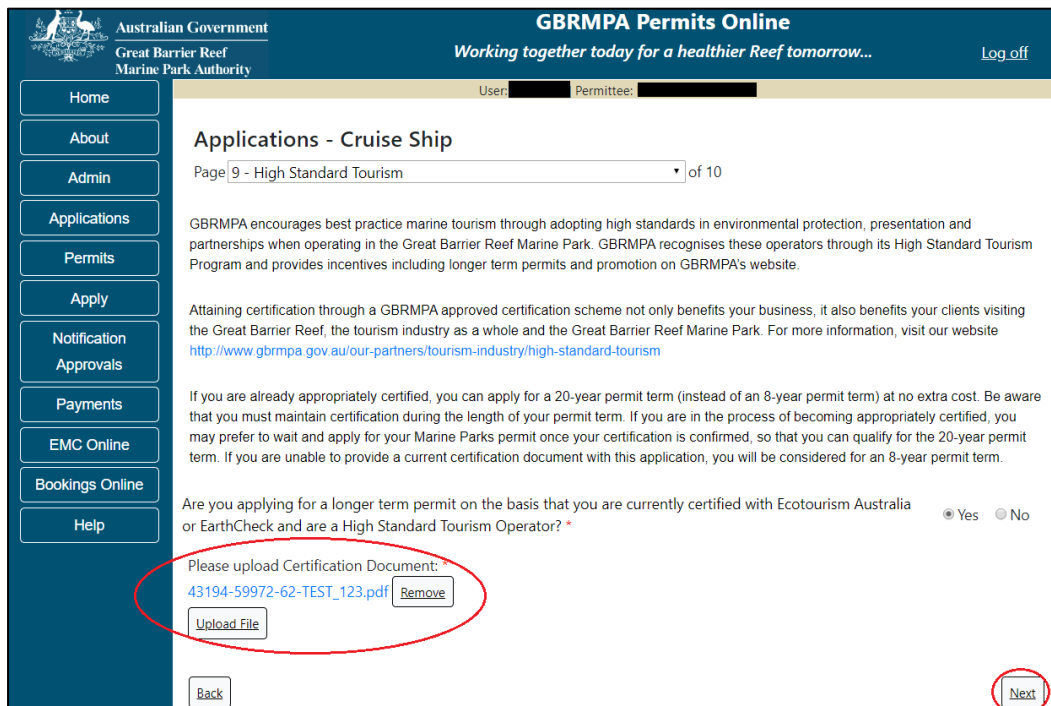


Figure 262 - Screenshot of High Standard Tourism page with Yes and a red circle around the Uploaded File and red circle around Next button

Page 10 of the Cruise Ship application provides opportunity for you to add any other information you feel will assist the Managing Agencies in assessing your application. Add supporting information by typing in the text field or upload a file if required. If a file is uploaded it will appear on the screen with the file name and a Remove button to remove the file if the wrong file is selected.

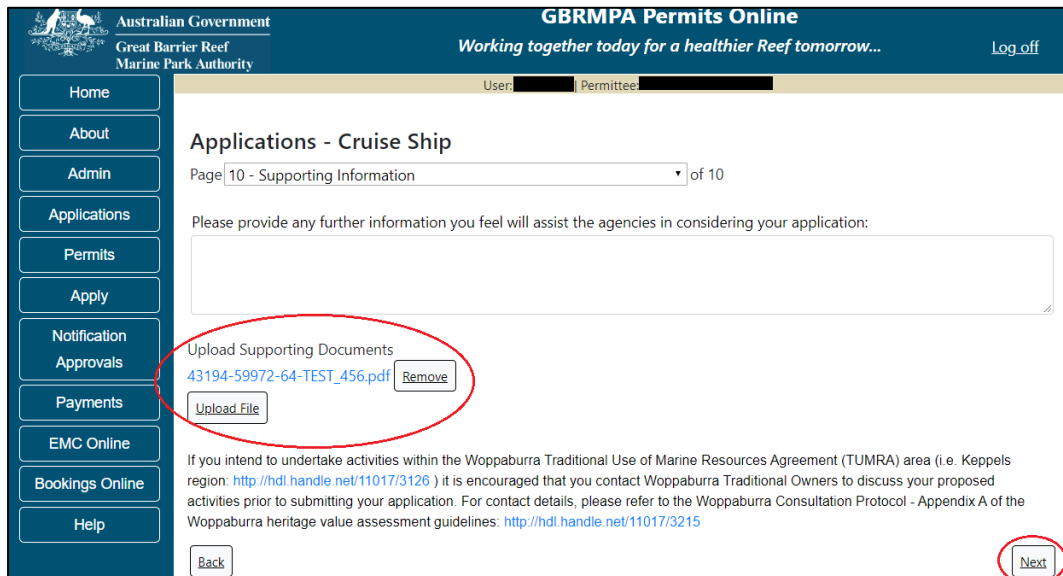


Figure 263 - Screenshot of Supporting Information screen with a red circle around Uploaded File area and a red circle around Next button

Once you have completed the supporting information page select Next from the last page of the application questions, you will progress to an application summary screen with a number of options available via links or buttons. Select Next on the summary screen to progress to the Declarations screens.

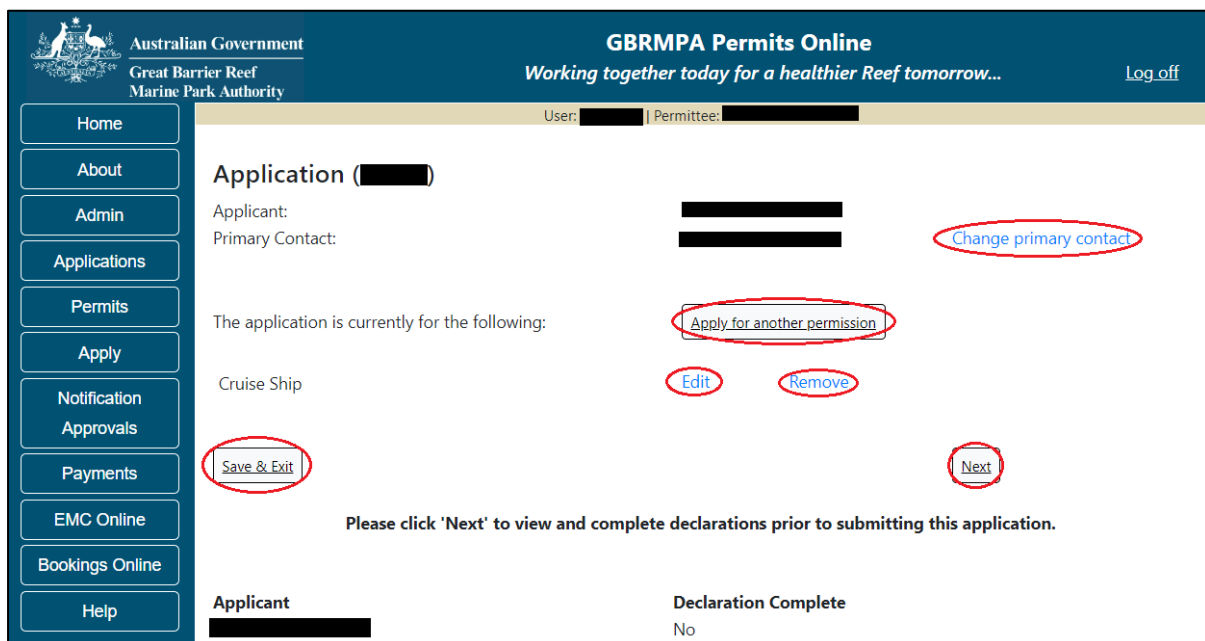


Figure 264 - Screenshot of Application Summary page with red circles around all options available

### Additional Information - Summary screen, links and buttons;

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Apply for another permission:** If the apply for another permission button is selected, the applicant will progress to the What are you seeking to do in the Marine Parks page where another permission type can be added. (e.g. add a mooring permission to the tourism permission).
- **Edit:** If edit is selected the application/permission will be reopened to apply any changes.
- **Remove:** If remove is selected the application/permission will be removed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.

Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

The screenshot shows the 'Applications - Declaration' page. The header includes the Australian Government logo and the slogan 'Working together today for a healthier Reef tomorrow...'. The page title is 'Applications - Declaration' and it shows 'Page 1 - Declarations of 3'. The main content area contains three declaration questions, each with radio button options for 'Yes' and 'No'. The 'Yes' and 'No' options for the first question are circled in red. A 'Next' button is also circled in red at the bottom right of the page.

**Figure 265 - Screenshot of Declarations page with red circle around Yes and No options and Next button**

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

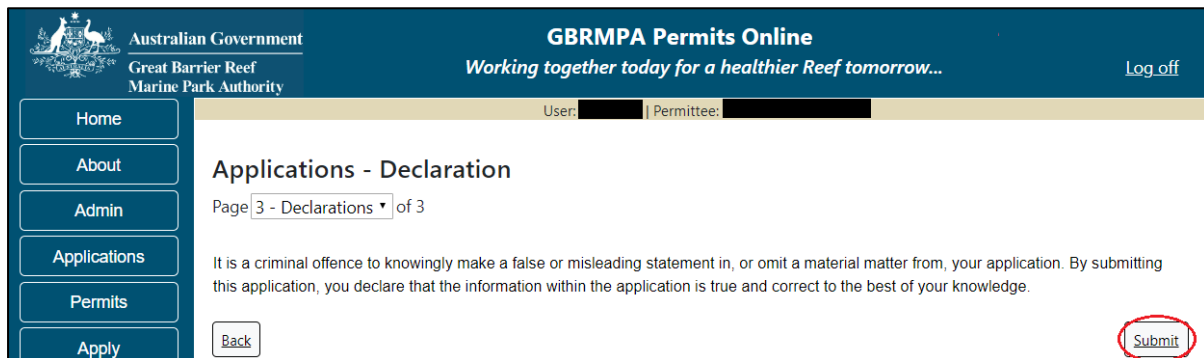


Figure 266 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

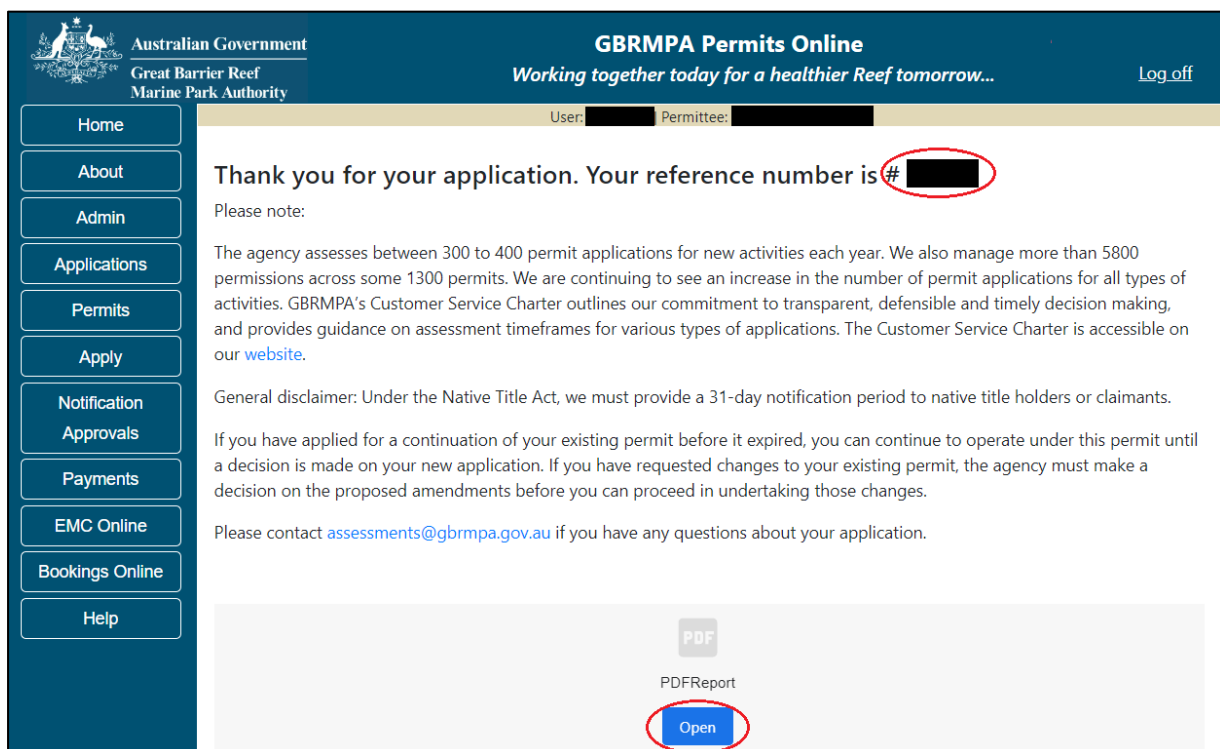
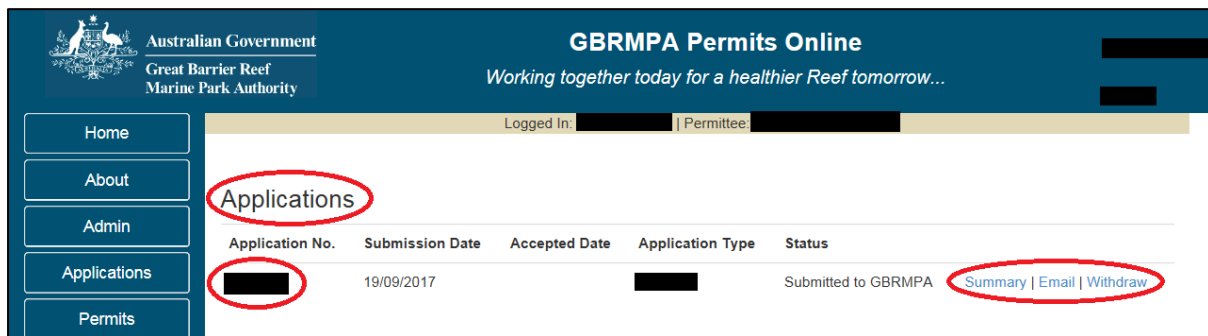


Figure 267 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the *Applications* screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

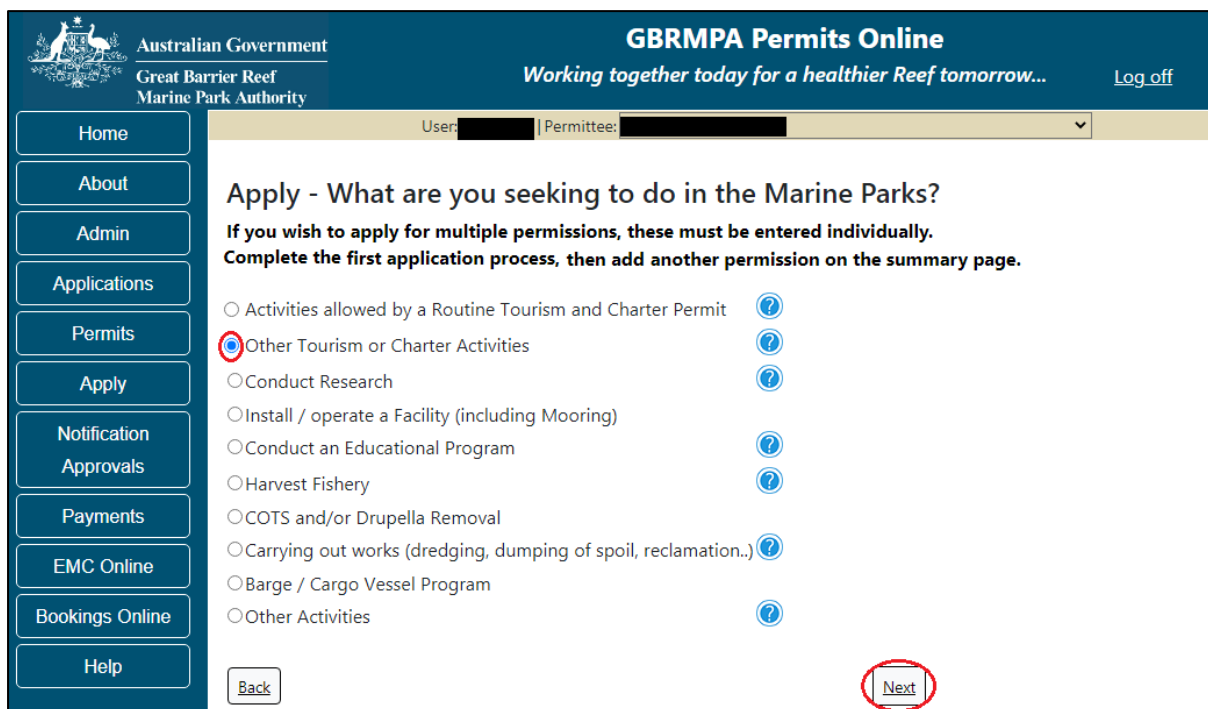


**Figure 268 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options**

## 10.8 Tourism – Guided Tours (Motorised)

Apply – new permit application – other tourism activities – guided tours (motorised)

To apply for Other Tourism and Charter Activities, select this option on the Apply – What are you seeking to do in the Marine Parks page.



**Figure 269 - Screenshot of Apply - What are you seeking to do in the Marine Parks screen with Other Tourism and Charter Activities and a red circle around the Next button**

You will progress to the application types sub menu, where you can choose which type of Tourism or Charter activity you wish to apply for [example used is Guided Tours (Motorised)]. Select Next to progress to the application questions.

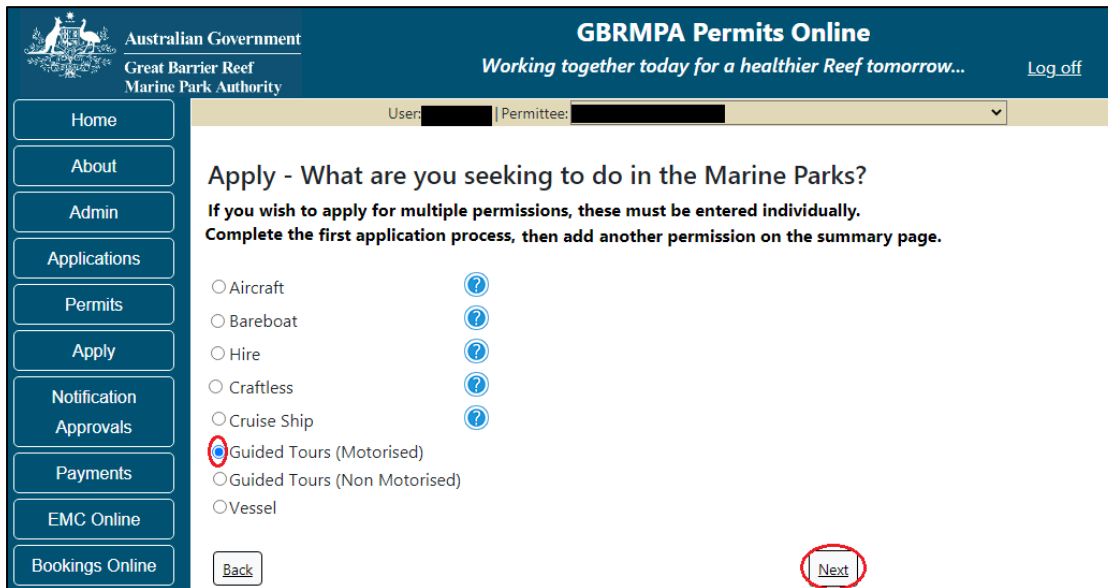


Figure 270 - Screenshot of Apply - What are you seeking to do in the Marine Parks - Other Tourism and Charter Activities sub menu screen with Guided Tours (Motorised) and a red circle around Next button

Page 1 of Guided Tours (Motorised) application is the Environment Protection and Biodiversity Conservation Act page. This provides advice on matters of national environmental significance that must be considered when assessing an application. This screen is for your information only at this stage. Your assessing officer will contact you if it is determined to be relevant for your application.

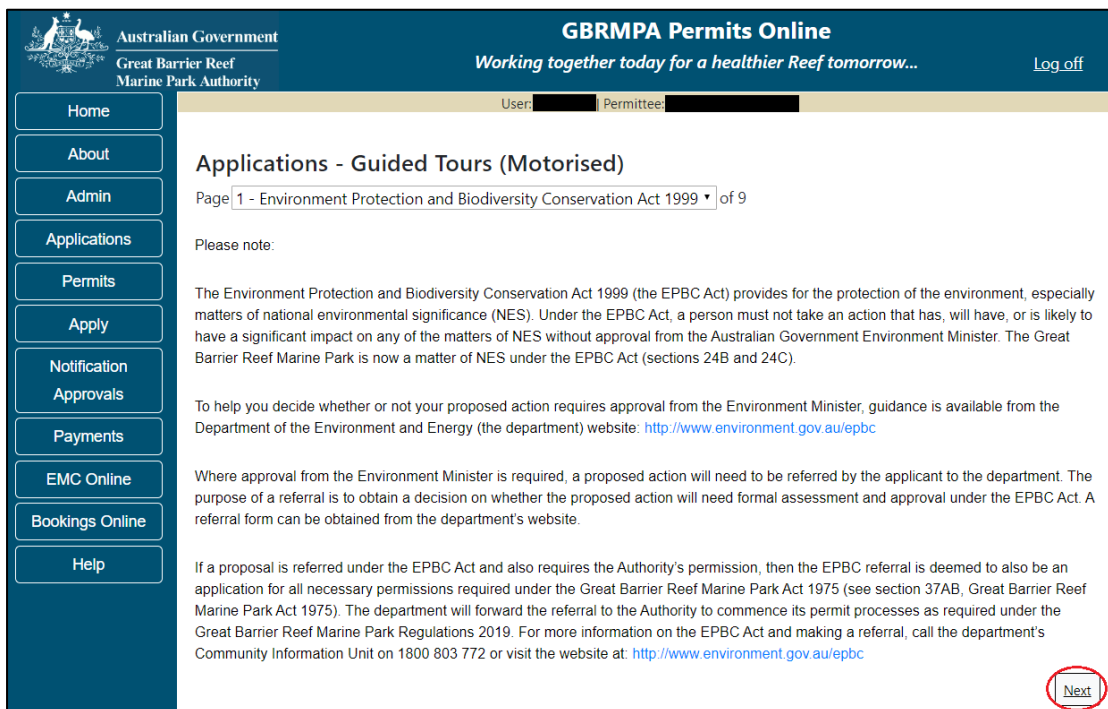


Figure 271 - Screenshot of Environment Protection and Biodiversity Conservation screen with a red circle around Next button

Links on the Environment Protection and Biodiversity Conservation page [www.environment.gov.au/epbc](http://www.environment.gov.au/epbc) will take you to the Department of Climate Change, Energy the Environment and Water site. Here you can find information about the *Environment Protection and Biodiversity Conservation Act 1999* and your obligations under the Act.

Page 2 of the Guided Tours (Motorised) application is the Permissions and Activities page. All Permissions and activities listed are available and will be included in the application.

If there are any activities you do not wish to have you can remove them by selecting the Remove button next to the activity.

Select Next to continue.

**Australian Government**  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow...

User: [redacted] | Permittee: [redacted] [Log off](#)

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online  
Bookings Online  
Help

**Applications - Guided Tours (Motorised)**  
Page 2 - Permissions and Activities of 9

**Permissions Included:** [Add New](#)

Permissions	
Conducting a tourist program	<a href="#">Remove</a>
Any other purpose (includes the provision of transport and services to persons other than tourists)	<a href="#">Remove</a>

**Activities Included:** [Add New](#)

Activities	
Guided tours	<a href="#">Remove</a>
Motorised watersports	<a href="#">Remove</a>
Fish feeding	<a href="#">Remove</a>
Fishing	<a href="#">Remove</a>
Non-tourist commercial charters - transport, goods and services	<a href="#">Remove</a>
Passenger Transport	<a href="#">Remove</a>
SCUBA diving	<a href="#">Remove</a>
Snorkelling	<a href="#">Remove</a>
Swimming	<a href="#">Remove</a>

[Back](#) [Next](#)

Figure 272 - Screenshot of Permissions and Activities screen with a red circle around Next button

Page 3 of Guided Tours (motorised) application is the Total Passenger Capacity / Participants page. A question for What is the total passenger capacity/participants you wish to have in the Marine Parks at any given time? (please consider future use in answering this question) is presented. Select a number from the list provided. Select Next to continue.

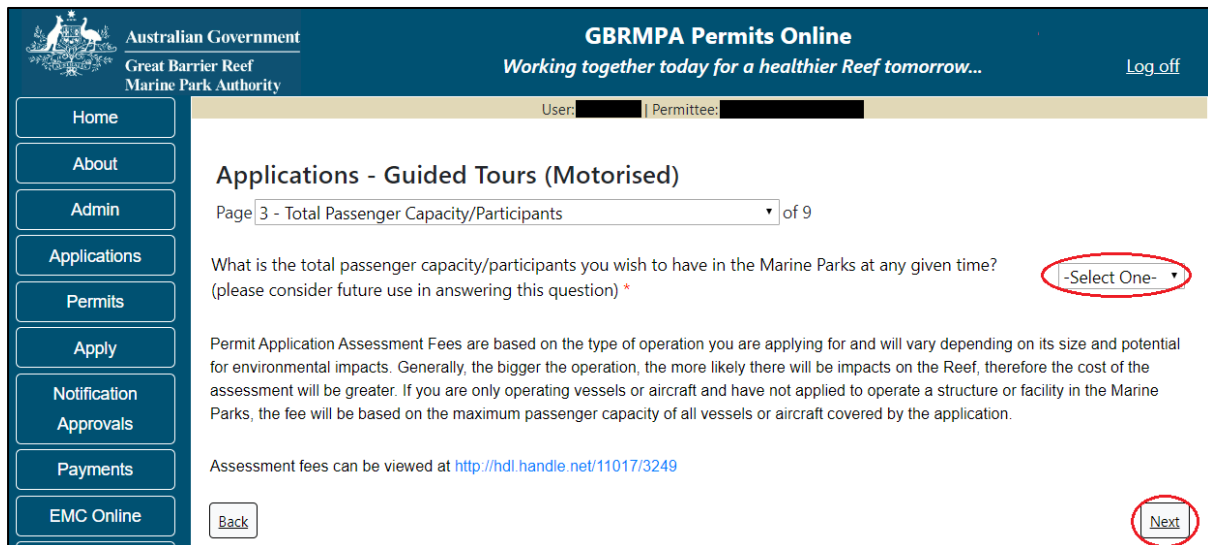


Figure 273 - Screenshot of the Total Passenger Capacity / Participants page with a red circle around the select one drop list and a red circle around the next button

Page 4 of Guided Tours (motorised) application is the Management / Operation page. For Guided Tours (motorised) applications, no areas are selected as default. Please select the Management Area/s in which you wish to operate. Select all if you wish to operate in all management areas, considering future use.

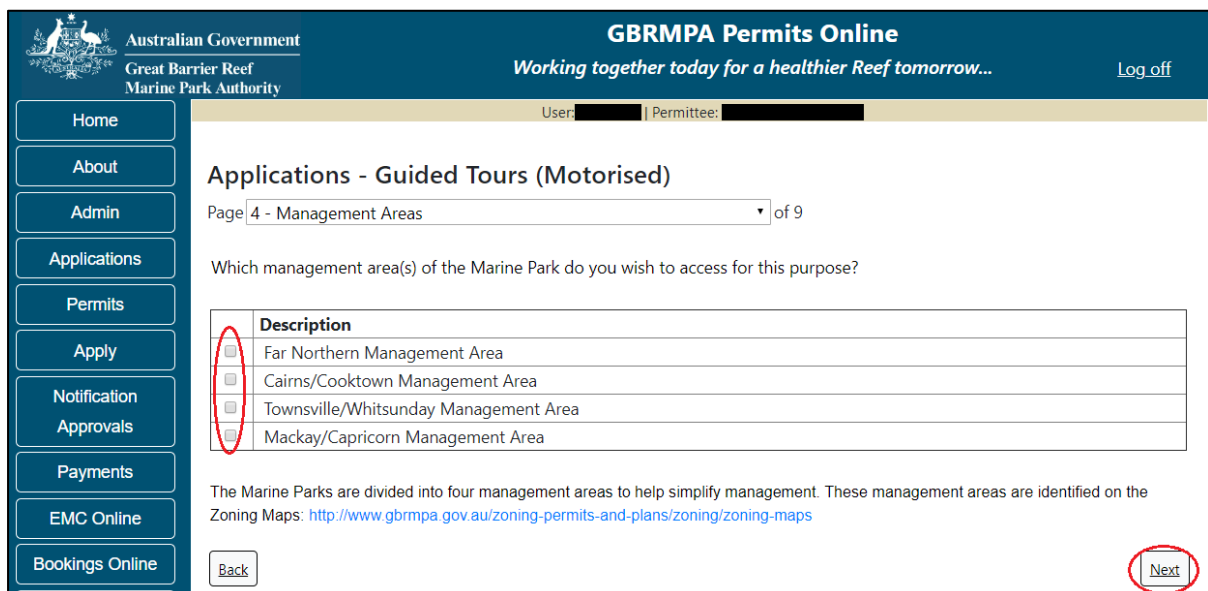


Figure 274 - Screenshot of Management Areas screen with circle around management areas tick boxes, a circle around Permit holders primary operation and red circle around Next button



Page 5 of Guided Tours (Motorised) application is the Guided Tours Details page. Add details of where you propose to operate your tours in the Marine Park.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permitee: [redacted]

Applications - Guided Tours (Motorised)  
Page 5 - Guided Tour Details of 9

Where do you propose to operate your tours in the Marine Park? \*

Please note: Some activities, such as motorised watersports are restricted under Plans of Management for specific areas of the Marine Park/s. Further information is available on GBRMPA's website: <http://www.gbrmpa.gov.au/access-and-use/access-and-use-by-location>

What is the total passenger capacity/participants you wish to have for this permission? \*

Back Next

Figure 275 - Screenshot of Guided Tours Details screen with a red circle around question - Where do you propose to operate your tours in the Marine Park

For the question, What is the total passenger capacity / participants you wish to have for this permission add the amount of passengers for this permission. Select Next to move to the next page.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permitee: [redacted]

Applications - Guided Tours (Motorised)  
Page 5 - Guided Tour Details of 9

Where do you propose to operate your tours in the Marine Park? \*

Please note: Some activities, such as motorised watersports are restricted under Plans of Management for specific areas of the Marine Park/s. Further information is available on GBRMPA's website: <http://www.gbrmpa.gov.au/access-and-use/access-and-use-by-location>

What is the total passenger capacity/participants you wish to have for this permission? \*

Back Next

Figure 276 – Screenshot of Guided Tours Details screen with a red circle around question – What is the total passenger capacity / participants you wish to have for this permission and a red circle around the next button

Page 6 of Guided Tours (Motorised) application is the Additional State Access. If you want to extend your operations to mainland or island national parks adjoining the Marine parks and/or rivers and streams between Mission Beach and the Starcke River, select yes and an area will appear with Please Specify details, add details of the islands or national parks and/or Rivers and streams you wish access.

Please also indicate if you want to operate in the Green Island Recreational Area. Once completed select Next to continue.

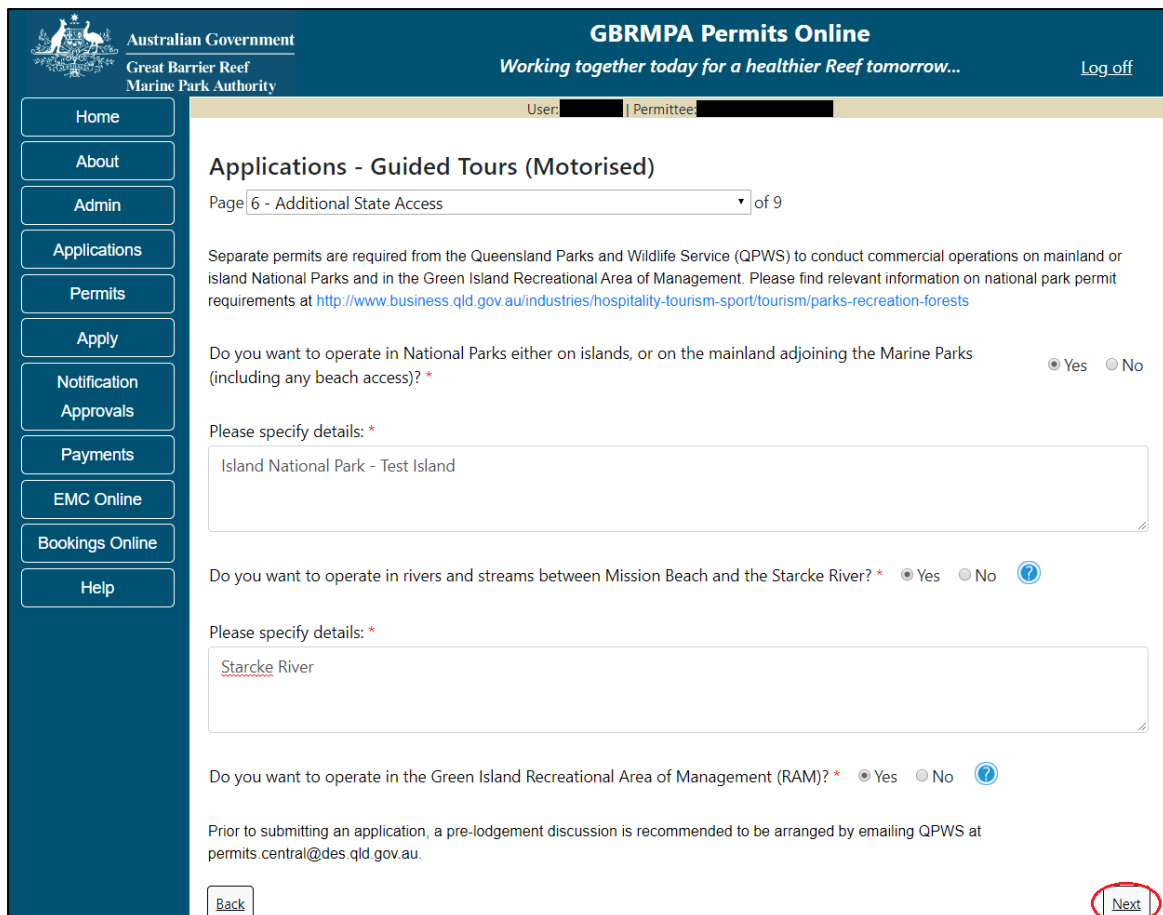
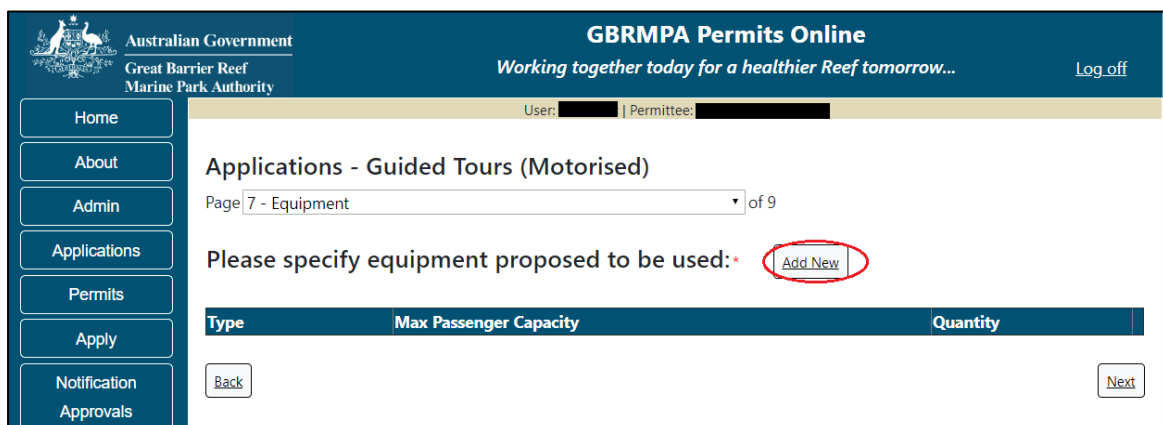


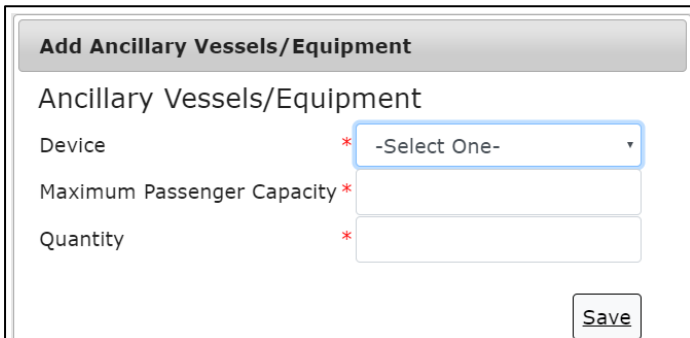
Figure 277 - Screenshot of Additional State Access screen with information displaying and a red circle around Next button

Page 7 of Guided Tours (Motorised) is the Equipment page. To add equipment, select the Add New button.



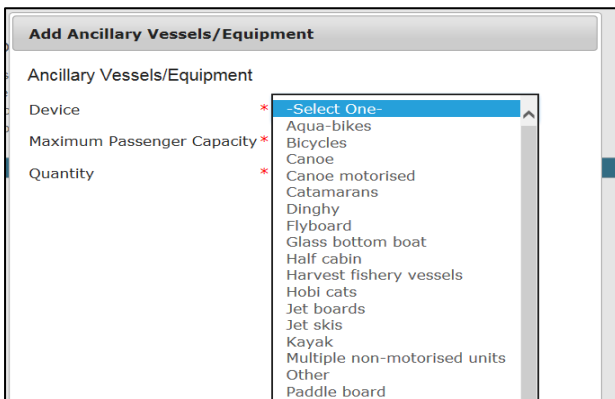
**Figure 278 - Screenshot of Ancillary Vessels and Equipment screen with circle around Add New**

An Add New Ancillary Vessels/Equipment window will appear.



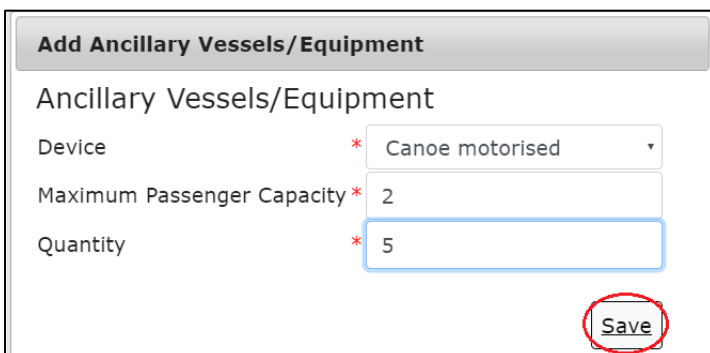
**Figure 279 - Screenshot of Add Ancillary Vessels / Equipment pop up window**

Select Ancillary Vessels or Equipment from the Device list. If your Motorised ancillary vessel or equipment is not in the list provided, please add details and load any specifications documents on (page 9) Supporting Information.



**Figure 280 - Screenshot of Add Ancillary Vessels / Equipment pop up window with Device list displayed**

Add the exact details of the equipment, then select Save.



**Figure 281 - Screenshot of Add Ancillary Vessels / Equipment pop up window with information entered and a red circle around Save**

The details of ancillary vessels or equipment will save on the page, with a Remove button and an Edit button. If you need to remove the equipment select Remove and the details will be deleted. If you wish to edit the details, select the Edit button. Select Next to continue.

NOTE: If you have multiple motorised ancillary vessels or equipment each type of ancillary vessel or equipment is to be entered separately. (E.g. Canoe Motorised and Jet skis are entered as separate types of ancillary vessels or equipment).

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] | Permittee: [redacted]

Applications - Guided Tours (Motorised)  
Page 7 - Equipment of 9

Please specify equipment proposed to be used:\* [Add New](#)

Type	Max Passenger Capacity	Quantity		
Canoe motorised	2	5	Remove	Edit
Jet skis	1	3	Remove	Edit

[Back](#) [Next](#)

Figure 282 - Screenshot of Ancillary Vessels and Equipment page with information displayed and a red circle around Canoe motorised and Jet skis and a red circle around the next button

Page 9 refers to High Standard Tourism operators. If you have obtained a High Standard Tourism certification with an approved certification scheme, select Yes then upload a copy of your certificate using the upload feature.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] | Permittee: [redacted]

Applications - Guided Tours (Motorised)  
Page 8 - High Standard Tourism of 9

GBRMPA encourages best practice marine tourism through adopting high standards in environmental protection, presentation and partnerships when operating in the Great Barrier Reef Marine Park. GBRMPA recognises these operators through its High Standard Tourism Program and provides incentives including longer term permits and promotion on GBRMPA's website.

Attaining certification through a GBRMPA approved certification scheme not only benefits your business, it also benefits your clients visiting the Great Barrier Reef, the tourism industry as a whole and the Great Barrier Reef Marine Park. For more information, visit our website <http://www.gbrmpa.gov.au/our-partners/tourism-industry/high-standard-tourism>

If you are already appropriately certified, you can apply for a 20-year permit term (instead of an 8-year permit term) at no extra cost. Be aware that you must maintain certification during the length of your permit term. If you are in the process of becoming appropriately certified, you may prefer to wait and apply for your Marine Parks permit once your certification is confirmed, so that you can qualify for the 20-year permit term. If you are unable to provide a current certification document with this application, you will be considered for an 8-year permit term.

Are you applying for a longer term permit on the basis that you are currently certified with Ecotourism Australia or EarthCheck and are a High Standard Tourism Operator? \*  Yes  No

[Back](#) [Next](#)

Figure 283 - Screenshot of High Standard Tourism page with a red circle around Yes and No options

If you have certification, select the Yes button, an upload file button will appear. Select the upload file button and upload a file.

Figure 284 - Screenshot of High Standard Tourism page with Yes selected and circled and Upload File button circled

Once you load a copy of your certificate, you will see the filename with a Remove button next to it. If you wish to remove the file, select the Remove button. Select Next to go to the next page.

Figure 285 - Screenshot of High Standard Tourism page with Yes selected and a red circle around the Uploaded File and red circle around Next button

Page 9 of Guided Tours (Motorised) provides opportunity for you to add any other information you feel will assist the Managing Agencies in assessing your application. Add supporting information by typing in the text field or upload a file if required. If a file is uploaded it will appear on the screen with the file name and a Remove button, to remove the file if the wrong file is selected.

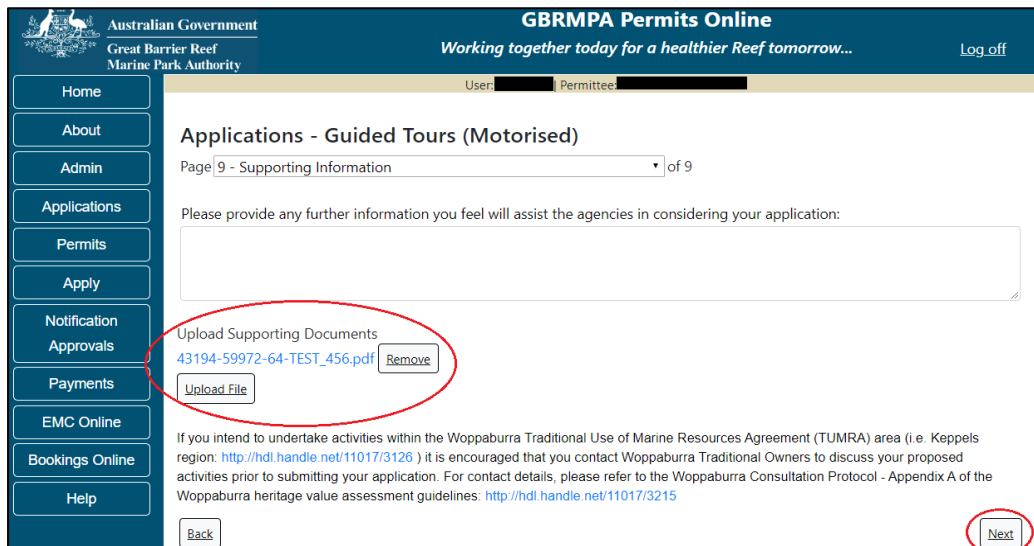


Figure 286 - Screenshot of Supporting Information screen with a red circle around Uploaded File area and a red circle around Next button

Once you have completed the supporting information page select Next from the last page of the application questions, you will progress to an application summary screen with a number of options available via links or buttons. Select Next on the summary screen to progress to the Declarations screens.

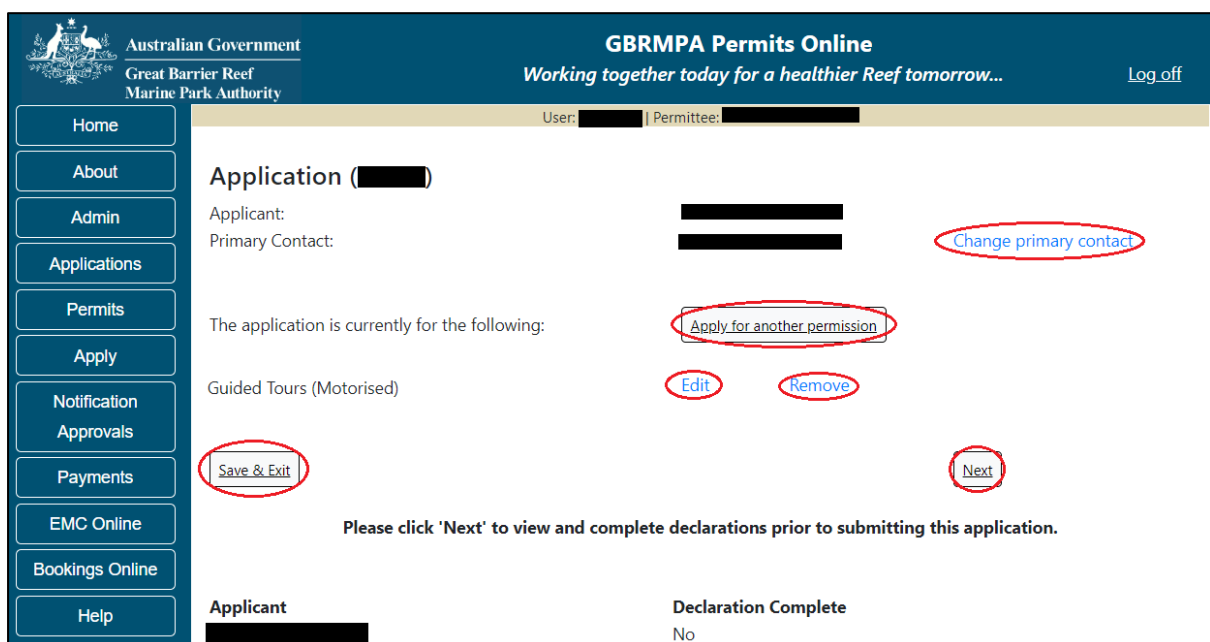


Figure 287 - Screenshot of Application Summary page with red circles around all options available

### Additional Information - Summary screen, links and buttons;

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Apply for another permission:** If the apply for another permission button is selected, the applicant will progress to the What are you seeking to do in the Marine Parks page where another permission type can be added. (e.g. add a mooring permission to the tourism permission).
- **Edit:** If edit is selected the application/permission will be reopened to apply any changes.
- **Remove:** If remove is selected the application/permission will be removed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.

Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

The screenshot shows the 'Applications - Declaration' page. The header includes the Australian Government logo and the text 'Working together today for a healthier Reef tomorrow...'. The page title is 'Applications - Declaration' and it shows 'Page 1 - Declarations of 3'. The main content area contains four declarations, each with a 'Yes' and 'No' radio button option. The 'Yes' and 'No' options for the first declaration are circled in red. The 'Next' button is also circled in red at the bottom right of the page.

**Figure 288 - Screenshot of Declarations page with red circle around Yes and No options and Next button**

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

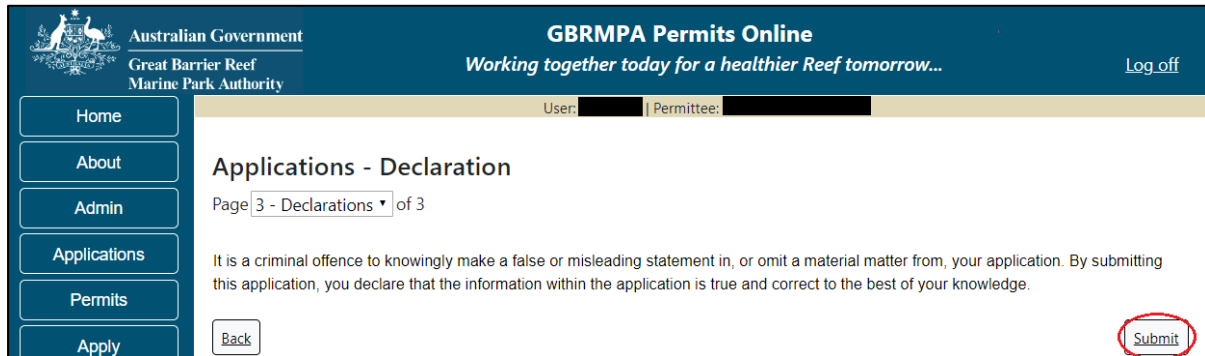


Figure 289 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

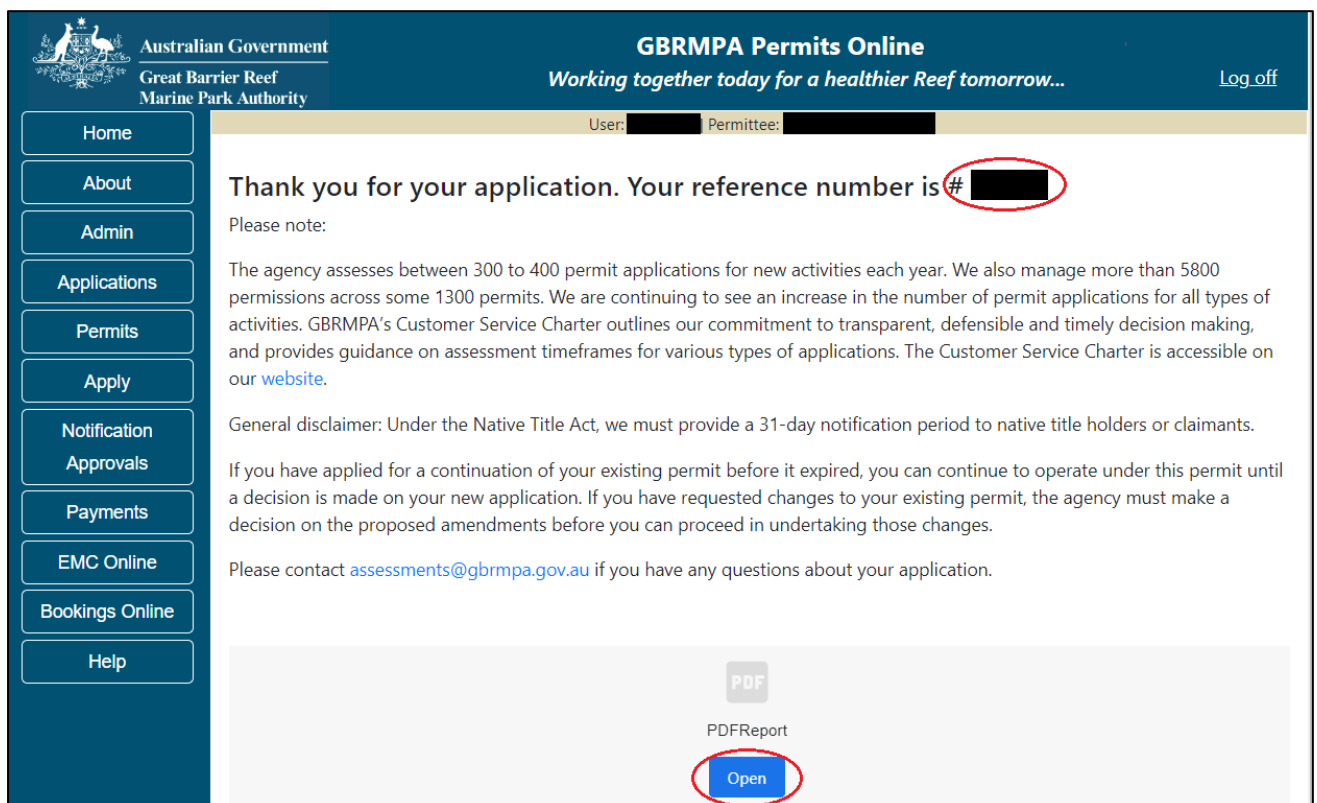


Figure 290 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button



Your application will appear in the *Applications* screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

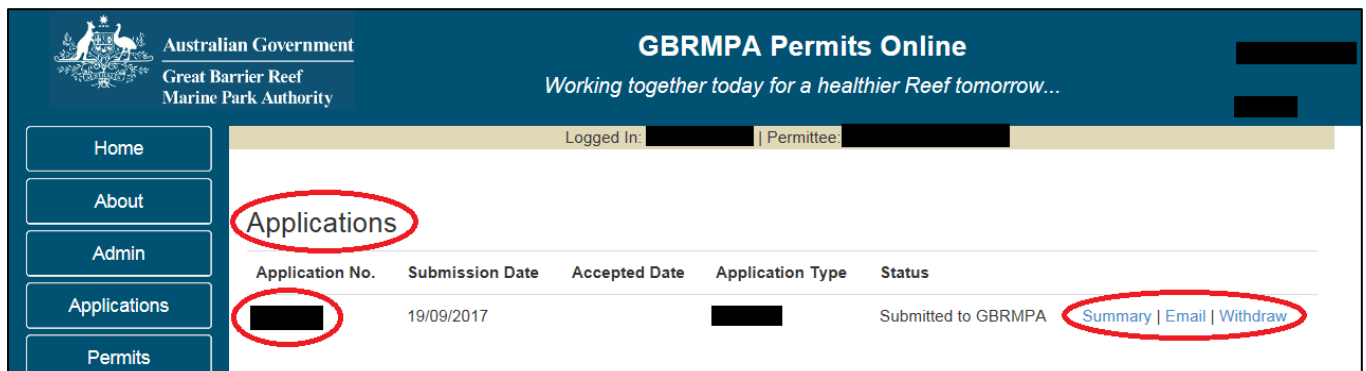


Figure 291 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options

## 10.9 Tourism – Guided Tours (Non-Motorised)

Apply – new permit application – other tourism activities – guided tours (non-motorised)

To apply for Other Tourism and Charter Activities, select this option on the Apply – What are you seeking to do in the Marine Parks page.

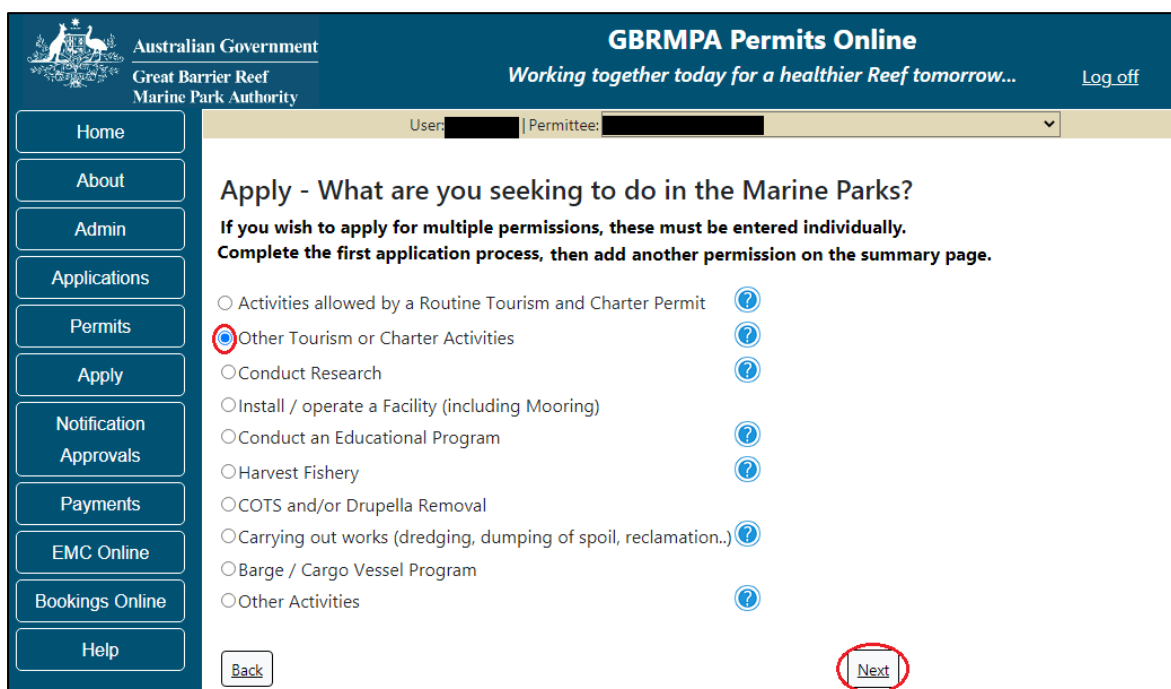
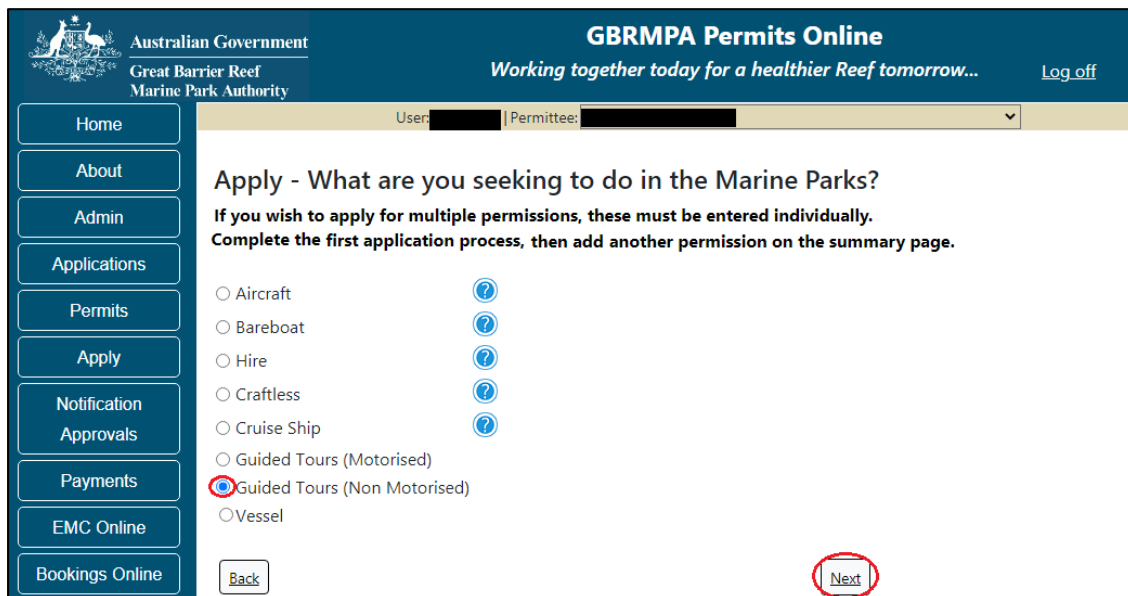


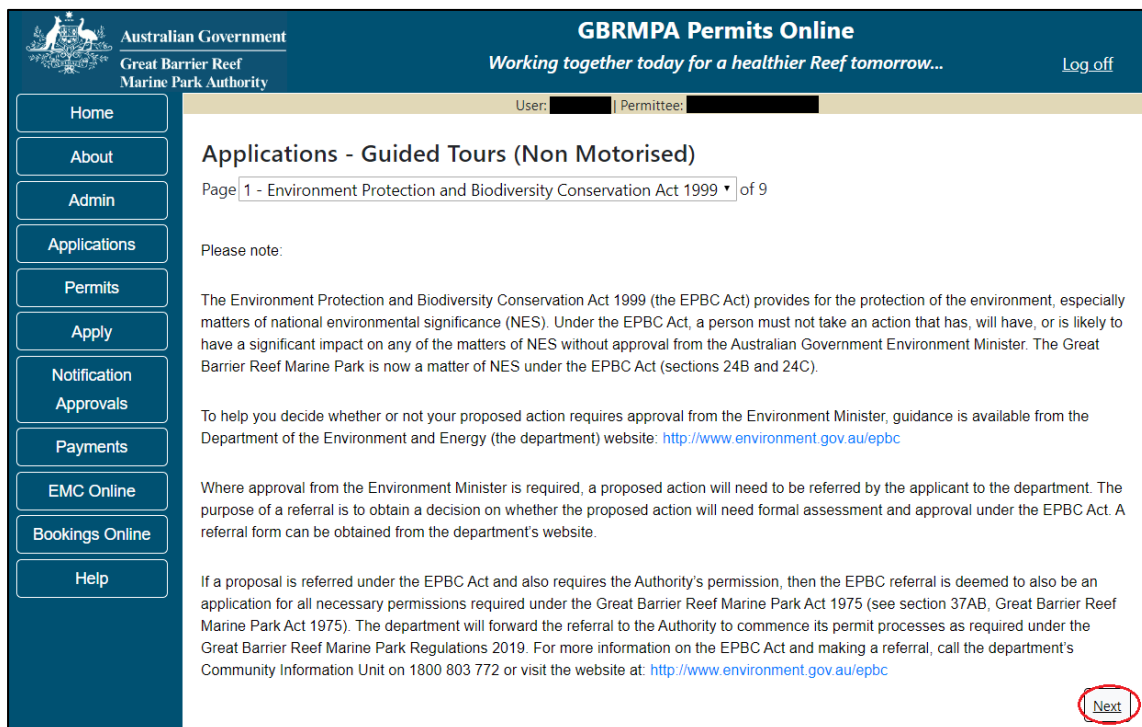
Figure 292 - Screenshot of Apply - What are you seeking to do in the Marine Parks screen with Other Tourism and Charter Activities selected and a red circle around the Next button

You will progress to the application types sub menu, where you can choose which type of Tourism or charter activity you wish to apply for [example used is Guided Tours (Non-Motorised)]. Select Next to progress to the application questions.



**Figure 293 - Screenshot of Apply - What are you seeking to do in the Marine Parks - Other Tourism and Charter Activities sub menu screen with Guided Tours (Non-Motorised) selected and a red circle around Next button**

Page 1 of Guided Tours (Non-Motorised) application is the Environment Protection and Biodiversity Conservation Act page. This provides advice on matters of national environmental significance that must be considered when assessing an application. This screen is for your information only at this stage. Your assessing officer will contact you if it is determined to be relevant for your application.



**Figure 294 - Screenshot of Environment Protection and Biodiversity Conservation screen with a red circle around Next button**

Links on the Environment Protection and Biodiversity Conservation page [www.environment.gov.au/epbc](http://www.environment.gov.au/epbc) will take you to the Department of Climate Change, Energy, the Environment and Water site. Here you can find information about the *Environment Protection and Biodiversity Conservation Act 1999* and your obligations under the Act.

Page 2 of Guided Tours (Non-Motorised) is the Permissions and Activities page. All Permissions and activities listed are available and will be included in the application.

If there are any activities you do not wish to have you can remove them by selecting the Remove button next to the activity. Select Next to continue.

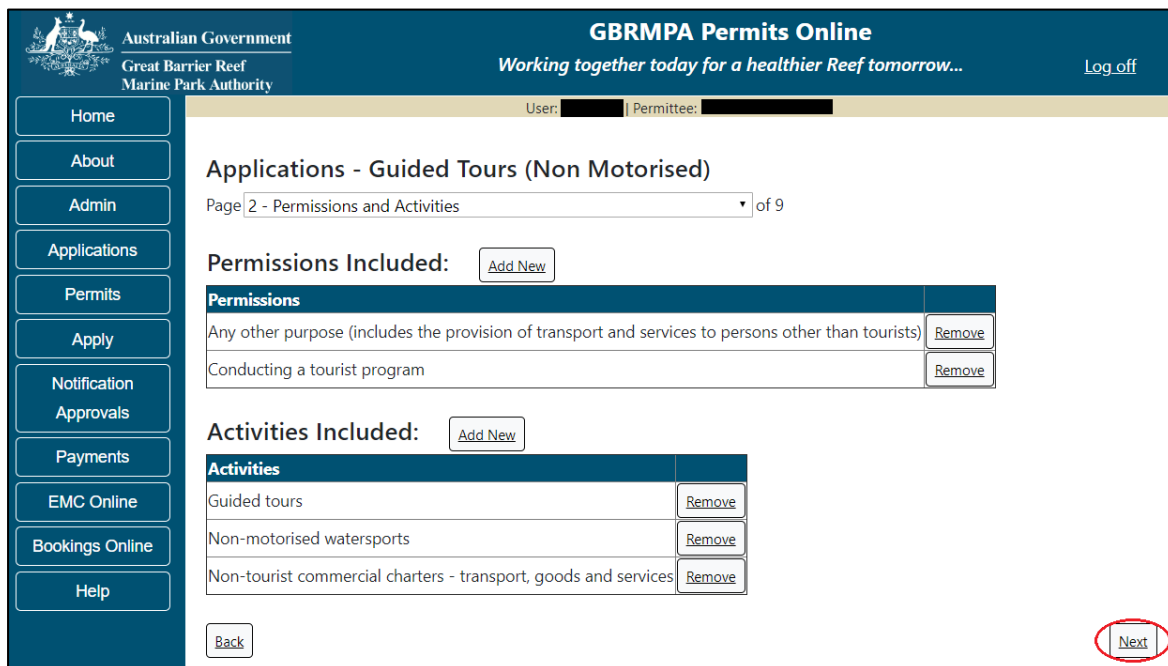


Figure 295 - Screenshot of Permissions and Activities screen with a red circle around Remove button and Next button

Page 3 of Guided Tours (non-motorised) application is the Total Passenger Capacity / Participants page. A question for What is the total passenger capacity/participants you wish to have in the Marine Parks at any given time? (please consider future use in answering this question) is presented. Select a number from the list provided. Select Next to continue.

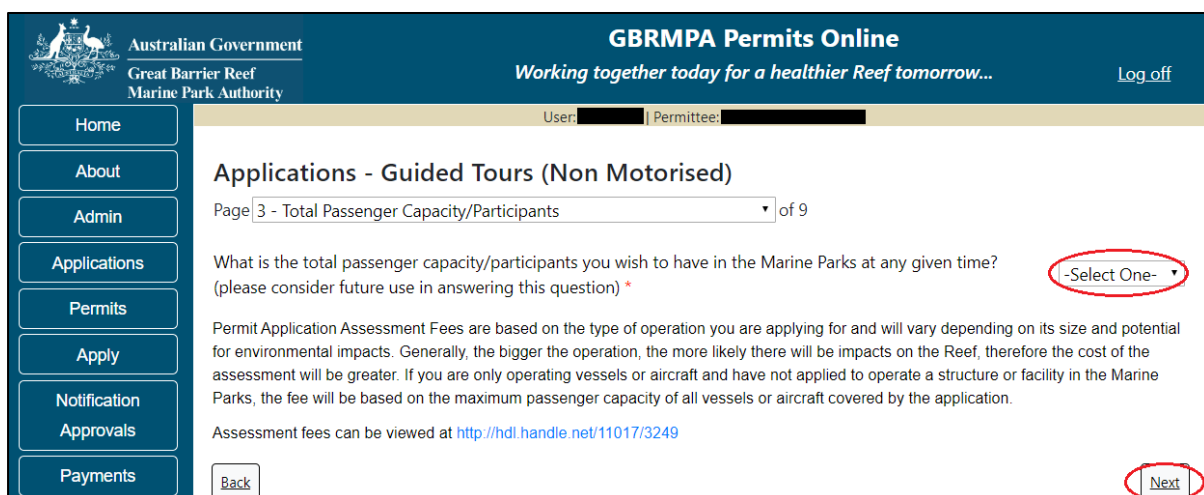


Figure 296 - Screenshot of the Total Passenger Capacity / Participants page with a red circle around the select one drop list and a red circle around the next button

Page 4 of Guided Tours (motorised) application is the Management / Operation page. For Guided Tours (motorised) applications no areas are selected as default. Please select the Management Area/s in which you wish to operate. Select all if you wish to operate in all management areas, considering future use.

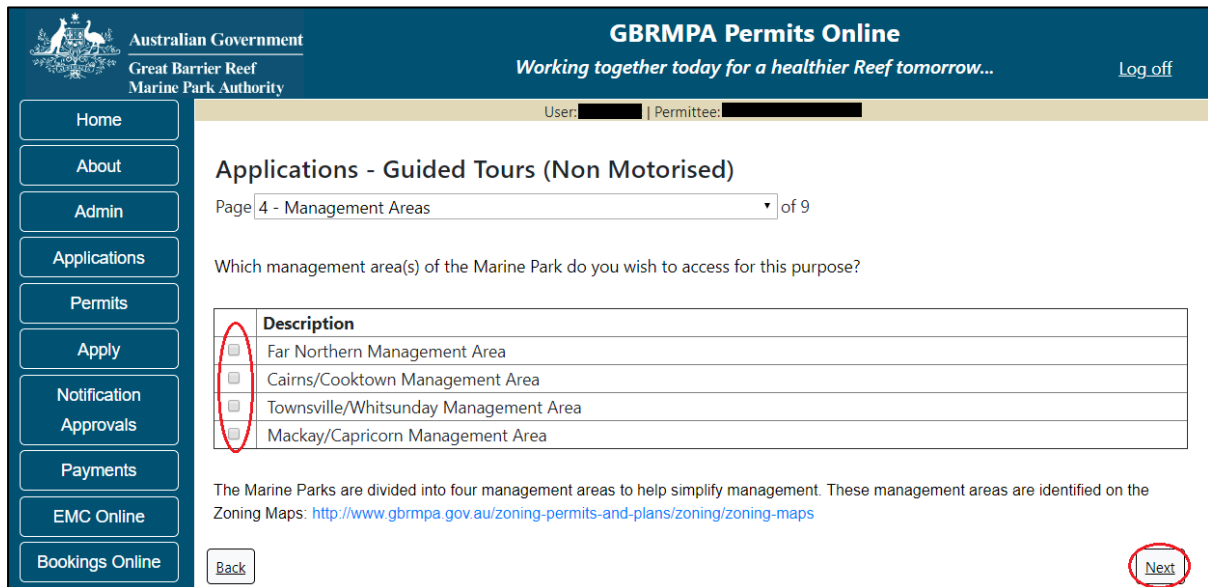


Figure 297 - Screenshot of Management Areas screen with circle around management areas tick boxes, a circle around Permit holders primary operation and red circle around Next button

Page 5 of Guided Tours (Non-Motorised) application is the Guided Tours Details page. Add details of where you propose to operate your tours in the Marine Park.

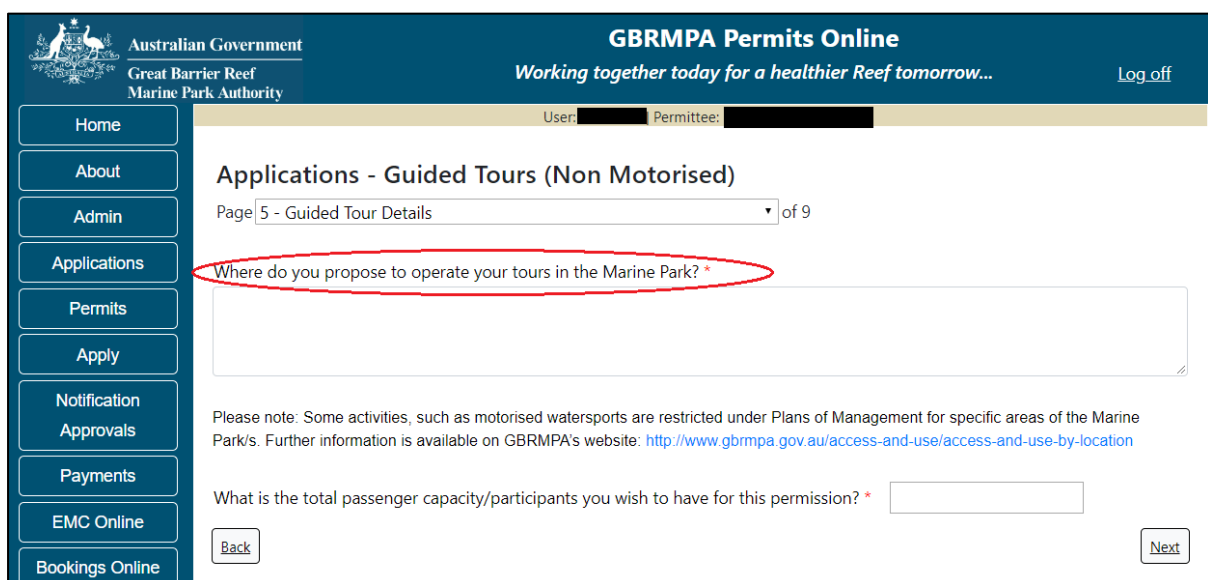


Figure 298 - Screenshot of Guided Tours Details screen with a red circle around question - Where do you propose to operate your tours in the Marine Park

For the question What is the total passenger capacity / participants you wish to have for this permission add the amount of passengers for this permission. Select Next to move to the next page

The screenshot shows the GBRMPA Permits Online interface. The header includes the Australian Government logo and the text 'GBRMPA Permits Online Working together today for a healthier Reef tomorrow...'. The user is logged in as 'User: [redacted] Permittee: [redacted]'. The page title is 'Applications - Guided Tours (Non Motorised)' and it is page 5 of 9. The main content area has a heading 'Where do you propose to operate your tours in the Marine Park? \*' followed by a large text input field. Below this is a note: 'Please note: Some activities, such as motorised watersports are restricted under Plans of Management for specific areas of the Marine Park/s. Further information is available on GBRMPA's website: <http://www.gbrmpa.gov.au/access-and-use/access-and-use-by-location>'. A question is displayed: 'What is the total passenger capacity/participants you wish to have for this permission?' with an empty text input field. At the bottom left is a 'Back' button and at the bottom right is a 'Next' button, both circled in red.

**Figure 299 – Screenshot of Guided Tours Details screen with a red circle around question – What is the total passenger capacity / participants you wish to have for this permission and a red circle around the next button**

Page 6 of Guided Tours (Non-Motorised) application is the Additional State Access screen. If you want to extend your operations to mainland or island national parks adjoining the Marine parks and/or rivers and streams between Mission Beach and the Starcke River, select yes and an area will appear with Please Specify details, add details of the islands or national parks and/or Rivers and streams you wish access.

Please also indicate if you want to operate in the Green Island Recreational Area. Once completed select Next to continue.

The screenshot shows the GBRMPA Permits Online interface for page 6 of 9. The page title is 'Applications - Guided Tours (Non Motorised)'. The main content area has a heading 'Separate permits are required from the Queensland Parks and Wildlife Service (QPWS) to conduct commercial operations on mainland or island National Parks and in the Green Island Recreational Area of Management. Please find relevant information on national park permit requirements at <http://www.business.qld.gov.au/industries/hospitality-tourism-sport/tourism/parks-recreation-forests>'. A question is displayed: 'Do you want to operate in National Parks either on islands, or on the mainland adjoining the Marine Parks (including any beach access)? \*' with radio buttons for 'Yes' (selected) and 'No'. Below this is a text input field with the text 'Island National Park - Test Island'. Another question is displayed: 'Do you want to operate in rivers and streams between Mission Beach and the Starcke River? \*' with radio buttons for 'Yes' (selected) and 'No', and a help icon. Below this is a text input field with the text 'Starcke River'. A third question is displayed: 'Do you want to operate in the Green Island Recreational Area of Management (RAM)? \*' with radio buttons for 'Yes' (selected) and 'No', and a help icon. At the bottom left is a 'Back' button and at the bottom right is a 'Next' button, both circled in red.

**Figure 300 - Screenshot of Extend Operations screen with information displaying and a red circle around Next button**

Page 7 of Guided Tours (Non-Motorised) application is the Equipment page. To add equipment, select the *Add New* button.

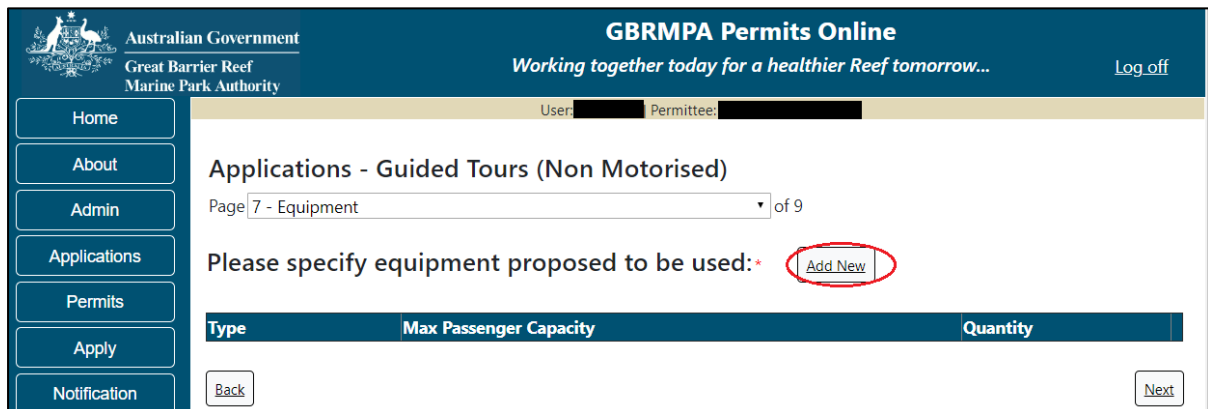


Figure 301 - Screenshot of Ancillary Vessels and Equipment screen with circle around Add New

An Add New Ancillary Vessels/Equipment window will appear.

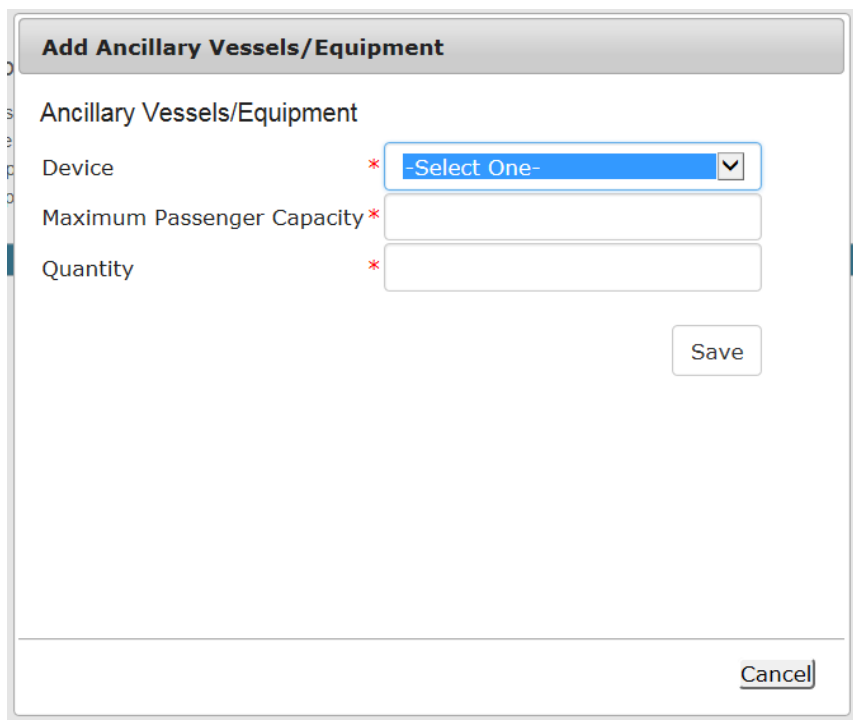


Figure 302 - Screenshot of Add Ancillary Vessels / Equipment pop up window

Select Ancillary Vessels or Equipment from the Device list

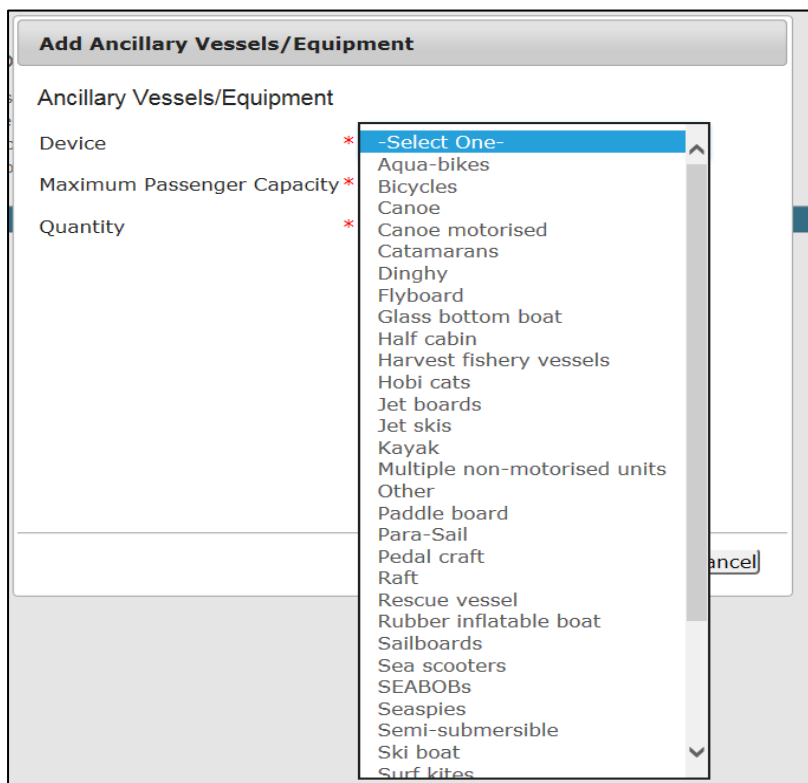


Figure 303 - Screenshot of Add Ancillary Vessels / Equipment pop up window with Device list displayed

Add exact details of the ancillary vessels or equipment, then select Save.

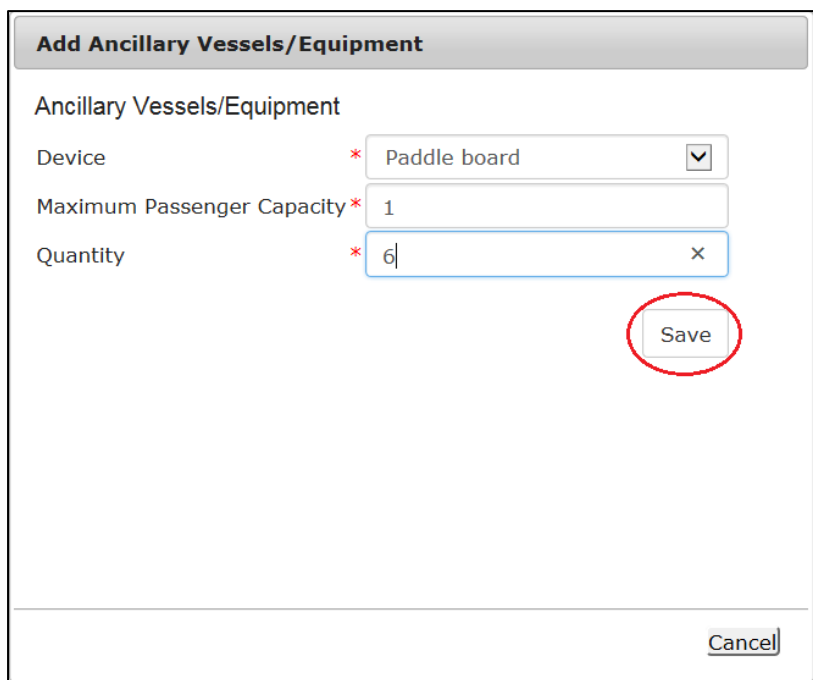


Figure 304 - Screenshot of Add Ancillary Vessels / Equipment pop up window with information entered and a red circle around Save

The details of equipment will appear on the screen. If you wish to remove any equipment, select the Remove button next to the item/s you wish to remove. Once you have added your ancillary vessels and/or equipment select Next to continue.

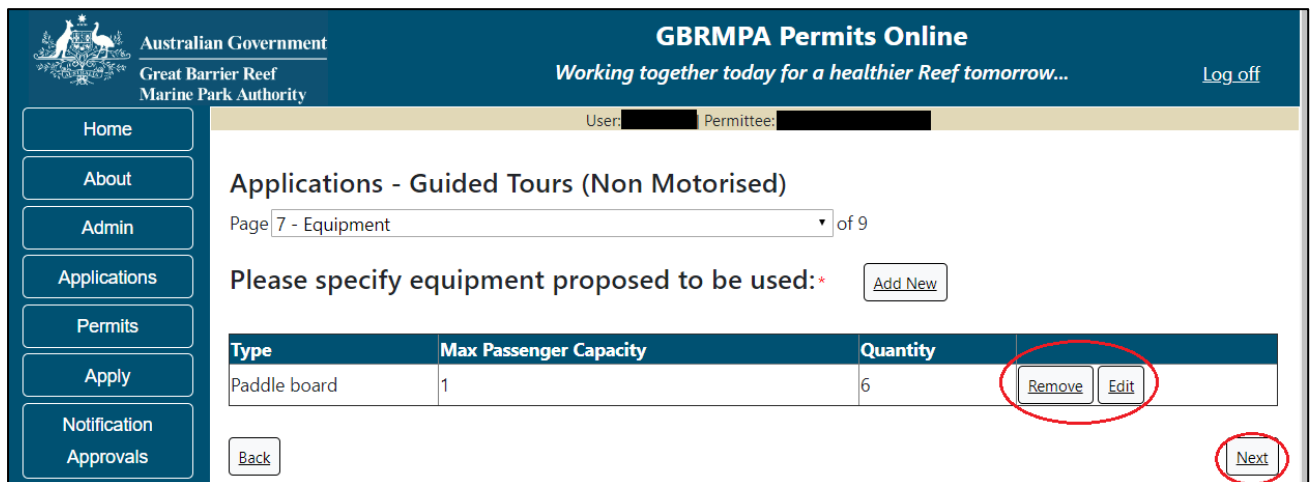


Figure 305 - Screenshot of Ancillary Vessels and Equipment page with information displayed and a red circle around Remove and Edit buttons and Next button

Page 8 of Guided Tours (Non-Motorised) refers to High Standard Tourism operators. If you have obtained a High Standard Tourism certification with an approved certification scheme, select Yes then upload a copy of your certificate using the upload feature.

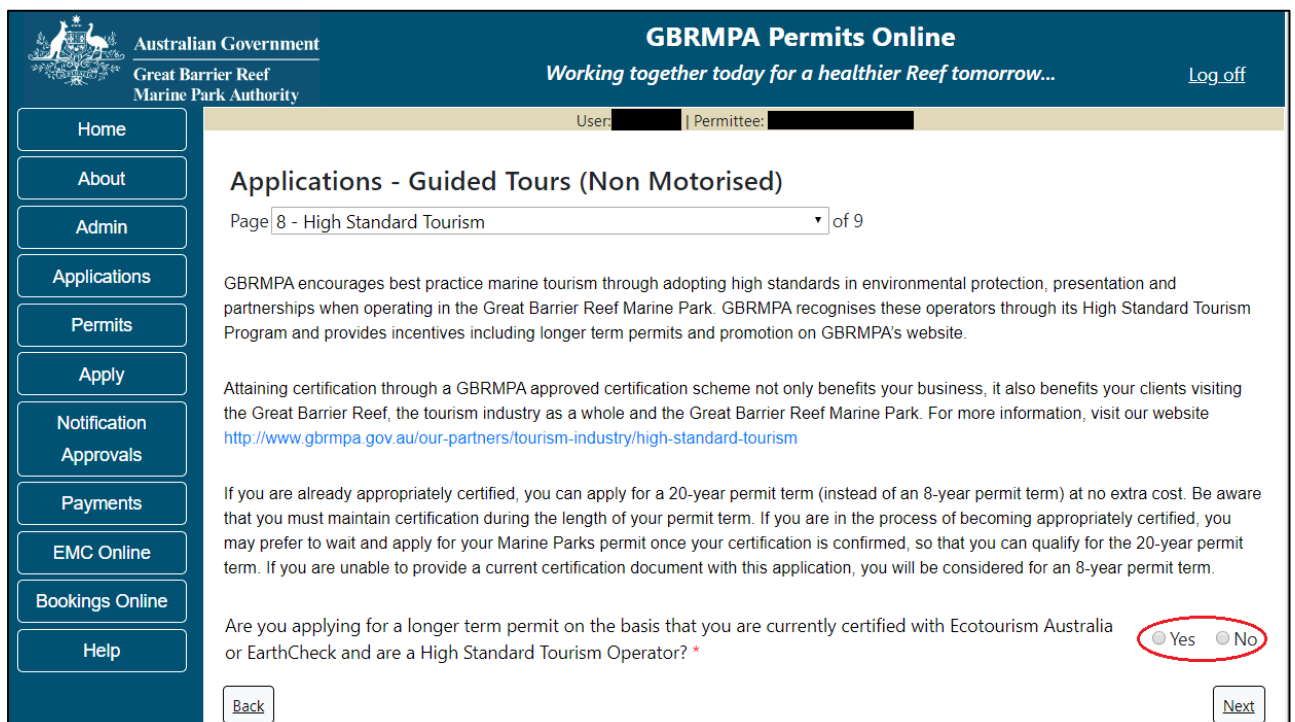


Figure 306 - Screenshot of High Standard Tourism page with a red circle Yes and No options



If you have certification, select the Yes button, an upload file button will appear. Select the upload file button.

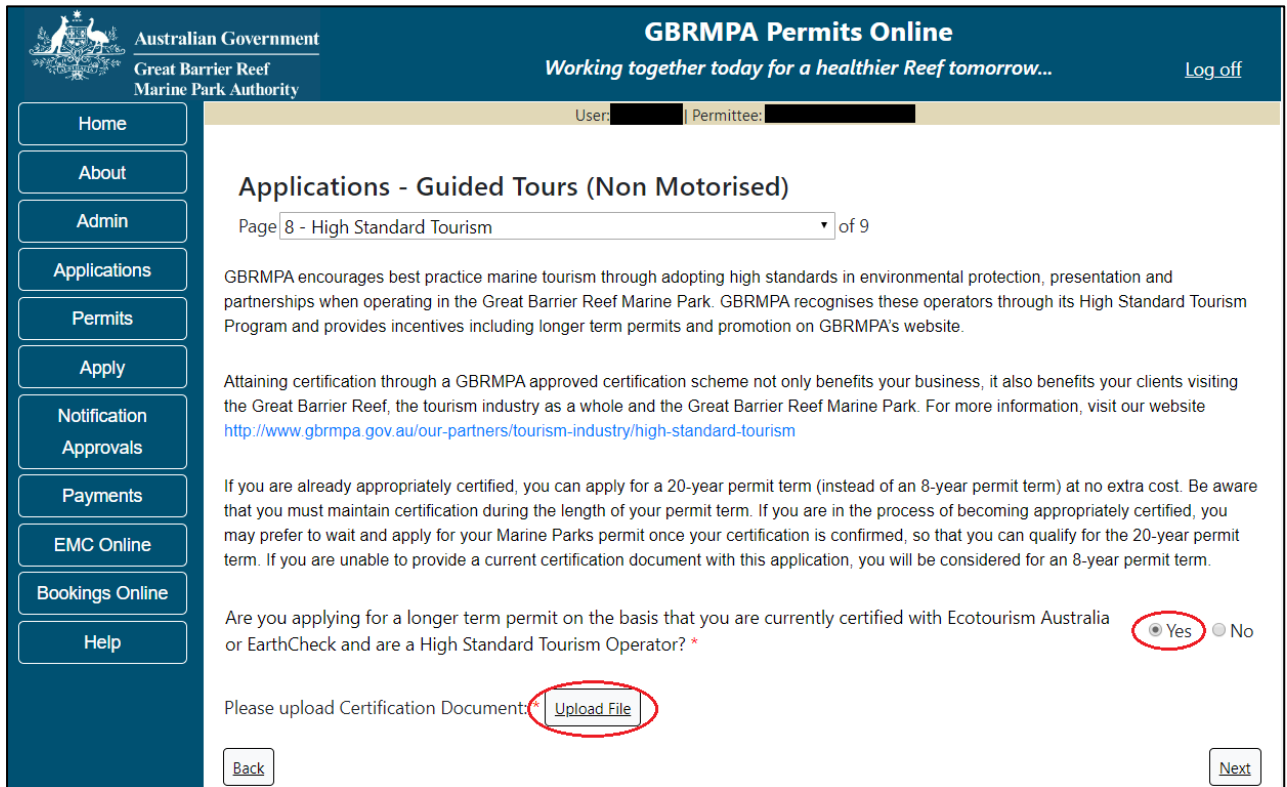


Figure 307 - Screenshot of High Standard Tourism page with Yes selected and circled and Upload File button circled

The File Upload screen will appear. Select Browse

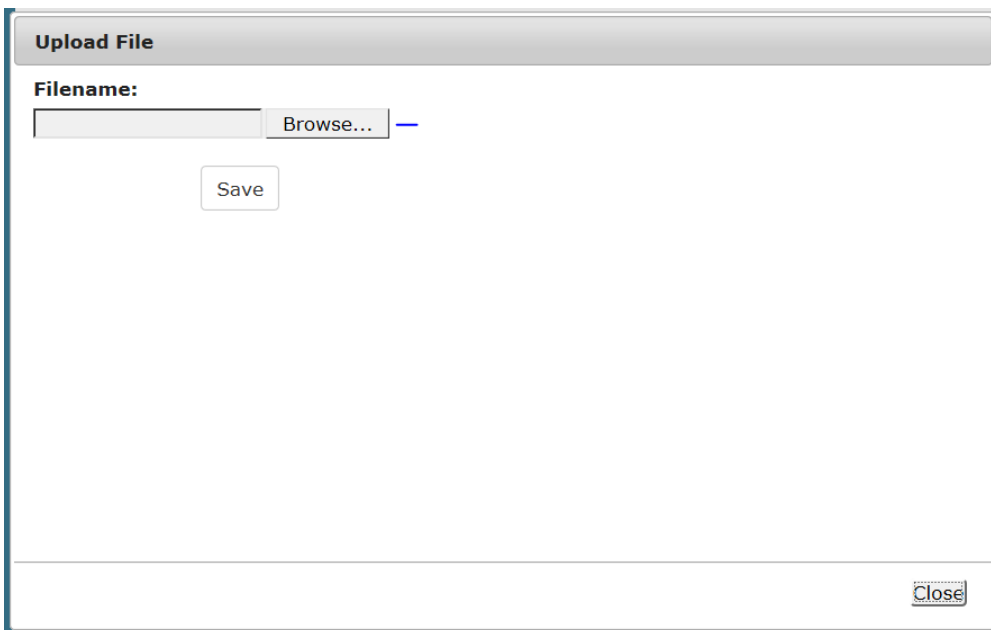


Figure 308 - Screenshot of Upload File pop up window

Once you load a copy of your certificate, you will see the filename with a Remove button next to it. If you wish to remove the file, select the Remove button. Select Next to go to the next page.

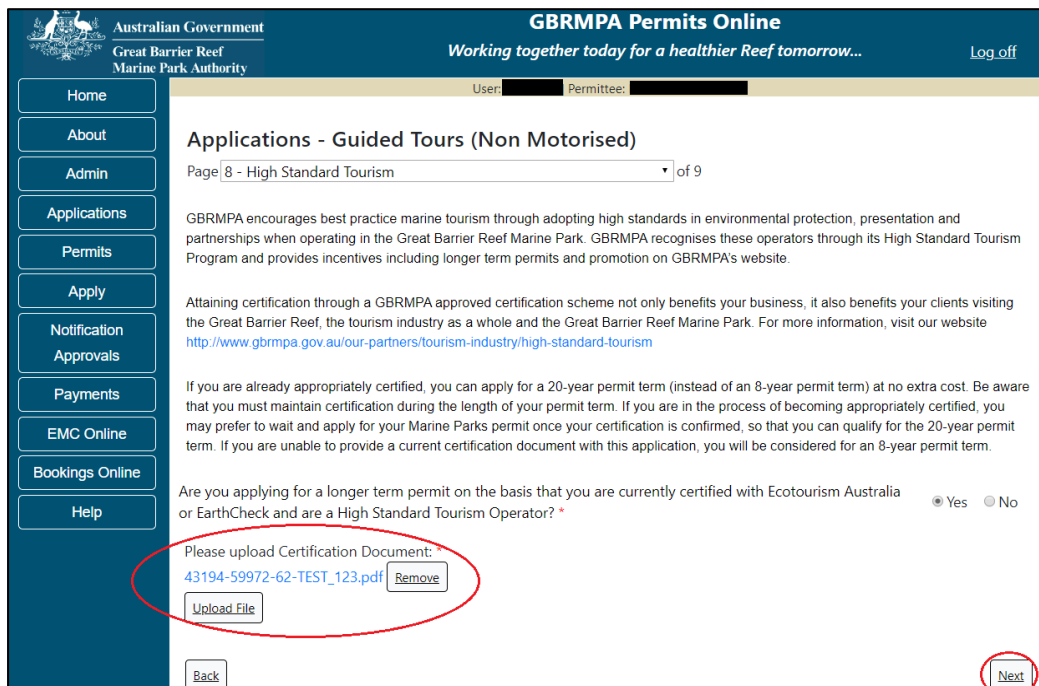


Figure 309 - Screenshot of High Standard Tourism page with Yes selected and a red circle around the Uploaded File and red circle around Next button

Page 8 of Guided Tours (Non-Motorised) provides opportunity for you to add any other information you feel will assist the Managing Agencies in assessing your application. Add supporting information by typing in the text field or upload a file if required. If a file is uploaded it will appear on the screen with the file name and a Remove button to remove the file if the wrong file is selected.

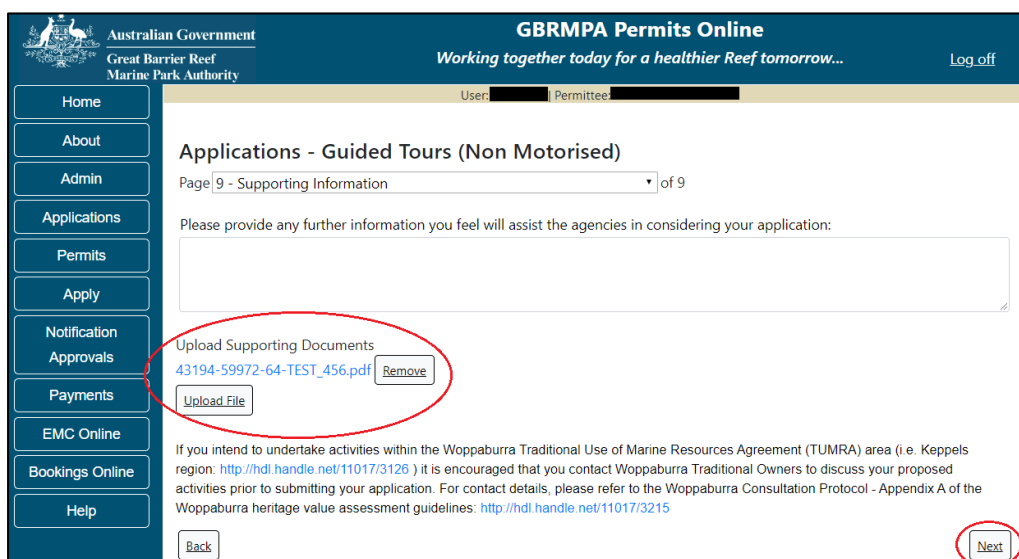


Figure 310 - Screenshot of Supporting Information screen with a red circle around Uploaded File area and a red circle around Next button

Once you have completed the supporting information page select Next from the last page of the application questions, you will progress to an application summary screen with a number of options available via links or buttons. Select Next on the summary screen to progress to the Declarations screens.

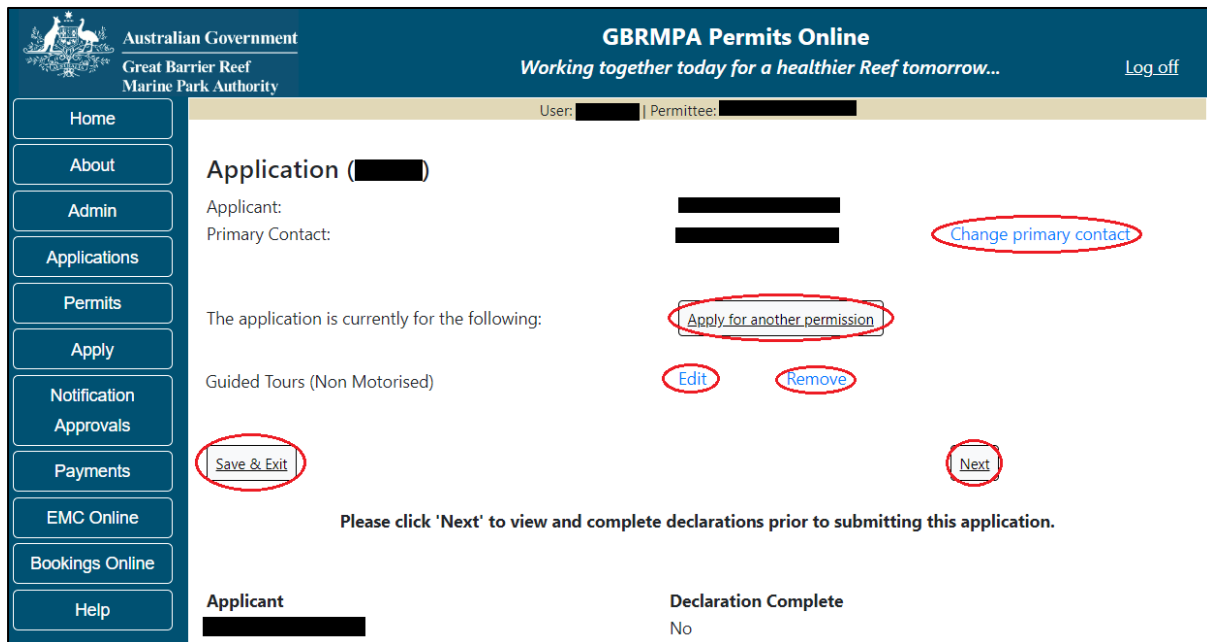


Figure 311 - Screenshot of Application Summary page with red circles around all options available

Additional Information - Summary screen, links and buttons:

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Apply for another permission:** If the apply for another permission button is selected, the applicant will progress to the What are you seeking to do in the Marine Parks page where another permission type can be added. (e.g. add a mooring permission to the tourism permission).
- **Edit:** If edit is selected the application/permission will be reopened to apply any changes.
- **Remove:** If remove is selected the application/permission will be removed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.

Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

Australian Government  
Great Barrier Reef  
Marine Park Authority

Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

### Applications - Declaration

Page 1 - Declarations ▾ of 3

You should review your application carefully before you submit it. Each of the declarations made and information supplied during the permission application will be taken to have been made by you at the time you submit your application. It is a criminal offence under Commonwealth and State law for you to knowingly include a false or misleading statement in, or omit a material matter from, your application. We can also refuse your application on this basis.

I declare that:

I am authorised to submit this application \*  Yes  No ?

I have read and understand the privacy notice which explains how my personal information will and will not be used \*  Yes  No ?

I consent to the managing agencies conducting searches and making enquiries with relevant authorities to confirm my suitability to hold this permission. I understand this may include agencies such as the Australian Maritime Safety Authority (AMSA), Maritime Safety Queensland (MSQ), Queensland Department of Environment and Heritage Protection and recognised environmental eco-certification bodies \*  Yes  No ?

I agree to the managing agencies using electronic communication as the primary means of sending and receiving information relating to this application. I consent to the managing agencies using electronic dispatch to provide the decision (including any permit issued) and I accept responsibility for keeping my electronic contact details accurate and updated. \*  Yes  No ?

Figure 312 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

### Applications - Declaration

Page 3 - Declarations ▾ of 3

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.

Figure 313 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

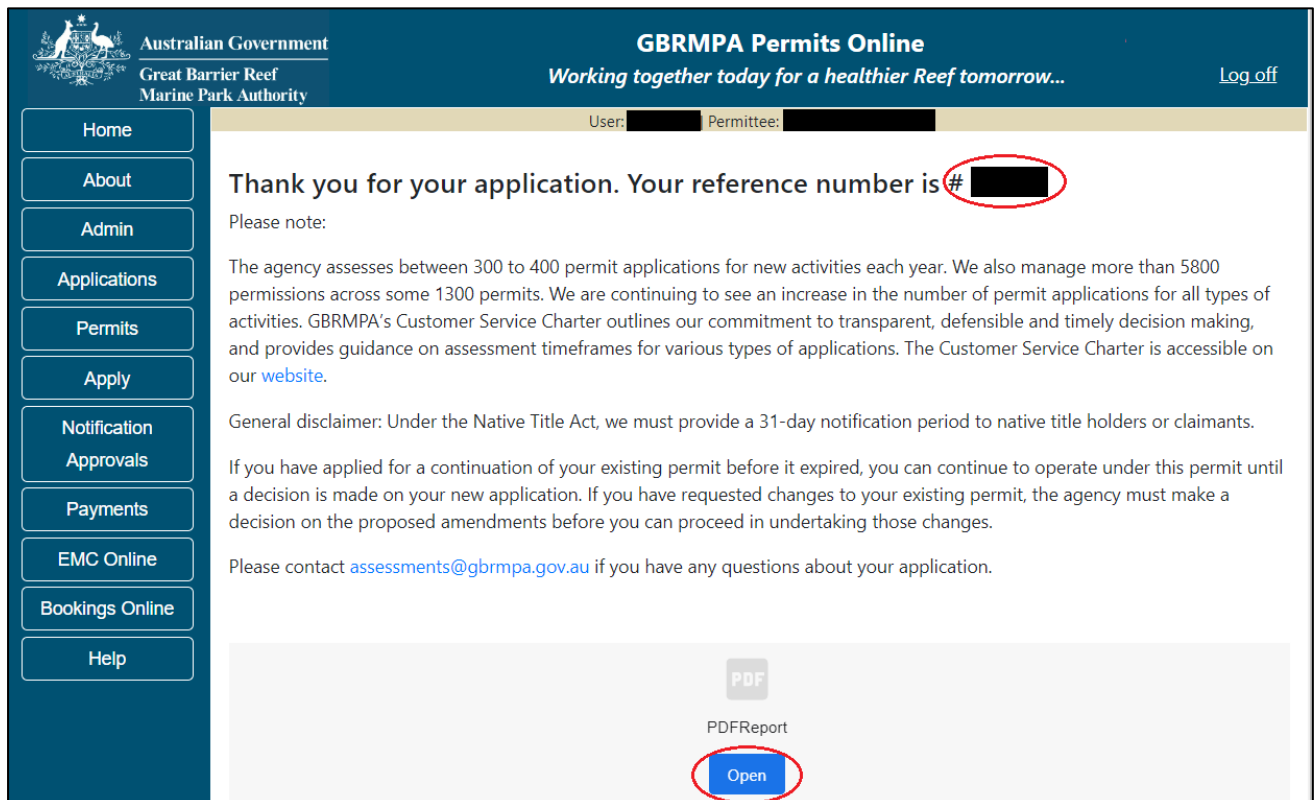


Figure 314 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the *Applications* screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

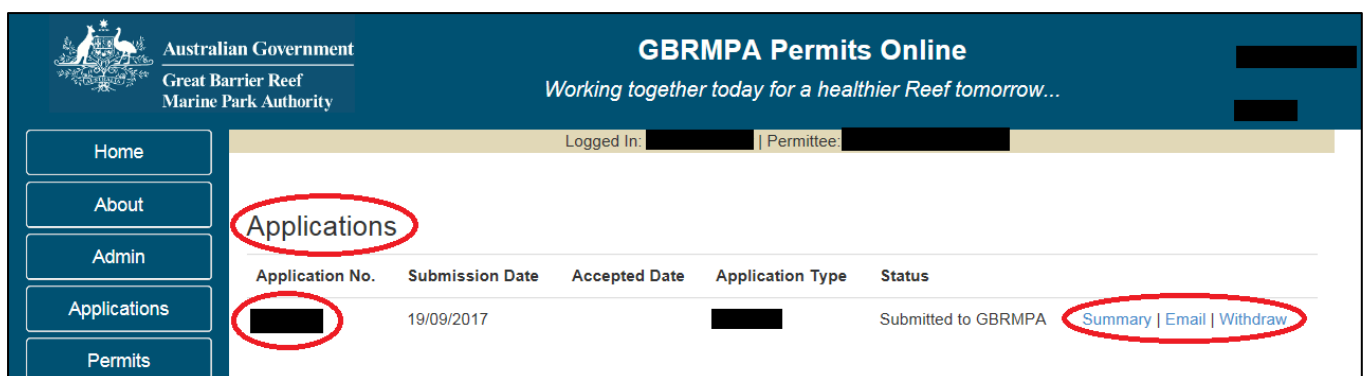


Figure 315 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options

Apply – new permit application – other tourism activities – vessel

To apply for Other Tourism and Charter Activities, select this option on the Apply – What are you seeking to do in the Marine Parks page.

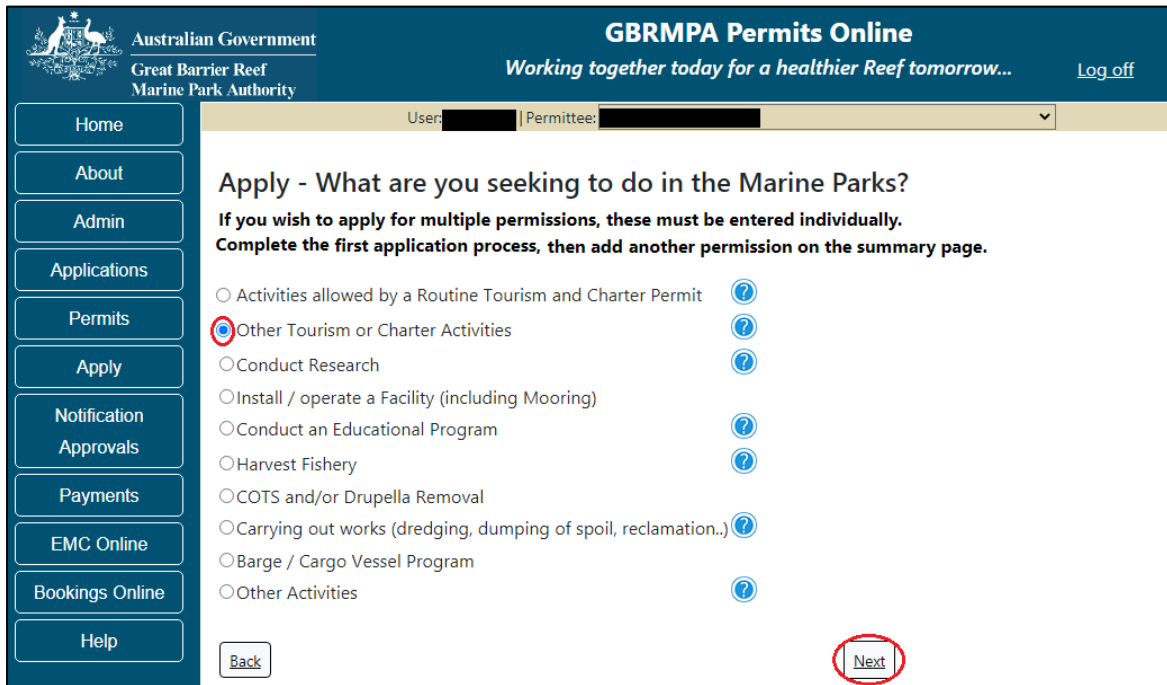


Figure 316 - Screenshot of Apply - What are you seeking to do in the Marine Parks screen with Other Tourism and Charter Activities selected and a red circle around the Next button

You will progress to the application types sub menu, where you can choose which type of Tourism or charter activity you wish to apply for (example used is Vessel). Select Next to progress to the application questions.

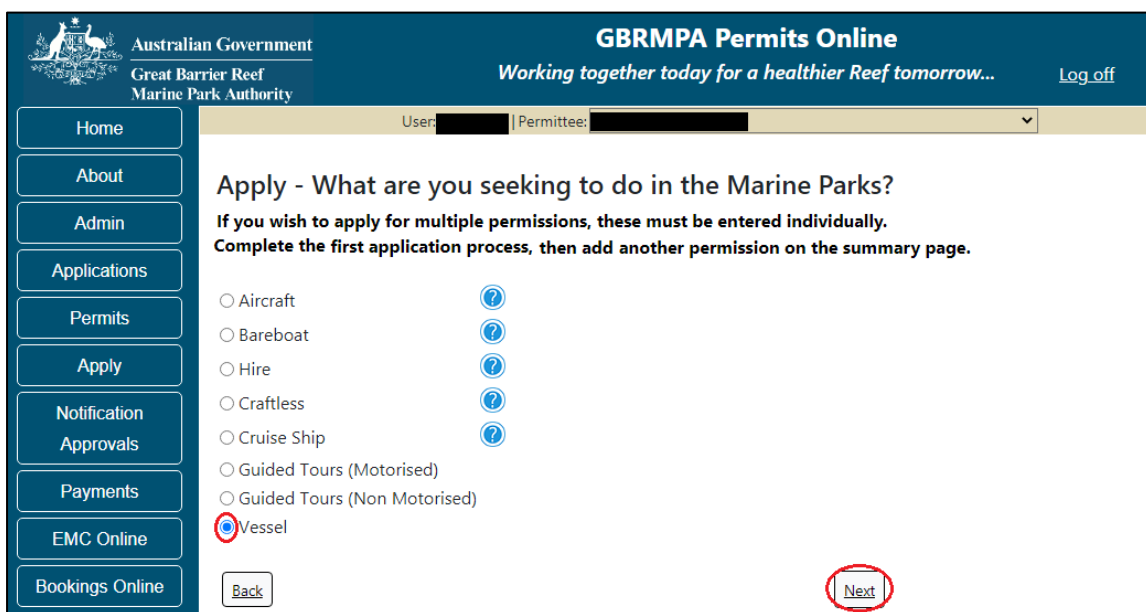


Figure 317 - Screenshot of Apply - What are you seeking to do in the Marine Parks - Other Tourism and Charter Activities sub menu screen with Vessel selected and a red circle around Next button

Page 1 of Vessel Application is the Environment Protection and Biodiversity Conservation Act page. This provides advice on matters of national environmental significance that must be considered when assessing an application. This screen is for your information only at this stage. Your assessing officer will contact you if it is determined to be relevant for your application.

The screenshot shows the GBRMPA Permits Online interface. At the top, it says 'Australian Government Great Barrier Reef Marine Park Authority' and 'GBRMPA Permits Online Working together today for a healthier Reef tomorrow...'. There is a 'Log off' link in the top right. Below the header, there are user fields for 'User:' and 'Permittee:'. The main heading is 'Applications - Vessel'. Below this, it says 'Page 1 - Environment Protection and Biodiversity Conservation Act 1999 of 11'. A 'Please note:' section follows, containing text about the EPBC Act and a link to the Department of the Environment and Energy website. At the bottom right of the content area, there is a 'Next' button circled in red.

Figure 318 - Screenshot of Environment Protection and Biodiversity Conservation screen with a red circle around Next button

Links on the Environment Protection and Biodiversity Conservation page [www.environment.gov.au/epbc](http://www.environment.gov.au/epbc) will take you to the Department of Climate Change, Energy, the Environment and Water site. Here you can find information about the *Environment Protection and Biodiversity Conservation Act 1999* and your obligations under the Act.

Page 2 of Vessel application is Permissions and Activities page. All Permissions and Activities listed are available and will be included in the application. If there are any activities you do not wish to have you can remove them by selecting the Remove button next to the activity. Select Next to continue.

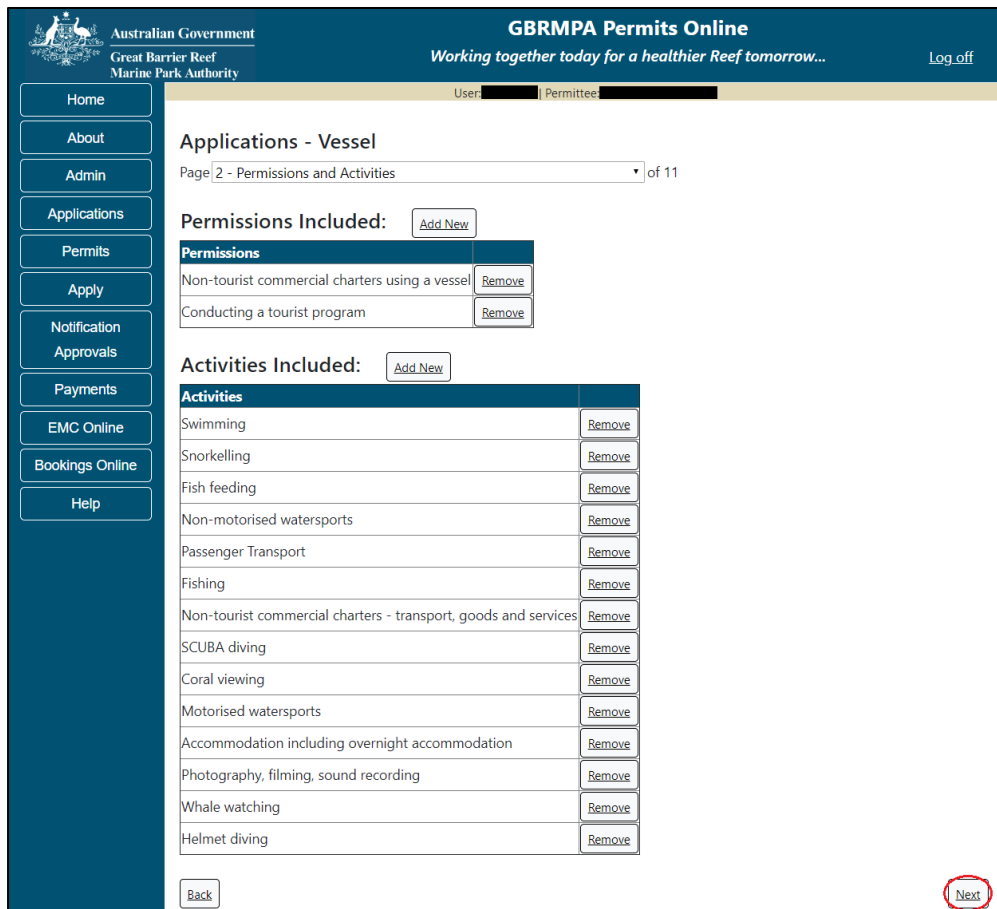


Figure 319 - Screenshot of Permissions and Activities screen with a red circle around Remove button and Next button

Page 3 of vessel application is the Total Passenger Capacity / Participants page. A question for What is the total passenger capacity/participants you wish to have in the Marine Parks at any given time? (please consider future use in answering this question) is presented. Select a number from the list provided. Select Next to continue.

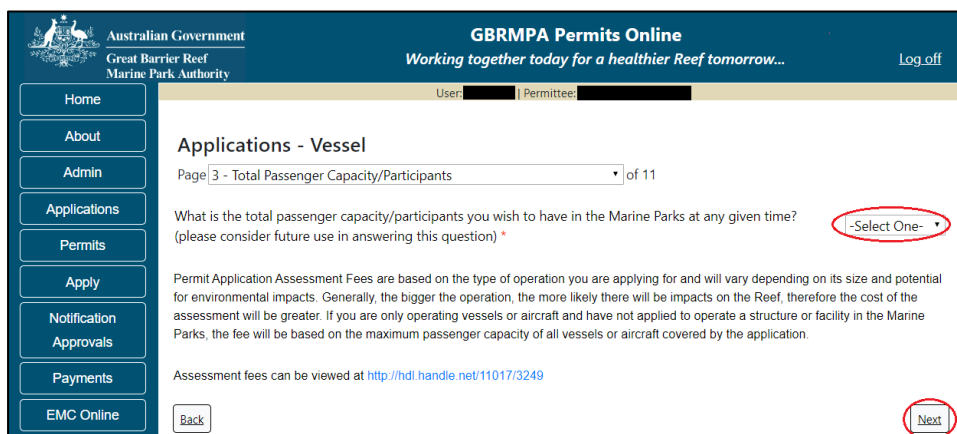


Figure 320 - Screenshot of the Total Passenger Capacity / Participants page with a red circle around the select one drop list and a red circle around the next button



Page 4 of vessel application is the Management / Operation page. For vessel applications, all management areas are selected as default, unselect any areas that you do not wish to visit. Please select the Management Area/s in which you wish to operate. Select all if you wish to operate in all management areas, considering future use.

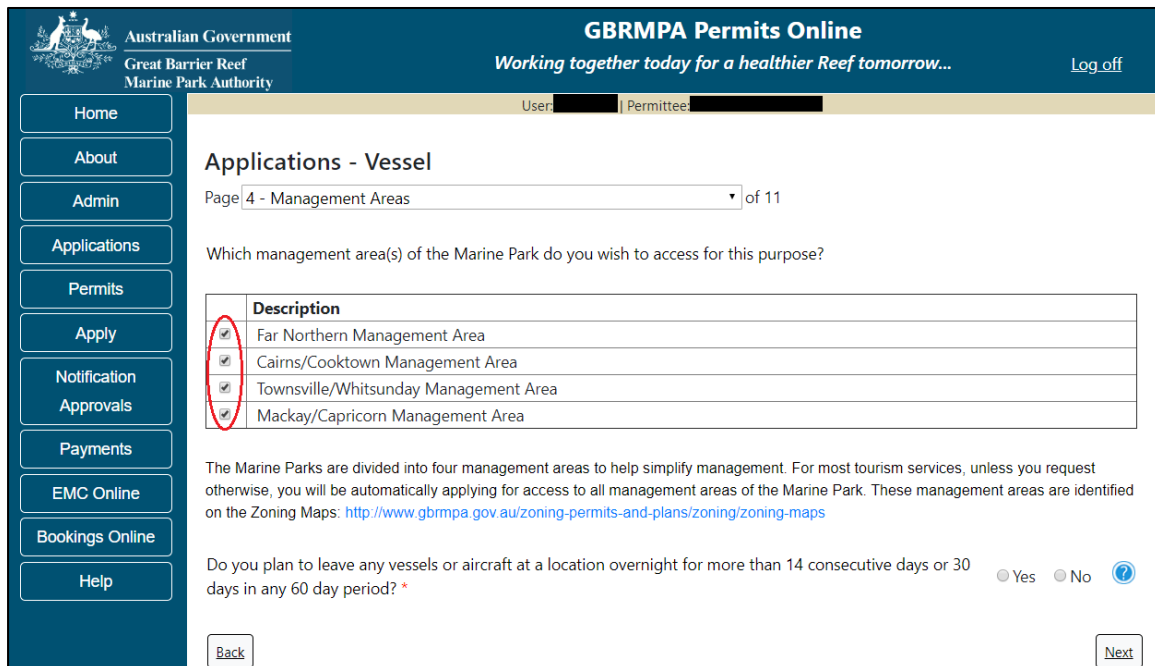


Figure 321 - Screenshot of Management Areas screen with a red circle around the management areas tick boxes

If you wish to operate a vessel or aircraft at a location for more than 14 consecutive days; or for more than 30 days in any period of 60 days select Yes and provide details of your proposed use (e.g. leaving a glass bottomed boat at a particular location for a set timeframe). Select Next to continue.

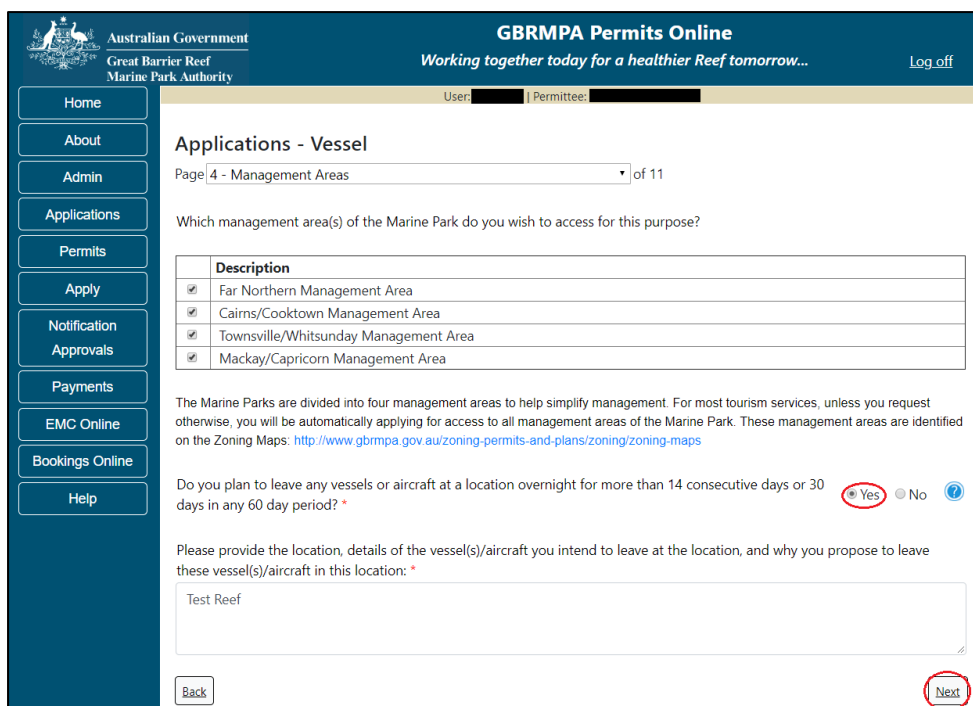


Figure 322 - Screenshot of Management Areas page with Yes selected and a red circle around the Next button

Page 5 allows you to apply to access areas of the Marine Park more frequently than 2 days in every 7-day period. This option is only available outside the [Plans of Management](#). If you wish to apply to visit a location more frequently than 2 in every 7-day period, select Add New.

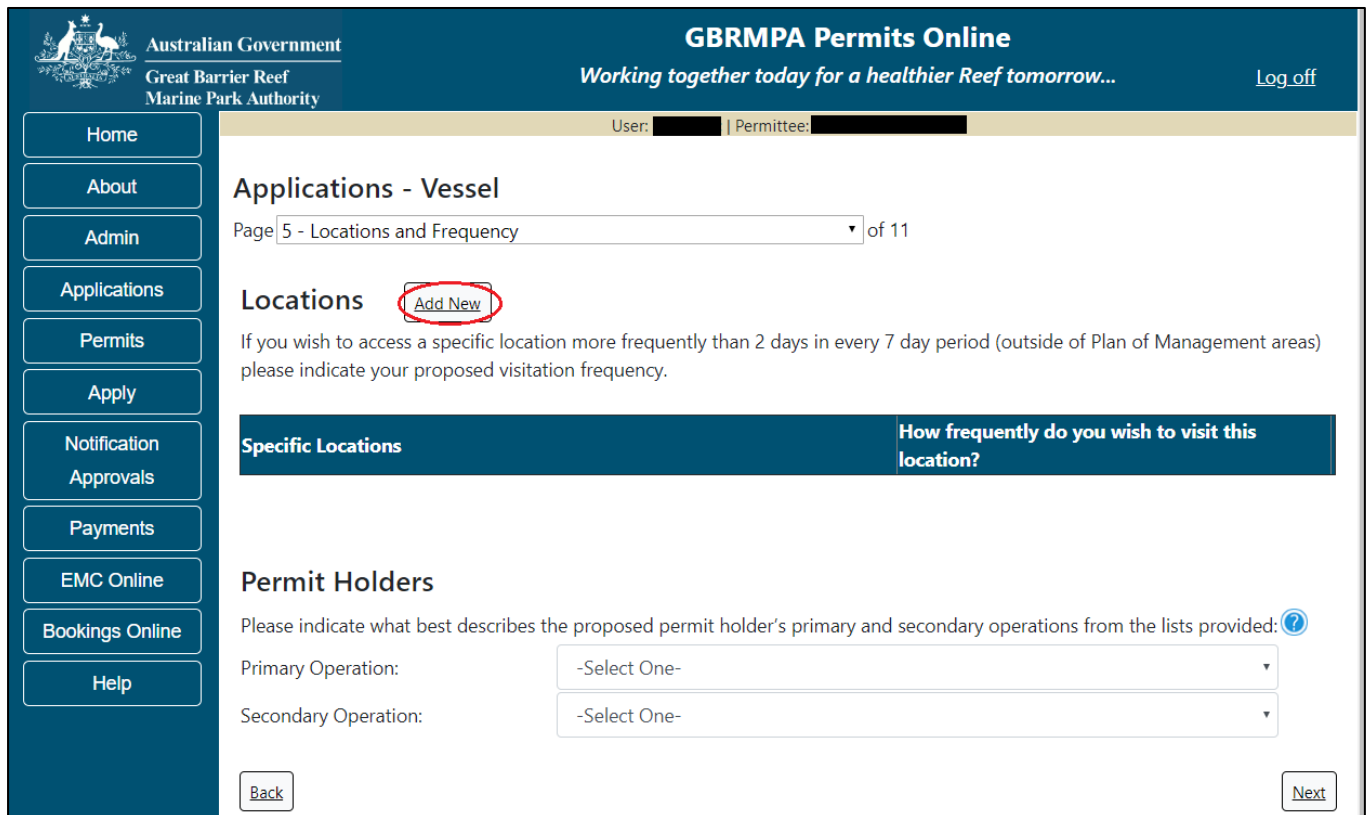


Figure 323 - Screenshot of Locations and Frequency screen with circle around Add new button

If the Add New button is selected the Location pop up window will appear

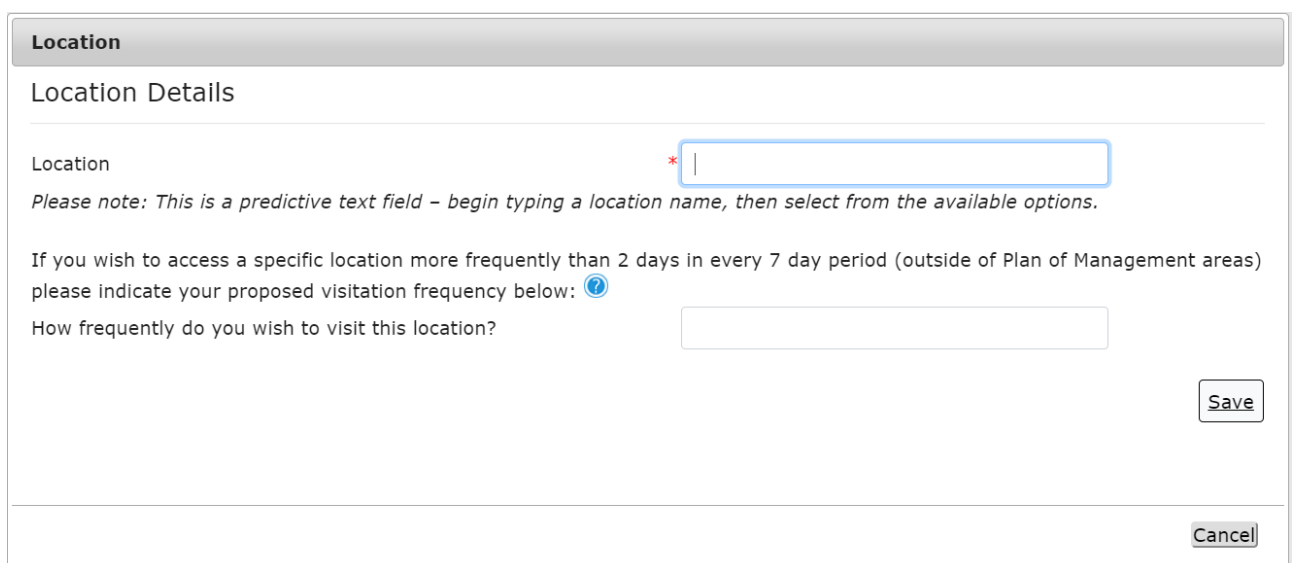
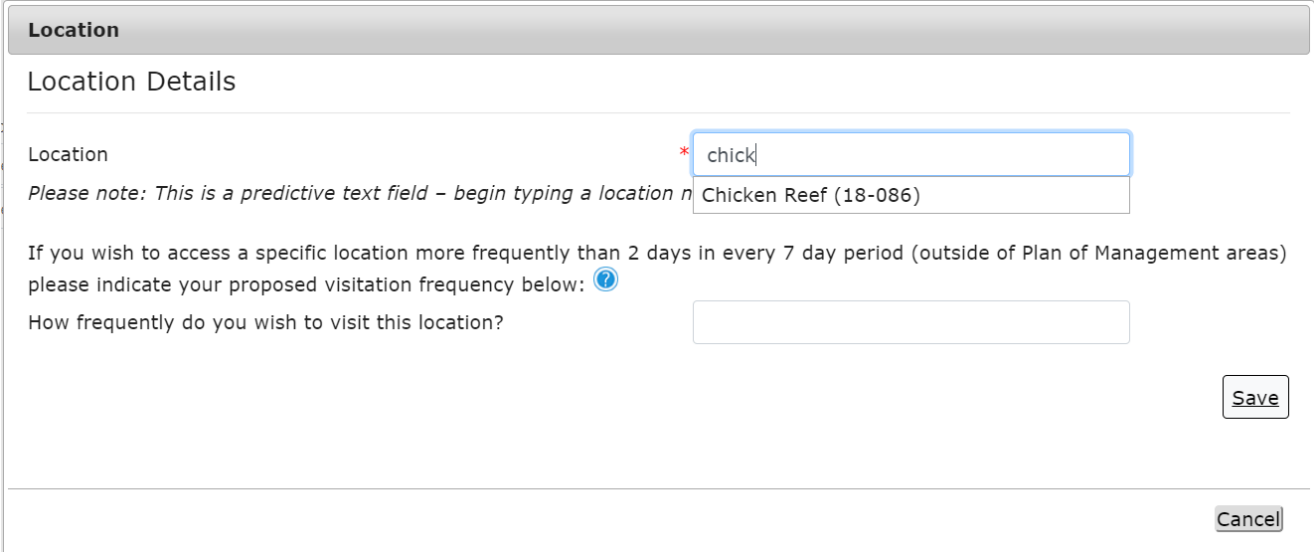


Figure 324 - Screenshot of Location pop up window

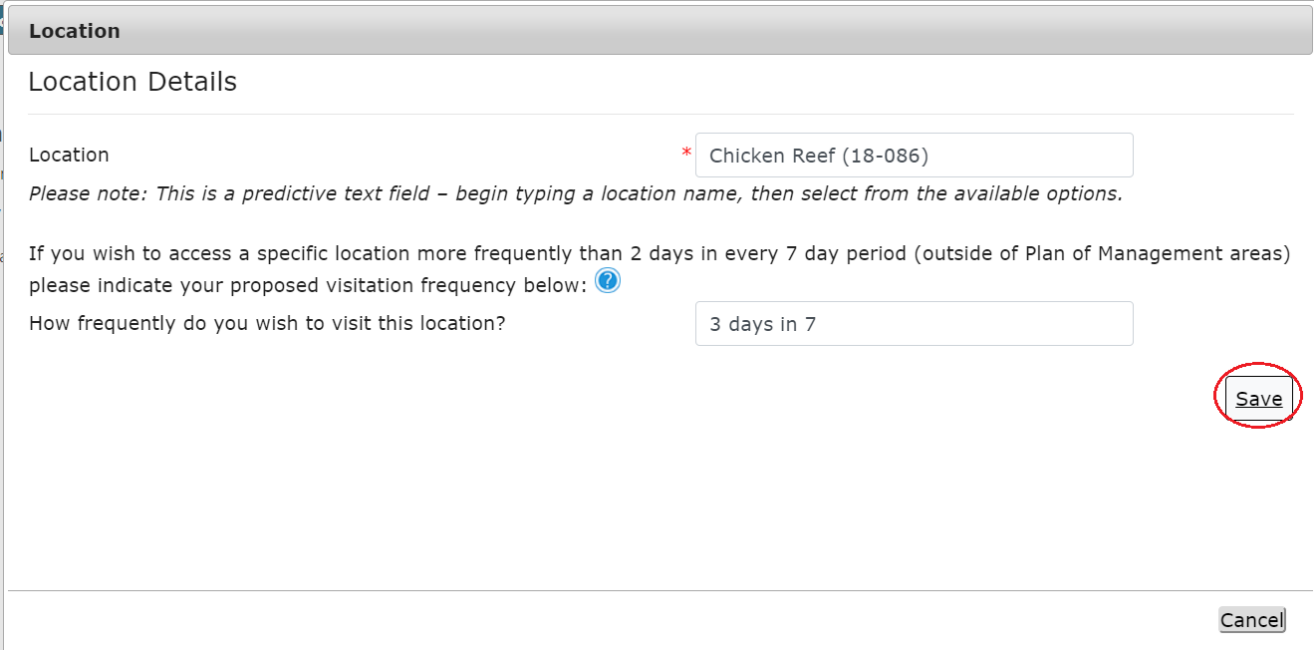
Type in the name of the location you wish to visit in the location field. As you enter the name, the list will produce relevant matches. Select the location then select Save.



The screenshot shows a 'Location' pop-up window with a title bar. Below the title bar is the section 'Location Details'. There is a text input field labeled 'Location' containing the text 'chick'. A red asterisk is to the left of the field. Below the field, a dropdown menu is open, showing the option 'Chicken Reef (18-086)'. Below this, there is a note: 'Please note: This is a predictive text field – begin typing a location n'. Further down, there is a question: 'If you wish to access a specific location more frequently than 2 days in every 7 day period (outside of Plan of Management areas) please indicate your proposed visitation frequency below: ?'. Below this is another question: 'How frequently do you wish to visit this location?' followed by an empty text input field. At the bottom right, there are two buttons: 'Save' and 'Cancel'.

Figure 325 - Screenshot of Location pop up window with locations to select

Then add the frequency you wish to visit the location and select Save.



The screenshot shows the same 'Location' pop-up window. The 'Location' field now contains 'Chicken Reef (18-086)'. The dropdown menu is closed. The note below the field is: 'Please note: This is a predictive text field – begin typing a location name, then select from the available options.'. The question about visitation frequency is now answered: 'How frequently do you wish to visit this location?' is followed by the text '3 days in 7'. The 'Save' button at the bottom right is circled in red. The 'Cancel' button is still present at the bottom right.

Figure 326 - Screenshot of Location pop up window with information completed and a red circle around the Save button

The location will be entered on the Location and Frequencies page within the locations table. If you wish to remove the location, select the Remove button next to the location.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...  
Log off

User: [redacted] | Permittee: [redacted]

### Applications - Vessel

Page 5 - Locations and Frequency of 11

#### Locations

[Add New](#)

If you wish to access a specific location more frequently than 2 days in every 7 day period (outside of Plan of Management areas) please indicate your proposed visitation frequency.

Specific Locations	How frequently do you wish to visit this location?	
Chicken Reef (18-086)	3 days in 7	<a href="#">Remove</a>

#### Permit Holders

Please indicate what best describes the proposed permit holder's primary and secondary operations from the lists provided: ?

Primary Operation:

Secondary Operation:

[Back](#) [Next](#)

Figure 327 - Screenshot of Location and Frequency screen with information displaying, and a red circle around Remove button

Please also fill in details of what best describes the proposed permit holder's primary and secondary operations from the two lists located towards the bottom of the page. This information assists our Assessment Officers by providing relevant information for your operation over the life of your permit. Select Next to continue.

#### Permit Holders

Please indicate what best describes the proposed permit holder's primary and secondary operations from the lists provided: ?

Primary Operation:

Secondary Operation:

[Back](#) [Next](#)

Figure 328 - Screenshot of Locations and Frequency screen with a red circle around Select One in the Permit Holders section and a red circle around the Next button

Page 6 of Vessel application is Additional State Access page. If you want to extend your operations to mainland or island national parks adjoining the Marine parks and/or rivers and streams between Mission Beach and the Starcke River, select yes and an area will appear with Please Specify details, add details of the islands or national parks and/or Rivers and streams you wish access.

Please also indicate if you want to operate in the Green Island Recreational Area. Once completed select Next to continue.

The screenshot shows the 'Applications - Vessel' page for 'Additional State Access'. The page header includes the Australian Government logo, 'Great Barrier Reef Marine Park Authority', and the slogan 'Working together today for a healthier Reef tomorrow...'. The user is logged in as 'User: [redacted] | Permittee: [redacted]'. The page title is 'Applications - Vessel' and it is page 6 of 11. The main content area contains the following text and form elements:

Separate permits are required from the Queensland Parks and Wildlife Service (QPWS) to conduct commercial operations on mainland or island National Parks and in the Green Island Recreational Area of Management. Please find relevant information on national park permit requirements at <http://www.business.qld.gov.au/industries/hospitality-tourism-sport/tourism/parks-recreation-forests>

Do you want to operate in National Parks either on islands, or on the mainland adjoining the Marine Parks (including any beach access)? \*  Yes  No

Please specify details: \*

Island National Park - Test Island

Do you want to operate in rivers and streams between Mission Beach and the Starcke River? \*  Yes  No ?

Please specify details: \*

Starcke River

Do you want to operate in the Green Island Recreational Area of Management (RAM)? \*  Yes  No ?

Prior to submitting an application, a pre-lodgement discussion is recommended to be arranged by emailing QPWS at [permits.central@des.qld.gov.au](mailto:permits.central@des.qld.gov.au).

Buttons: Back, Next (circled in red)

Figure 329 - Screenshot of Additional State Access screen with information displaying and a red circle around Next button

Page 7 of Vessel application is Vessel Details. On this screen, enter details of how many vessels, the maximum length and total capacity you wish to apply for. Select Next to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

Applications - Vessel  
Page 7 - Vessel Details of 11

How many vessels do you wish to operate under this permission? \*

What is the maximum length vessel you wish to apply for? (please consider future use in answering this question) \*

What is the total passenger capacity/participants you wish to have for this permission? \*

[Back](#) [Next](#)

Figure 330 - Screenshot of Vessel Details screen with a red circle around field to enter - How many vessels do you wish to operate under this permit, a circle around Maximum Vessel Length selection, a circle around Passenger capacity selection and red circle around Next

Page 8 of Vessel application asks for details of the vessel to be used in the Marine Parks. This is optional at this stage, however details of the aircraft must be provided to, and approved by the Reef Authority prior to operating the vessel in the Marine Parks.

You can notify the Reef Authority of your vessel details using the Notification Approvals menu on the left of screen later. You can use the Add New button to provide vessel details as part of your permit application if you wish. Select Add New.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] | Permittee: [redacted]

Applications - Vessel  
Page 8 - Vessels of 11

Vessels [Add New](#)

If known, please list the details of any vessels to be included on this permit, which are intended to be used as the main mode of transportation in the Marine Park/s. You may add details at a later date, however you must not operate a vessel in the Marine Parks without first receiving approval from GBRMPA.

Vessel Name	Registration Number	Vessel Length (m)	Maximum Passengers	Type
-------------	---------------------	-------------------	--------------------	------

[Back](#) [Next](#)

Figure 331 - Screenshot of Vessels screen with circle around Add New button

An Add New Vessel pop up window will appear with fields for Name, Registration Number, Length (in metres), Passenger Capacity and the vessel type.

**Add New Vessel**

Vessel Details

Name

Registration Number \*

Length (m) \*

Maximum Passengers \*

Type \* Std Vessel (Max Length 35m) ▾

Do not enter on this form any ancillary vessels.  
Maximum passenger number cannot exceed the total passenger capacity you are applying for, or the surveyed passenger capacity, whichever is the lesser.

Save

Cancel

Figure 332 - Screenshot of Add New Vessel pop up window

Add the exact details of each vessel and select Save.

**Add New Vessel**

Vessel Details

Name

Registration Number \*

Length (m) \*

Maximum Passengers \*

Type \* Std Vessel (Max Length 35m) ▾

Do not enter on this form any ancillary vessels.  
Maximum passenger number cannot exceed the total passenger capacity you are applying for, or the surveyed passenger capacity, whichever is the lesser.

Save

Cancel

Figure 333 - Screenshot of Add New Vessel pop up window with information entered and a red circle around Save

Once you enter your vessel details and select save the details will display on screen with a Remove button and an Edit button. If you need to remove the vessel select Remove and the details will be deleted. If you wish to edit the details, select the Edit button. Select Next to continue.

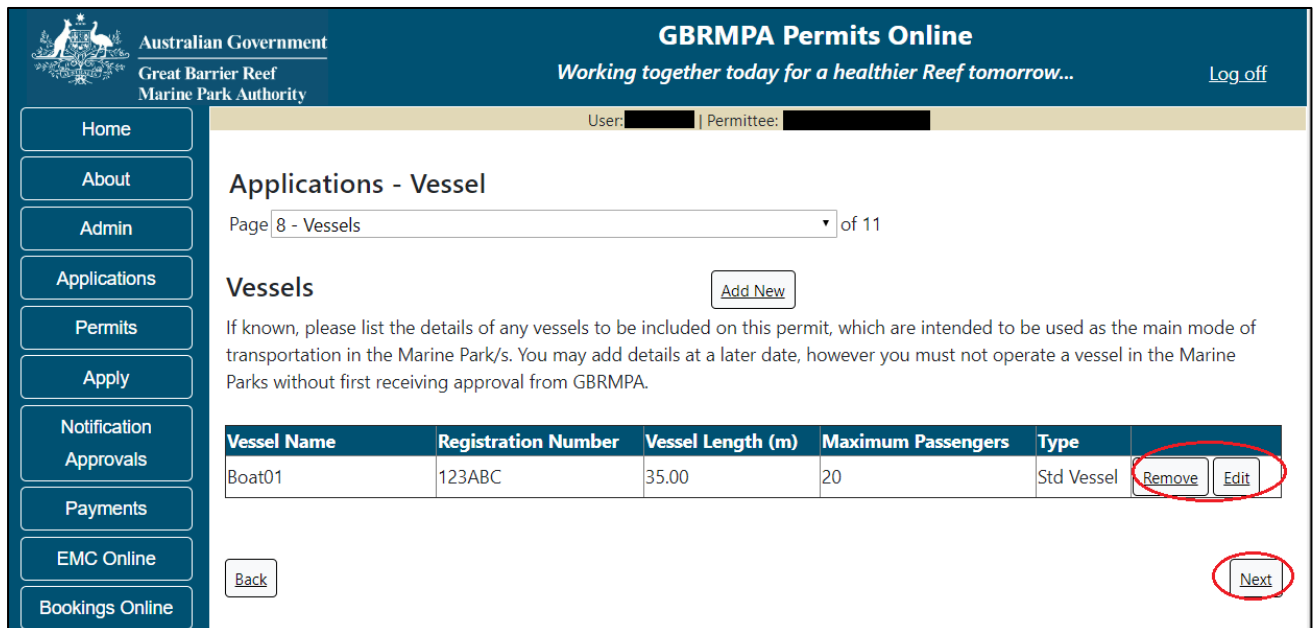


Figure 334 - Screenshot of Vessels page with information displayed and a red circle around Remove and Edit buttons and a red circle around the Next button

Page 9 of Vessel application is Ancillary Vessels and Equipment page. To add ancillary vessels or equipment select the *Add New* button.

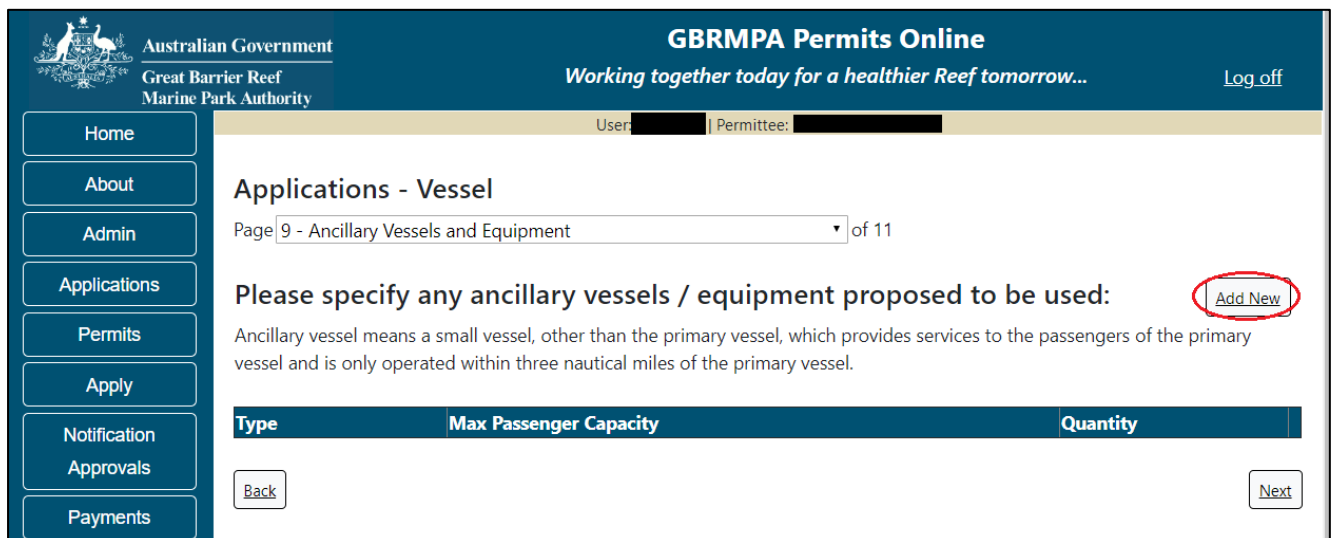


Figure 335 - Screenshot of Ancillary Vessels and Equipment screen with circle around Add New button



An Add New Ancillary Vessels/Equipment window will appear.

**Add Ancillary Vessels/Equipment**

Ancillary Vessels/Equipment

Device \*

Maximum Passenger Capacity \*

Quantity \*

Save

Cancel

Figure 336 - Screenshot of Add Ancillary Vessels / Equipment pop up window

Select Ancillary Vessels or Equipment from the Device list

**Add Ancillary Vessels/Equipment**

Ancillary Vessels/Equipment

Device \*

Maximum Passenger Capacity \*

Quantity \*

Cancel

- Aqua-bikes
- Bicycles
- Canoe
- Canoe motorised
- Catamarans
- Dinghy
- Flyboard
- Glass bottom boat
- Half cabin
- Harvest fishery vessels
- Hobi cats
- Jet boards
- Jet skis
- Kayak
- Multiple non-motorised units
- Other
- Paddle board
- Para-Sail
- Pedal craft
- Raft
- Rescue vessel
- Rubber inflatable boat
- Sailboards
- Sea scooters
- SEABOBs
- Seaspies
- Semi-submersible
- Ski boat
- Surf kites

Figure 337 - Screenshot of Add Ancillary Vessels / Equipment pop up window with Device list displayed

Add exact details of the ancillary vessels or equipment, then select Save.

Figure 338 - Screenshot of Add Ancillary Vessels / Equipment pop up window with information entered and a red circle around Save

The details of ancillary vessels or equipment will appear on the screen. A Remove button and an Edit button is also presented. If you need to remove the vessel select Remove and the details will be deleted. If you wish to edit the details, select the Edit button. Select Next to continue.

Figure 339 - Screenshot of Ancillary Vessels and Equipment page with information displayed and a red circle around Remove and Edit buttons and Next button

Page 10 of Vessel application refers to High Standard Tourism operators. If you have obtained a High Standard Tourism certification with an approved certification scheme, select Yes then upload a copy of your certificate using the upload feature.

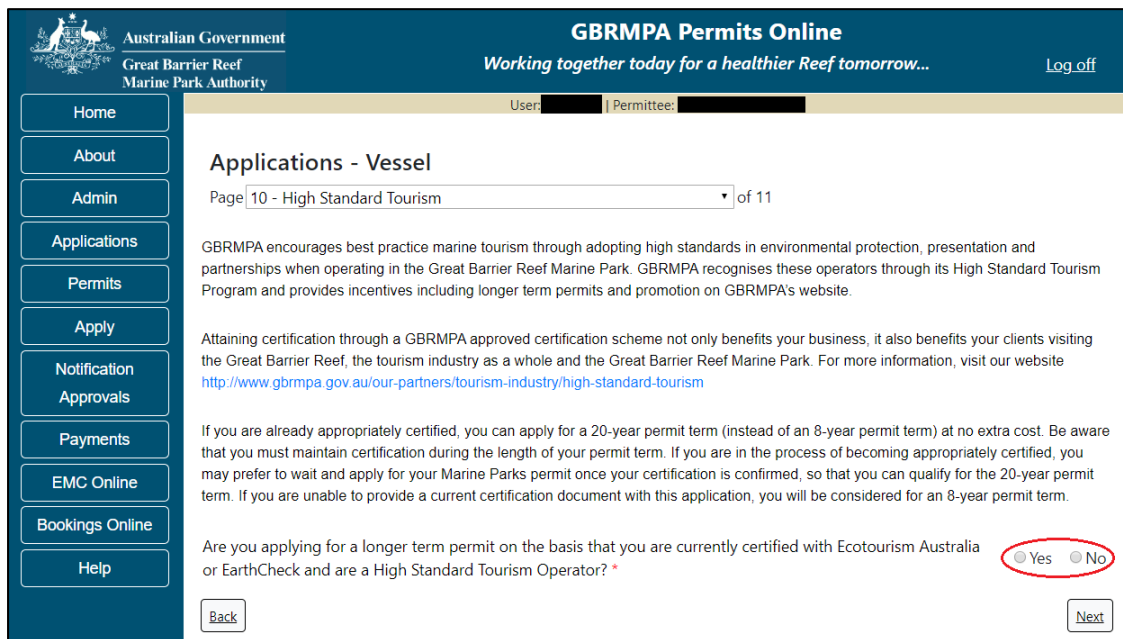


Figure 340 - Screenshot of High Standard Tourism page with a red circle Yes and No options

If you have certification, select the Yes button, an upload file button will appear. Select the upload file button and upload a file.

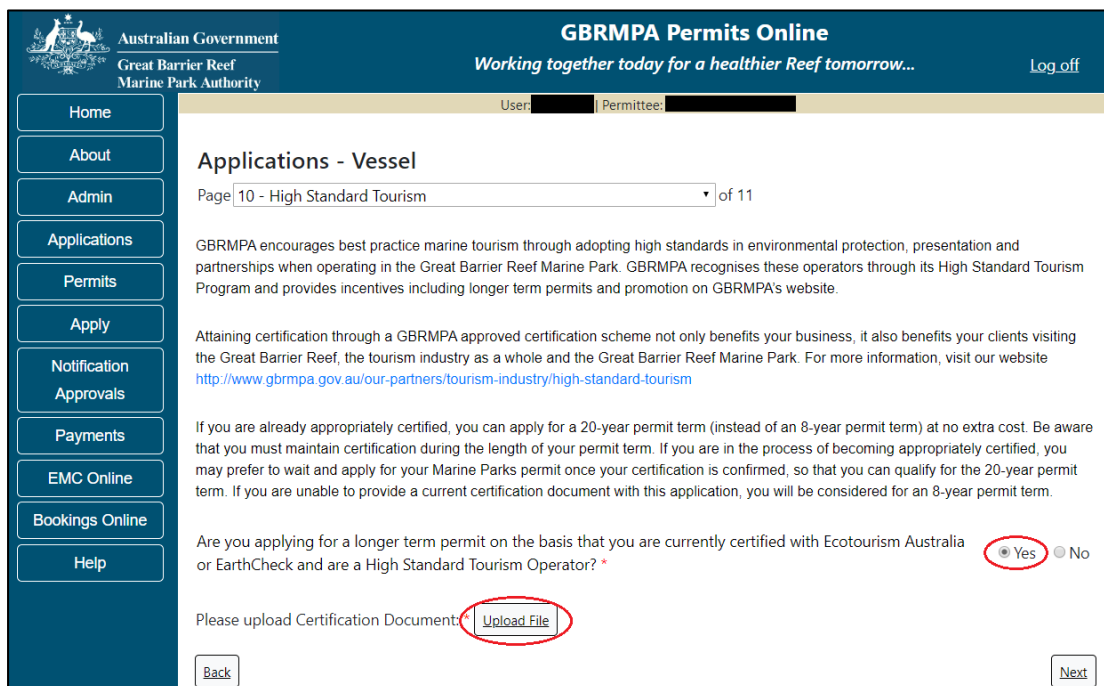


Figure 341 - Screenshot of High Standard Tourism page with Yes selected and circled and Upload File button circled

Once you load a copy of your certificate, you will see the filename with a Remove button next to it. If you wish to remove the file, select the Remove button. Select Next to go to the next page.

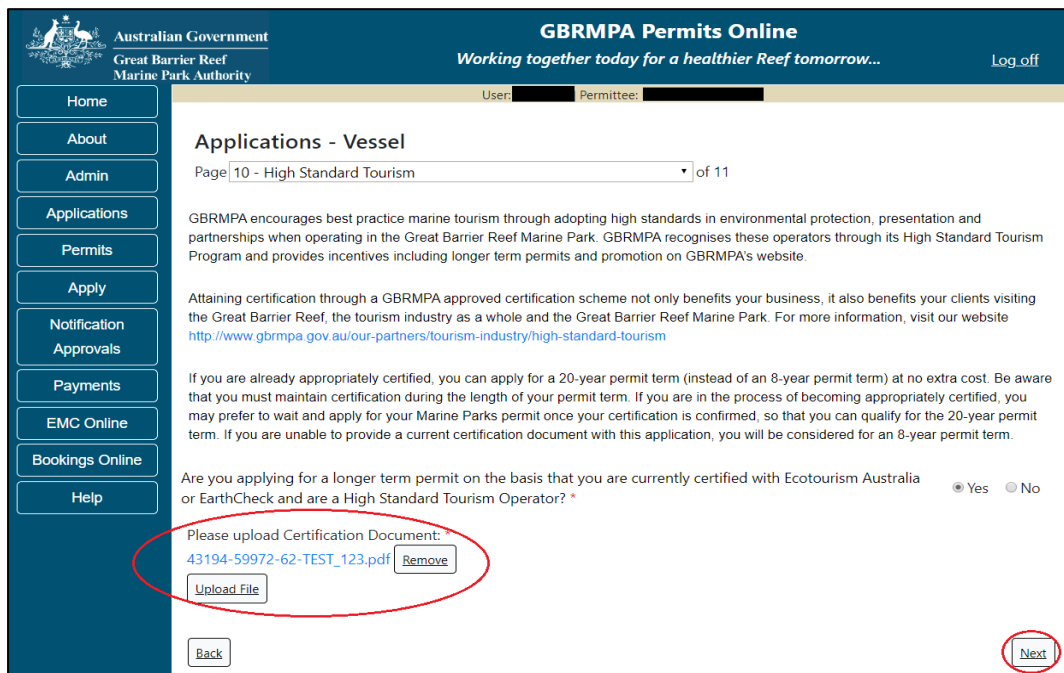


Figure 342 - Screenshot of High Standard Tourism page with Yes selected and a red circle around the Uploaded File and red circle around Next button

Page 11 of Vessel application provides opportunity for you to add any other information you feel will assist the Managing Agencies in assessing your application. Add supporting information by typing in the text field or upload a file if required. If a file is uploaded it will appear on the screen with the file name and an Remove to remove the file if the wrong file is selected.

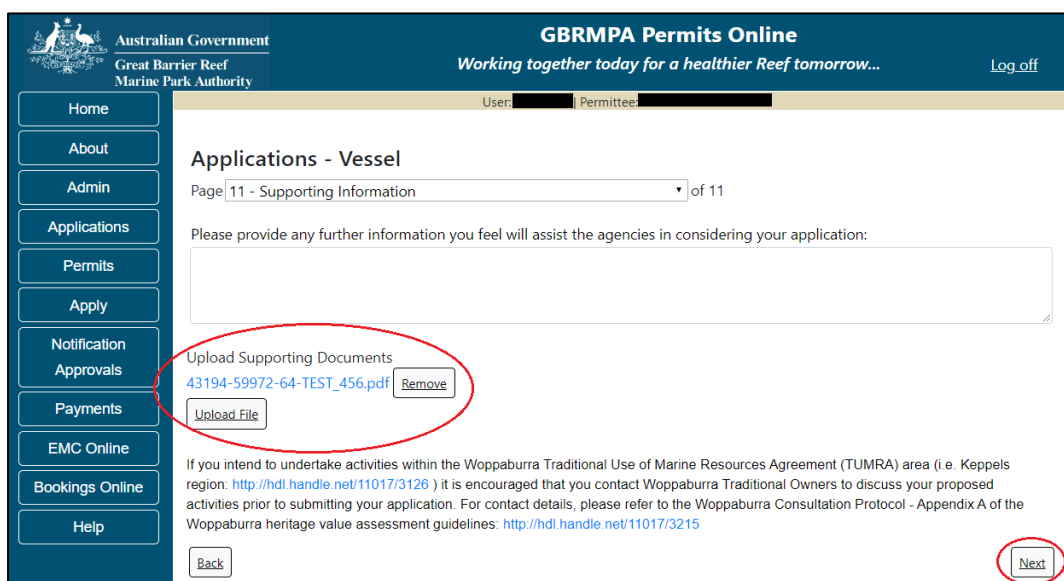


Figure 343 - Screenshot of Supporting Information screen with a red circle around Uploaded File area and a red circle around Next button

Once you have completed the supporting information page select Next from the last page of the application questions, you will progress to an application summary screen with a number of options available via links or buttons. Select Next on the summary screen to progress to the Declarations screens.

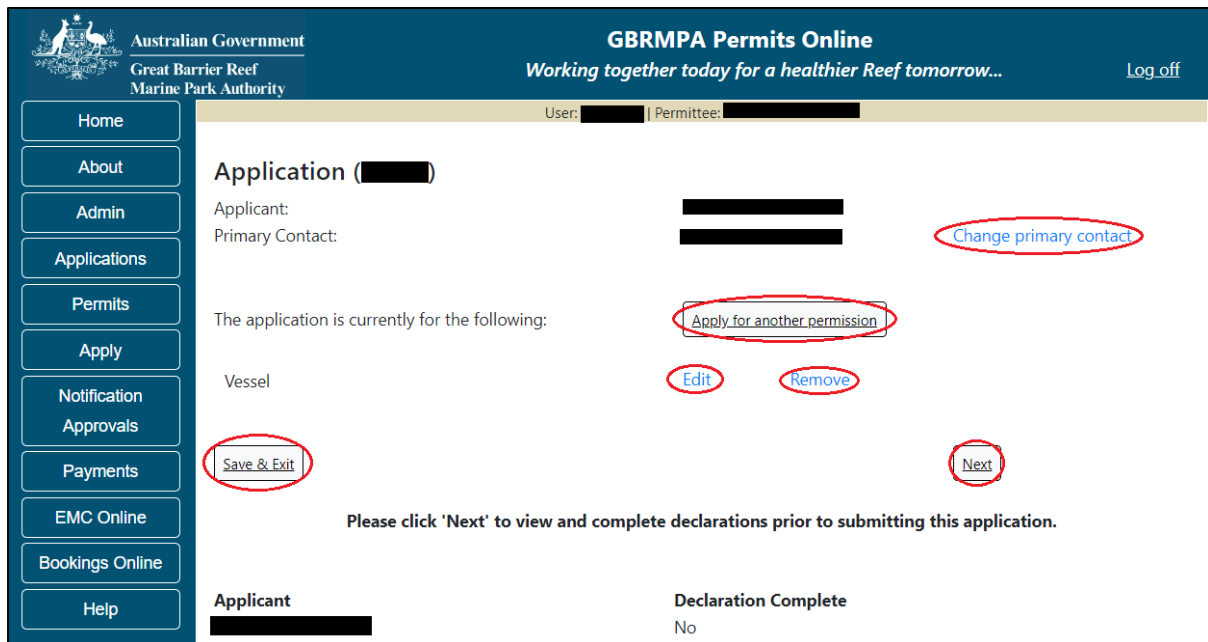


Figure 344 - Screenshot of Application Summary page with red circles around all options available

### Additional Information - Summary screen, links and buttons:

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Apply for another permission:** If the apply for another permission button is selected, the applicant will progress to the What are you seeking to do in the Marine Parks page where another permission type can be added. (e.g. add a mooring permission to the tourism permission)
- **Edit:** If edit is selected the application/permission will be reopened to apply any changes.
- **Remove:** If remove is selected the application/permission will be removed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.

Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

Australian Government  
Great Barrier Reef  
Marine Park Authority

Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

### Applications - Declaration

Page 1 - Declarations ▾ of 3

You should review your application carefully before you submit it. Each of the declarations made and information supplied during the permission application will be taken to have been made by you at the time you submit your application. It is a criminal offence under Commonwealth and State law for you to knowingly include a false or misleading statement in, or omit a material matter from, your application. We can also refuse your application on this basis.

I declare that:

I am authorised to submit this application \*  Yes  No ?

I have read and understand the privacy notice which explains how my personal information will and will not be used \*  Yes  No ?

I consent to the managing agencies conducting searches and making enquiries with relevant authorities to confirm my suitability to hold this permission. I understand this may include agencies such as the Australian Maritime Safety Authority (AMSA), Maritime Safety Queensland (MSQ), Queensland Department of Environment and Heritage Protection and recognised environmental eco-certification bodies \*  Yes  No ?

I agree to the managing agencies using electronic communication as the primary means of sending and receiving information relating to this application. I consent to the managing agencies using electronic dispatch to provide the decision (including any permit issued) and I accept responsibility for keeping my electronic contact details accurate and updated. \*  Yes  No ?

Figure 345 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

### Applications - Declaration

Page 3 - Declarations ▾ of 3

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.

Figure 346 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

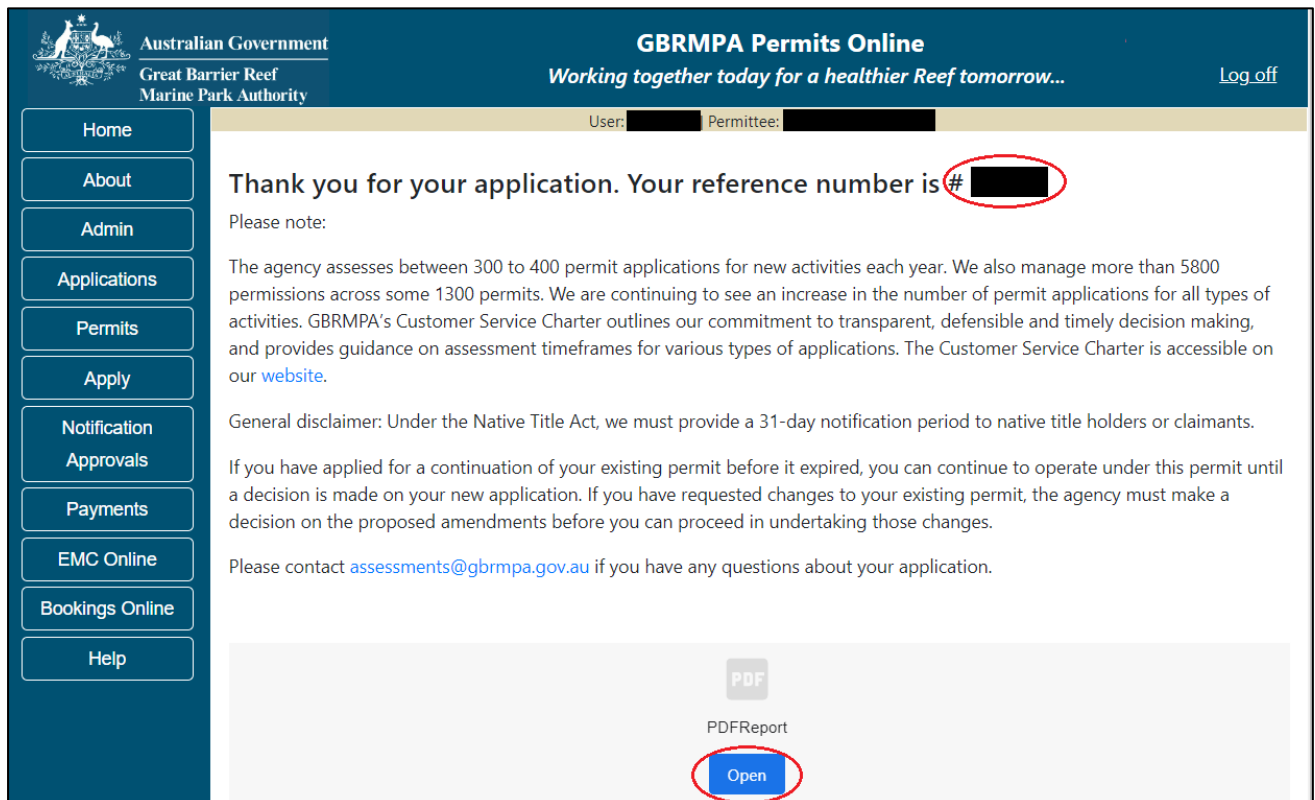


Figure 347 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the *Applications* screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

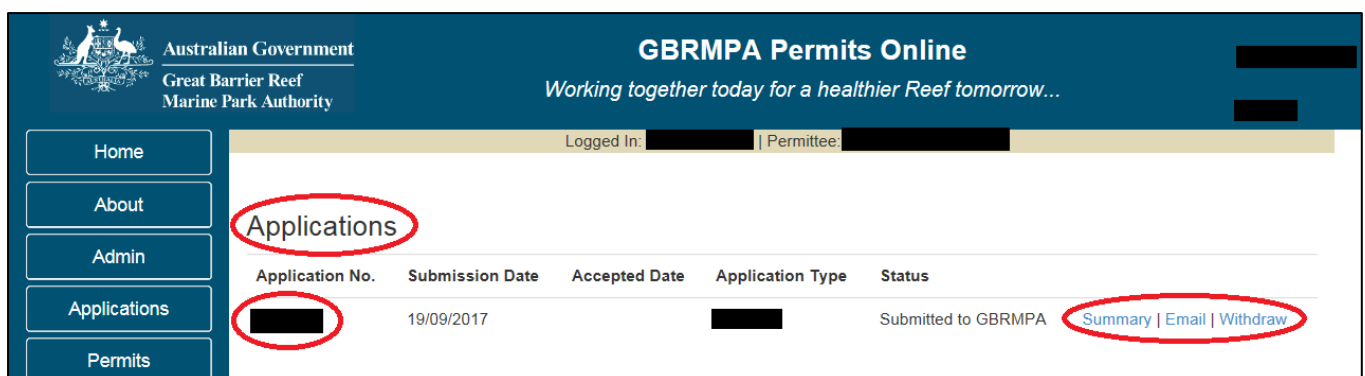


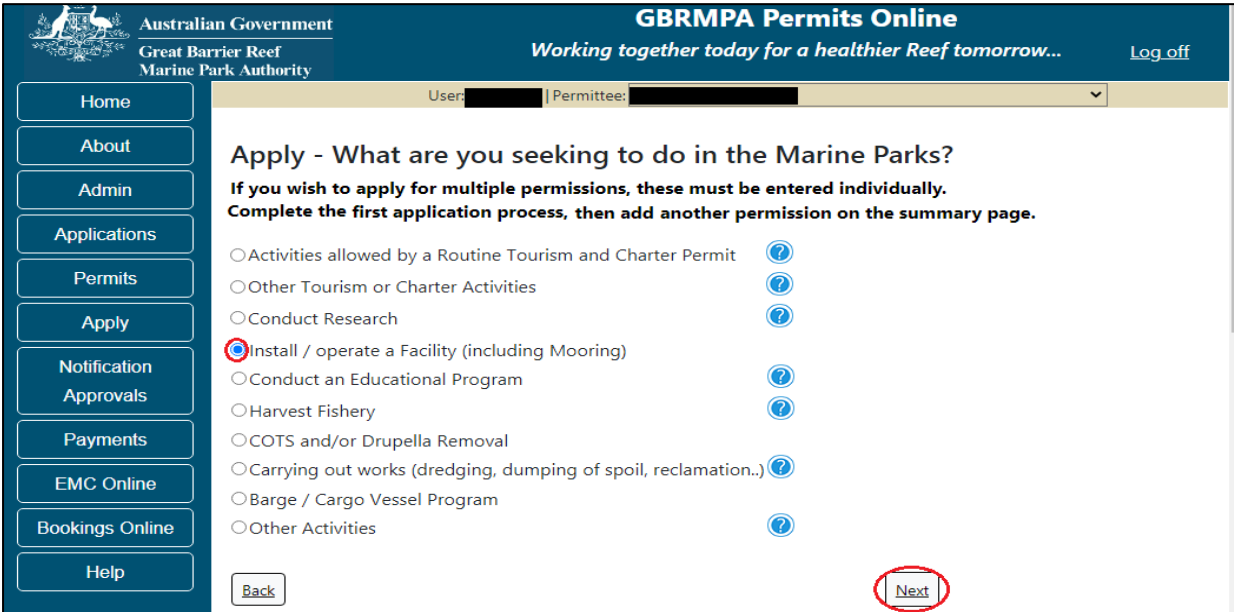
Figure 348 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options

## 11.0 Install / operate a Facility (Including Mooring)

### 11.1 Install / operate a Mooring Facility

Apply – new permit – install / operate a facility (including mooring) – Install / operate a Mooring Facility

To apply for Install / operate a Facility (including Mooring), select this option on the Apply – What are you seeking to do in the Marine Parks page.



Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online  
Bookings Online  
Help

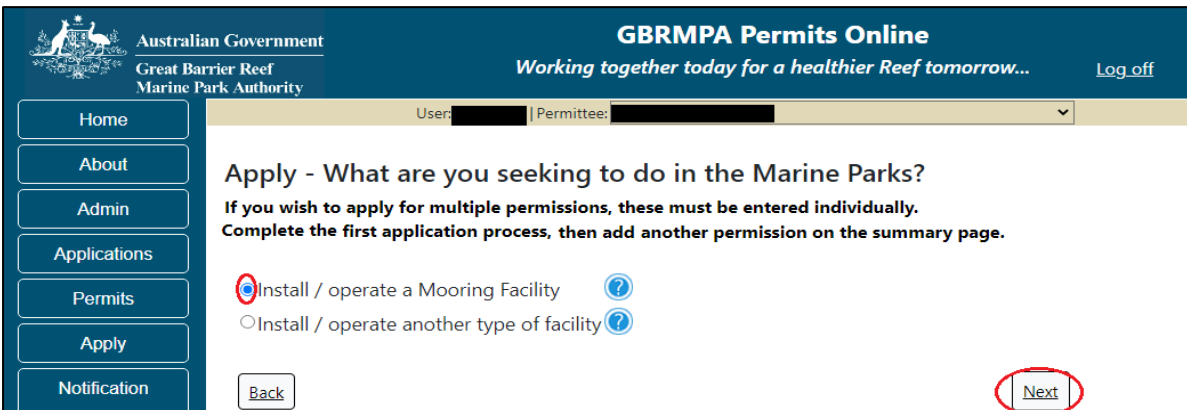
Apply - What are you seeking to do in the Marine Parks?  
If you wish to apply for multiple permissions, these must be entered individually.  
Complete the first application process, then add another permission on the summary page.

- Activities allowed by a Routine Tourism and Charter Permit
- Other Tourism or Charter Activities
- Conduct Research
- Install / operate a Facility (including Mooring)
- Conduct an Educational Program
- Harvest Fishery
- COTS and/or Drupella Removal
- Carrying out works (dredging, dumping of spoil, reclamation..)
- Barge / Cargo Vessel Program
- Other Activities

Back Next

Figure 349 - Screenshot of Apply - What are you seeking to do in the Marine Parks screen with Install / operate a Facility (including Mooring) Activities selected and a red circle around the Next button

You will progress to the application types sub menu, where you can choose which type of Facility you wish to apply for (example used is Install / operate a Mooring facility). Select the facility type then select Next.



Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals

Apply - What are you seeking to do in the Marine Parks?  
If you wish to apply for multiple permissions, these must be entered individually.  
Complete the first application process, then add another permission on the summary page.

- Install / operate a Mooring Facility
- Install / operate another type of facility

Back Next

Figure 350 - Screenshot of Apply - What are you seeking to do in the Marine Parks - Install / operate a Mooring Facility selected and a red circle around Next button

Please Note: This permission includes constructing or operating mooring facilities for vessels or aircraft including installation, maintenance, upgrade, de-tackling, re-tackling, re-location, decommissioning or removal.



Page 1 of Install / operate a Mooring Facility is the Environment Protection and Biodiversity Conservation Act page. This provides advice on matters of national environmental significance that must be considered when assessing an application. This screen is for your information only at this stage. Your assessing officer will contact you if it is determined to be relevant for your application.

**Australian Government**  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow...

User: [REDACTED] Permittee: [REDACTED] [Log off](#)

**Applications - Install / operate a Mooring Facility**

Page 1 - Environment Protection and Biodiversity Conservation Act 1999 of 7

Please note:

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 (the department) website: <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.

If a proposal is referred under the EPBC Act and also requires the Authority's permission, then the EPBC referral is deemed to also be an application for all necessary permissions required 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 the Authority to commence its permit processes as required under the Great Barrier Reef Marine Park Regulations 2019. 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: <http://www.environment.gov.au/epbc>

[Next](#)

Figure 351 - Screenshot of Environment Protection and Biodiversity Conservation screen with a red circle around Next button

Links on the Environment Protection and Biodiversity Conservation page [www.environment.gov.au/epbc](http://www.environment.gov.au/epbc) will take you to the Department of Climate Change, Energy the Environment and Water site. Here you can find information about the *Environment Protection and Biodiversity Conservation Act 1999* and your obligations under the Act.

Page 2 of Install / operate a Mooring Facility is the Justification for Marine Park use page. On this page, add details of why you need to use the Marine Park? What alternatives have been considered and why have they been ruled out? Once you have added your detail select Next to continue.

The screenshot shows the GBRMPA Permits Online interface. The header includes the Australian Government logo, 'Great Barrier Reef Marine Park Authority', and the slogan 'Working together today for a healthier Reef tomorrow...'. The page title is 'Applications - Install / operate a Mooring Facility'. The current page is 'Page 2 - Justification of Marine Parks use?' of 7. A red circle highlights the question: 'Why do you need to use the Marine Park? What alternatives have been considered, and why have they been ruled out? \*'. Below the question is a text input field with the placeholder 'Add details here'. A 'Back' button is on the left, and a 'Next' button is on the right, both circled in red.

Figure 352 - Screenshot of Justification for Marine Park Use page with a red circle question - Why do you need to use the Marine Park? Circle around Save button

Page 3 of Install / operate a Mooring Facility is the Commercial Nature page. If your operation is of a commercial nature, select yes. If not select no. NOTE: Activities of a commercial nature are those from which a profit is drawn or intended to be drawn. After you make your selection, select Next to continue.

The screenshot shows the GBRMPA Permits Online interface. The header is the same as in Figure 352. The page title is 'Applications - Install / operate a Mooring Facility'. The current page is 'Page 3 - Commercial nature?' of 7. The question is 'Is any of the proposed activity of a commercial nature? \*'. There are two radio button options: 'Yes' and 'No', both circled in red. A 'Back' button is on the left, and a 'Next' button is on the right, both circled in red.

Figure 353 - Screenshot of Commercial Nature page with red circle around Yes and No options and red circle around Next button

Page 4 of Install / operate a Mooring Facility is the Facility Information page. There are a number of mandatory fields on this page. All mandatory fields must be completed to continue.

The screenshot displays the 'Applications - Install / operate a Mooring Facility' page on the GBRMPA Permits Online system. The page header includes the Australian Government logo, 'Great Barrier Reef Marine Park Authority', and the GBRMPA logo with the tagline 'Working together today for a healthier Reef tomorrow...'. A 'Log off' link is visible in the top right corner. The page title is 'Applications - Install / operate a Mooring Facility', and the current page is identified as 'Page 4 - Install / operate a Mooring / Facility' of 7 pages. The form contains several mandatory fields, each circled in red: 'Mooring type' (a dropdown menu), 'Provide details of the mooring design' (a large text area), 'Is this a northerly mooring?' (radio buttons for 'Yes' and 'No'), 'Ancillary or Primary?' (a dropdown menu), 'Upload design drawings' (a text field with a 'mandatory before application submission' note and an 'Upload File' button), and 'Upload maps/images or spatial data' (a text field with a 'mandatory before application submission' note and an 'Upload File' button). Other fields include 'Facility type' (set to 'Mooring'), 'MSQ number', 'Proposed location', 'Local site name', 'Method of Attachment', 'Datum', and 'Enter a brief description of the mooring'. A 'Back' button is located at the bottom left, and a 'Next' button is at the bottom right.

Figure 354 - Screenshot of Install / operate a Mooring Facility page with red circles around all mandatory fields (Mooring Type, Provide Details, Northerly Mooring, Ancillary or Primary, Upload design drawings, Upload maps)

Fill in the mandatory fields with the required information for Mooring type, MSQ Number, Proposed location and Local site name. If the mooring is a northerly mooring select Yes and an addition field will appear. Add the existing mooring associated with the application in the addition field.

Select an option from primary or ancillary and an option from the method of attachment list. Upload the required design drawings and upload maps, images or spatial data. Enter the datum and a brief description of the mooring. Select Next to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

Working together today for a healthier Reef tomorrow... Log off

User: [redacted] | Permittee: [redacted]

### Applications - Install / operate a Mooring Facility

Page 4 - Install / operate a Mooring / Facility of 7

Facility type: \*

Each mooring that you want to include as part of this application will need to be added separately. You will be given the opportunity to add another mooring facility via the Summary screen.

Mooring type: \*

MSQ number: [if Not Applicable do not type NA - leave blank] [?](#)

Proposed location:

Local site name:

Is this a northerly mooring? \*  Yes  No [?](#)

What is the existing mooring number this northerly mooring will be used in conjunction with? \*

Please provide a justification that this additional mooring is needed to operate your tourist program when the wind is generally from a northerly direction: \*

Method of Attachment:

Ancillary or Primary? \*

Upload design drawings (mandatory before application submission):  [?](#)

Drawings Reference Number:

Upload maps/Images or spatial data (mandatory before application submission):  [?](#)

Datum:

Enter a brief description of the mooring:

Privacy | Disclaimer | © Copyright 2017 GBRMPA

**Figure 355 - Screenshot of Install / operate a Mooring Facility page with red circles around Existing mooring number field, justification field, Method of attachment, Upload Design Drawings, Upload Maps, Datum and Enter a brief description fields, circle around Next button**

Page 5 of Install / operate a Mooring Facility is the Locations and Co-ordinates page. To add the locations latitude and longitude select *Add New*.

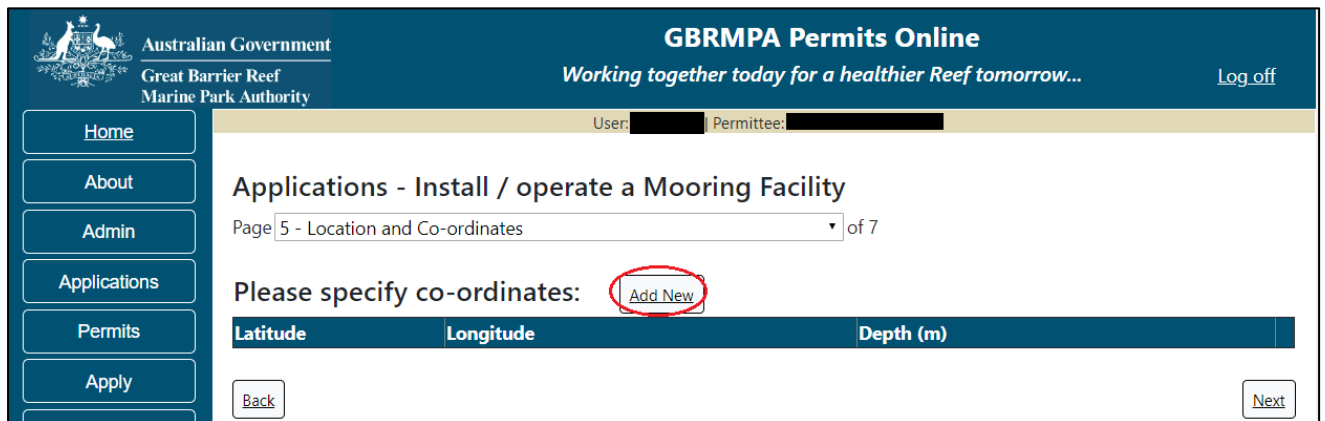


Figure 356 - Screenshot of Locations and Co-ordinates screen with a red circle around Add New button

The Add Latitude / Longitude pop up window will appear. If a location is entered that is not within the latitude and longitude for the Great Barrier Reef the system will produce an error. The Latitude field must be between -30.000000 and -10.000000. The Longitude must be between 135 and 155. Add the co-ordinates in Decimal Degrees.

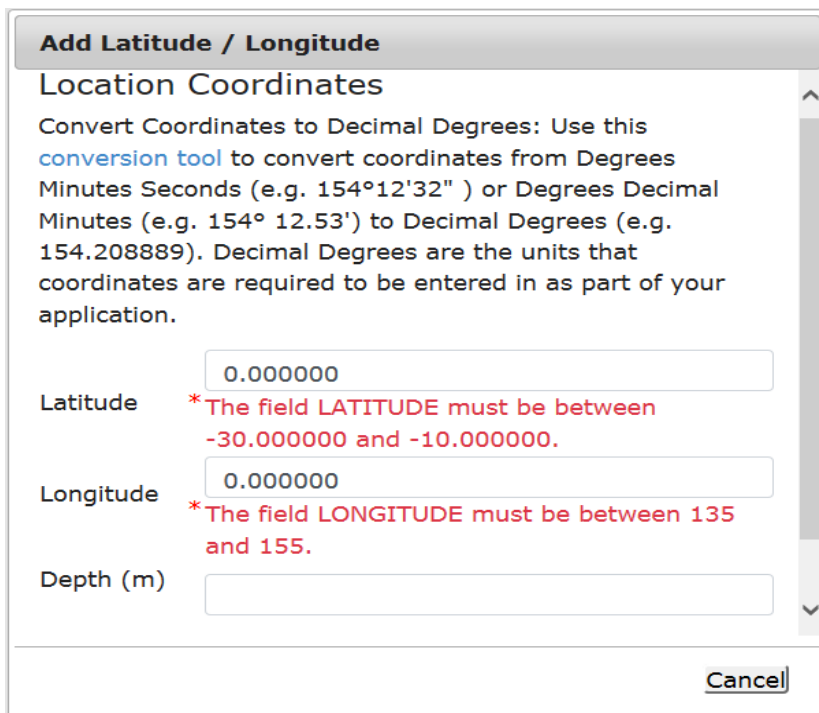


Figure 357 - Screenshot of Add Latitude / Longitude pop up window displaying validations for Co-Ordinates

Co-ordinates need to be entered in Decimal Degrees. There is a link to a conversion tool within the Add Latitude / Longitude pop up window. If you need to use the conversion tool, select the link and you will progress to the Australian Antarctic Data Centre website that has conversion tool.

**Add Latitude / Longitude**

**Location Coordinates**

Convert Coordinates to Decimal Degrees: Use this [conversion tool](#) to convert coordinates from Degrees Minutes Seconds (e.g. 154°12'32" ) or Degrees Decimal Minutes (e.g. 154° 12.53') to Decimal Degrees (e.g. 154.208889). Decimal Degrees are the units that coordinates are required to be entered in as part of your application.

Latitude \*

Longitude \*

Figure 358 - Screenshot of Add Latitude / Longitude pop up window with red circle around conversion tool hyperlink

Once on the site enter Degrees Minutes and Seconds into the conversion tool and select Click for conversion. You will be presented with a Decimal Degrees figure.

**Australian Antarctic Data Centre**  
Data management and spatial data services

Menu  Login Support

**Calculators**

**Conversion calculator - degrees, minutes, seconds to decimal degrees**

For conversion of negative values enter Degrees Minutes Seconds in the format shown by this example: -35° 55' 56".

Degrees Minutes

Seconds

Decimal degrees

Figure 359 - Screenshot of Antarctic Division home page with Conversion calculator displayed

Enter the co-ordinates to 6 decimal places; add the depth and select Save.

**Add Latitude / Longitude**

### Location Coordinates

Convert Coordinates to Decimal Degrees: Use this [conversion tool](#) to convert coordinates from Degrees Minutes Seconds (e.g. 154°12'32" ) or Degrees Decimal Minutes (e.g. 154° 12.53') to Decimal Degrees (e.g. 154.208889). Decimal Degrees are the units that coordinates are required to be entered in as part of your application.

Latitude \* -22.123456

Longitude \* 154.208889

Depth (m) 2

**Save**

Cancel

Figure 360 - Screenshot of Add Latitude / Longitude pop up window with Co-ordinates completed and red circle around Save button

Your co-ordinate will be displayed on the screen including the depth entered. Remove and Edit buttons will also appear. If you wish to edit the co-ordinates, select Edit and make the changes required. If you wish to remove the co-ordinate select Remove and it will be deleted from your application.

If you have a fore and aft mooring, add both the fore and aft co-ordinates. Select Next to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow...  
Log off

User [redacted] | Permittee: [redacted]

### Applications - Install / operate a Mooring Facility

Page 5 - Location and Co-ordinates of 7

Please specify co-ordinates: [Add New](#)

Latitude	Longitude	Depth (m)		
-22.123456	154.208889	2	Remove	Edit
-22.456789	154.333333	2	Remove	Edit

[Back](#) [Next](#)

Figure 361 - Screenshot of Location and Co-ordinates screen with information displayed and a red circle around Latitude and Longitude columns, circle around Remove and Edit buttons and red circle around Next button

Page 6 of Install / operate a Mooring Facility provides opportunity for you to add any other information you feel will assist the Managing Agencies in assessing your application. Add supporting information by typing in the text field or upload a file if required. If a file is uploaded it will appear on the screen with the file name and a Remove button to remove the file if the wrong file is selected. Select Next to continue.

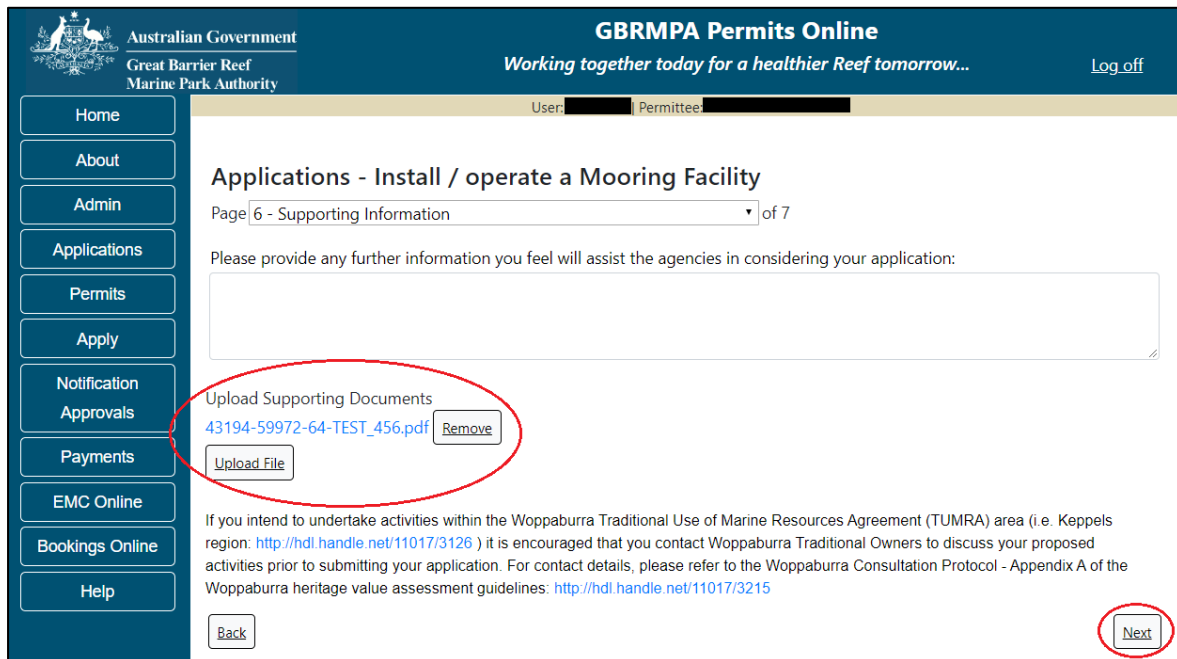


Figure 362 - Screenshot of Supporting Information screen with a red circle around Uploaded File area and a red circle around Next button

Page 7 of Install / operate a Mooring Facility is the Summary Page. On this screen, you have options to Add a New Mooring Type, Add a New Facility type, Edit or Remove the Mooring/Facility just entered. If you wish to edit or remove the facility, select the required button. If you wish to add another mooring or another facility select the appropriate hyperlink and you will be able to enter information for the additional mooring/facility. If you have completed your application details select Next to progress.

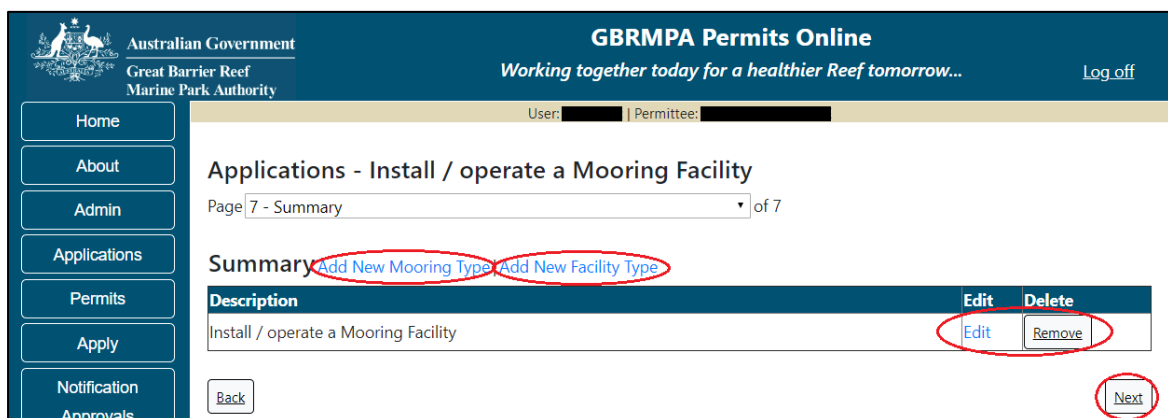


Figure 363 - Screenshot of mooring Summary page with red circles around options for Add New Mooring Type, Add New Facility Type, circle around Edit, Remove and Next buttons



Once you have completed the supporting information page select Next from the last page of the application questions, you will progress to an application summary screen with a number of options available via links or buttons. Select Next on the summary screen to progress to the Declarations screens.

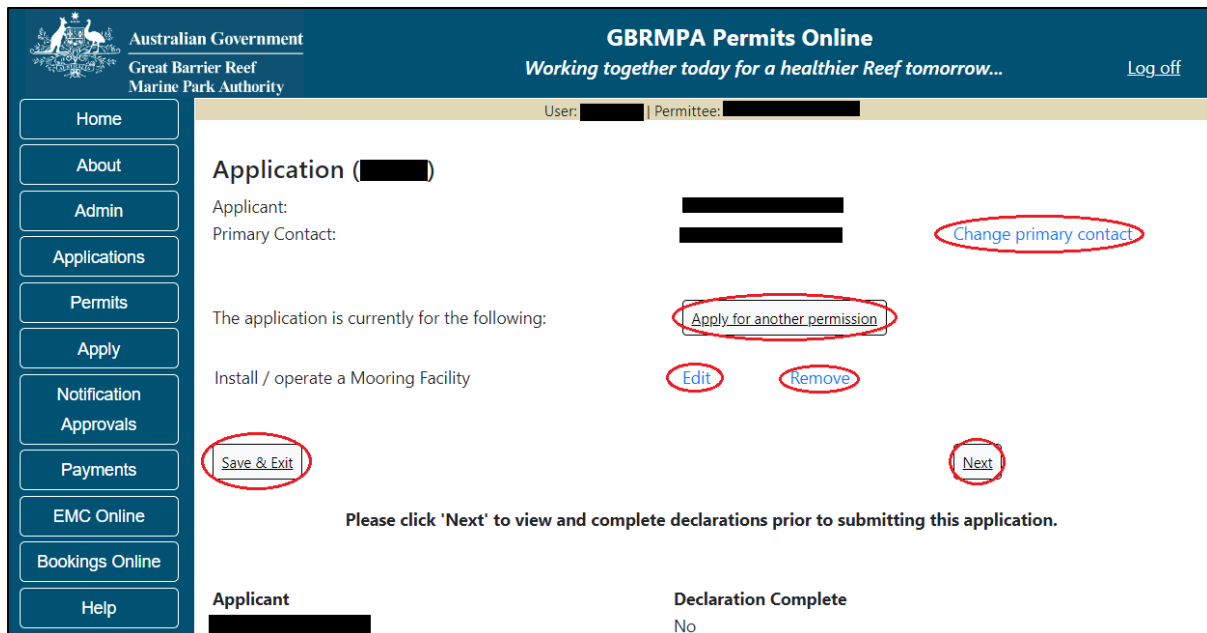


Figure 364 - Screenshot of Application Summary page with red circles around all options available

Additional Information - Summary screen, links and buttons:

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Apply for another permission:** If the Apply for another permission button is selected, the applicant will progress to the What are you seeking to do in the Marine Parks page where another permission type can be added. (e.g. add a tourism permission to the mooring permission)
- **Edit:** If edit is selected the application/permission will be reopened to apply any changes.
- **Remove:** If remove is selected the application/permission will be removed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.

Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

Australian Government  
Great Barrier Reef  
Marine Park Authority

Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

### Applications - Declaration

Page 1 - Declarations of 3

You should review your application carefully before you submit it. Each of the declarations made and information supplied during the permission application will be taken to have been made by you at the time you submit your application. It is a criminal offence under Commonwealth and State law for you to knowingly include a false or misleading statement in, or omit a material matter from, your application. We can also refuse your application on this basis.

I declare that:

I am authorised to submit this application \*  Yes  No ?

I have read and understand the privacy notice which explains how my personal information will and will not be used \*  Yes  No ?

I consent to the managing agencies conducting searches and making enquiries with relevant authorities to confirm my suitability to hold this permission. I understand this may include agencies such as the Australian Maritime Safety Authority (AMSA), Maritime Safety Queensland (MSQ), Queensland Department of Environment and Heritage Protection and recognised environmental eco-certification bodies \*  Yes  No ?

I agree to the managing agencies using electronic communication as the primary means of sending and receiving information relating to this application. I consent to the managing agencies using electronic dispatch to provide the decision (including any permit issued) and I accept responsibility for keeping my electronic contact details accurate and updated. \*  Yes  No ?

[Next](#)

Figure 365 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

### Applications - Declaration

Page 3 - Declarations of 3

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.

[Back](#) [Submit](#)

Figure 366 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

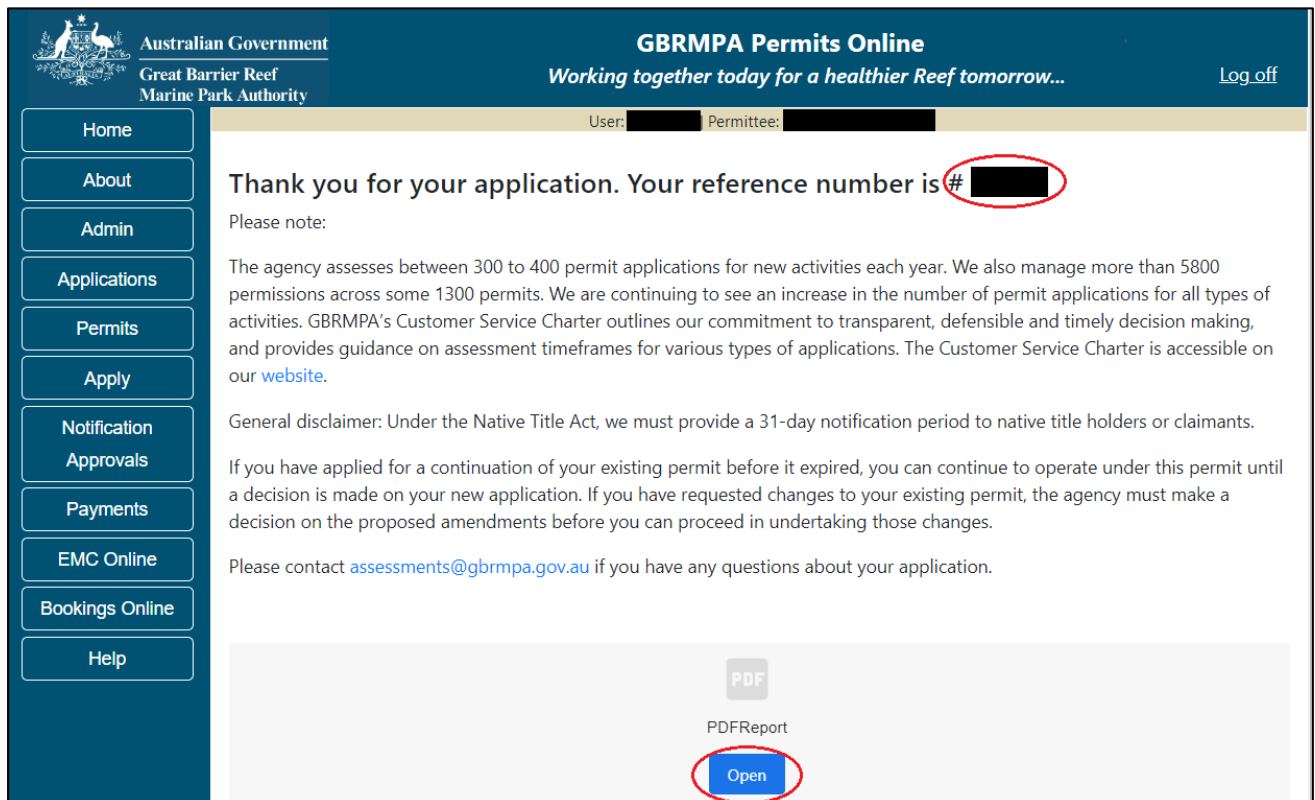


Figure 367 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the *Applications* screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

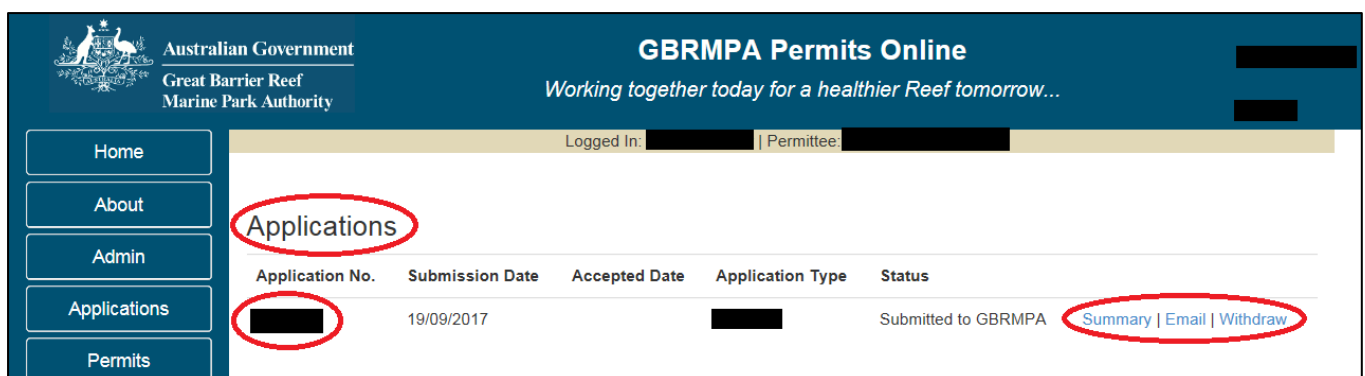


Figure 368 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options

## 11.2 Install / operate another type of facility

Apply – new permit application – install / operate a facility (including mooring) – another type of facility

To apply for Install / operate another type of Facility select this option on the Apply – What are you seeking to do in the Marine Parks page.

The screenshot shows the GBRMPA Permits Online interface. The header includes the Australian Government logo, 'Great Barrier Reef Marine Park Authority', and the slogan 'Working together today for a healthier Reef tomorrow...'. A navigation menu on the left contains buttons for Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The main content area is titled 'Apply - What are you seeking to do in the Marine Parks?' and includes instructions: 'If you wish to apply for multiple permissions, these must be entered individually. Complete the first application process, then add another permission on the summary page.' Below this are several radio button options, each with a help icon: 'Activities allowed by a Routine Tourism and Charter Permit', 'Other Tourism or Charter Activities', 'Conduct Research', 'Install / operate a Facility (including Mooring)' (selected), 'Conduct an Educational Program', 'Harvest Fishery', 'COTS and/or Drupella Removal', 'Carrying out works (dredging, dumping of spoil, reclamation..)', 'Barge / Cargo Vessel Program', and 'Other Activities'. At the bottom, there are 'Back' and 'Next' buttons, with the 'Next' button circled in red.

Figure 369 - Screenshot of Apply - What are you seeking to do in the Marine Parks screen with Install / operate a Facility (including Mooring) and a red circle around the Next button

You will progress to the application types sub menu, where you can choose which type of Facility you wish to apply for (example used is Install / operate another type of facility).

Select the facility type then select Next. Please Note: This permission may include discharging waste from a facility; building, assembling, fixing in position, maintaining or demolishing a facility; or operating a landing area or facility for aircraft. A facility may include a building, a structure, a vessel, goods, equipment or services.

This screenshot is similar to the previous one, showing the same GBRMPA Permits Online interface. However, the selected radio button option is now 'Install / operate another type of facility'. The 'Next' button at the bottom right remains circled in red.

Figure 370 - Screenshot of Apply - What are you seeking to do in the Marine Parks - Install / operate another type of Facility and a red circle around Next button

Page 1 of Install / operate another type of facility application is the Environment Protection and Biodiversity Conservation Act page. This provides advice on matters of national environmental significance that must be considered when assessing an application. This screen is for your information only at this stage. Your assessing officer will contact you if it is determined to be relevant for your application.

The screenshot shows the 'GBRMPA Permits Online' interface. The header includes the Australian Government logo and the text 'Great Barrier Reef Marine Park Authority'. The main navigation menu on the left contains buttons for Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The main content area is titled 'Applications - Install / operate another type of facility' and shows 'Page 1 - Environment Protection and Biodiversity Conservation Act 1999' of 8. The text on the page provides information about the EPBC Act and the need for approval from the Environment Minister. A 'Next' button is circled in red in the bottom right corner.

Figure 371 - Screenshot of Environment Protection and Biodiversity Conservation screen with a red circle around Next button

Links on the Environment Protection and Biodiversity Conservation page [www.environment.gov.au/epbc](http://www.environment.gov.au/epbc) will take you to the Department of Climate Change, Energy the Environment and Water site. Here you can find information about the *Environment Protection and Biodiversity Conservation Act 1999* and your obligations under the Act.

Page 2 of Install / operate another type of facility application is the Justification for Marine Park use page. On this page add details of why you need to use the Marine Park? What alternatives have been considered and why have they been ruled? Once you have added your detail select Next to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

User: [redacted] | Permittee: [redacted] Log off

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals

Applications - Install / operate another type of facility  
Page 2 - Justification of Marine Parks use? of 8

Why do you need to use the Marine Park? What alternatives have been considered, and why have they been ruled out? \* ?

Add details here

Back Next

Figure 372 - Screenshot of Justification for Marine Park Use page with a red circle question - Why do you need to use the Marine Park? Circle around Next button

Page 3 of Install / operate another type of facility application is the Commercial Nature page. If your operation is of a commercial nature select yes. If not select no. NOTE: Activities of a commercial nature are those from which a profit is drawn or intended to be drawn. After you make your selection, select Next to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

User: [redacted] | Permittee: [redacted] Log off

Home  
About  
Admin  
Applications  
Permits  
Apply

Applications - Install / operate another type of facility  
Page 3 - Commercial nature? of 8

Is any of the proposed activity of a commercial nature? \*  Yes  No ?

Back Next

Figure 373 - Screenshot of Commercial Nature page with red circle around Yes and No options and red circle around Next button

Page 4 of Install / operate another type of facility application is the Facility Information page. There are a number of mandatory fields on this page. All mandatory fields must be completed to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

### Applications - Install / operate another type of facility

Page 4 - Install / operate a Facility of 8

Facility type: \* -Select One- Select a value from the list

Each facility that you want to include as part of this application will need to be added separately. You will be given the opportunity to add another facility via the Summary screen.

Provide details of the facility type and design: \*

This field is required.

Facility name: \*

This field is required.

Proposed location:

Local site name:

Upload design drawings (mandatory before application submission) Upload File

Drawings reference number:

Upload maps/images or spatial data (mandatory before application submission) Upload File

Datum: -Select One-

Briefly explain your proposal:

Back Next

Figure 374 - Screenshot of Install / operate a Facility page with red circles around all mandatory fields (Facility Type, Provide Details, Facility Name, Upload design drawings and upload maps)

Fill in the mandatory fields with the required information for Facility type, Facility Name, proposed location and local site name. Upload the required design drawings and upload maps, images /spatial data and enter Datum. Enter a brief explanation of your proposal. Select Next to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] | Permittee: [redacted]

### Applications - Install / operate another type of facility

Page 4 - Install / operate a Facility of 8

Facility type: \* Dive/Snorkel Trail

Each facility that you want to include as part of this application will need to be added separately. You will be given the opportunity to add another facility via the Summary screen.

Facility name: \*  
Company A's Snorkel Trail

Proposed location:  
Enter proposed location here

Local site name:  
Enter local site name here

Upload design drawings (mandatory before application submission):  
43206-59997-47-TEST\_123.pdf [Remove](#)

[Upload File](#)

Drawings reference number:  
[ ]

Upload maps/images or spatial data (mandatory before application submission):  
43206-59997-999-TEST\_456.pdf [Remove](#)

[Upload File](#)

Datum: -Select One-

Briefly explain your proposal:  
Add a brief description here

[Back](#) [Next](#)

Figure 375 - Screenshot of Install / operate a Facility page with red circles around all questions with information completed for all areas, and red circle around Next button



Page 5 of Install / operate another type of facility application is the Locations and Co-ordinates page. To add the locations latitude and longitude select *Add New*.

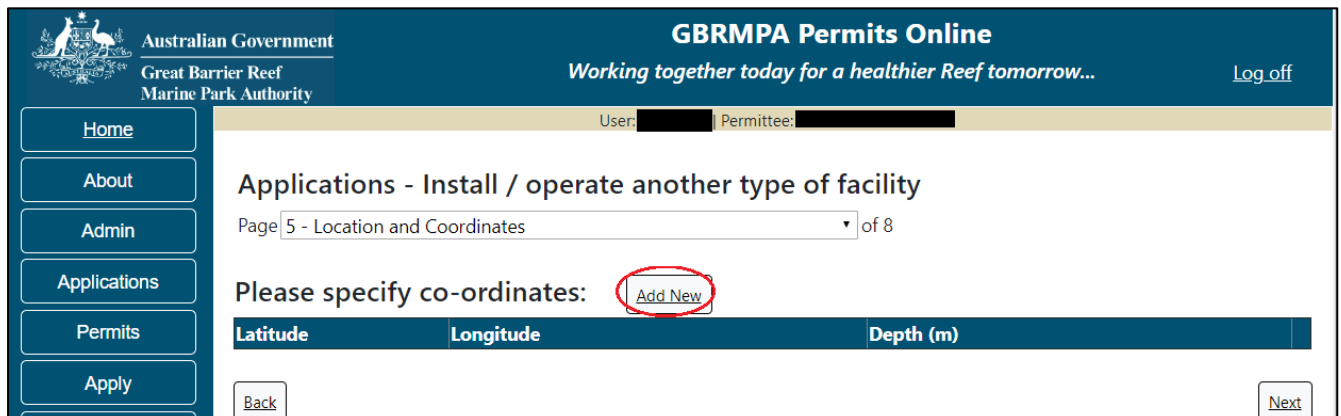


Figure 376 - Screenshot of Locations and Co-ordinates screen with a red circle around Add New button

The Add Latitude / Longitude pop up window will appear. If a location is entered that is not within the latitude and longitude for the Great Barrier Reef, the system will produce an error. The Latitude field must be between -30.000000 and -10.000000. The Longitude must be between 135 and 155. Add the co-ordinates in Decimal Degrees.

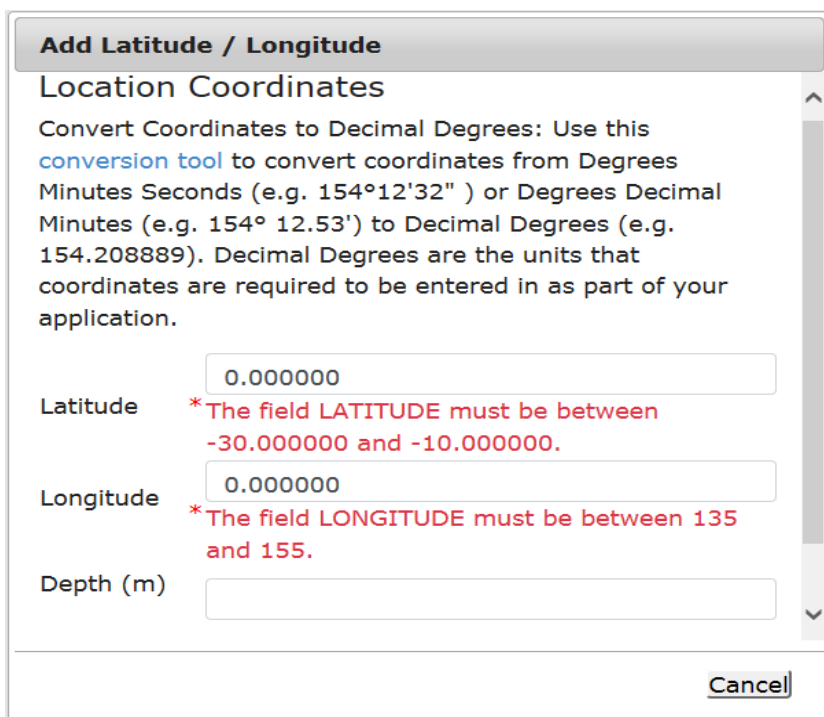


Figure 377 - Screenshot of Add Latitude / Longitude pop up window displaying validations for Co-Ordinates

Co-ordinates need to be entered in Decimal Degrees. There is a link to a conversion tool within the Add Latitude / Longitude pop up window. If you need to use the conversion tool, select the link and you will progress to the Australian Antarctic Data Centre website that has a conversion tool.

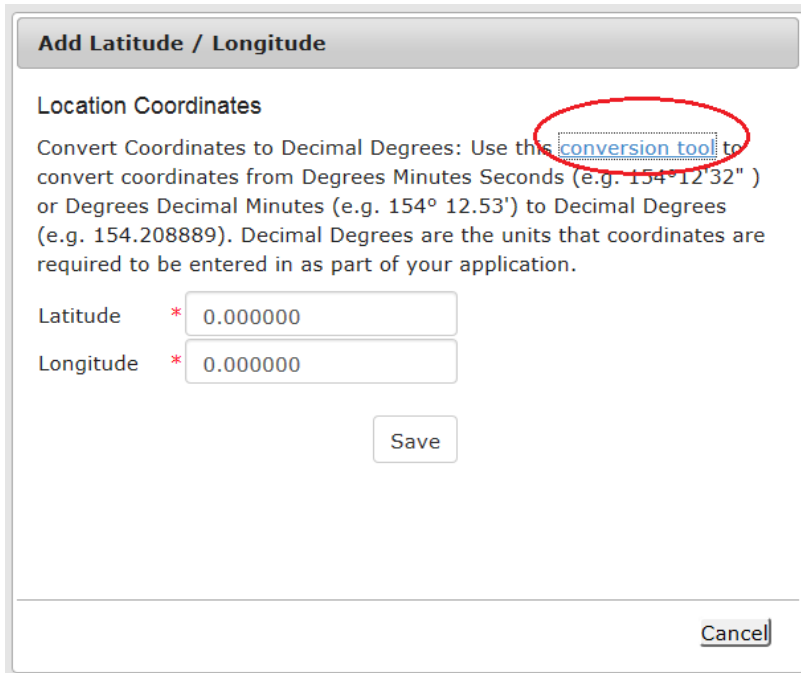


Figure 378 - Screenshot of Latitude / Longitude pop up window with red circle around conversion tool hyperlink

Once on the site enter Degrees Minutes and Seconds into the conversion tool and select Click for conversion. You will be presented with a Decimal Degrees figure.

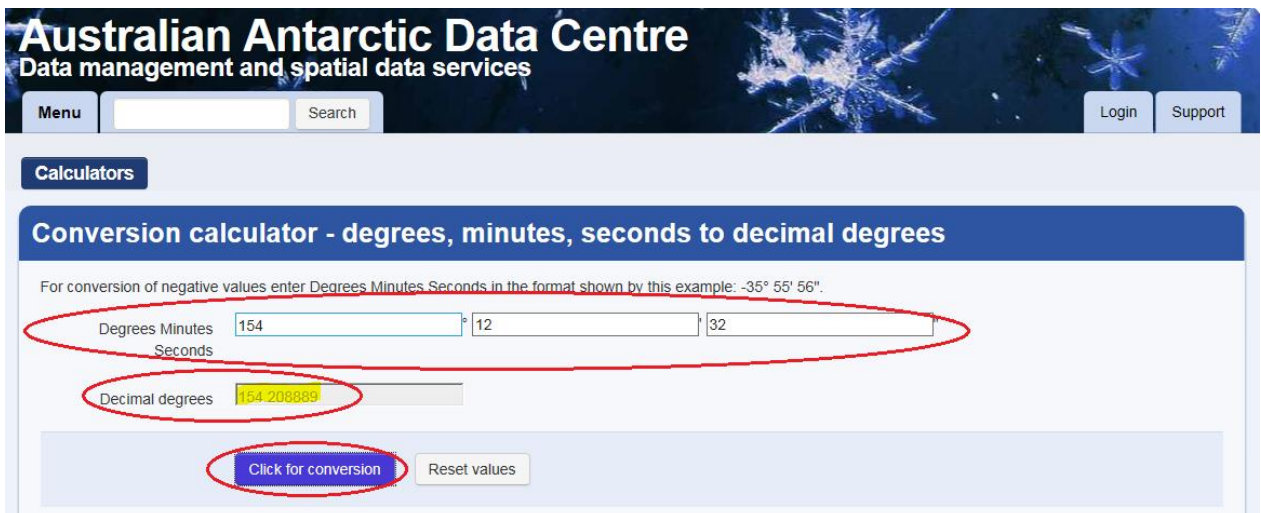


Figure 379 - Screenshot of Antarctic Division home page with Conversion calculator displayed

Enter the co-ordinates to 6 decimal places, add depth and select Save.

**Add Latitude / Longitude**

### Location Coordinates

Convert Coordinates to Decimal Degrees: Use this [conversion tool](#) to convert coordinates from Degrees Minutes Seconds (e.g. 154°12'32" ) or Degrees Decimal Minutes (e.g. 154° 12.53') to Decimal Degrees (e.g. 154.208889). Decimal Degrees are the units that coordinates are required to be entered in as part of your application.

Latitude \* -22.123456

Longitude \* 154.208889

Depth (m) 2

**Save**

Cancel

Figure 380 - Screenshot of Add Latitude / Longitude pop up window with Co-ordinates completed and red circle around Save button

Your co-ordinate will be displayed on the screen. A Remove button will also appear. If you wish to remove the co-ordinate select Remove and it will be deleted from your application. If you have a fore and aft mooring, add both the fore and aft co-ordinates. Select Next to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] | Permittee: [redacted]

### Applications - Install / operate another type of facility

Page 5 - Location and Coordinates of 8

Please specify co-ordinates: [Add New](#)

Latitude	Longitude	Depth (m)	Remove	Edit
-22.123456	154.208889	2	Remove	Edit
-22.456789	154.333333	2	Remove	Edit

[Back](#) [Next](#)

Figure 381 - Screenshot of Location and Co-ordinates screen with information displayed and a red circle around Latitude and Longitude columns, red circle around Remove button and red circle around Next button

Page 6 of Install / operate another type of facility application is the Environmental Management Plan (EMP) page. Preparing EMP may be a condition of your Marine Parks permit. The condition of your permit will outline when you are required to submit your EMP if you do not upload one at this stage. Further information on EMPs is located on the next page and on the Reef Authority website. If you have an EMP for your facility select the Upload File button.

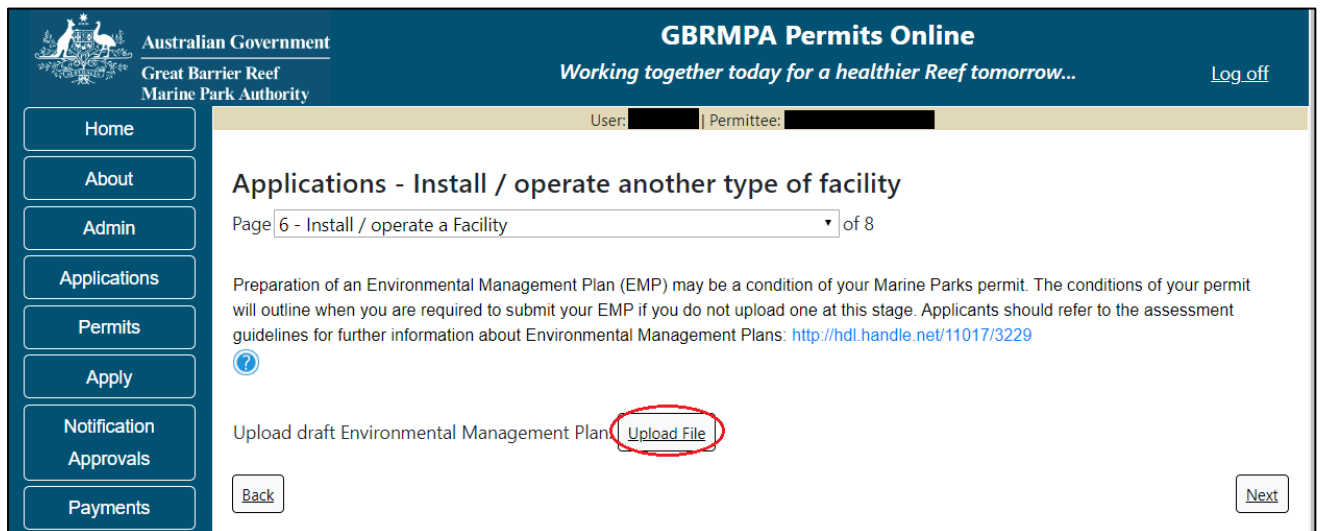


Figure 382 - Screenshot of Install / operate a Facility page with a red circle around Upload File button

Select the file from your computer files and then select save. The file will appear with the file name. Once you have loaded your file/s select Next to continue.

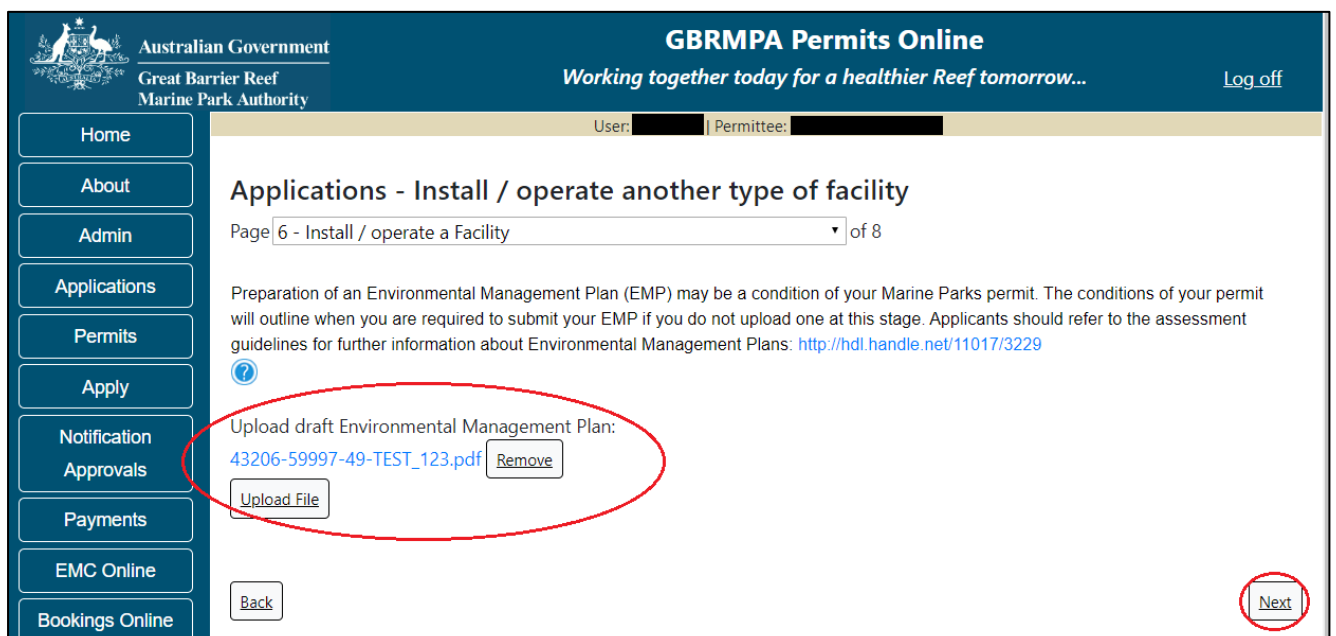


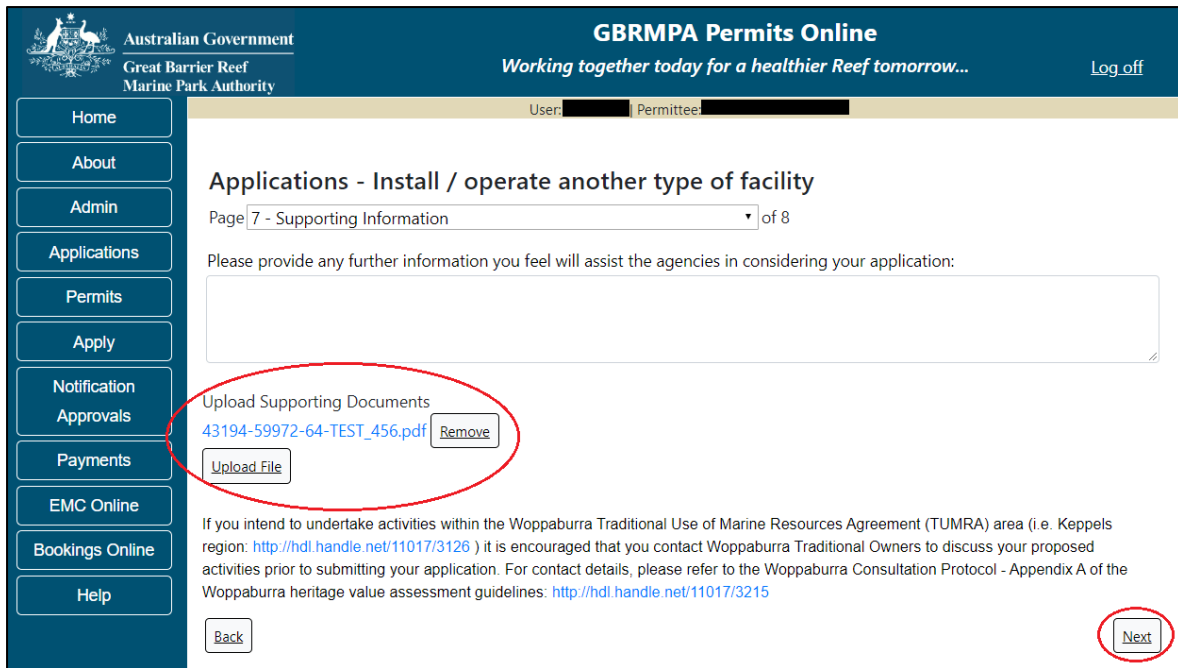
Figure 383 - Screenshot of Install / operate a Facility page with a red circle around Uploaded File and red circle around Next button

### Information Environmental Management Plans (EMP)

A draft Environmental Management Plan should include at a minimum:

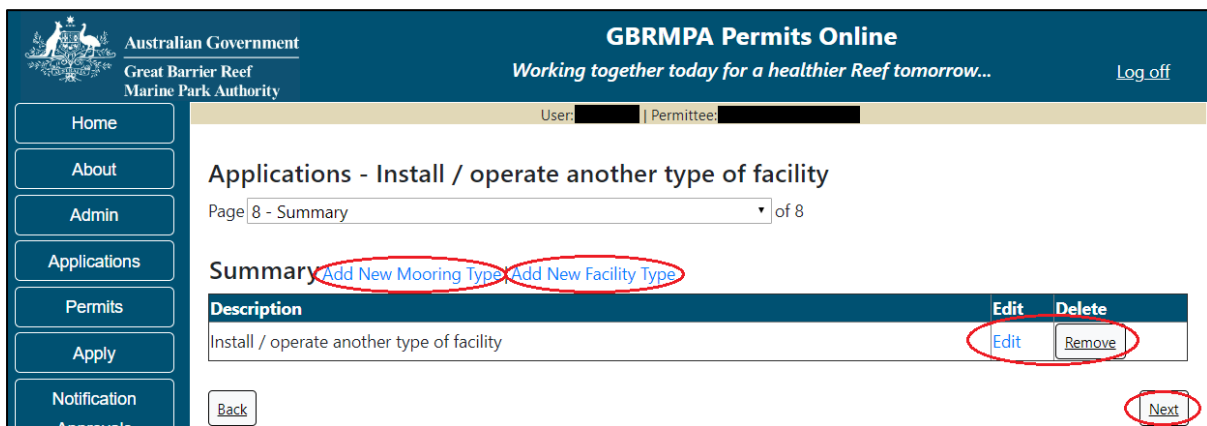
- Description of physical site characteristics including water depths, type of substrate, physical conditions (wave, wind, currents)
- Description of biological site characteristics, including habitat types, species present and how these species use the site (feeding, reproduction, rest, transit)
- Description of social site characteristics, including other facilities and uses (both recreational and commercial) within 1km of the proposed location
- Evaluation of whether the site may have historic heritage values
- Description of Indigenous heritage values associated with the site
- Construction and installation schedule - proposed timeframes of the project
- Description of the methods and materials to be used in transporting materials, installing the facility and disposing of wastes
- 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
- Inspection and maintenance schedule including description of how (logistically) the facility will be serviced
- Proposed method of removal, including an explanation of how the facility has been designed for easy removal with minimal impact on the surrounding environment
- Details of any proposed reef health monitoring programs.
- Risk assessment using the Reef Authority's Risk Assessment Procedure <http://hdl.handle.net/11017/3231> including:
  - (a) Values which may be impacted (directly, indirectly, consequentially or from cumulative pressures)
  - (b) Risks posed to the values by these potential impacts
  - (c) How risks will be avoided, mitigated or offset to achieve no net loss of Marine Park values.

Page 7 of the Install / operate another type of facility application provides opportunity for you to add any other information you feel will assist the Managing Agencies in assessing your application. Add supporting information by typing in the text field or upload a file if required. If a file is uploaded it will appear on the screen with the file name and a button to remove the file if the wrong file is selected. Select Next to continue.



**Figure 384 - Screenshot of Supporting Information screen with information entered and a red circle around Please provide further information section, red circles around Uploaded File and Next button**

Page 8 of the Install / operate another type of facility is the Summary Page. On this screen you have options to Add a New Mooring Type, Add a New Facility type, Edit or Remove the Mooring/Facility just entered. If you wish to edit or remove the facility, select the required button. If you wish to add another mooring or another facility select the appropriate hyperlink and you will be able to enter information for the additional mooring/facility. If you have completed your application details select Next to progress.



**Figure 385 - Screenshot of Facility Summary page with red circles around options for Add New Mooring Type, Add New Facility Type, red circles around Edit button and Next button**

Once you have completed the supporting information page select Next from the last page of the application questions, you will progress to an application summary screen with a number of options available via links or buttons. Select Next on the summary screen to progress to the Declarations screens.

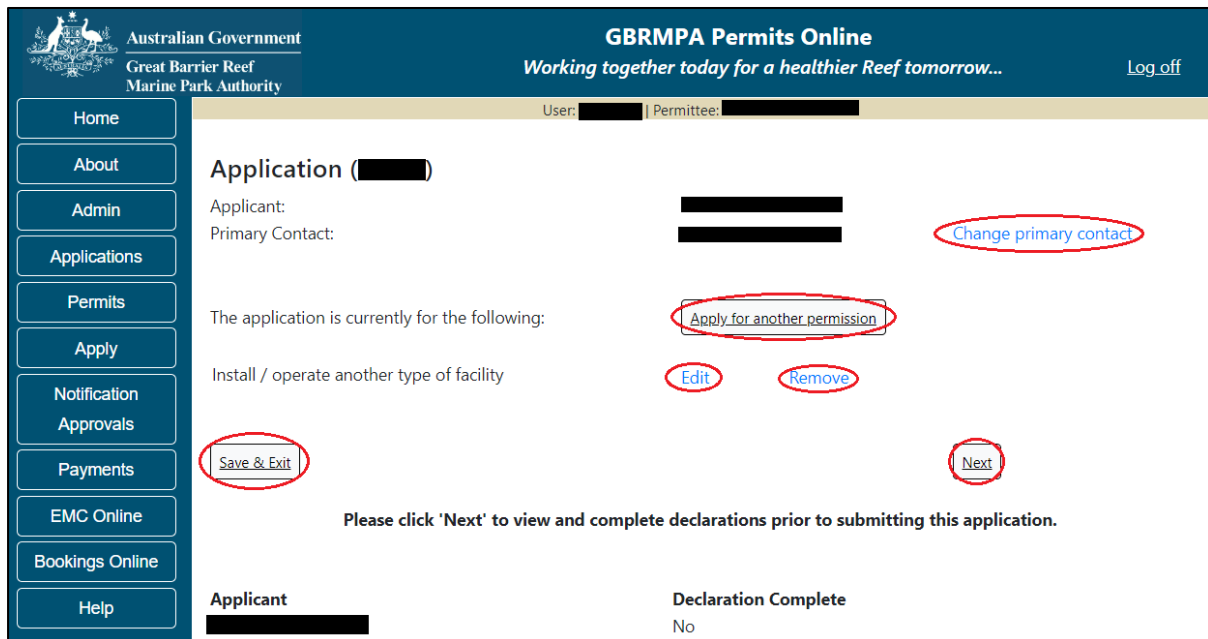


Figure 386 - Screenshot of Application Summary page with red circles around all options available

Additional Information - Summary screen, links and buttons:

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Apply for another permission:** If the Apply for another permission button is selected, the applicant will progress to the What are you seeking to do in the Marine Parks page where another permission type can be added. (e.g. add a mooring permission to the facility permission)
- **Edit:** If edit is selected the application/permission will be reopened to apply any changes.
- **Remove:** If remove is selected the application/permission will be removed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.

Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

Figure 387 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

Figure 388 - Screenshot of Declarations screen with a red circle around the Submit button



Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

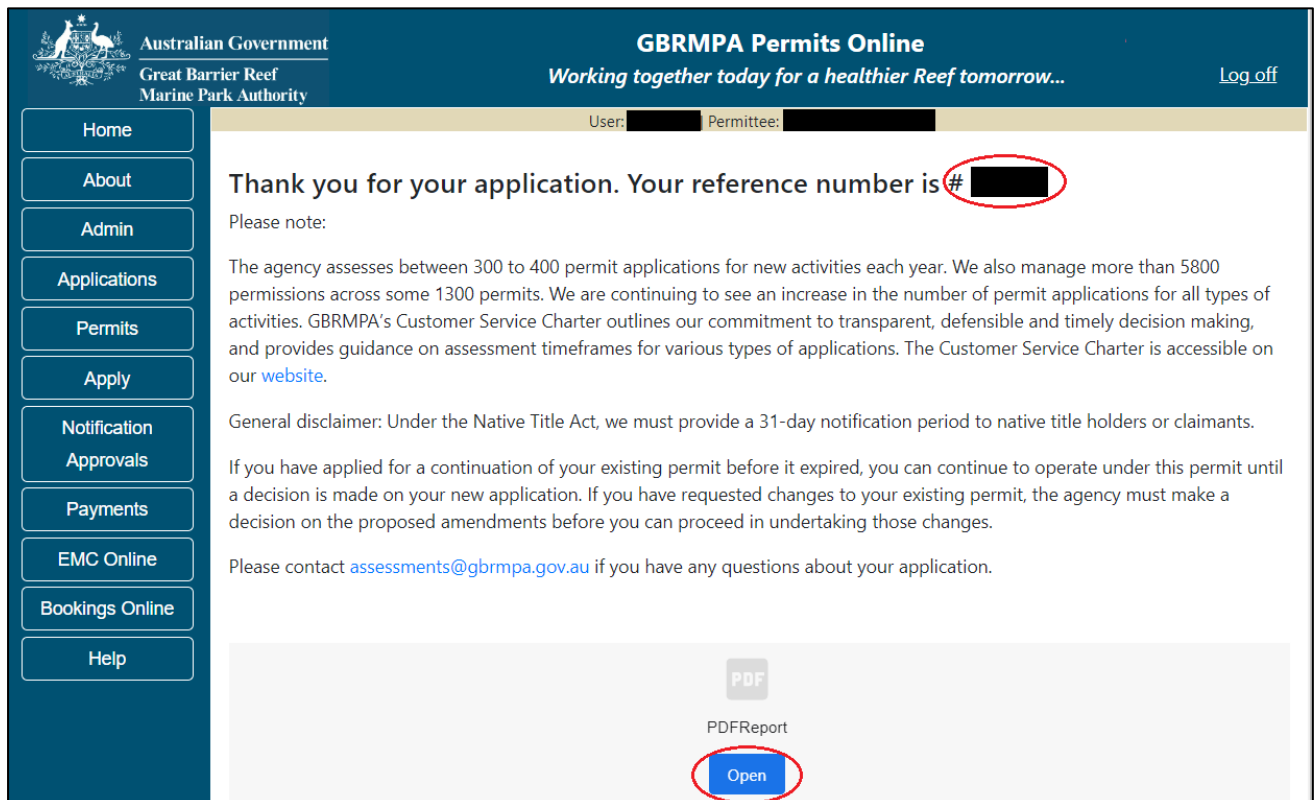


Figure 389 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the *Applications* screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

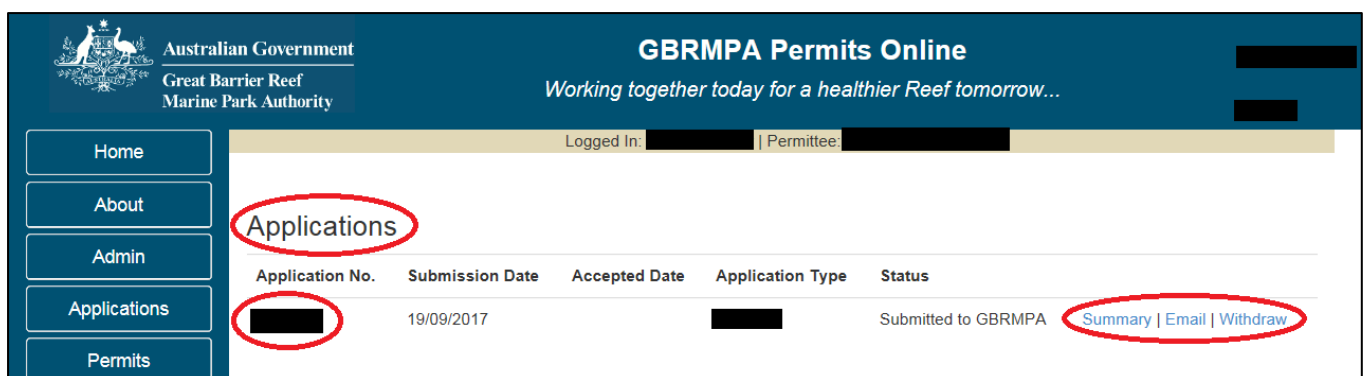


Figure 390 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options

## 12.0 Conduct Research

Apply – new permit – conduct research

To apply for Conduct Research, select this option on the Apply – What are you seeking to do in the Marine Parks page. Select Next to progress to application questions in Permits Online.

Figure 391 - Screenshot of Apply - What are you seeking to do in the Marine Parks screen with Conduct Research and a red circle around Next button

### Information Research applications

The Great Barrier Reef Marine Park Authority recognises the important role that research plays in contributing to our understanding of the Great Barrier Reef.

Research provides us with a scientific basis for management decisions, which helps us in protecting the environment, biodiversity and heritage values of the Great Barrier Reef Marine Park.

The Zoning Plan and regulations set out the way activities are managed in the Marine Parks.

The [guidelines](#) for managing research in the Marine Park outlines our approach to managing research activities and key considerations and limitations in relation to research.

Further information on Research applications are located on the Reef Authority's website. <http://www.gbrmpa.gov.au/zoning-permits-and-plans/permits/research-permissions>

The landing page of the Research Application is an initial page with questions and information. Depending on the nature of the Research and what answers are obtained will determine if the applicant is eligible for a Routine Commercial Research permit Application or if the application will be a Tailored Research Application. On this screen, there are also two links, a link to a copy of the Routine Commercial Research permit and a link to the assessment approach information on how the permit application will be assessed.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow...  
Log off

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online  
Bookings Online  
Help

You have chosen to apply for permission to undertake research in the marine parks.

Is any part of your proposed activity of a commercial nature? \*  Yes  No

You may be eligible to obtain a routine commercial research permit if your project meets the criteria listed below. Routine commercial research permits can usually be assessed and issued within 20 business days from the date the Authority receives all necessary information.

1. You are applying to conduct research of a commercial nature
2. You do not require access to Preservation Zones
3. You agree to the limitations on take of marine species or products in Buffer Zones and Marine National Park Zones
4. You will undertake research from a vessel of less than 50m in length, or, if greater than 50m in length, the vessel will remain in the Designated Shipping Areas and/or General Use Zones whilst operating under this permit.

Please click the link below to review the routine commercial research permit and ensure it meets your requirements. Note that any variations from this standard product will require a tailored assessment approach requiring a longer assessment period.

Link to Routine Commercial Research Permit <http://hdl.handle.net/11017/3227>

Link to assessment approach information <http://hdl.handle.net/11017/3226>

Next

**Figure 392 - Screenshot of Research initial question and information page with a red circle around question *Is any part of your proposed activity of commercial nature?* and red circles around hyperlinks to Routine Commercial Research Permit and Assessment Approach information**

*Please Note: If No is selected for question *Is any part of your proposed activity of a commercial nature?* the system will take the applicant through the Tailored Research Permit Application once Next is selected.*

If Yes is selected for question Is any part of your proposed activity of a commercial nature? A second question will appear. Would you like to apply for a routine commercial permit?

If Yes is selected for question Would you like to apply for a routine commercial permit, the system will take the applicant through the Routine Commercial Research Permit Application once Next is selected.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...  
Log off

User: [redacted] Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online  
Bookings Online  
Help

You have chosen to apply for permission to undertake research in the marine parks.

Is any part of your proposed activity of a commercial nature? \*  Yes  No

You may be eligible to obtain a routine commercial research permit if your project meets the criteria listed below. Routine commercial research permits can usually be assessed and issued within 20 business days from the date the Authority receives all necessary information.

1. You are applying to conduct research of a commercial nature
2. You do not require access to Preservation Zones
3. You agree to the limitations on take of marine species or products in Buffer Zones and Marine National Park Zones
4. You will undertake research from a vessel of less than 50m in length, or, if greater than 50m in length, the vessel will remain in the Designated Shipping Areas and/or General Use Zones whilst operating under this permit.

Please click the link below to review the routine commercial research permit and ensure it meets your requirements. Note that any variations from this standard product will require a tailored assessment approach requiring a longer assessment period.

Link to Routine Commercial Research Permit: <http://hdl.handle.net/11017/3227>

Link to assessment approach information: <http://hdl.handle.net/11017/3226>

Would you like to apply for a routine commercial research permit? \*  Yes  No

Next

Figure 393 - Screenshot of Research initial question and information page with a red circle around question Would you like to apply for a routine commercial research permit? and a red circle around the Next button

Please Note: If No is selected for question Would you like to apply for a routine commercial permit? The system will take the applicant through the Tailored Research Permit Application once Next is selected.

## 12.1 Routine Commercial Research

Page 1 of the routine commercial research permit application page is where you can indicate if bio discovery will be involved. This page also guides applicants to what information is needed around Sampling Plans. There is an upload file section to upload the Sampling Plan. Select Next to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online  
Bookings Online  
Help

### Applications - Routine Commercial Research

Page 1 - Routine Commercial Research \* of 1

Does your research involve commercial bio discovery? \*  Yes  No

Routine Commercial research permits require a Sampling and Analysis Plan to be approved at least 20 business days prior to conducting research in the Marine Parks. A Sampling and Analysis plan should include the following information:

- objectives of the research program;
- details of the proposed methodology;
- details of the sampling design, including the names and quantities of specimens and/or marine products to be collected;
- details of any equipment to be placed in the Marine Parks, including the method and duration of installation;
- a list of specific research sites or locations to be visited (including a map); and
- justification for accessing Marine National Park Zones and/or Buffer Zones for extractive research in accordance with section 2.5.4(c)(i) or (ii) and section 2.7.4(d)(i) or (ii) of the Great Barrier Reef Marine Park Zoning Plan 2003

If you have already prepared a Sampling and Analysis Plan for your project, please upload it using this link: [Upload File](#)

[Next](#)

**Figure 394 - Screenshot of Routine Commercial Research page with a red circle around question Does your research involve commercial bio discovery? Red circles around the Upload File button and the Next button**

### Information Routine Commercial Research – Sampling and Analysis Plans

Routine Commercial research permits require a Sampling and Analysis Plan to be approved at least 20 business days prior to conducting research in the Marine Parks. A Sampling and Analysis plan should include the following information:

- objectives of the research program;
- details of the proposed methodology;
- details of the sampling design, including the names and quantities of specimens and/or marine products to be collected;
- details of any equipment to be placed in the Marine Parks, including the method and duration of installation;
- a list of specific research sites or locations to be visited (including a map); and
- justification for accessing Marine National Park Zones and/or Buffer Zones for extractive research in accordance with section 2.5.4(c)(i) or (ii) and section 2.7.4(d)(i) or (ii) of the Great Barrier Reef Marine Park Zoning Plan 2003

Once you have completed the supporting information page select Next from the last page of the application questions, you will progress to an application summary screen with a number of options available via links or buttons. Select Next on the summary screen to progress to the Declarations screens.

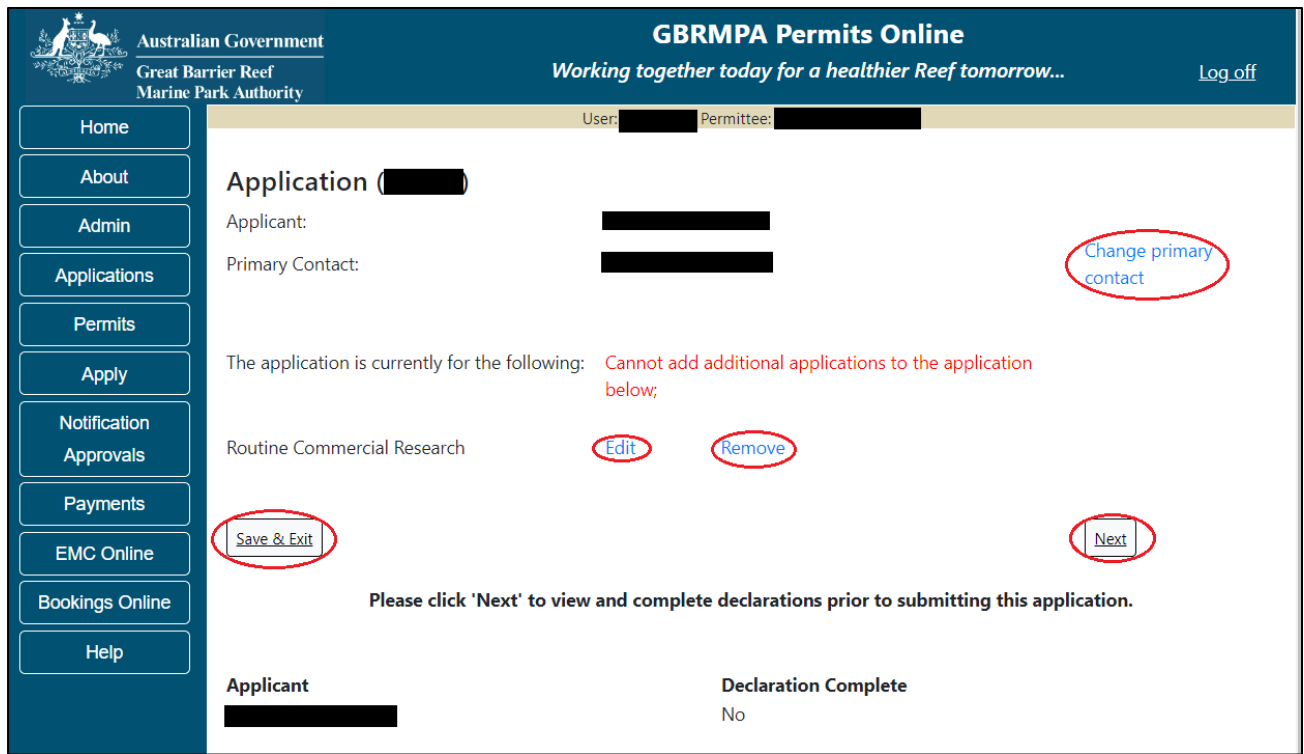


Figure 395 - Screenshot of Application Summary page with red circles around all options available

Additional Information - Summary screen, links and buttons:

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Edit:** If edit is selected the application/permission will be reopened to apply any changes.
- **Remove:** If remove is selected the application/permission will be removed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.

Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

A copy of a Routine Commercial Research permit can be view by selecting the attached link. <https://elibrary.gbrmpa.gov.au/jspui/handle/11017/3605>

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online

### Applications - Declaration

Page 1 - Routine Commercial Research of 4

The primary purpose of my activity is conducting a commercial research program \*  True  False

Please click here to review the Routine Commercial Research Permit to ensure it suits your program's needs:  
<http://hdl.handle.net/11017/3227>

I have read and understood the Routine Commercial Research Permit and will comply with its conditions and limitations \*  True  False

Next

Figure 396 - Screenshot of Declarations screen for Routine Tourism and Charter permit application with a red circle around the Next button

On the final page of declarations there is a submit button. Once the Submit button is selected the application will be submitted to the Reef Authority and is no longer available to be edited.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply

### Applications - Declaration

Page 4 - Declarations of 4

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.

Back

Submit

Figure 397 - Screenshot of Declaration page with a red circle around Submit button

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

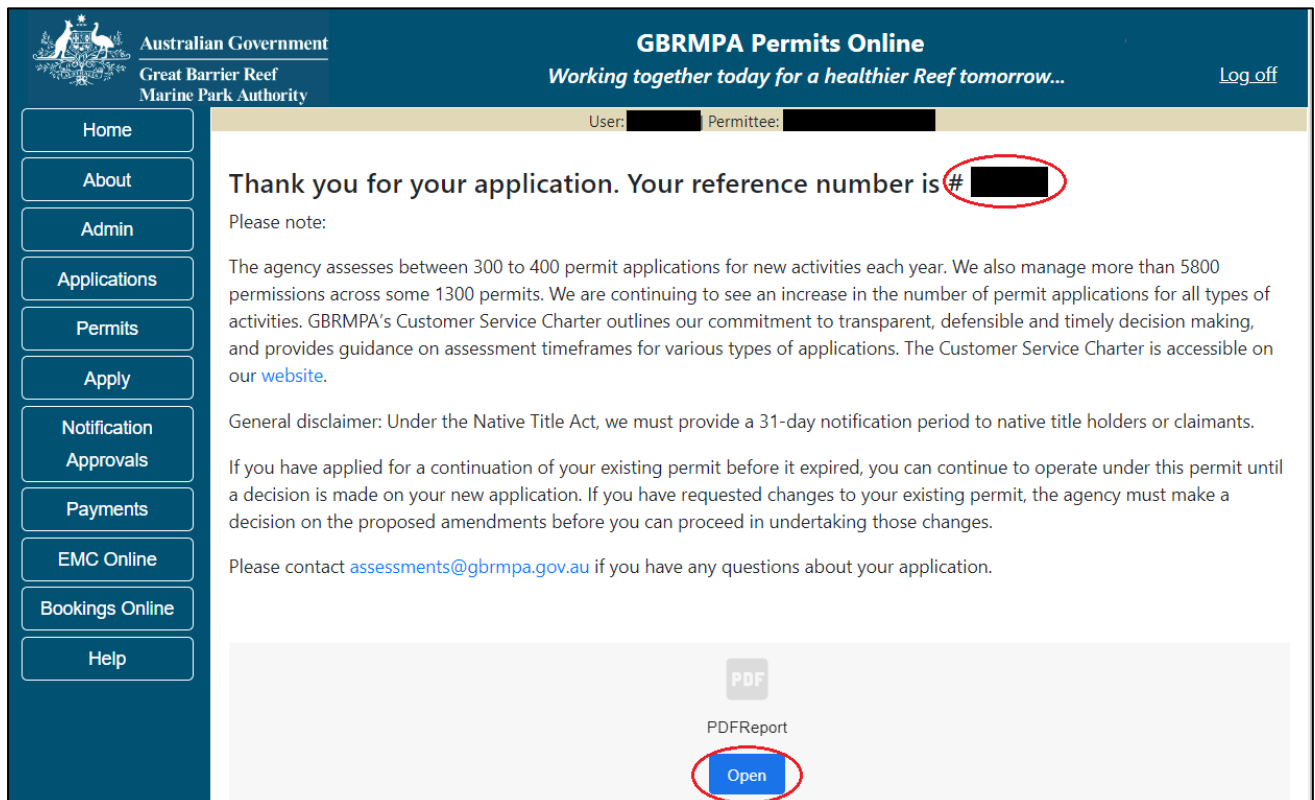


Figure 398 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the Applications screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

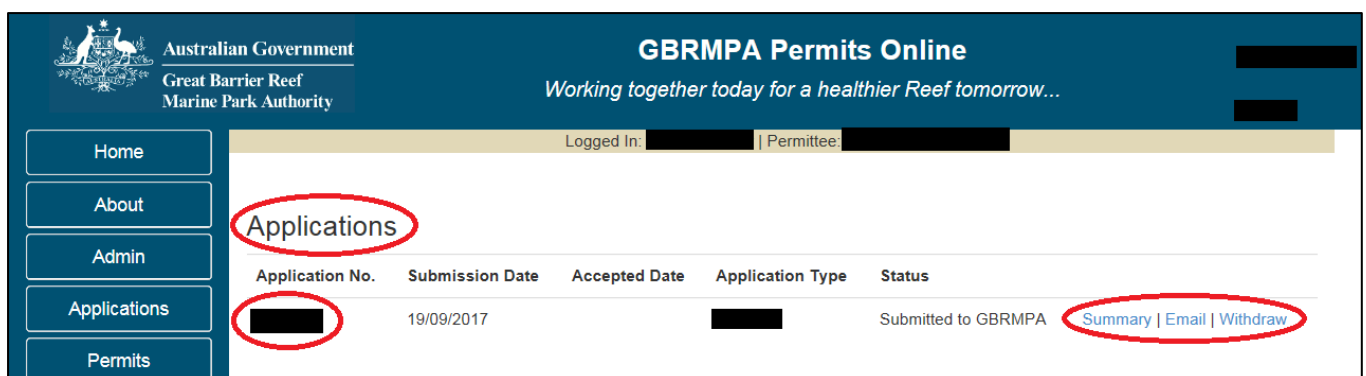


Figure 399 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options



## 12.2 Tailored Research

If No is selected for any of the questions on the initial research questions and information page, you will progress to the Tailored Research Application within Permits Online.

Page 1 of Conduct Research application is the Environment Protection and Biodiversity Conservation Act page. This provides advice on matters of national environmental significance that must be considered when assessing an application. This screen is for your information only. Your assessing officer will contact you if it is determined to be relevant for your application.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...  
Log off

User: [redacted] Permittee: [redacted]

### Applications - Conduct Research

Page 1 - Environment Protection and Biodiversity Conservation Act 1999 of 15

Please note:

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 (the department) website: <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.

If a proposal is referred under the EPBC Act and also requires the Authority's permission, then the EPBC referral is deemed to also be an application for all necessary permissions required 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 the Authority to commence its permit processes as required under the Great Barrier Reef Marine Park Regulations 2019. 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: <http://www.environment.gov.au/epbc>

Next

Figure 400 - Screenshot of Environment Protection and Biodiversity Conservation screen with a red circle around Next button

Links on the Environment Protection and Biodiversity Conservation page [www.environment.gov.au/epbc](http://www.environment.gov.au/epbc) will take you to the Department of Climate Change, Energy, the Environment and Water site. Here you can find information about the *Environment Protection and Biodiversity Conservation Act 1999* and your obligations under the Act.

Page 2 of Conduct Research application asks about the nature of your research. If your research is of a commercial nature, select yes. If not select no. NOTE: Activities of a commercial nature are those from which a profit is drawn or intended to be drawn. After you make your selection, select Next to continue.

The screenshot shows the GBRMPA Permits Online interface. At the top, it says 'Australian Government Great Barrier Reef Marine Park Authority' and 'GBRMPA Permits Online Working together today for a healthier Reef tomorrow...'. There is a 'Log off' link in the top right. Below the header, there is a user and permittee selection area. The main heading is 'Applications - Conduct Research'. Below this, it says 'Page 2 - Commercial nature?' and 'of 15'. The question is 'Is any of the proposed activity of a commercial nature? \*' with radio buttons for 'Yes' and 'No'. The 'Next' button is circled in red.

**Figure 401 - Screenshot of Commercial Nature page with a red circle around Yes and No options, and red circle around Next button**

### Information Commercial nature

The Managing Agencies consider whether the purpose of the activity is of a commercial nature, not whether the applicant is of a commercial nature. In determining if an activity is of a commercial nature, the Managing Agencies consider if the activity constitutes, or has sufficient connection with, the provision of goods and services for reward (either monetary or non-monetary). This includes activities that are carried out with a view to profit or an intention to make a profit, but may also cover goods and services for non-monetary reward such as free publicity or free trips on a boat.

Page 3 of Conduct Research application is Additional State Access. If you wish to extend your operations to include mainland or island national parks adjoining the Marine Parks and/or rivers and streams between Mission Beach and the Starcke River, select Yes and an area will appear with Please specify details. Add details of the islands or national parks and/or River and streams you wish to access.

Please also indicate whether you wish to conduct operations in the Green Island Recreational Area of Management.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...  
Log off

User: [redacted] | Permittee: [redacted]

### Applications - Conduct Research

Page 3 - Additional State Access of 15

Separate permits are required from the Queensland Parks and Wildlife Service (QPWS) to conduct commercial operations on mainland or island National Parks and in the Green Island Recreational Area of Management. Please find relevant information on national park permit requirements at <http://www.business.qld.gov.au/industries/hospitality-tourism-sport/tourism/parks-recreation-forests>

Do you want to operate in National Parks either on islands, or on the mainland adjoining the Marine Parks (including any beach access)? \*  Yes  No

Please specify details: \*

Island National Park - Test Island

Do you want to operate in rivers and streams between Mission Beach and the Starcke River? \*  Yes  No ?

Please specify details: \*

Starcke River

Do you want to operate in the Green Island Recreational Area of Management (RAM)? \*  Yes  No ?

Prior to submitting an application, a pre-lodgement discussion is recommended to be arranged by emailing QPWS at [permits.central@des.qld.gov.au](mailto:permits.central@des.qld.gov.au).

[Back](#) [Next](#)

Figure 402 - Screenshot of Extend Operations screen with information displaying and a red circle around Next button

Once your details have been completed select Next to continue.

Page 4 of Conduct Research application is the Research Questions page. Add details of your Research including a Title and a brief summary. You also have an option to upload a file/s if needed. Once you have entered your Research information select Next to continue.

Figure 403 - Screenshot of Research Questions page with a red circle Enter a short title for your research project, circle around Provide an abstract of you research proposal, red circle around File Upload button and a red circle around Next button

Page 5 of Conduct Research application is the further Research questions. On this page, please add details of the number of researchers, the proposed permit duration, Bio discovery and how you propose to move through the Marine Park/s.

Figure 404 - Screenshot of Research Questions page with a red circle around all questions to be answered on the page, circle around Next button

Page 6 of Conduct Research application is the Proposed Activities page. Each tick box has activities associated with it.

If your research will involve Collection of Marine products, Collection/manipulation of specimens or the take of a protected species select these and fields to enter this information will appear in the following pages.

If your research involves non-extractive research including surveys select this option, a field to enter survey information will appear in the following pages.

If your research will involve the use of chemicals select this option and a page will appear in the following pages to add the chemicals you propose to use.

If your research will involve the use of equipment or structures select this option and a page will appear in the following pages to add the equipment and/or structures you propose to use.

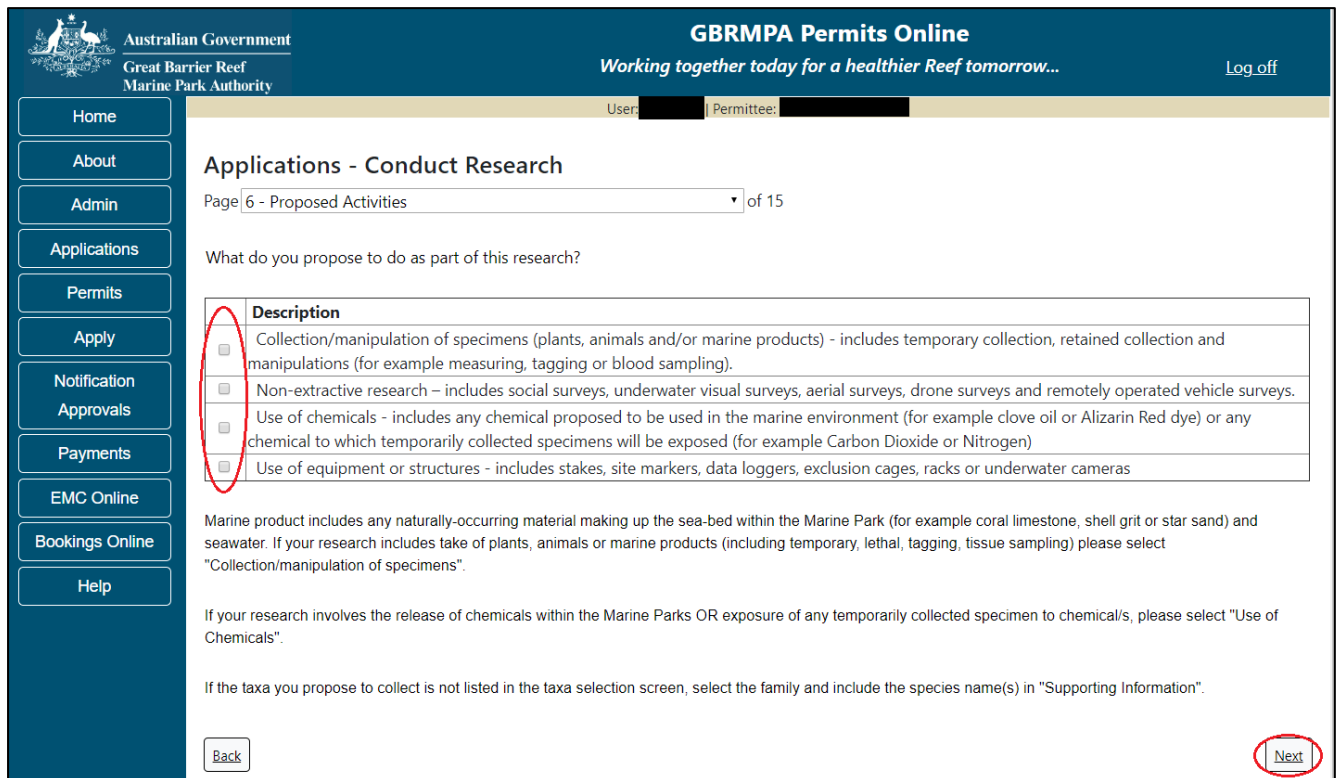


Figure 405 - Screenshot of Permissions and Activities screen with a red circle around Activity tick boxes and red circle around Next button

Once you have selected the activities associated with your research application select Next to continue.

Page 7 of Conduct Research application is the Survey Methods page.

If you did not select this option in the previous page the system will indicate that this activity was not selected. If you wish to add this activity, select back and select the activity in the Proposed Activities page (page 6)

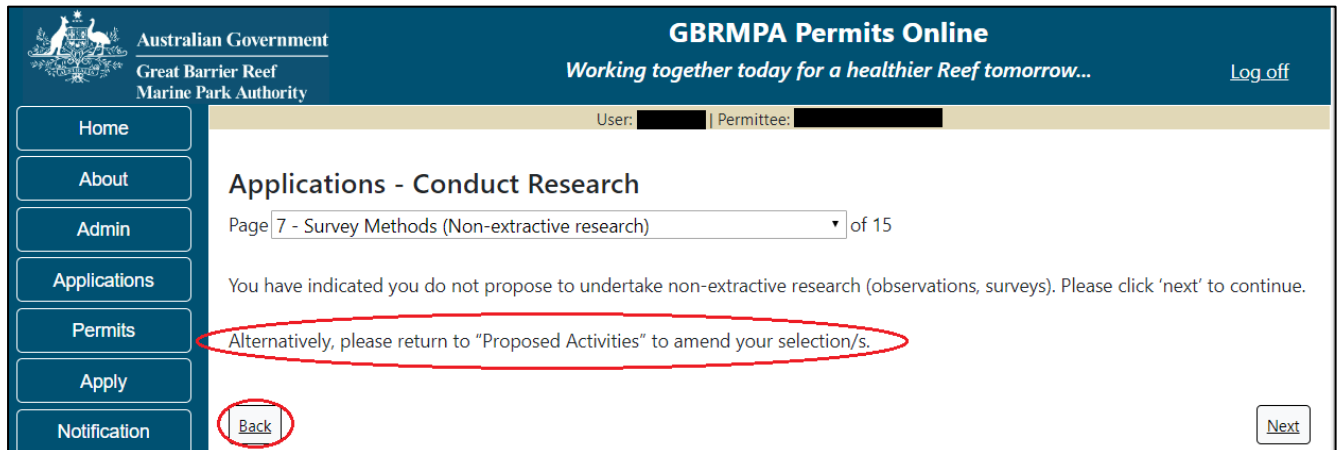


Figure 406 - Screenshot of Survey Methods screen when survey option is not selected on Activities page, circle around alternatively please return to Proposed Activities to amend your select and red circle around back button

If you selected to Non-extractive-research in the activities page, a table and an Add New button will appear on the Survey Methods page. To add your survey methods select Add New.

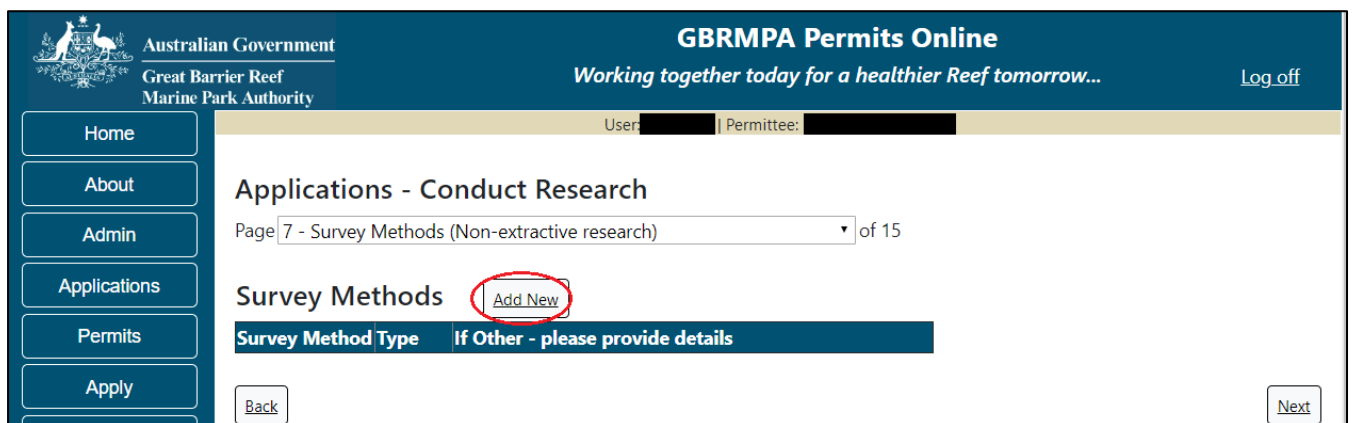
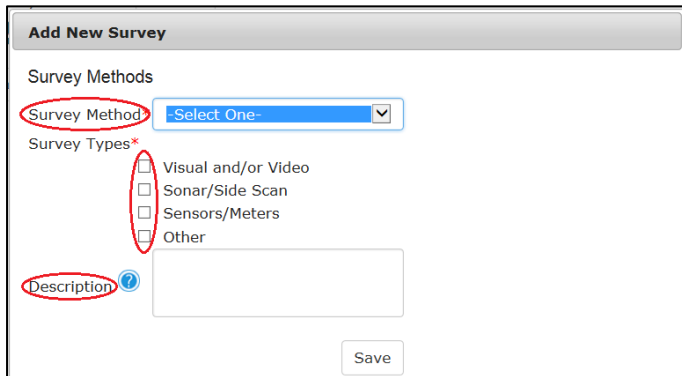


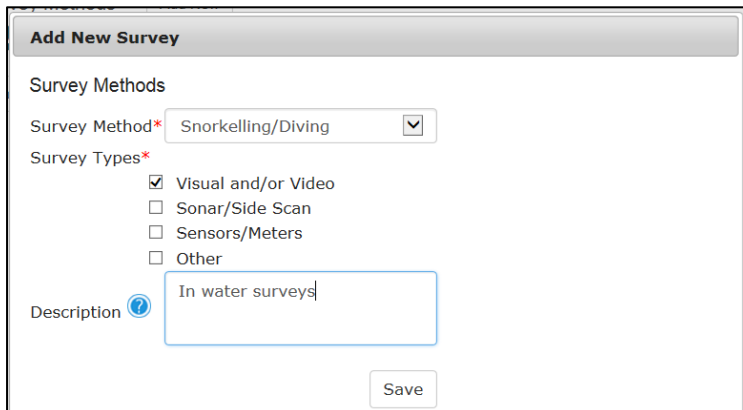
Figure 407 - Screenshot of Survey Method page with a red circle around Add New button

A Survey Methods pop up screen will appear. Options for Survey method, Survey Type and Description are available in the pop up window.



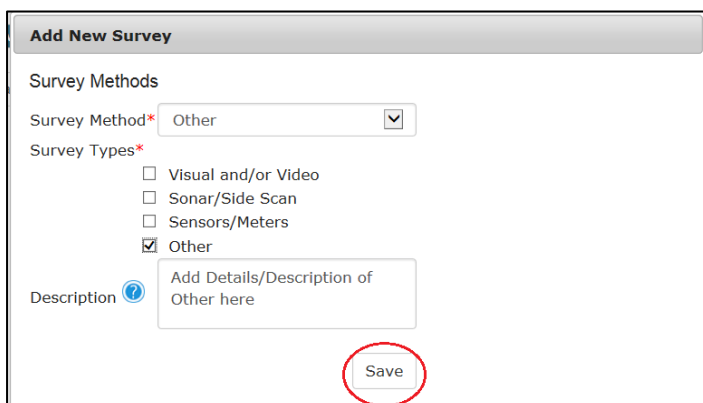
**Figure 408 - Screenshot of Add New Survey Method pop up window with circles around Survey Method, Survey Types tick boxes and Description**

Enter details of the Survey Method, Type and a Description if needed.



**Figure 409 - Screenshot of Add New Survey Method pop up window with information completed**

If Other is selected please explain in further detail. Select Save once you have entered the survey information.



**Figure 410 - Screenshot of Add New Survey Method pop up window with information completed and red circle around Save button**

The details of the survey methods, types and description will be entered on the page with Remove and Edit buttons. If you wish to remove the survey method select Remove and it will be deleted from the page. If you wish to edit the survey method select Edit and apply the required changes. Once you have entered all you survey methods select Next to continue.

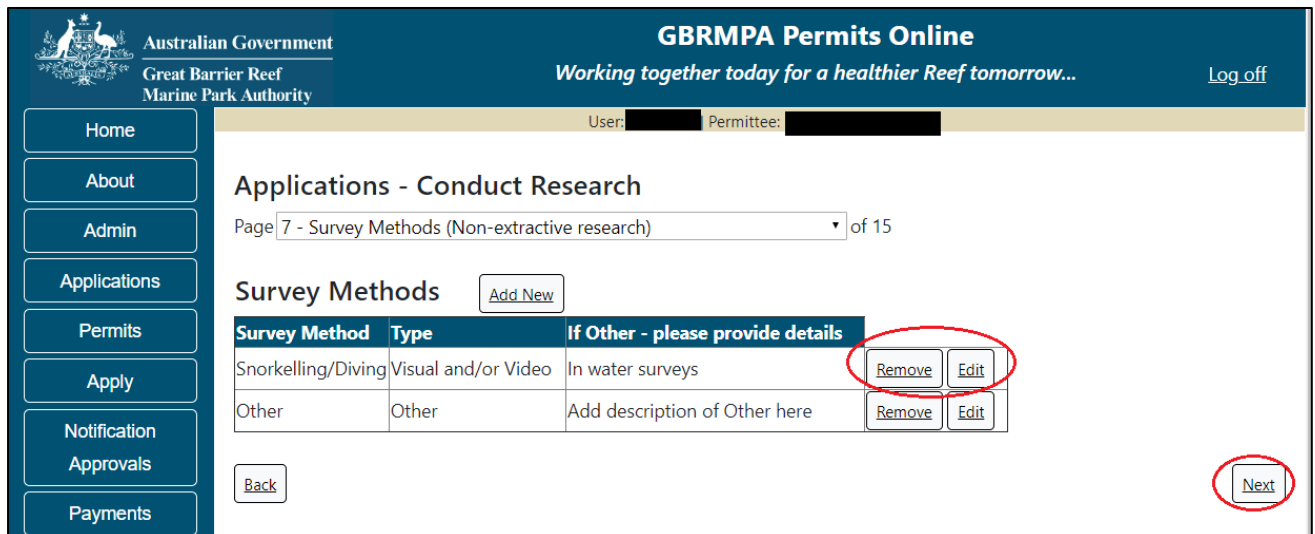


Figure 411 - Screenshot of Survey Methods screen with information of Surveys displayed, circles around Remove and Edit buttons and Next button

Page 8 of the Conduct Research application is the Chemicals screen. If you did not select this option in the Propose Activities page the system will indicate that this activity was not selected. If you wish to add this activity select back (twice or use the drop menu and select page 6) and select the activity in the Proposed Activities page (page 6)

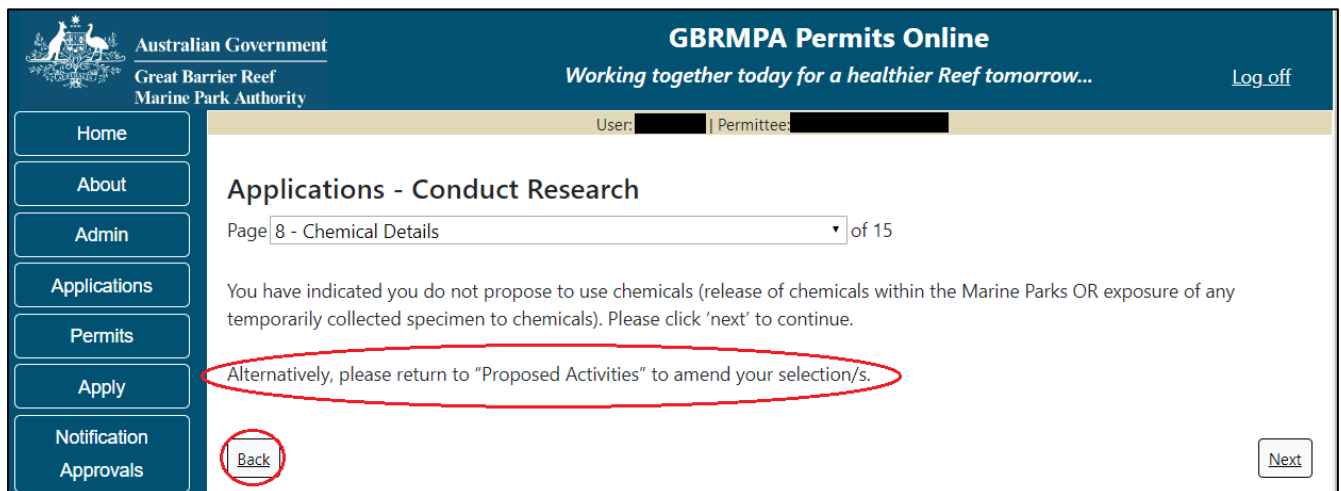


Figure 412 - Screenshot of Chemical Details screen when Chemical option is not selected on Activities page, circle around alternatively please return to Proposed Activities to amend your select and red circle around back button



If you did select Use of Chemicals as an activity the chemical table will appear. Select a tick box next to the chemical/s you propose to use. If the chemical is not listed, select Other and add a description.

**Australian Government**  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] | Permittee: [redacted]

Applications - Conduct Research  
Page 8 - Chemical Details of 15

**Chemicals**

	Chemical	Dosage/ Concentration	Target species/habitat
<input type="checkbox"/>	Alizarin Red		
<input type="checkbox"/>	Calcein		
<input type="checkbox"/>	Clove Oil		
<input type="checkbox"/>	Other - Please describe		

[Back](#) [Next](#)

Figure 413 - Screenshot of Chemical Details page with a red circle around tick box options for Chemicals to select

Once you have selected the chemical/s you propose to use, the Dosage/Concentration and the Target Species/Habitat fields will appear, enter the details and select Next to continue.

**Australian Government**  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] | Permittee: [redacted]

Applications - Conduct Research  
Page 8 - Chemical Details of 15

**Chemicals**

	Chemical	Dosage/ Concentration	Target species/habitat
<input checked="" type="checkbox"/>	Alizarin Red	add details of Dosage/Concentration here	add details of Target Species/Habitat here
<input checked="" type="checkbox"/>	Calcein		
<input checked="" type="checkbox"/>	Clove Oil		
<input checked="" type="checkbox"/>	Other - Please describe		
	Add other here		

[Back](#) [Next](#)

Figure 414 - Screenshot of Chemical Details screen with information completed and red circle around Next button

Page 9 of Conduct Research application is the Equipment page. If you did not select this option in the Propose Activities page, the system will indicate that this activity was not selected. If you wish to add this activity select back (three times or use the drop menu and select page 6) and select the activity in the Proposed Activities page (page 6)

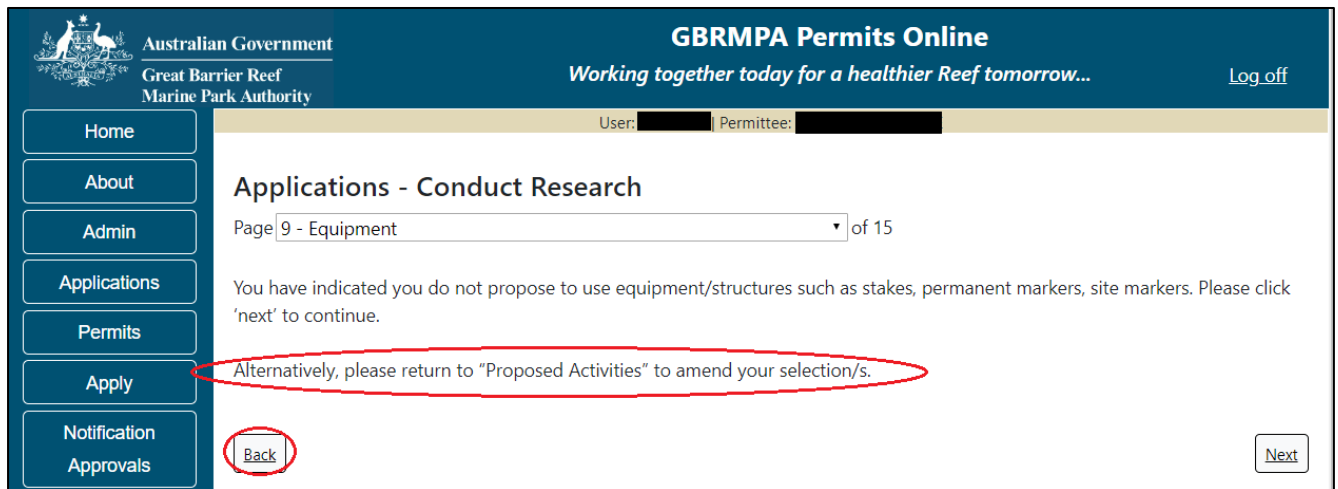


Figure 415 - Screenshot of Equipment screen when Equipment option is not selected on Activities page, circle around alternatively please return to Proposed Activities to amend your select and red circle around back button

If you selected yes to the Use of Equipment or Structures a table will appear with an Add New button. Select the Add New button to enter equipment or structure information.

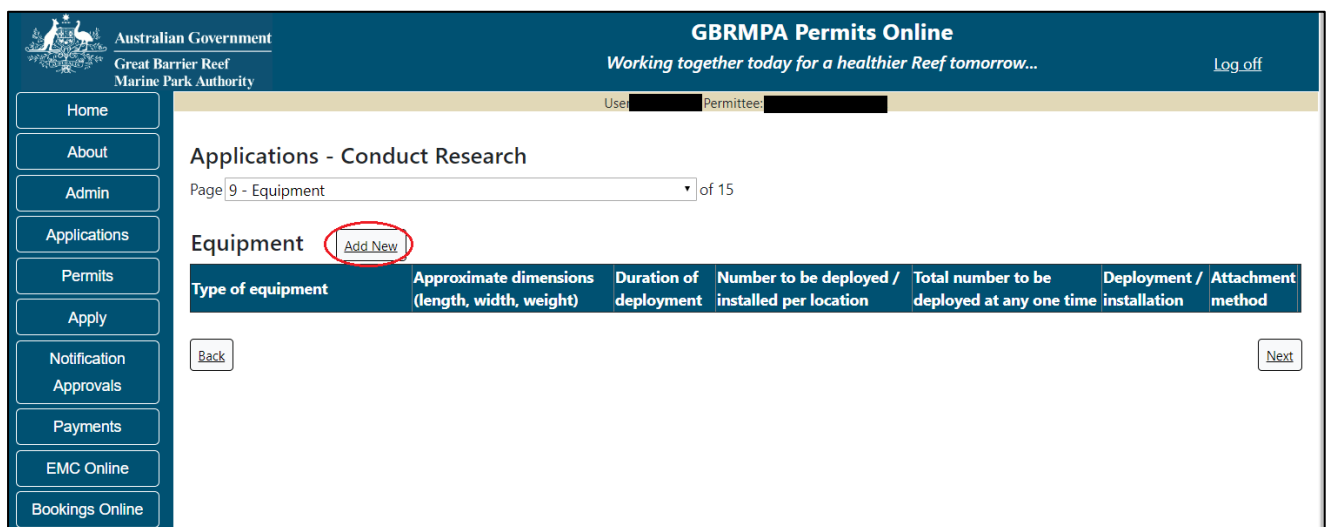


Figure 416 - Screenshot of Equipment page with a red circle around Add New button

The Add New Equipment pop up window will appear. Add details of Equipment type, Duration of deployment, Quantity deployed per location, Total quantity deployed, Deployment / installation environment and Attachment method.

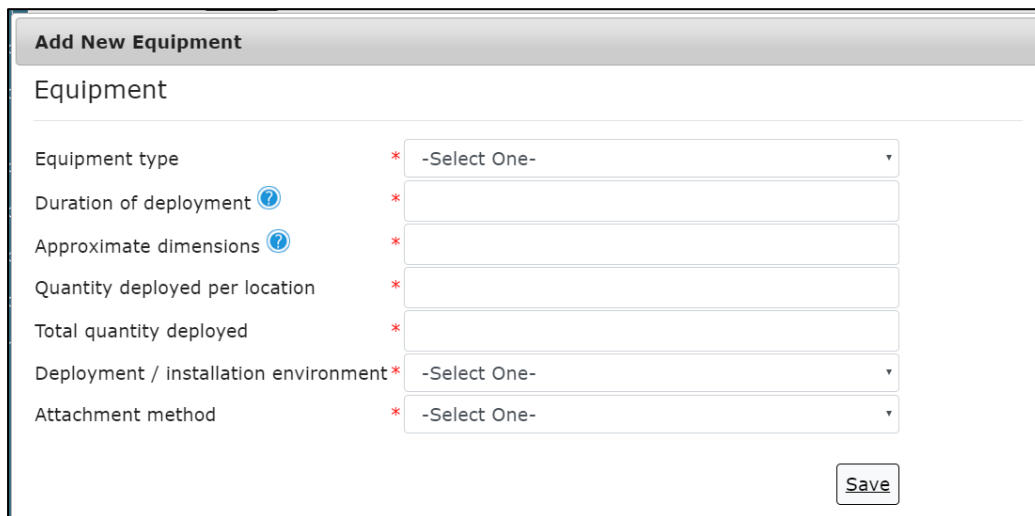


Figure 417 - Screenshot of Add New Equipment pop up window

Depending on your selection/s other fields will appear to select or add details. If Underwater or Benthic is selected a sub category section will appear. Select a sub category and then select your attachment method.

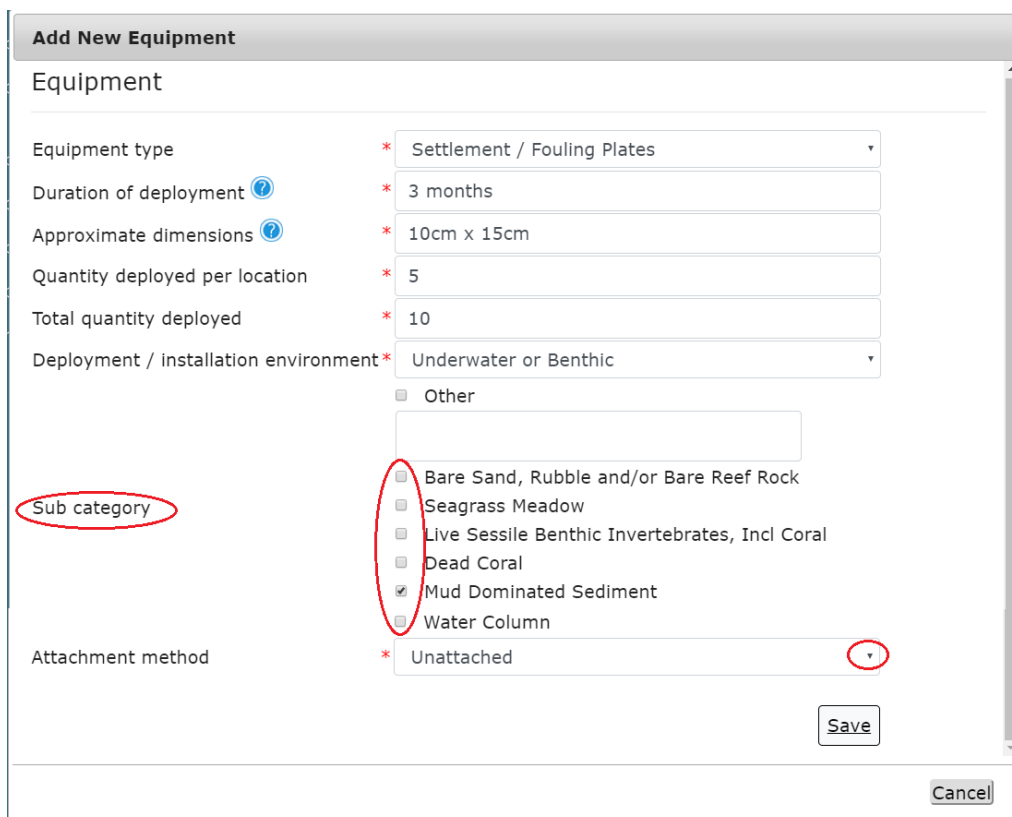


Figure 418 - Screenshot of Add New Equipment pop up window with information completed and red circle around Sub Category fields and red circle around Attachment method drop box

Depending on the Attachment method you select further fields may also appear. If you select Attached to Underwater Anchoring Point or Other a Please Describe field will appear to add details. Once you have complete all the fields select Save

Figure 419 - Screenshot of Add New Equipment pop up window with information completed and red circle around Attachment method drop box and please describe fields, circle around Save button

Once Save is selected the details of Equipment or Structures will appear on the page. You will have options to Edit or Remove the equipment or structure details. Select Next to continue.

Type of equipment	Approximate dimensions (length, width, weight)	Duration of deployment	Number to be deployed / installed per location	Total number to be deployed at any one time	Deployment / installation	Attachment method
Settlement / Fouling Plates	10cm x 15cm	3 months	5	10	Underwater or Benthic, Mud Dominated Sediment	Unattached

Figure 420 - Screenshot of Equipment screen with information of Equipment displayed, circles around Remove button, Edit button and Next button

Page 10 of the Conduct Research application is the Locations screen. Select Add New to enter your Research Location/s.

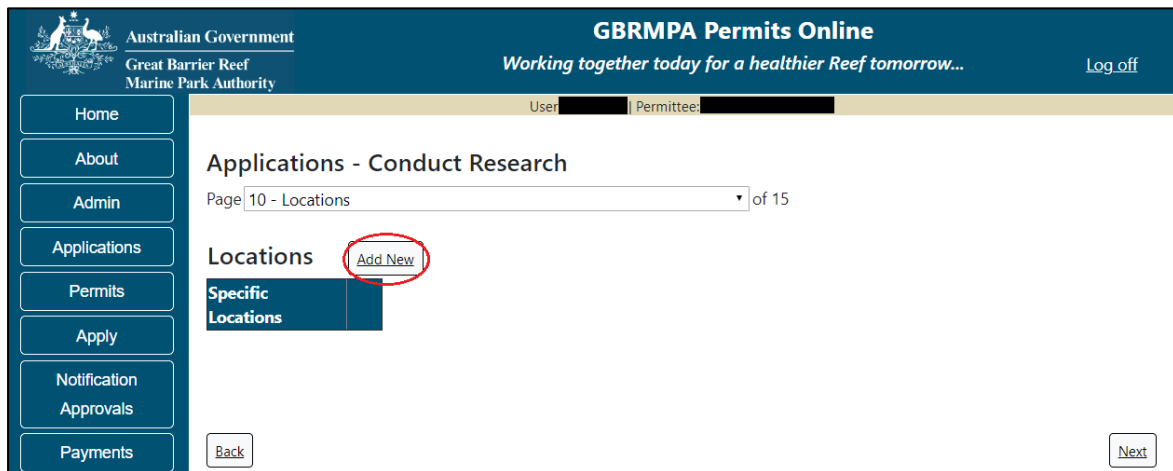


Figure 421 - Screenshot of Location page with a red circle around Add New button

If the Add New button is selected the Location pop up window will appear

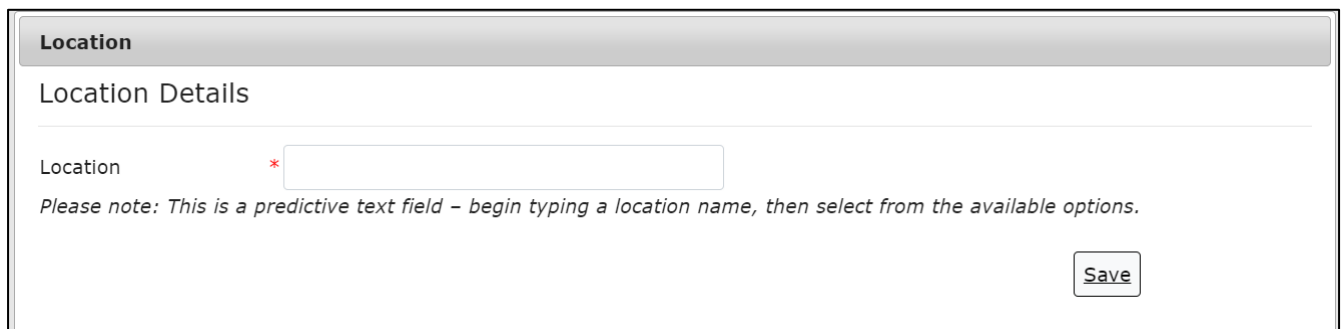


Figure 422 - Screenshot of Location pop up window

Type in the name of the location you wish to visit in the location field. As you enter the name, the list will produce relevant matches. Select the location then select Save.

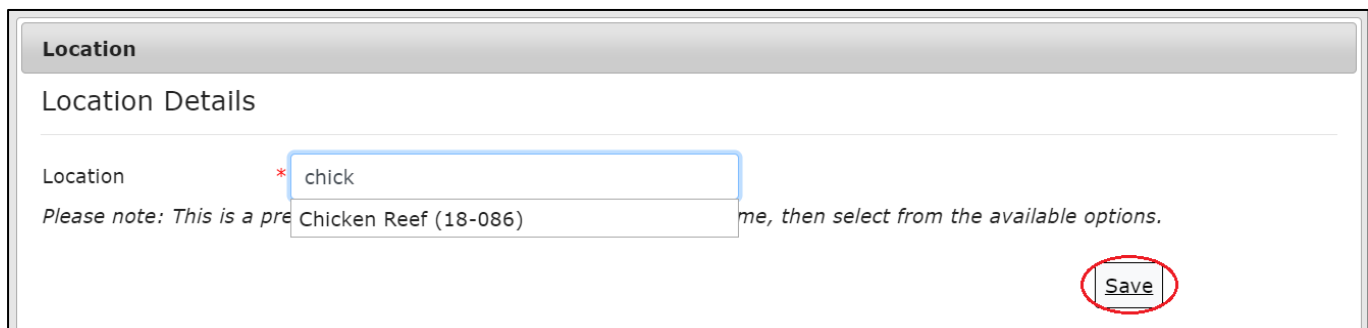


Figure 423 - Screenshot of Location pop up window with locations to select and red circle around Save button

Once Save is selected, the details of the location/s will appear on the page. If you wish to remove a location select the Remove button next to the location and it will be deleted. Once you have added your research locations select Next to continue.



Figure 424 - Screenshot of Locations screen with information displaying and a circle around Remove button and Next button

Page 11 of Conduct Research application is the further Research Locations questions. If you will only use certain locations for specific purposes please provide these details in the free text field. An upload feature is also available to upload written approval/s for entry to One Tree Island Reef or the Australian Institute of Marine Science Restricted Access Special management Area. Once you have completed your details select Next to continue.

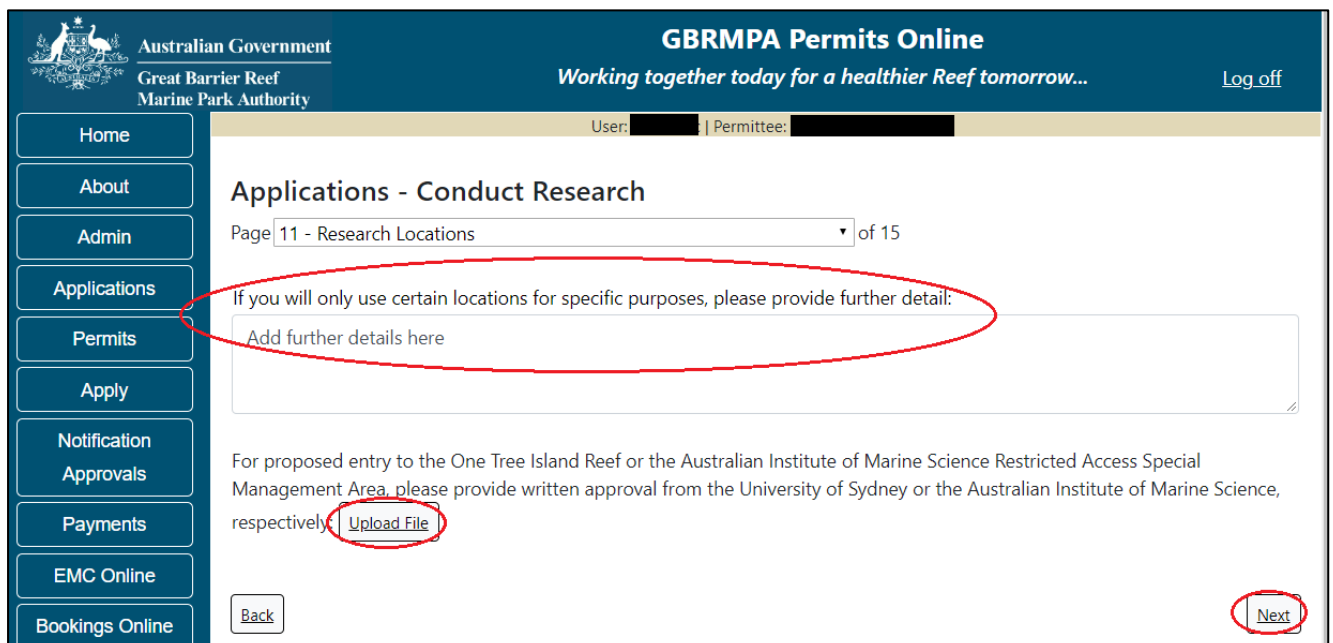
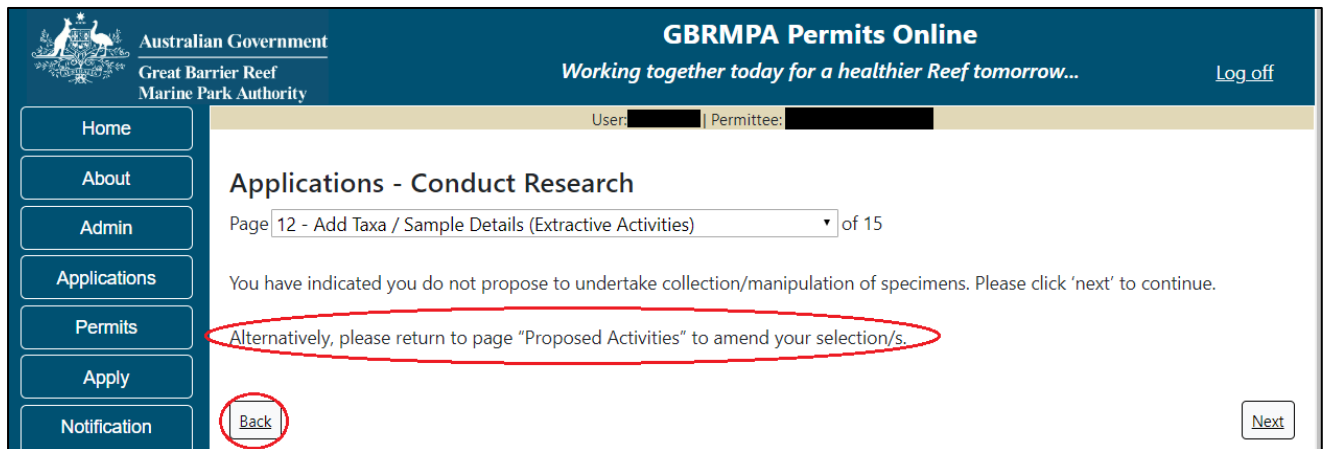


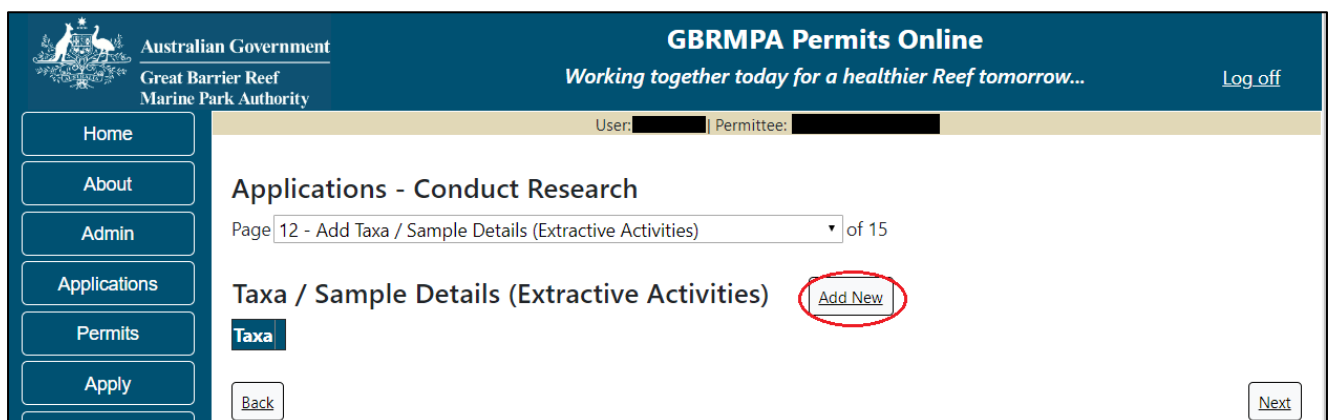
Figure 425 - Screenshot of Research Locations page with red circle around question - If you will only use certain locations for specific purposes, please provide further details, circle around File Upload button, circle around Next button

Page 12 of Research application is the Add Taxa / Sample Details (Extractive Activities) page. If you did not select this option in the Propose Activities page, the system will indicate that this activity was not selected. If you wish to add this activity return to page 6 and select the activity in the Proposed Activities page (page 6)



**Figure 426 - Screenshot of Add Taxa /Sample Details screen when Extractive Activities option is not selected on Activities page, circle around Alternatively, please return to Proposed Activities to amend your selection and red circle around back button**

If you have selected Collection/manipulation of specimens from the Proposed Activities page an Add New button will appear on page 12 to add the Taxa/Sample details.



**Figure 427 - Screenshot of Add Taxa / Sample Details page with a red circle around Add New button**

Select Add New and the Taxon pop up window will appear. There are a number of fields to enter on the form. All details marked with a red (\*) asterisk are required, please enter the exact details of Taxon take/s. Select the Taxon button to add the Taxon.

Figure 428 - Screenshot of Taxon pop up window

An Add Taxa / Sample Details window will appear. In the search field enter the name of the Taxon you propose to take. As you type in details the results field will narrow down.

Results	
Aaptos aaptos SPECIES	Selected
Aaptos GENUS	

Figure 429 - Screenshot of Add Taxa / Sample Details pop up window with search results displayed



Once you select a Taxon it will move from the results field to the selected field with a Remove button. Select Save once you have selected your taxon.

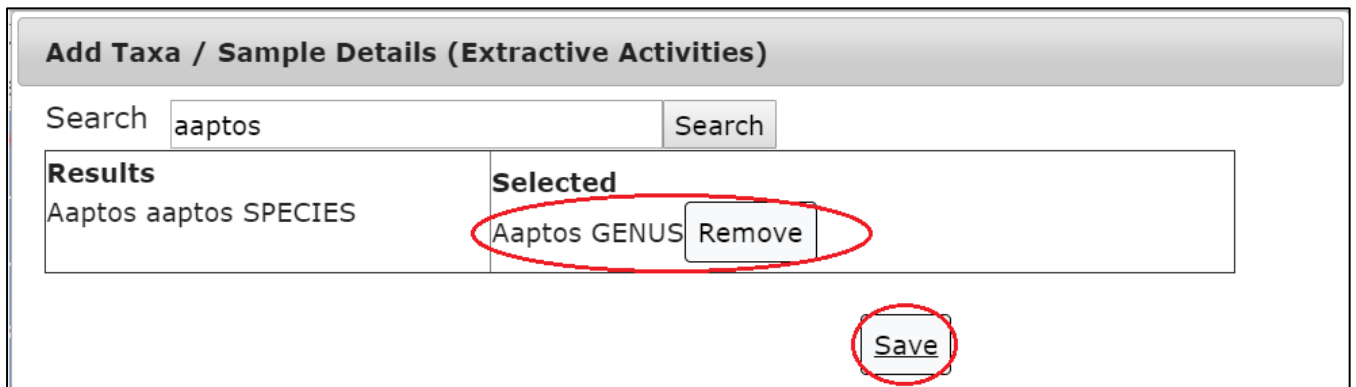


Figure 430 - Screenshot of Add Taxa / Sample Details pop up window with search results displayed, red circle around Selected taxa and red circle around Save button

If multiple Taxon are required you can select more than one option. NOTE: if each Taxon will have different sample types etc. then each different type will need to be added separately (E.g. only add multiple if the take/sample details are the same, if different add separately).

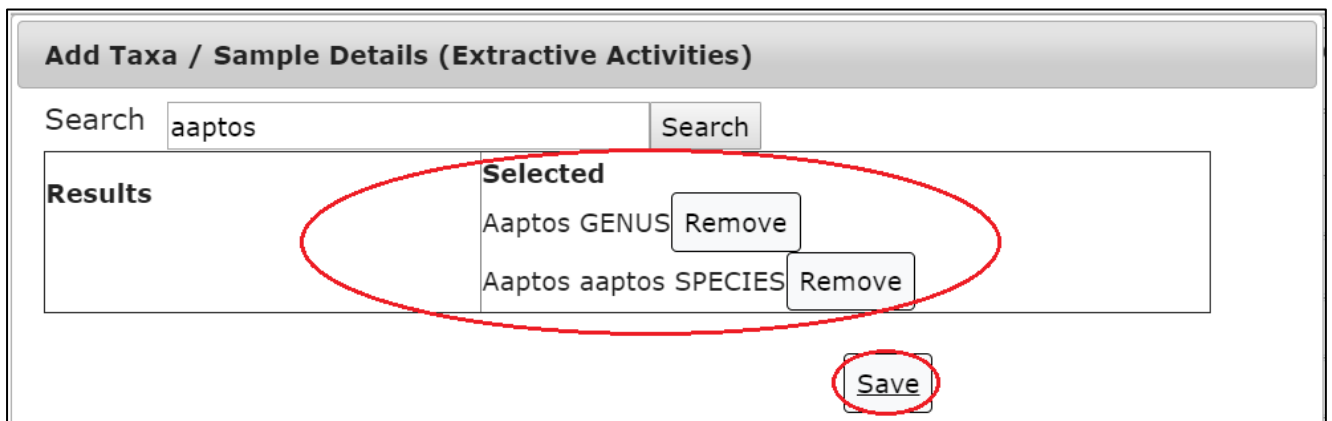


Figure 431 - Screenshot of Add Taxa / Sample Details pop up window with search results displayed, red circle around Multiple Selected taxa and red circle around Save button

Once you have selected your Taxon add details of Sample Type, Maximum Sample Size, Sample Unit, Age Class and Fate. Then select the Collection Methods button.

**Taxon**

Not all information is required, only sections displaying a red asterisk are mandatory. Please only complete sections that reflect your sampling design.

Taxon \* Aaptos GENUS, Aaptos aaptos SPECIES

Sample Type fragments

Maximum Sample Size 5 Sample Unit cm in length

Age Class Adult

Fate collected

Collection Methods \*

**Quantity of Specimen Samples \***

Total sample qty per year		-Select One-
Total sample qty over full permit		-Select One-

**Species Limit (if higher taxa rank selected)**

Maximum number of species per taxa rank per year	
Sample qty per taxa rank per year	
Taxa rank	-Select One-

**Spread Collections Spatially**

Sample qty per scale per year	
Spatial scale	-Select One-

**Spread Collections Temporally**

Max sample qty per timeframe	
Time period	-Select One-

Save

Cancel

Figure 432 - Screenshot of Taxon window with circles around Sample Type, Maximum Sample Size, Age Class, Fate and Sample Unit. Arrow pointed at Collection Methods button

A pop up window called Add Collection Method will appear with tick box options to choose. Select the collection methods proposed for taxon take.

**Add Collection Method**

Collection Methods

	Description
<input type="checkbox"/>	Antillean Z-trap
<input type="checkbox"/>	Baited traps
<input type="checkbox"/>	Beach jumping
<input checked="" type="checkbox"/>	Benthic Grab Sampler
<input type="checkbox"/>	Benthic Sled
<input type="checkbox"/>	Biopsy
<input type="checkbox"/>	Bone Cutters
<input type="checkbox"/>	Cages
<input type="checkbox"/>	Clove oil dispersed from spray bottle
<input type="checkbox"/>	Commercial Take
<input type="checkbox"/>	Crab pots and/or dillies
<input type="checkbox"/>	Dillies
<input type="checkbox"/>	Glass slides
<input type="checkbox"/>	Grab gear
<input type="checkbox"/>	Hammer & Chisel
<input type="checkbox"/>	Hand Dredge
<input type="checkbox"/>	Hand Held Implements (HHI)

Cancel

Figure 433 - Screenshot of Add Collection Method pop up window with Benthic Grab Sampler option selected

Once you have made your selection/s from the list select the Save button.

Figure 434 - Screenshot of Add Collection Method pop up window with red circle around Save button

Your Collection Method/s will then appear in the Collections Methods field. Fill in the remaining details under the Quantity of Specimen Samples, Spread Collections Spatially, Species Limit and Spread Collection Temporally fields. Select Save once all Taxon details are entered.

Figure 435 - Screenshot of Taxon pop up window with all fields and information entered. A red circle around Save button

Details of the Taxon will be displayed on the page. Options for Edit and Remove will also appear. If you select Edit the Add Taxon screen will open and you can edit your details. If Remove is selected then the Taxon will be removed from the application. Select Next to continue.

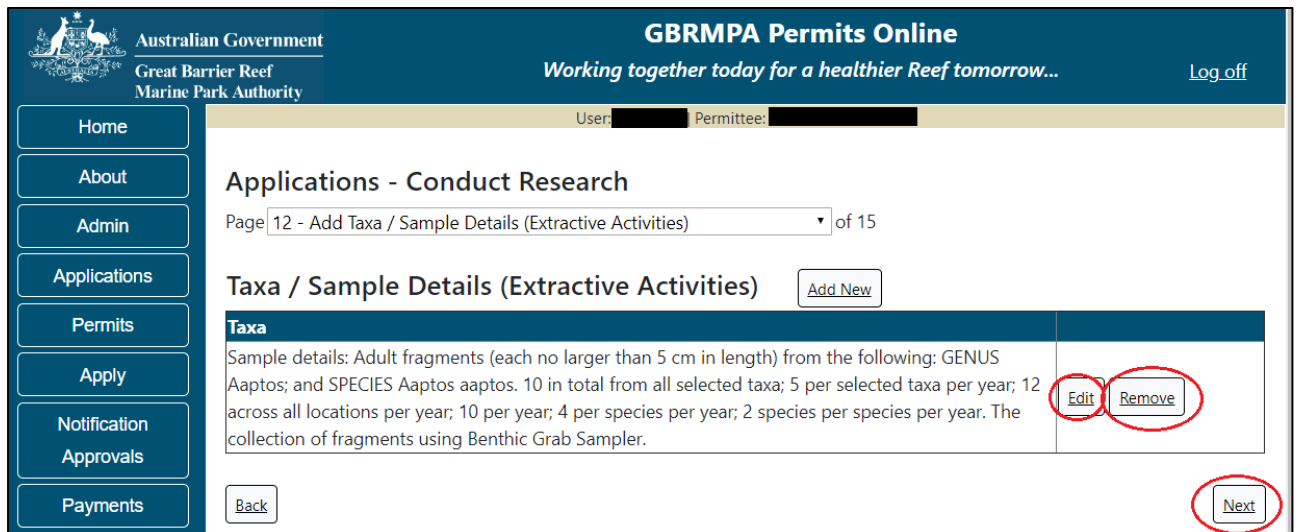


Figure 436 - Screenshot of Add Taxa / Sample Details page with Taxa information displayed and red circle around Edit and Remove buttons, circle around Save button

Page 13 of Conduct Research is the Research Further Information page. If you selected Fragments as the Sample Type in the Taxon table you will be asked to confirm Will fragment collections total no more than 10% of each donor colony?

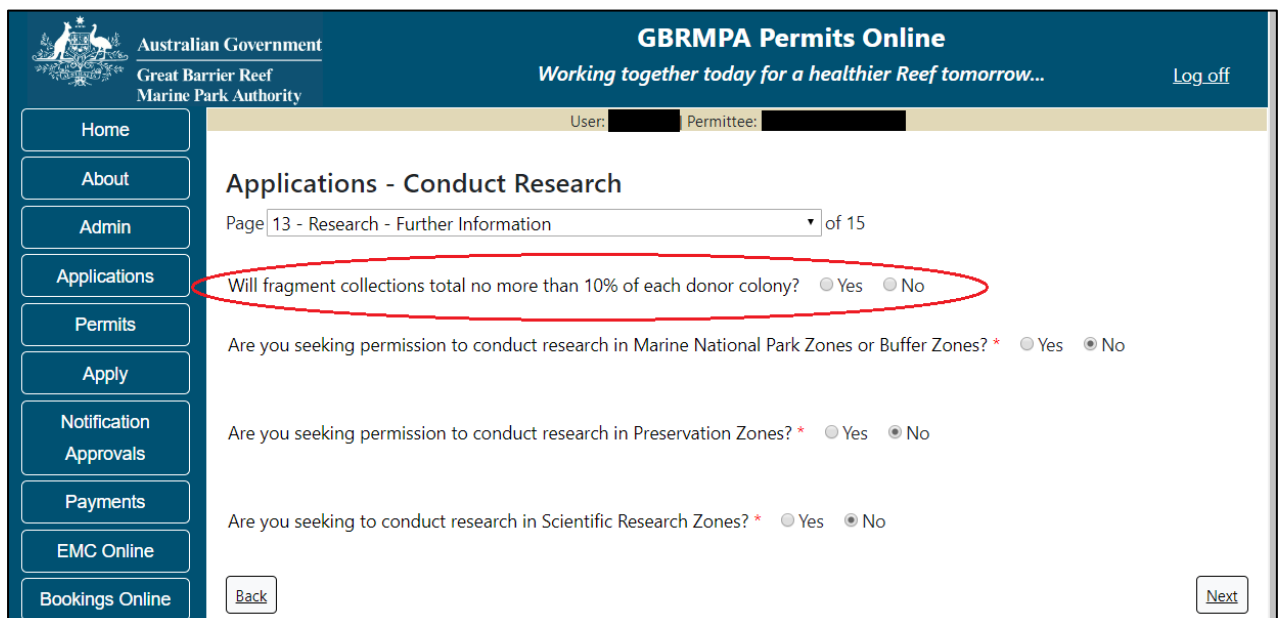


Figure 437 - Screenshot of Research Further Information page with a red circle around question - Will fragments collected total no more than 10% of each donor colony

If you are seeking to conduct research in Marine National Park Zones or Buffer Zones select Yes. A free text field will appear, add details of why the research is relevant or why the research cannot reasonably be conducted elsewhere.

**Figure 438 - Screenshot of Research Further Information page with a red circle around question - Are you seeking permission to conduct research in Marine National Park Zones or Buffer Zones with Yes option selected, circle around Add details here**

If you are seeking permission to conduct research in Preservation Zones, select Yes. A free text field will appear, add details of why the research is relevant and why the research cannot reasonably be conducted elsewhere. If you are seeking to conduct research in the Scientific Zones select Yes.

**Figure 439 - Screenshot of Research Further Information page with a red circle around question - Are you seeking permission to conduct research in Preservation Zones with yes option selected, circle around Add details here**

A further question will appear asking if you understand that the Reef Authority may seek the research station manager's views on my research proposal. I consent to the details of my application being provided to the station manager for this purpose.

Select Yes or No then select Next to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online  
Bookings Online  
Help

Applications - Conduct Research  
Page 13 - Research - Further Information of 15

Will fragment collections total no more than 10% of each donor colony?  Yes  No

Are you seeking permission to conduct research in Marine National Park Zones or Buffer Zones? \*  Yes  No

Are you seeking permission to conduct research in Preservation Zones? \*  Yes  No

Are you seeking to conduct research in Scientific Research Zones? \*  Yes  No

I understand that GBRMPA may seek the research station manager's views on my research proposal. I consent to the details of my application being provided to the station manager for this purpose. \*  Yes  No ?

Back Next

Figure 440 - Screenshot of Research Further Information page, circle around question - Are you seeking to conduct research in Scientific Zones with Yes option selected, Circle around consent statement with Yes option selected, circle around Save button

Page 14 of Conduct Research application is a second Further Research questions page. Please indicate your proposed inspection and maintenance schedule for any equipment being deployed for more than 6 months by adding these details in the field provided.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply

Applications - Conduct Research  
Page 14 - Research - Further Information of 15

Please explain your proposed inspection and maintenance schedule for any equipment being deployed for more than 6 months:  
add details here of maintenance schedule for equipment being deployed for longer than 6 months

Figure 441 - Screenshot of Research Further Information page, circle around question - Please explain your proposed inspection and maintenance schedule for any equipment being deployed for more than 6 months with information completed

Please also explain any seasonal or other timing considerations associated with your proposed activity. Choose the relevant fields and enter details. Select Next to continue.

Please explain any seasonal or other timing considerations associated with your proposed activity. Choose all that are relevant:

Description	Explain
<input type="checkbox"/> During Daylight Hours	
<input type="checkbox"/> At Night	
<input type="checkbox"/> Wet Season / Summer (November to April)	
<input type="checkbox"/> Dry Season / Winter (May to October)	
<input checked="" type="checkbox"/> Coral Spawning (October to December)	Research is being conducted on Coral Spawning and the effects of Coral Bleaching during this period
<input type="checkbox"/> Migration Patterns	
<input type="checkbox"/> Nesting / Breeding Season	
<input type="checkbox"/> Other	

Back Next

**Figure 442 - Screenshot of Timing Considerations fields with Coral Spawning selected and information entered in the Explain field, circle around Save button**

Page 15 of the Conduct Research application provides opportunity for you to add any other information you feel will assist the Managing Agencies in assessing your application. Add supporting information by typing in the text field or upload a file if required. If a file is uploaded it will appear on the screen with the file name and an Remove button to remove the file if the wrong file is selected.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permitted: [redacted]

**Applications - Conduct Research**

Page 15 - Supporting Information of 15

Please provide any further information you feel will assist the agencies in considering your application:

Upload Supporting Documents  
43194-59972-64-TEST\_456.pdf Remove

If you intend to undertake activities within the Woppaburra Traditional Use of Marine Resources Agreement (TUMRA) area (i.e. Keppels region: <http://hdl.handle.net/11017/3126>) it is encouraged that you contact Woppaburra Traditional Owners to discuss your proposed activities prior to submitting your application. For contact details, please refer to the Woppaburra Consultation Protocol - Appendix A of the Woppaburra heritage value assessment guidelines: <http://hdl.handle.net/11017/3215>

Back Next

**Figure 443 - Screenshot of Supporting Information screen with information entered and a red circle around Please provide details section, red circle around Uploaded File and Next button**

Once you have completed the supporting information page select Next from the last page of the application questions, you will progress to an application summary screen with a number of options available via links or buttons. Select Next on the summary screen to progress to the Declarations screens.

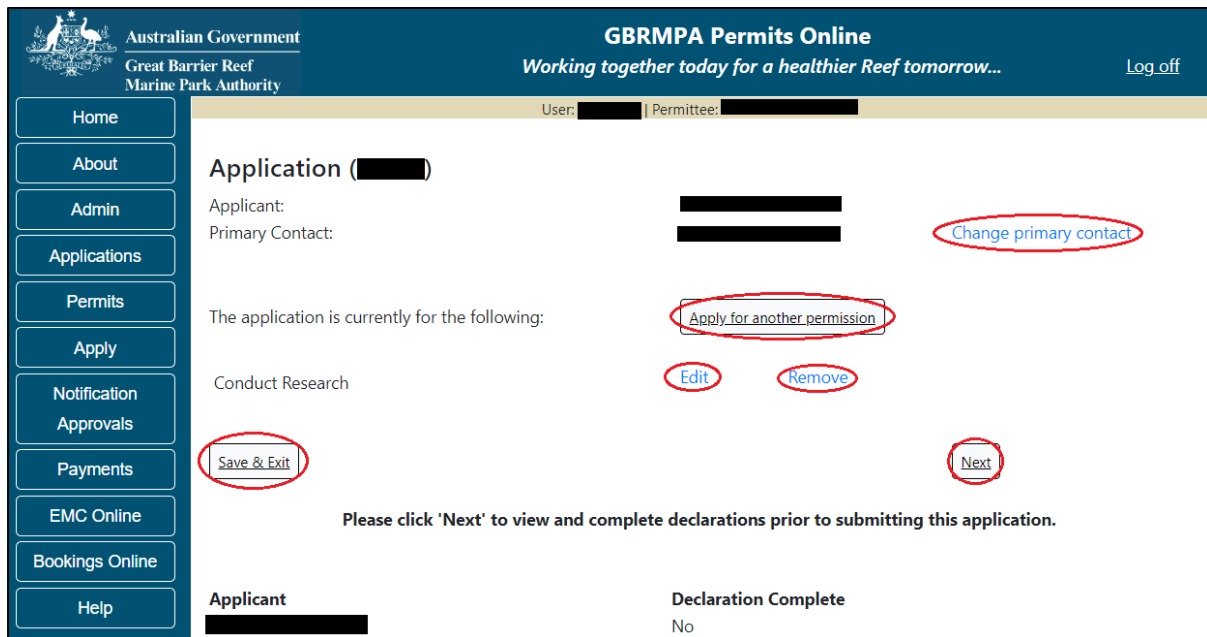


Figure 444 - Screenshot of Application Summary page with red circles around all options available

#### Additional Information - Summary screen, links and buttons:

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Apply for another permission:** If the Apply for another permission button is selected, the applicant will progress to the What are you seeking to do in the Marine Parks page where another permission type can be added. (e.g. add a mooring permission to the research permission).
- **Edit:** If edit is selected the application/permission will be reopened to apply any changes.
- **Remove:** If remove is selected the application/permission will be removed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.



Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

Australian Government  
Great Barrier Reef  
Marine Park Authority

Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online  
Bookings Online  
Help

### Applications - Declaration

Page 1 - Declarations of 3

You should review your application carefully before you submit it. Each of the declarations made and information supplied during the permission application will be taken to have been made by you at the time you submit your application. It is a criminal offence under Commonwealth and State law for you to knowingly include a false or misleading statement in, or omit a material matter from, your application. We can also refuse your application on this basis.

I declare that:

I am authorised to submit this application \*  Yes  No ?

I have read and understand the privacy notice which explains how my personal information will and will not be used \*  Yes  No ?

I consent to the managing agencies conducting searches and making enquiries with relevant authorities to confirm my suitability to hold this permission. I understand this may include agencies such as the Australian Maritime Safety Authority (AMSA), Maritime Safety Queensland (MSQ), Queensland Department of Environment and Heritage Protection and recognised environmental eco-certification bodies \*  Yes  No ?

I agree to the managing agencies using electronic communication as the primary means of sending and receiving information relating to this application. I consent to the managing agencies using electronic dispatch to provide the decision (including any permit issued) and I accept responsibility for keeping my electronic contact details accurate and updated. \*  Yes  No ?

Next

Figure 445 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply

### Applications - Declaration

Page 3 - Declarations of 3

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.

Back Submit

Figure 446 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

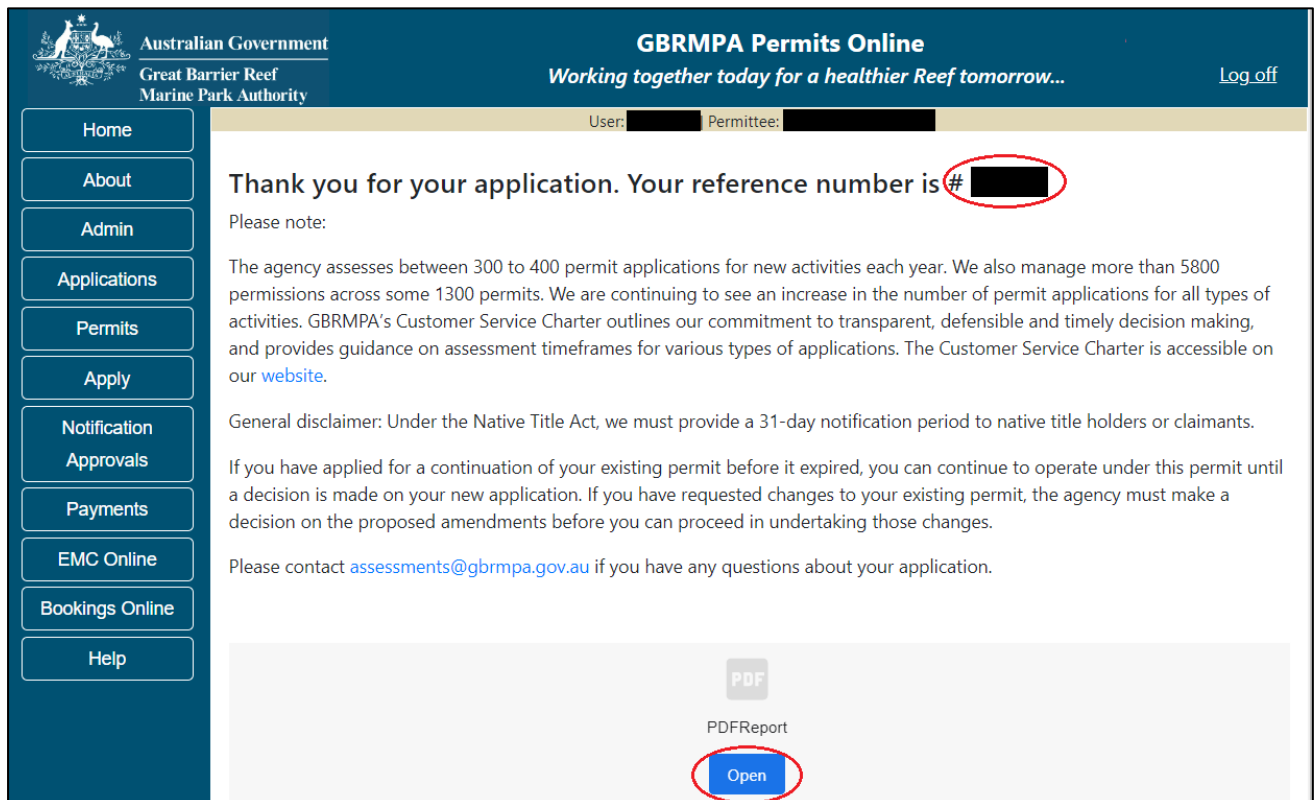


Figure 447 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the Applications screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

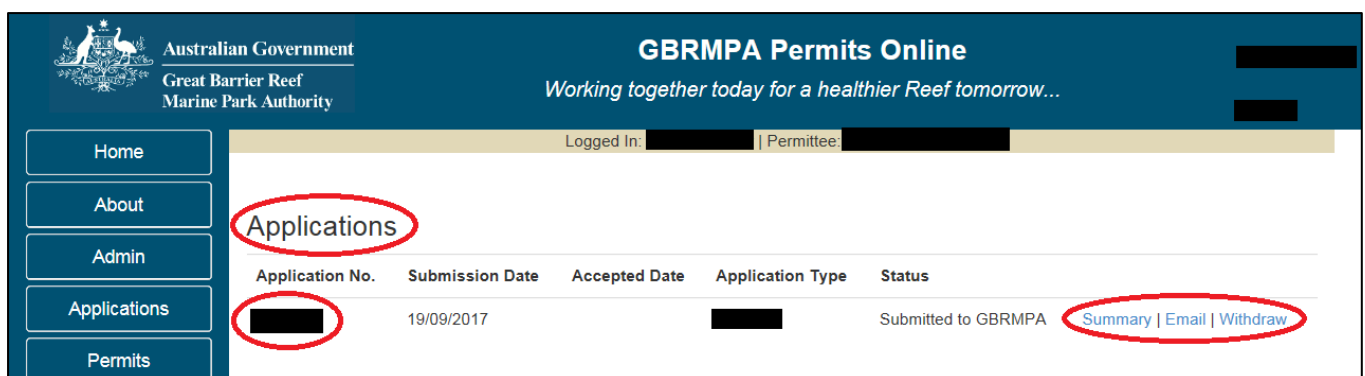
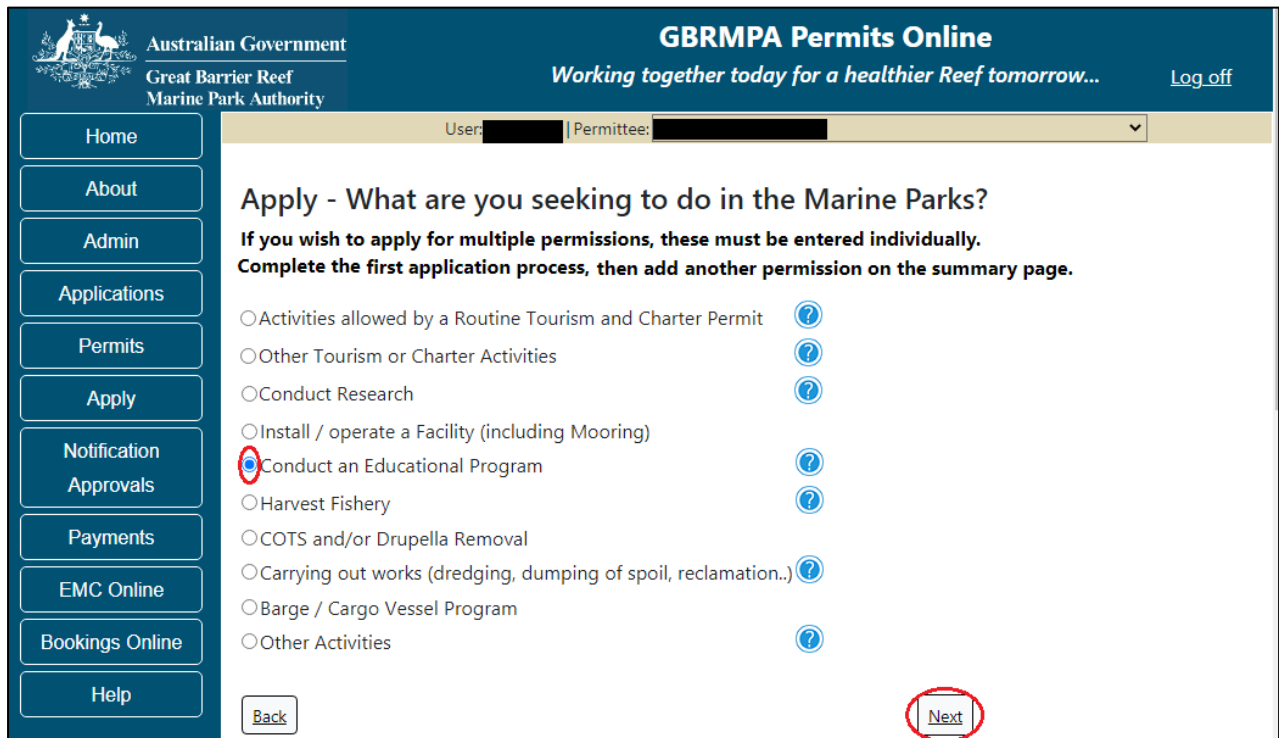


Figure 448 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options

## 13.0 Conduct an Educational Program

Apply – new permit application – conduct an educational program

To apply to Conduct an Education Program select this option on the Apply – What are you seeking to do in the Marine Parks page. Select Next to progress to application questions in Permits Online



The screenshot shows the GBRMPA Permits Online interface. The header includes the Australian Government logo, 'Great Barrier Reef Marine Park Authority', and the slogan 'Working together today for a healthier Reef tomorrow...'. A navigation menu on the left lists options like Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The main content area is titled 'Apply - What are you seeking to do in the Marine Parks?' and contains a list of activity options with radio buttons. The 'Conduct an Educational Program' option is selected and circled in red. Below the list are 'Back' and 'Next' buttons, with the 'Next' button also circled in red.

Figure 449 - Screenshot of Apply - What are you seeking to do in the Marine Parks screen with Conduct an Education Program selected and a red circle around the Next button

### Information Education programs

Educational programs must be either;

- (a) An accredited course delivered by a registered training organisation; or
- (b) A learning activity which is part of a formal curriculum led by, or on behalf of, a primary or secondary school, tertiary institution or university.

If you're not sure whether your proposal includes an educational program, check out our Application Guidelines

<http://hdl.handle.net/11017/3229>

Page 1 of Conduct an Education Program application is the Environment Protection and Biodiversity Conservation Act page. This provides advice on matters of national environmental significance that must be considered when assessing an application. This screen is for your information only at this stage. Your assessing officer will contact you if it is determined to be relevant for your application.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permitee: [redacted]

### Applications - Conduct an Educational Program

Page 1 - Environment Protection and Biodiversity Conservation Act 1999 of 10

Please note:

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 (the department) website: <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.

If a proposal is referred under the EPBC Act and also requires the Authority's permission, then the EPBC referral is deemed to also be an application for all necessary permissions required 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 the Authority to commence its permit processes as required under the Great Barrier Reef Marine Park Regulations 2019. 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: <http://www.environment.gov.au/epbc>

Next

Figure 450 - Screenshot of Environment Protection and Biodiversity Conservation screen with a red circle around Next button

Links on the Environment Protection and Biodiversity Conservation page [www.environment.gov.au/epbc](http://www.environment.gov.au/epbc) will take you to the Department of Climate Change, Energy the Environment and Water site. Here you can find information about the *Environment Protection and Biodiversity Conservation Act 1999* and your obligations under the Act.

Page 2 of Conduct an Education Program is the Permissions and Activities page. All Permissions and activities listed are available and will be included in the application.

If there are any activities you do not wish to have, you can remove them by selecting the Remove button next to the activity. Select Next to continue.

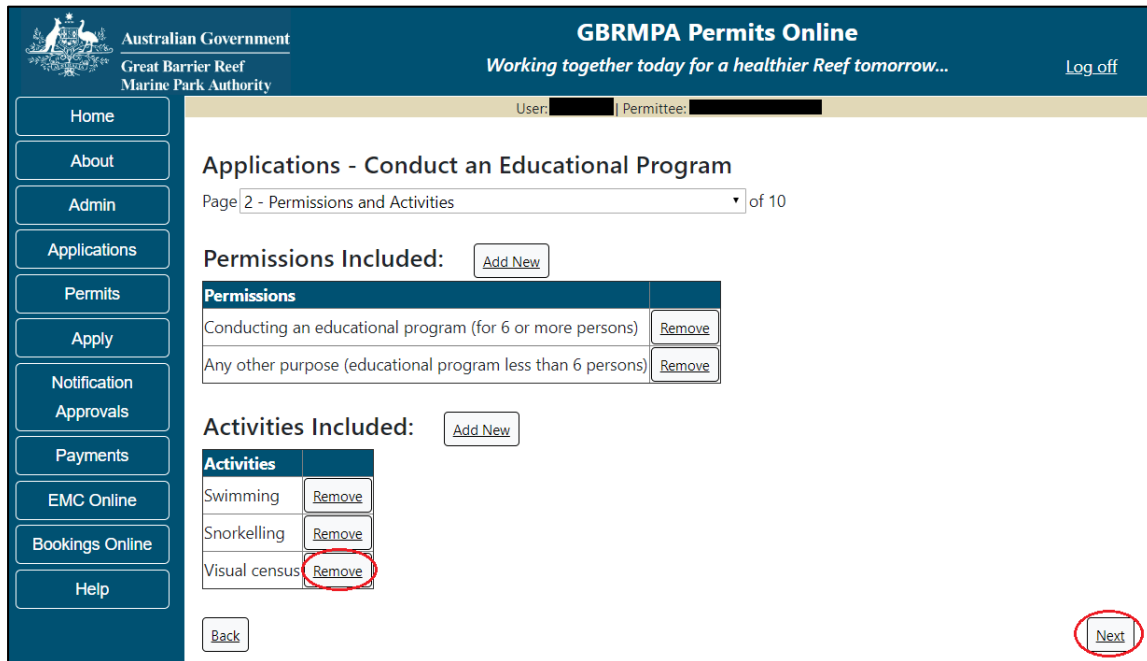


Figure 451 - Screenshot of Permissions and Activities screen with a red circle around Remove button and Next button

Page 3 of Conduct an Education Program is the Total Passenger Capacity / Participants page. A question for What is the total passenger capacity/participants you wish to have in the Marine Parks at any given time? (please consider future use in answering this question) is presented. Select a number from the list provided. Select Next to continue.

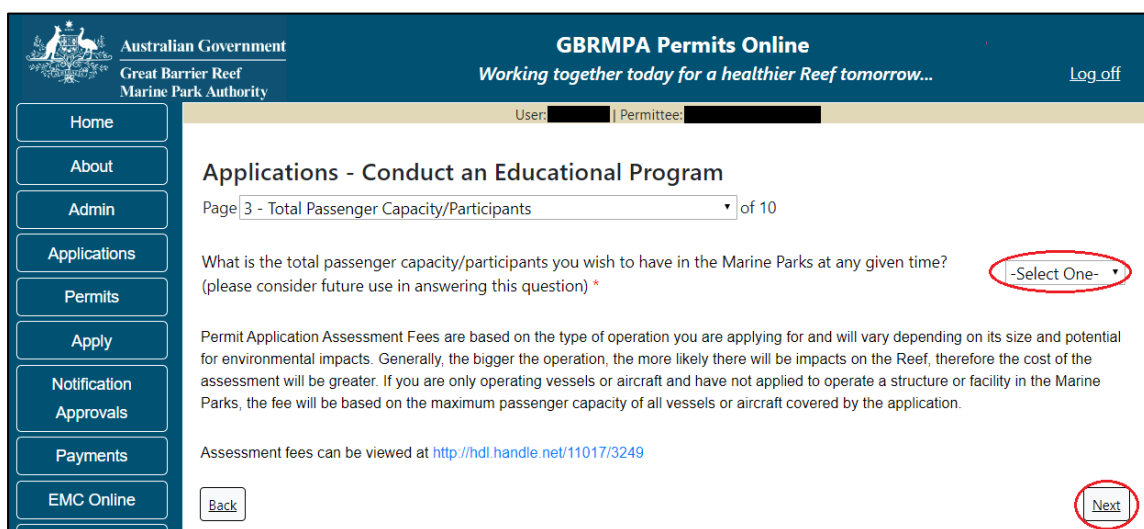
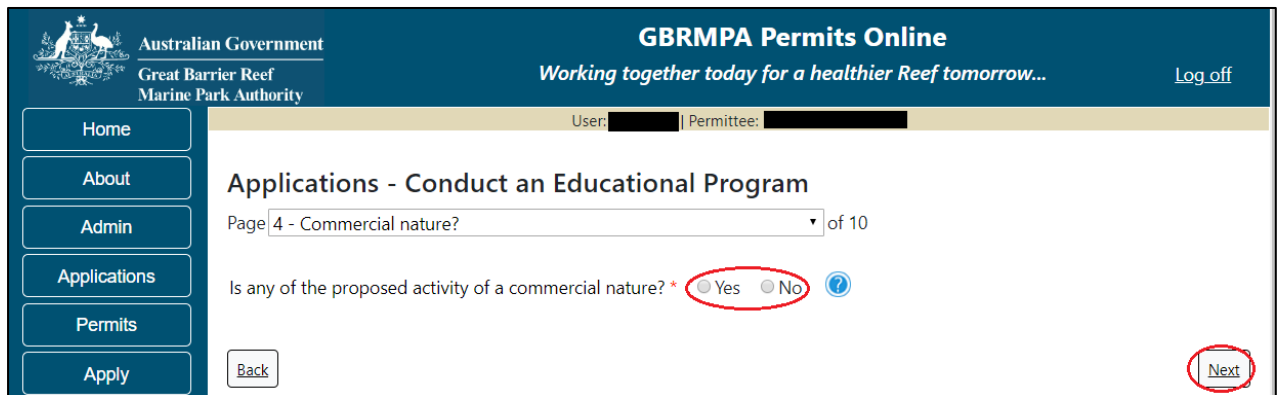


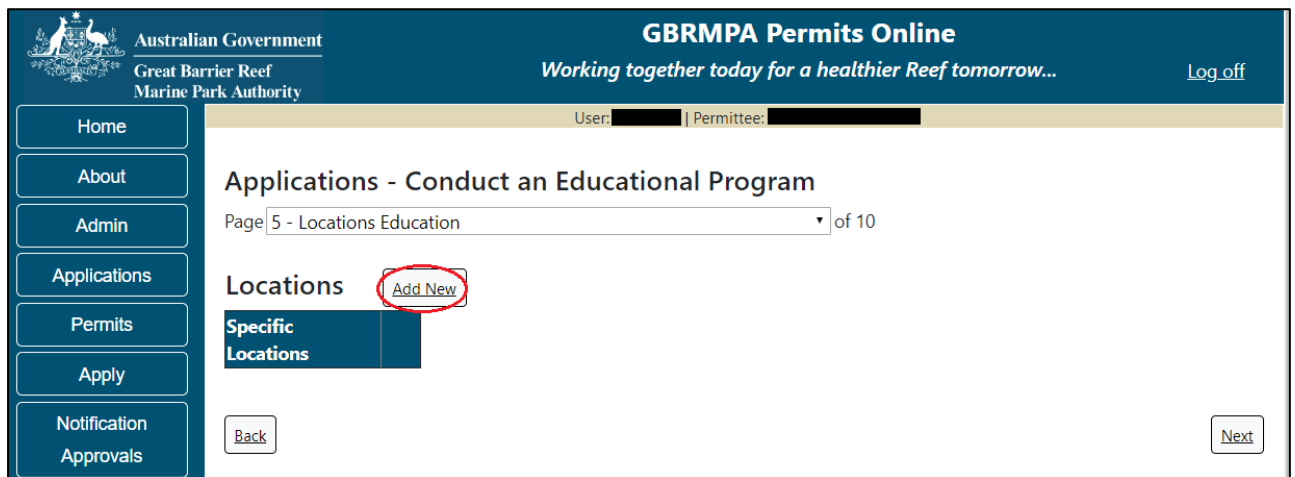
Figure 452 - Screenshot of the Total Passenger Capacity / Participants page with a red circle around the select one drop list and a red circle around the next button

Page 4 of Conduct an Education Program is the Commercial Nature page. If your Education Program is of a commercial nature select Yes. If not select No. NOTE: Activities of a commercial nature are those from which a profit is drawn or intended to be drawn. After you make your selection, select Next to continue.



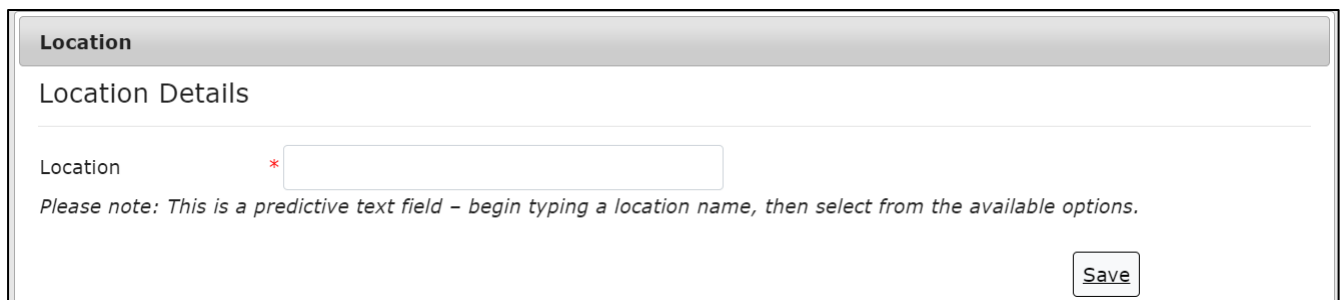
**Figure 453 - Screenshot of Commercial Nature page with red circle around Yes and No options and red circle around Next button**

Page 5 of Conduct an Education Program application is the Locations screen. Select Add New to enter your Location/s.



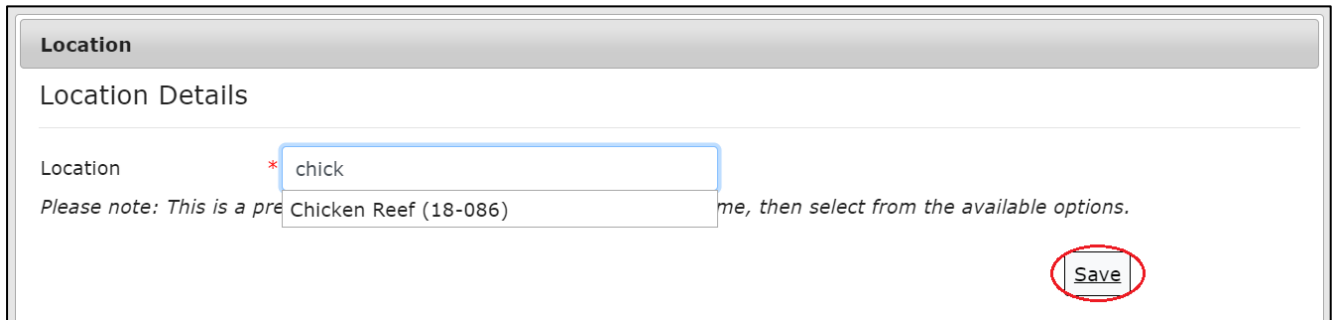
**Figure 454 - Screenshot of Location page with a red circle around Add New button**

If the Add New button is selected the Location pop up window will appear



**Figure 455 - Screenshot of Location pop up window**

Type in the name of the location you wish to visit in the location field. As you enter the name the list will produce relevant matches. Select the location then select Save.



Location

Location Details

Location \* chick

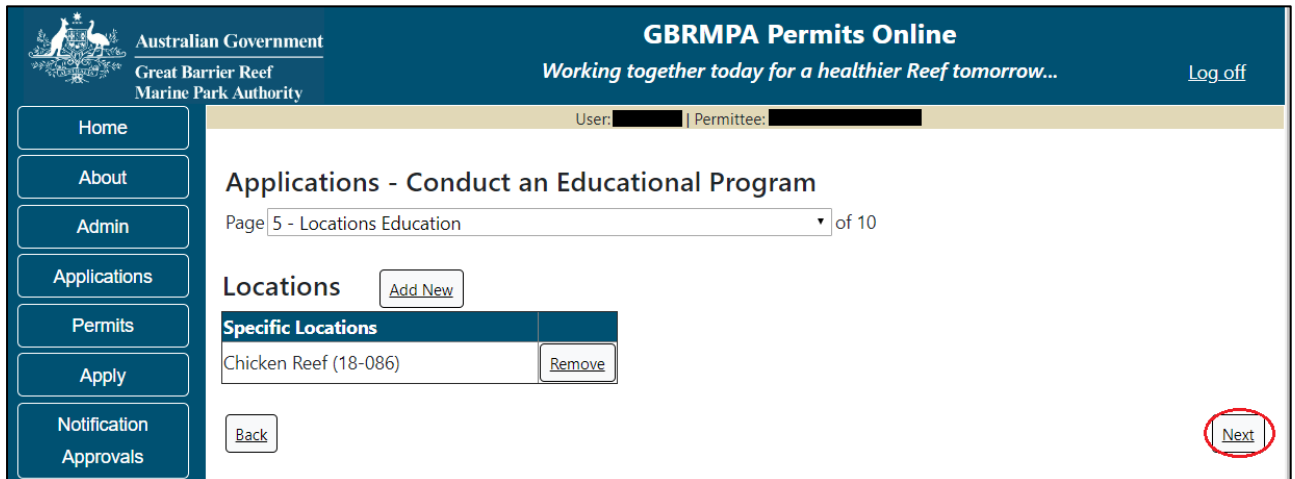
Please note: This is a pre... me, then select from the available options.

Chicken Reef (18-086)

Save

Figure 456 - Screenshot of Location pop up window with locations to select and a red circle around Save button

Once Save is selected the details of the location/s will appear on the page. If you wish to remove a location, select the Remove button next to the location and it will be deleted. Once you have added your research locations select Next to continue.



Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...  
Log off

User: [redacted] | Permittee: [redacted]

Applications - Conduct an Educational Program

Page 5 - Locations Education of 10

Locations [Add New](#)

Specific Locations	
Chicken Reef (18-086)	<a href="#">Remove</a>

[Back](#) [Next](#)

Figure 457 - Screenshot of Locations screen with information displaying red circles around Next button

Page 6 of Conduct an Education Program application is the Additional State Access. If you want to extend your operations to mainland or island national parks adjoining the Marine parks and/or rivers and streams between Mission Beach and the Starcke River, select yes and an area will appear with Please Specify details, add details of the islands or national parks and/or Rivers and streams you wish access.

Please also indicate if you want to operate in the Green Island Recreational Area.

Once your details have been completed select Next to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [REDACTED] | Permittee: [REDACTED]

### Applications - Conduct an Educational Program

Page 6 - Additional State Access of 10

Separate permits are required from the Queensland Parks and Wildlife Service (QPWS) to conduct commercial operations on mainland or island National Parks and in the Green Island Recreational Area of Management. Please find relevant information on national park permit requirements at <http://www.business.qld.gov.au/industries/hospitality-tourism-sport/tourism/parks-recreation-forests>

Do you want to operate in National Parks either on islands, or on the mainland adjoining the Marine Parks (including any beach access)? \*  Yes  No

Please specify details: \*

Island National Park - Test Island

Do you want to operate in rivers and streams between Mission Beach and the Starcke River? \*  Yes  No ?

Please specify details: \*

Starcke River

Do you want to operate in the Green Island Recreational Area of Management (RAM)? \*  Yes  No ?

Prior to submitting an application, a pre-lodgement discussion is recommended to be arranged by emailing QPWS at [permits.central@des.qld.gov.au](mailto:permits.central@des.qld.gov.au).

[Back](#) [Next](#)

Figure 458 - Screenshot of Extend Operations screen with information displaying and a red circle around Next button



Page 7 of Conduct an Education Program is the Education page. There are a number of mandatory fields on this page. All mandatory fields need to be completed for you to continue.

The screenshot displays the 'Education' page within the GBRMPA Permits Online system. The page header includes the Australian Government logo, 'Great Barrier Reef Marine Park Authority', and the slogan 'Working together today for a healthier Reef tomorrow...'. A navigation menu on the left lists options like Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The main content area is titled 'Applications - Conduct an Educational Program' and shows 'Page 7 - Education' of 10. It contains several mandatory fields marked with an asterisk: 'Organisation Type' (a dropdown menu with '-Select One-' and a red error message 'Select a value from the list'), 'Registered Training Organisation (RTO) Number' (an empty text box with a red error message 'This field is required.'), 'Course Number' (an empty text box with a red error message 'This field is required.'), a large text area for 'Please provide a brief description of your proposed activities in the Marine Parks' (with a red error message 'This field is required.'), and another large text area for 'Please explain how you qualify to deliver an educational program' (with a red error message 'This field is required.'). There is also an 'Upload File' button and a question 'Does the proposed activity include any manipulation, interference or collection of plants, animals or marine products?' with radio buttons for 'Yes' and 'No'. 'Back' and 'Next' buttons are located at the bottom of the form.

Figure 459 - Screenshot of Education page showing mandatory fields that are required to be completed

Depending on the Organisational Type you select the fields at the top of the screen will change for Registered Training Organisation, Primary or Secondary School, Australian Registered Tertiary Institution or Other. The fields at the bottom of the screen Brief Description, Please explain how you qualify to deliver an educational program, upload file/s (lesson plans, risk assessments) will remain the same.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...  
Log off

User: [redacted] | Permittee: [redacted]

### Applications - Conduct an Educational Program

Page 7 - Education of 10

Organisation Type \* Primary or Secondary School

Primary or Secondary School Name:

Program Name: \*

Please provide a brief description of your proposed activities in the Marine Parks: \*

Please explain how you qualify to deliver an educational program: \* ?

Please select upload if you wish to provide any supporting documents (such as lesson plans, risk assessments): Upload File

Does the proposed activity include any manipulation, interference or collection of plants, animals or marine products? \*  Yes  No

Back Next

Figure 460 - Screenshot of Education page with a red circle around Organisation Type list, a red circle around Primary or Secondary School Name, and red circle around Program Name

The question Does the proposed activity include any manipulation, interference or collection of plants, animals or marine products you will also need to complete the Taxa / sample take table on page 9

**Australian Government**  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow...

User: [redacted] Permittee: [redacted] [Log off](#)

**Applications - Conduct an Educational Program**

Page 7 - Education of 10

Organisation Type \* Primary or Secondary School

Primary or Secondary School Name: \*

Program Name: \*

Please provide a brief description of your proposed activities in the Marine Parks: \*

Please explain how you qualify to deliver an educational program: \*

Please select upload if you wish to provide any supporting documents (such as lesson plans, risk assessments): [Upload File](#)

Does the proposed activity include any manipulation, interference or collection of plants, animals or marine products? \*  Yes  No

[Back](#) [Next](#)

**Figure 461 - Screenshot of question - Does the proposed activity include any manipulation, interference or collection of plants, animals or marine products with Yes selected and a red circle around Yes**

If Yes is selected an extra activity will be added to the page 2 under the Activities area.

Activities Included: [Add New](#)

Activities	
Swimming	<a href="#">Remove</a>
Snorkelling	<a href="#">Remove</a>
Visual census	<a href="#">Remove</a>
Collection/manipulation of specimens	<a href="#">Remove</a>

**Figure 462 - Screenshot of Activities list with red circle around Collection/Manipulation of specimens**

Page 8 of Conduct an Education Program is the Participant Details page. Add details of Over how many years do you propose to run this educational program, What is the total number of participants (including teachers / supervisors) proposed to undertake this activity at any one time and What is the teacher: student ratio. Select Next to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] | Permittee: [redacted]

Applications - Conduct an Educational Program  
Page 8 - Education of 10

**Participant Details**

Over how many years do you propose to run this educational program?

What is the total number of participants (including teachers / supervisors) proposed to undertake this activity at any one time? \*

What is the teacher:student ratio?

PLEASE NOTE: if chartering a vessel/aircraft, remember that the charter vessel/aircraft will need to have a Marine Parks permit that allows for non-tourist charters and has access to the locations that you want to enter.

[Back](#) [Next](#)

**Figure 463 - Screenshot of Participant Details page with a red circle around over how many years to you propose to run this educational program, red circle around what is the total number of participants, what is the teacher student ration, red circle around Next button**

Page 9 of Conduct an Education Program application is the Add Taxa / Sample Details (Extractive Activities) page. If you selected No to Does the proposed activity include the manipulation, interference or collection of plants, animals or marine products on Page 7, you will not need to enter any information on this page.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] | Permittee: [redacted]

Applications - Conduct an Educational Program  
Page 9 - Add Taxa / Sample Details (Extractive Activities) of 10

You have indicated you do not propose to undertake collection/manipulation of specimens. Please click 'next' to continue.  
Alternatively, please return to page "Proposed Activities" to amend your selection/s.

[Back](#) [Next](#)

**Figure 464 - Screenshot of Add Taxa / Sample Details screen when Collection / Manipulation of specimens option is not selected on Activities page, red circle around Back button**

If you wish to add this activity (Collection / Manipulation of specimens) return to page 7 and select Yes to the question Does the proposed activity include the manipulation, interference or collection of plants, animals or marine products?.

The screenshot shows the 'Applications - Conduct an Educational Program' page. The page number is 7 of 10. The 'Organisation Type' is set to 'Primary or Secondary School'. The 'Primary or Secondary School Name' field is empty. The 'Program Name' field is empty. A text area for 'Please provide a brief description of your proposed activities in the Marine Parks' is empty. Another text area for 'Please explain how you qualify to deliver an educational program' is empty. There is an 'Upload File' button. At the bottom, the question 'Does the proposed activity include any manipulation, interference or collection of plants, animals or marine products?' is displayed with radio buttons for 'Yes' and 'No'. The 'Yes' radio button is selected and circled in red.

Figure 465 - Screenshot of question - Does the proposed activity include any manipulation, interference or collection of plants, animals or marine products with Yes selected and a red circle around Yes

If you have selected to Collect/manipulate specimens from the Education questions on page 7, an Add New button will appear on page 9 to add the Taxa/Sample details.

The screenshot shows the 'Applications - Conduct an Educational Program' page, page 9 of 10. The page title is 'Taxa / Sample Details (Extractive Activities)'. There is a blue 'Taxa' button and a red 'Add New' button. A 'Back' button is at the bottom left and a 'Next' button is at the bottom right.

Figure 466 - Screenshot of Add Taxa / Sample Details page with a red circle around Add New button

Select Add New and the Taxon pop up window will appear. There are a number of fields to enter on the form. All details marked with a red (\*) asterisk are required, please enter the exact details of Taxon take/s. Select the Taxon button to add the Taxon.

Figure 467 - Screenshot of Taxon pop up window

An Add Taxa / Sample Details window will appear. In the search field enter the name of the Taxon you propose to take. As you type in details the results field will narrow down.

Figure 468 - Screenshot of Add Taxa / Sample Details pop up window with search results displayed

Once you select a Taxon it will move from the results field to the selected field with a Remove button. Select Save once you have selected your taxon.

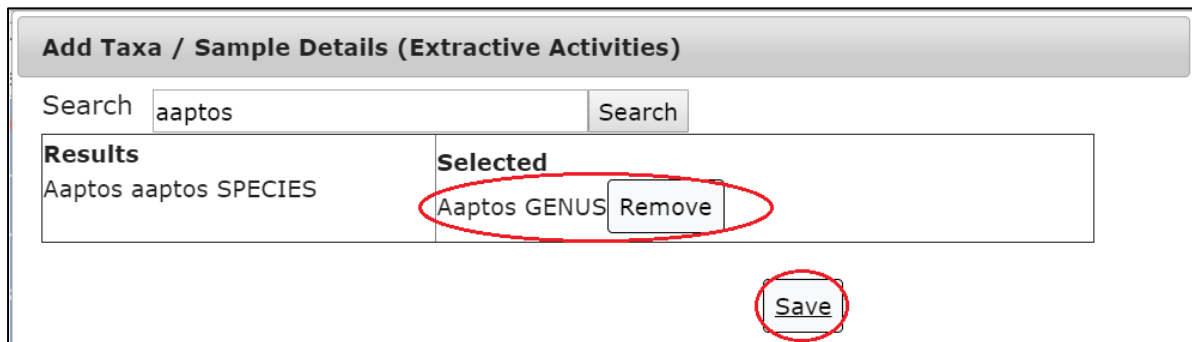


Figure 469 - Screenshot of Add Taxa / Sample Details pop up window with search results displayed, red circle around Selected taxa and red circle around Save button

If multiple Taxon are required you can select more than one options. NOTE if each Taxon will have different sample types etc. then each different type will need to be added separately. (E.g. only add multiple taxon if the take/sample details are the same, if different add separately)

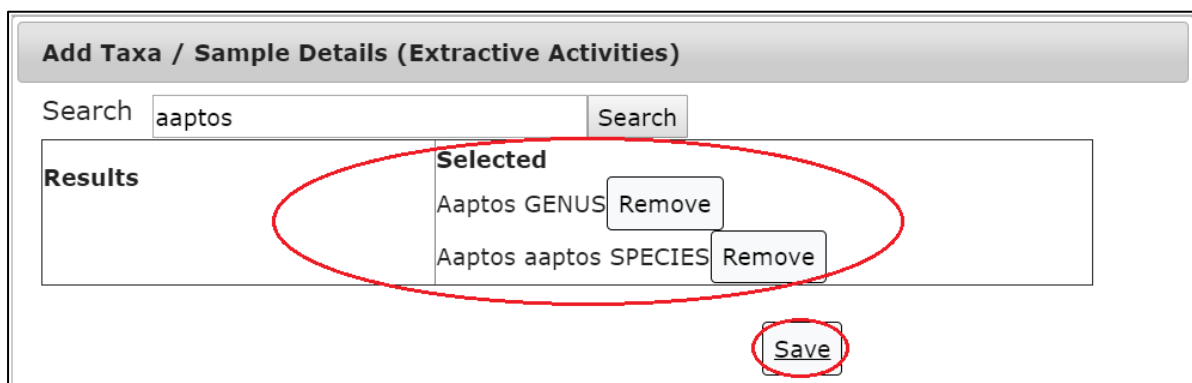


Figure 470 - Screenshot of Add Taxa / Sample Details pop up window with search results displayed, red circle around Multiple Selected taxa and red circle around Save button

Once you have selected your Taxon add details of Sample Type, Maximum Sample Size, Sample Unit, Age Class and Fate. Then select the Collection Methods button.

**Taxon**

Not all information is required, only sections displaying a red asterisk are mandatory. Please only complete sections that reflect your sampling design.

Taxon \* Aaptos GENUS, Aaptos aaptos SPECIES

Sample Type fragments

Maximum Sample Size 5 Sample Unit cm in length

Age Class Adult

Fate collected

Collection Methods \*

**Quantity of Specimen Samples \***

Total sample qty per year		-Select One-
Total sample qty over full permit		-Select One-

**Species Limit (if higher taxa rank selected)**

Maximum number of species per taxa rank per year	
Sample qty per taxa rank per year	
Taxa rank	-Select One-

**Spread Collections Spatially**

Sample qty per scale per year	
Spatial scale	-Select One-

**Spread Collections Temporally**

Max sample qty per timeframe	
Time period	-Select One-

Save

Cancel

Figure 471 - Screenshot of Taxon window with red circles around Sample Type, Maximum Sample Size, Age Class, Fate and Sample Unit. Arrow pointed at Collection Methods button

A pop up window called Add Collection Method will appear with tick box options to choose. Select the collection methods proposed for taxon take.

**Add Collection Method**

Collection Methods

	Description
<input type="checkbox"/>	Antillean Z-trap
<input type="checkbox"/>	Baited traps
<input type="checkbox"/>	Beach jumping
<input checked="" type="checkbox"/>	Benthic Grab Sampler
<input type="checkbox"/>	Benthic Sled
<input type="checkbox"/>	Biopsy
<input type="checkbox"/>	Bone Cutters
<input type="checkbox"/>	Cages
<input type="checkbox"/>	Clove oil dispersed from spray bottle
<input type="checkbox"/>	Commercial Take
<input type="checkbox"/>	Crab pots and/or dillies
<input type="checkbox"/>	Dillies
<input type="checkbox"/>	Glass slides
<input type="checkbox"/>	Grab gear
<input type="checkbox"/>	Hammer & Chisel
<input type="checkbox"/>	Hand Dredge
<input type="checkbox"/>	Hand Held Implements (HHI)

Cancel

Figure 472 - Screenshot of Add Collection Method pop up window with Benthic Grab Sampler option selected



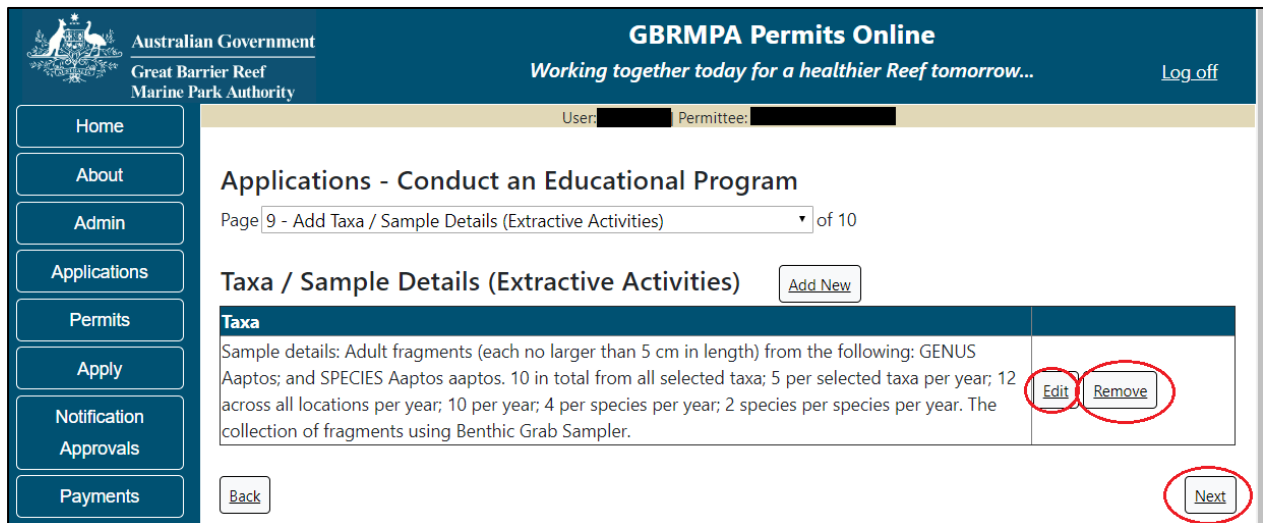
Once you have made your selection/s from the list select the Save button.

Figure 473 - Screenshot of Add Collection Method pop up window with red circle around Save button

Your Collection Method/s will then appear on the Collections Methods field. Fill in the remaining details under the Quantity of Specimen Samples, Spread Collections Spatially, Species Limit and Spread Collection Temporally fields. Select Save once all Taxon details are entered.

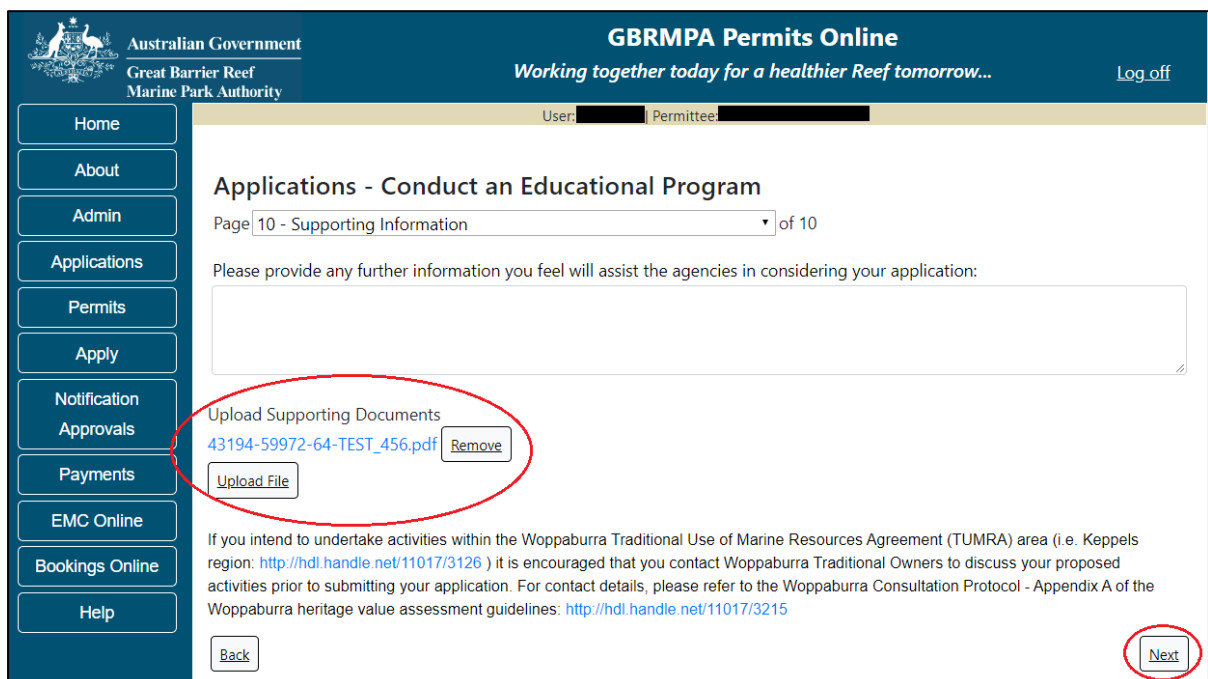
Figure 474 - Screenshot of Taxon pop up window with all fields and information entered. A red circle around Save button

Details of the Taxon will be displayed on the page. Options for Edit and Remove will also appear. If you select Edit the Add Taxon screen will open and you can edit your details. If Remove is selected then the Taxon will be removed from the application. Select Next to continue.



**Figure 475 - Screenshot of Add Taxa / Sample Details page with Taxa information displayed and red circle around Edit and Remove buttons, circle around Next button**

Page 9 of Conduct an Education Program provides opportunity for you to add any other information you feel will assist the Managing Agencies in assessing your application. Add supporting information by typing in the text field or upload a file if required. If a file is uploaded it will appear on the screen with the file name and an Remove to remove the file if the wrong file is selected.



**Figure 476 - Screenshot of Supporting Information screen with information entered and a red circle around. Please provide details section, circles around Uploaded File and Next button**

Once you have completed the supporting information page select Next from the last page of the application questions, you will progress to an application summary screen with a number of options available via links or buttons. Select Next on the summary screen to progress to the Declarations screens.

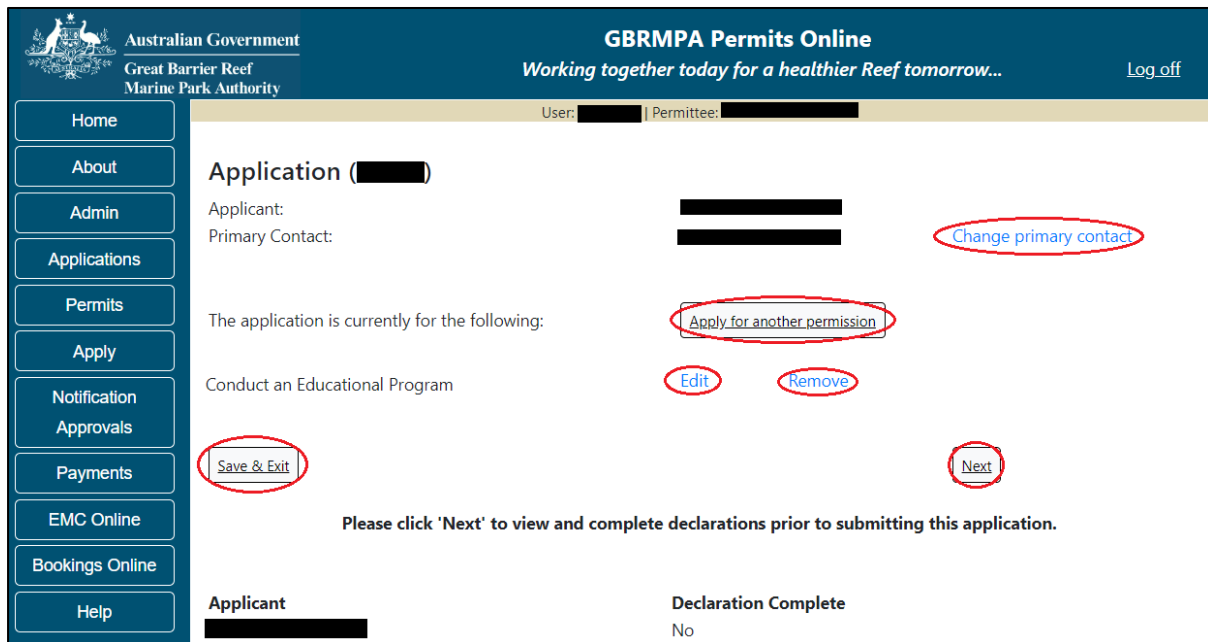


Figure 477 - Screenshot of Application Summary page with red circles around all options available

### Additional Information - Summary screen, links and buttons:

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Apply for another permission:** If the apply for another permission button is selected, the applicant will progress to the What are you seeking to do in the Marine Parks page where another permission type can be added. (e.g. add a tourism permission to the education permission).
- **Edit:** If edit is selected the application/permission will be reopened to apply any changes.
- **Remove:** If remove is selected the application/permission will be removed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.

Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

The screenshot shows the 'Applications - Declaration' page. The header includes the Australian Government logo and the text 'Great Barrier Reef Marine Park Authority' and 'Working together today for a healthier Reef tomorrow...'. A navigation menu on the left lists: Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The main content area is titled 'Applications - Declaration' and shows 'Page 1 - Declarations' of 3. It contains four declaration questions, each with 'Yes' and 'No' radio button options. The 'Yes' and 'No' options for the first question are circled in red. A 'Next' button is circled in red at the bottom right of the form area.

Figure 478 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

The screenshot shows the 'Applications - Declaration' page, page 3 of 3. The header includes the Australian Government logo and the text 'Great Barrier Reef Marine Park Authority' and 'Working together today for a healthier Reef tomorrow...'. A navigation menu on the left lists: Home, About, Admin, Applications, Permits, and Apply. The main content area is titled 'Applications - Declaration' and shows 'Page 3 - Declarations' of 3. It contains a final declaration question: '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.' There are 'Back' and 'Submit' buttons at the bottom. The 'Submit' button is circled in red.

Figure 479 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

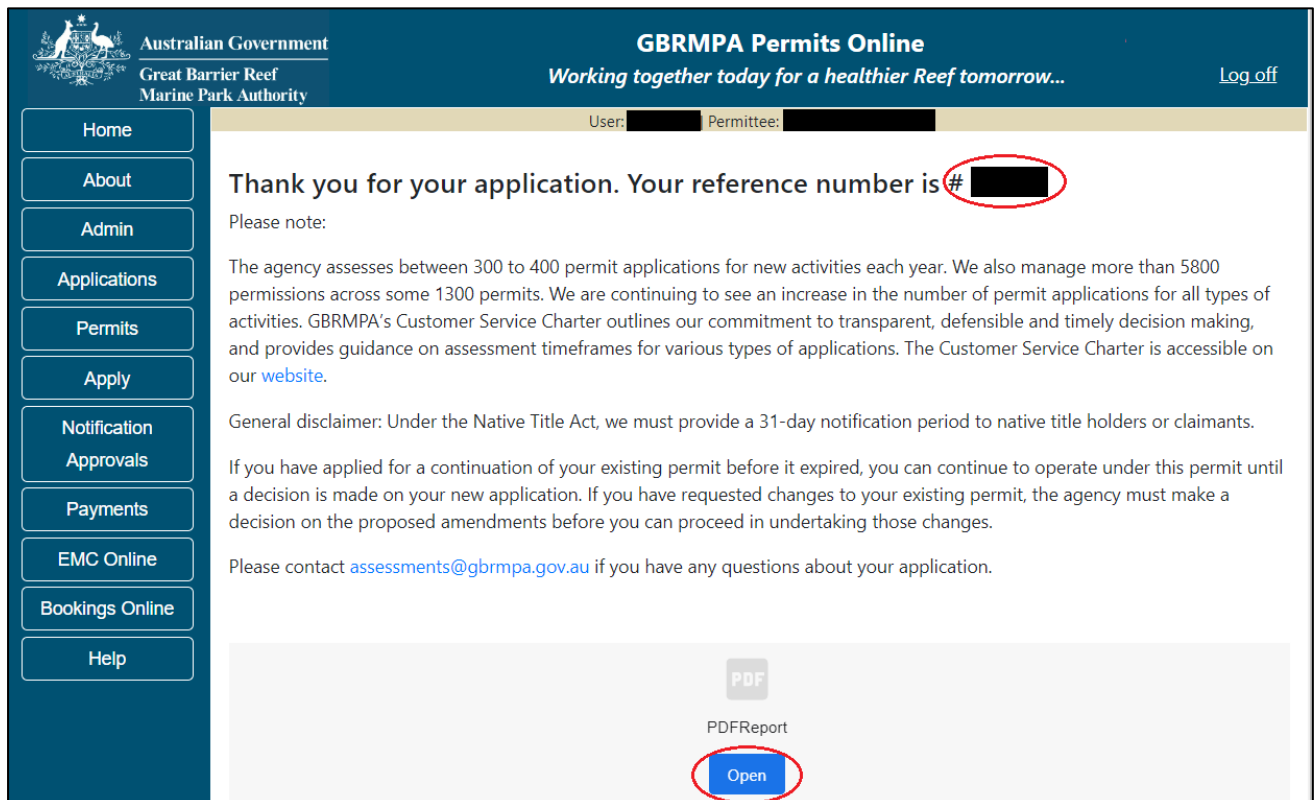


Figure 480 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the Applications screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

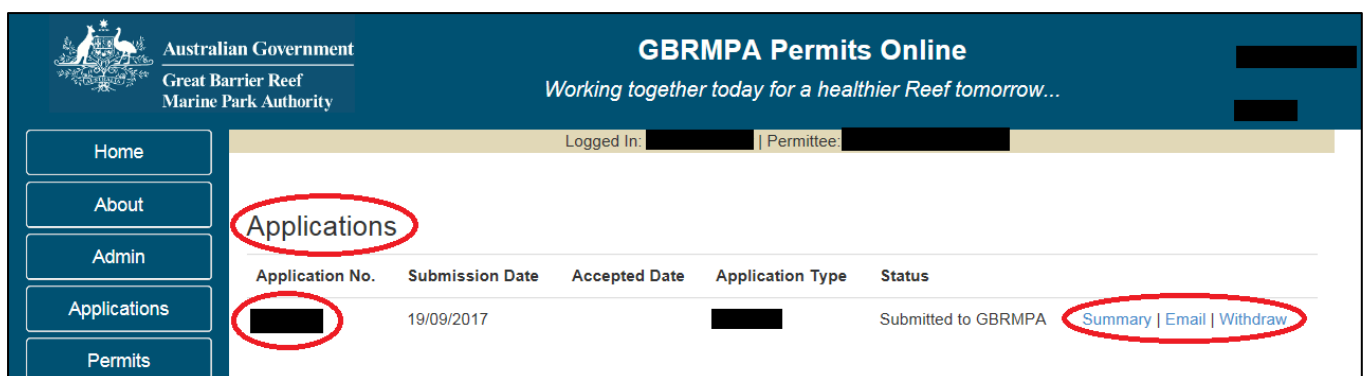


Figure 481 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options

## 14.0 Harvest Fishery

Apply – new permit application – harvest fishery

To apply for a Harvest Fishery application select this option on the Apply – What are you seeking to do in the Marine Parks page.

The screenshot shows the GBRMPA Permits Online interface. The header includes the Australian Government logo, 'Great Barrier Reef Marine Park Authority', and the slogan 'Working together today for a healthier Reef tomorrow...'. A navigation menu on the left lists options like Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The main content area is titled 'Apply - What are you seeking to do in the Marine Parks?' and contains a list of activity options with radio buttons. The 'Harvest Fishery' option is selected and circled in red. Other options include 'Activities allowed by a Routine Tourism and Charter Permit', 'Other Tourism or Charter Activities', 'Conduct Research', 'Install / operate a Facility (including Mooring)', 'Conduct an Educational Program', 'COTS and/or Drupella Removal', 'Carrying out works (dredging, dumping of spoil, reclamation..)', 'Barge / Cargo Vessel Program', and 'Other Activities'. A 'Next' button at the bottom right is also circled in red.

Figure 482 - Screenshot of Apply - What are you seeking to do in the Marine Parks screen with Harvest Fishery and a red circle around the Next button

You will progress to the application sub type menu with further options to select the type of Harvest Fishery you wish to apply for. Select the Harvest Fishery type. (Option selected is Tropical Rock Lobster Fishery). Select Next to progress to application questions.

This screenshot shows the 'Harvest Fishery' sub menu. The 'Tropical Rock Lobster Fishery' radio button is selected and circled in red. Other options in the list include 'Marine Aquarium Fish Fishery', 'Sea Cucumber (beche-de-mer) Fishery', 'Coral Fishery', 'Pearl Fishery', 'Shell Fishery', 'East Coast Trochus Fishery', 'Beachworm Fishery', 'Bloodworm Fishery', and 'Marine Yabby Fishery'. The 'Next' button at the bottom right is also circled in red.

Figure 483 - Screenshot of Apply - What are you seeking to do in the Marine Parks – Harvest Fishery sub menu with Tropical Rock Lobster and a red circle around Next button

Page 1 of Harvest Fishery application is the Environment Protection and Biodiversity Conservation Act page. This provides advice on matters of national environmental significance that must be considered when assessing an application. This screen is for your information only at this stage. Your assessing officer will contact you if it is determined to be relevant for your application.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

### Applications - Tropical Rock Lobster Fishery

Page 1 - Environment Protection and Biodiversity Conservation Act 1999 of 6

Please note:

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 (the department) website: <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.

If a proposal is referred under the EPBC Act and also requires the Authority's permission, then the EPBC referral is deemed to also be an application for all necessary permissions required 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 the Authority to commence its permit processes as required under the Great Barrier Reef Marine Park Regulations 2019. 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: <http://www.environment.gov.au/epbc>

Next

Figure 484 - Screenshot of Environment Protection and Biodiversity Conservation screen with a red circle around Next button

Links on the Environment Protection and Biodiversity Conservation page [www.environment.gov.au/epbc](http://www.environment.gov.au/epbc) will take you to the Department of Climate Change, Energy the Environment and Water site. Here you can find information about the *Environment Protection and Biodiversity Conservation Act 1999* and your obligations under the Act.

Page 2 of Harvest Fishery application is the Vessel Details page. In this screen enter details of how many vessels, the maximum length and total capacity you wish to apply for this permission. Select Next to continue.

**Figure 485 - Screenshot of Vessel Details screen with a red circle around field to enter - How many Vessels do you wish to operate under this permission, red circle around Maximum length selected, red circle around passenger capacity selected and red circle around Next button**

Page 3 of Harvest Fishery application is the Vessels page. On this page you can enter the actual vessel details. To add vessel details select the Add New button.

**Figure 486 - Screenshot of Vessels screen with red circle around Add New button**



An Add New Vessel pop up window will appear with fields for Name, Boat Mark, Length (in metres) and Passenger Capacity. There is a link for information on boat marks and other Queensland Fisheries requirements. <https://www.business.qld.gov.au/industries/farms-fishing-forestry/fisheries/licences/boat-licence> Select the link if you wish to find out more information.

**Add New Vessel**

Vessel Details

Name

Boat Mark \*

For information on boat marks and other Queensland Fisheries requirements, please visit: <https://www.business.qld.gov.au/industries/farms-fishing-forestry/fisheries/licences/boat-licence>

Length (m) \*

Passenger Capacity \*

Save

Cancel

Figure 487 - Screenshot of Add New Vessel pop up window

Add the exact details of each vessel and select Save.

**Add New Vessel**

Vessel Details

Name

Boat Mark \*

For information on boat marks and other Queensland Fisheries requirements, please visit: <https://www.business.qld.gov.au/industries/farms-fishing-forestry/fisheries/licences/boat-licence>

Length (m) \*

Passenger Capacity \*

Save

Cancel

Figure 488 - Screenshot of Add New Vessel pop up window with information entered and a red circle around Save

Once you enter your vessel details and select Save, the details will be displayed on the screen in the Vessels table. A Remove button will also be displayed. If you wish to remove the vessel details select Remove and the details will be deleted from your application. If you wish to edit the details select Edit and amend the required information. Select Next to continue.

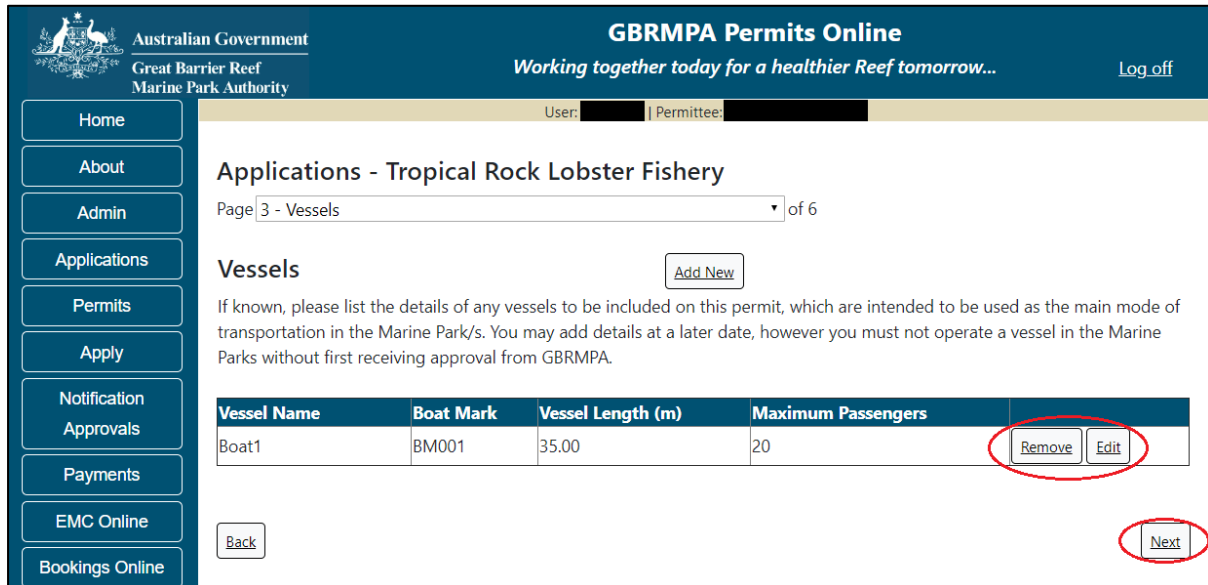


Figure 489 - Screenshot of Vessels page with information displayed and a red circle around Remove button and Next button

Page 4 of Harvest Fishery application is the Ancillary Vessels and Equipment page. To add ancillary vessels or equipment select the Add New button.

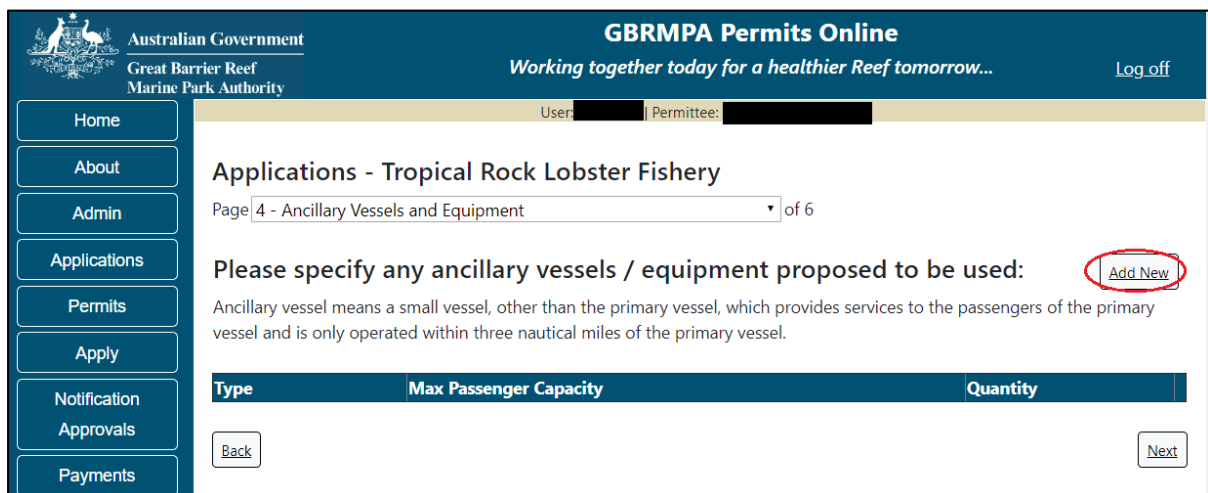


Figure 490 - Screenshot of Ancillary Vessels and Equipment screen with red circle around Add New button

An Add New Ancillary Vessels/Equipment window will appear.

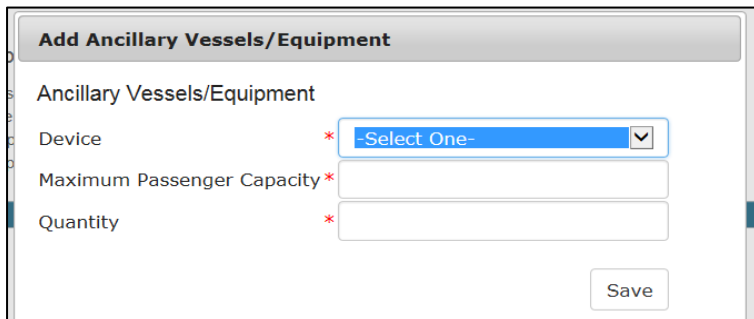


Figure 491 - Screenshot of Add Ancillary Vessels / Equipment pop up window

Select Ancillary Vessels or Equipment from the Device list

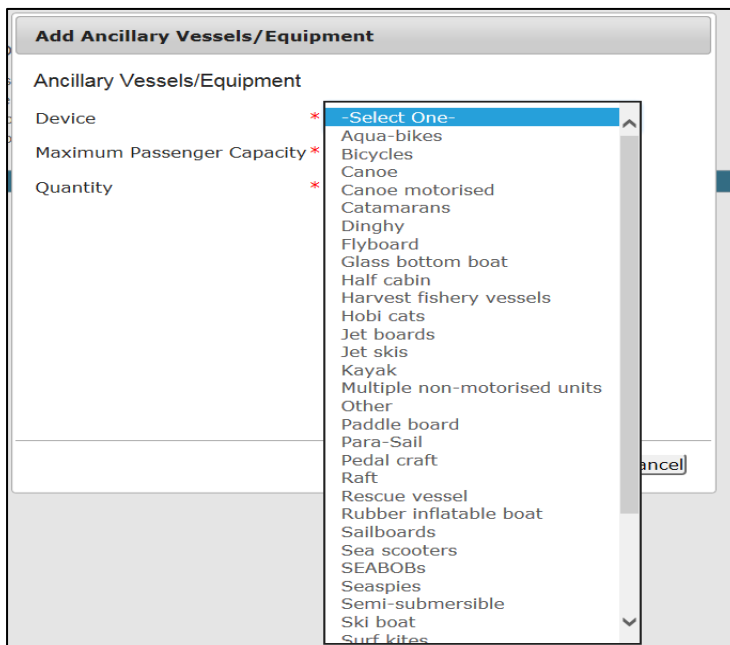


Figure 492 - Screenshot of Add Ancillary Vessels / Equipment pop up window with Device list displayed

Add exact details of the ancillary vessels or equipment, then select Save.

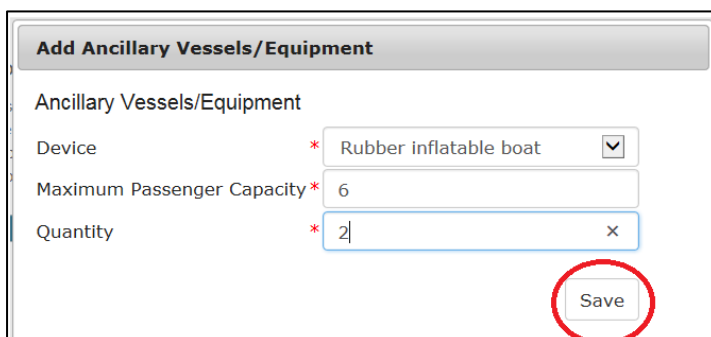


Figure 493 - Screenshot of Add Ancillary Vessels / Equipment pop up window with information entered and a red circle around Save

The details of ancillary vessels or equipment will appear on the screen. If you wish to remove any ancillary vessels or equipment select the Remove button next to the item/s you wish to remove. If you wish to edit the details select Edit and amend the required information. Once you have added your ancillary vessels and/or equipment select Next to continue.

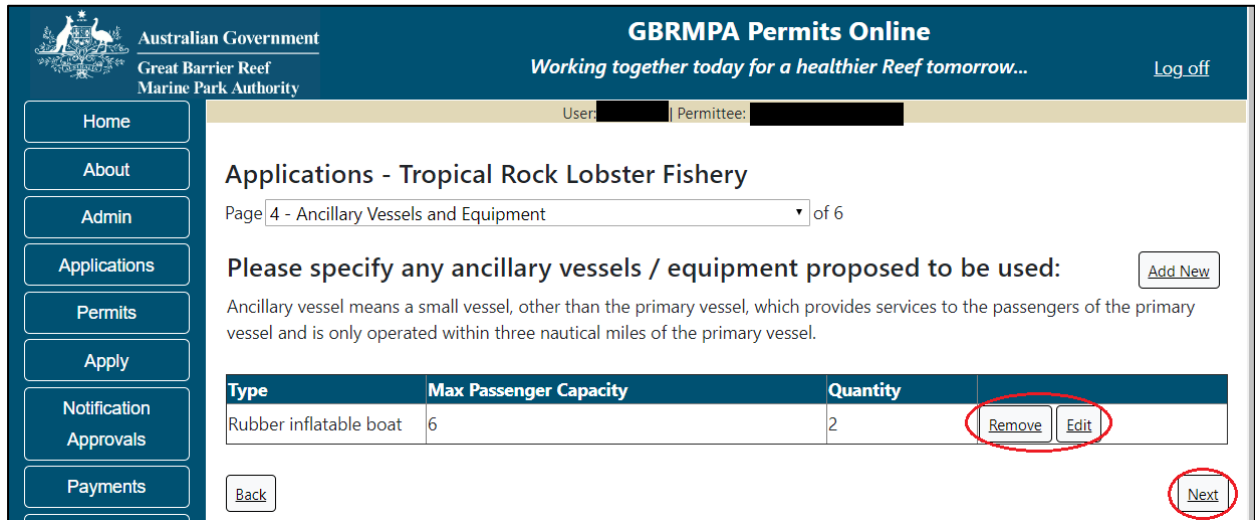


Figure 494 - Screenshot of Ancillary Vessels and Equipment page with information displayed and a red circle around Remove button and Next button

Page 5 of Harvest Fishery application is the Harvest Fishery details page.

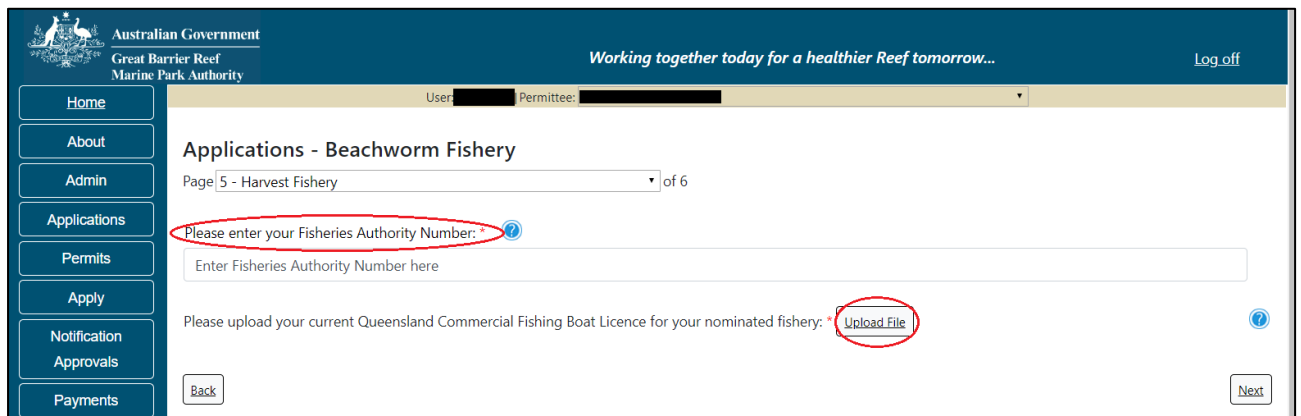


Figure 495 - Screenshot of Harvest Fishery page with Upload File button circled. Red circle around Please enter your Fisheries Authority Number

For information on Fisheries Authority Number, please visit:

<http://www.business.qld.gov.au/industries/farms-fishing-forestry/fisheries/licences>

For information on Queensland Commercial Fishing Licencing requirements, please visit:

<http://www.business.qld.gov.au/industries/farms-fishing-forestry/fisheries/licences/fisher-licence>

Add details by uploading a copy of your Queensland Commercial Fishing Boat Licence and enter your Fisheries Authority Number. Select Next to continue.

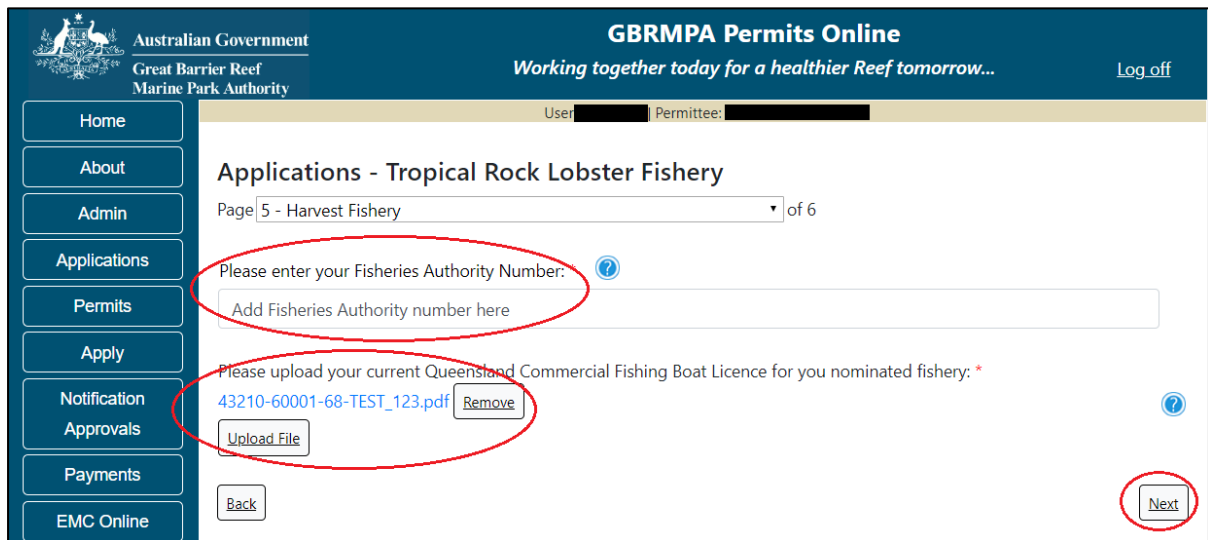


Figure 496 - Screenshot of Harvest Fishery page with Uploaded File circled. Red circle around Please enter your Fisheries Authority Number section with information displayed, red circle around Next button

Page 6 of Harvest Fishery application provides opportunity for you to add any other information you feel will assist the Managing Agencies in assessing your application. Add supporting information by typing in the text field or upload a file if required. If a file is uploaded it will appear on the screen with the file name and a Remove button to remove the file if the wrong file is selected.

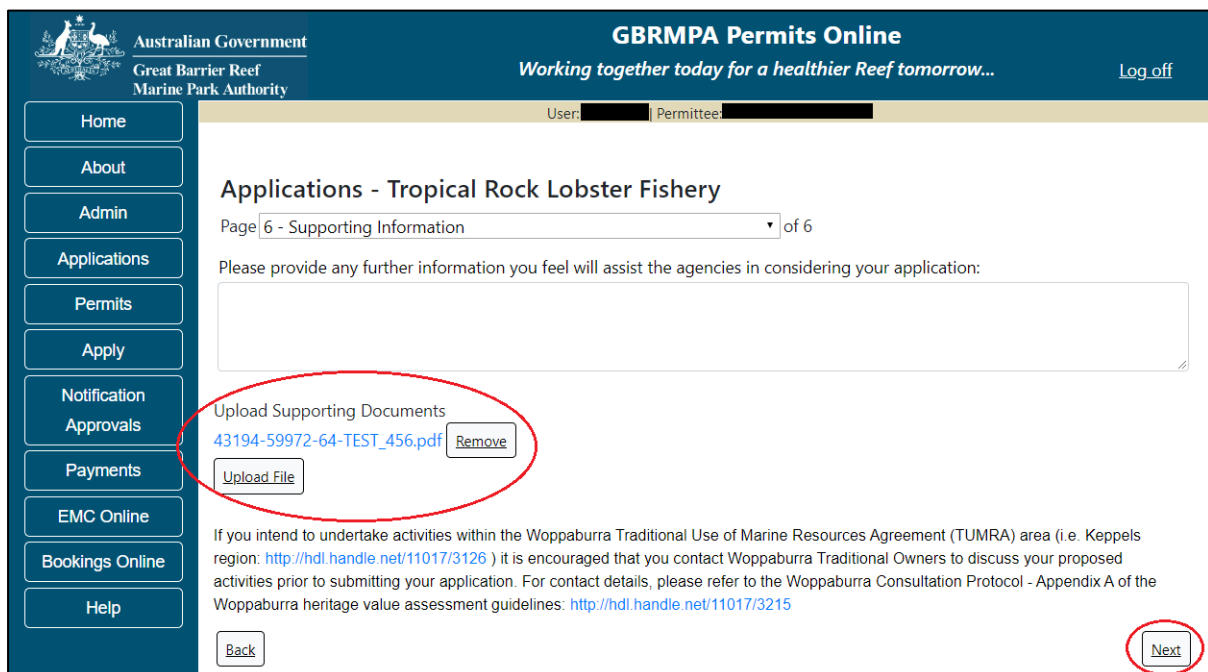


Figure 497 - Screenshot of Supporting Information screen with information entered and a red circle around Uploaded File and Next button

Once you have completed the supporting information page select Next from the last page of the application questions, you will progress to an application summary screen with a number of options available via links or buttons. Select Next on the summary screen to progress to the Declarations screens.

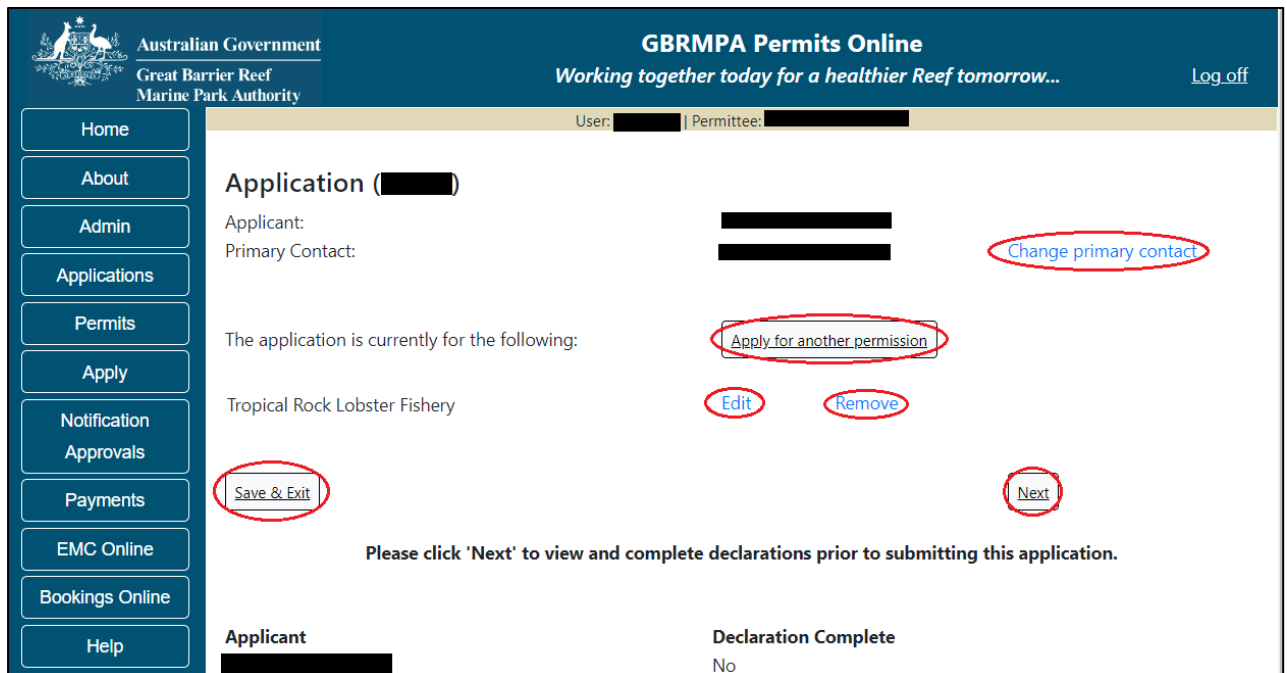


Figure 498 - Screenshot of Application Summary page with red circles around all options available

Additional Information - Summary screen, links and buttons:

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Apply for another permission:** If the Apply for another permission button is selected, the applicant will progress to the What are you seeking to do in the Marine Parks page where another permission type can be added. (e.g. add a mooring permission to the fishery permission).
- **Edit:** If edit is selected the application/permission will be reopened to apply any changes.
- **Remove:** If remove is selected the application/permission will be removed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.

Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

Australian Government  
Great Barrier Reef  
Marine Park Authority

Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

### Applications - Declaration

Page 1 - Declarations of 3

You should review your application carefully before you submit it. Each of the declarations made and information supplied during the permission application will be taken to have been made by you at the time you submit your application. It is a criminal offence under Commonwealth and State law for you to knowingly include a false or misleading statement in, or omit a material matter from, your application. We can also refuse your application on this basis.

I declare that:

I am authorised to submit this application \*  Yes  No ?

I have read and understand the privacy notice which explains how my personal information will and will not be used \*  Yes  No ?

I consent to the managing agencies conducting searches and making enquiries with relevant authorities to confirm my suitability to hold this permission. I understand this may include agencies such as the Australian Maritime Safety Authority (AMSA), Maritime Safety Queensland (MSQ), Queensland Department of Environment and Heritage Protection and recognised environmental eco-certification bodies \*  Yes  No ?

I agree to the managing agencies using electronic communication as the primary means of sending and receiving information relating to this application. I consent to the managing agencies using electronic dispatch to provide the decision (including any permit issued) and I accept responsibility for keeping my electronic contact details accurate and updated. \*  Yes  No ?

[Next](#)

Figure 499 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

### Applications - Declaration

Page 3 - Declarations of 3

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.

[Back](#) [Submit](#)

Figure 500 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

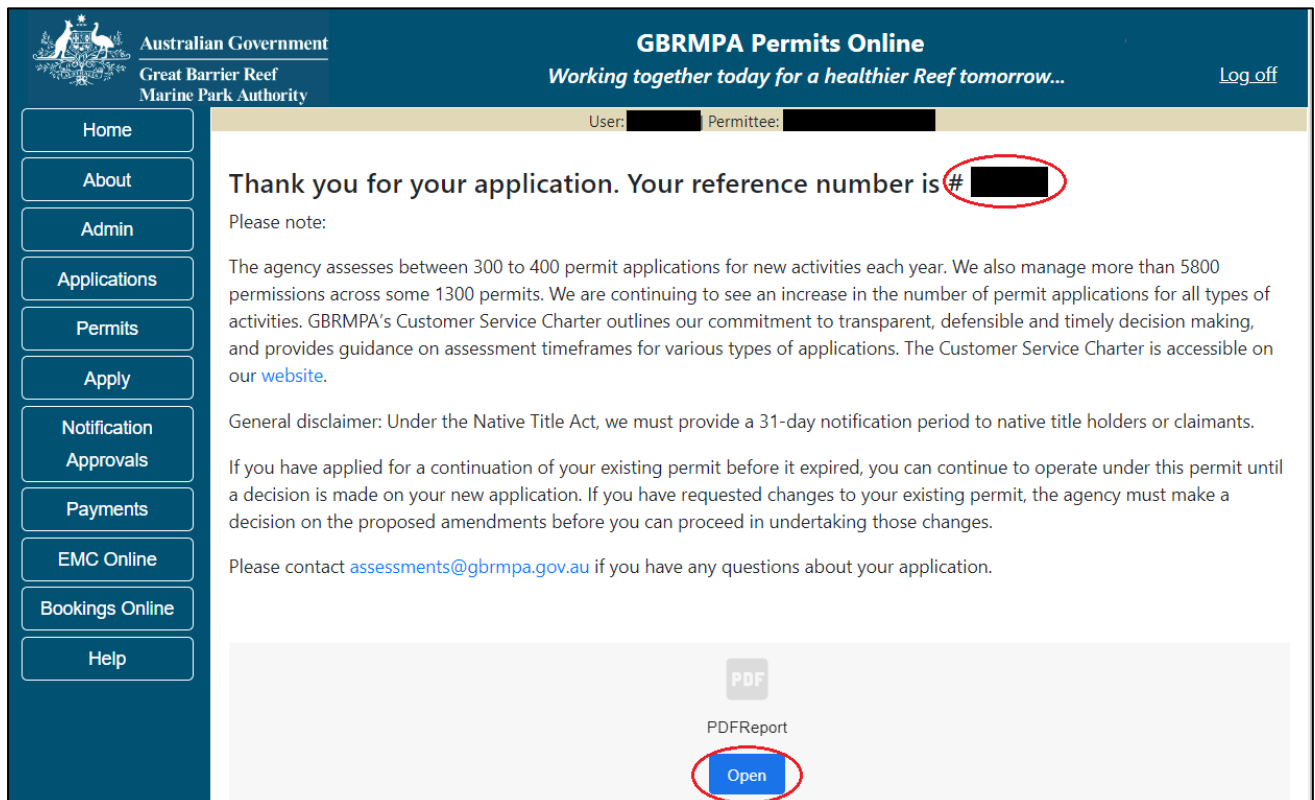


Figure 501 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the Applications screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

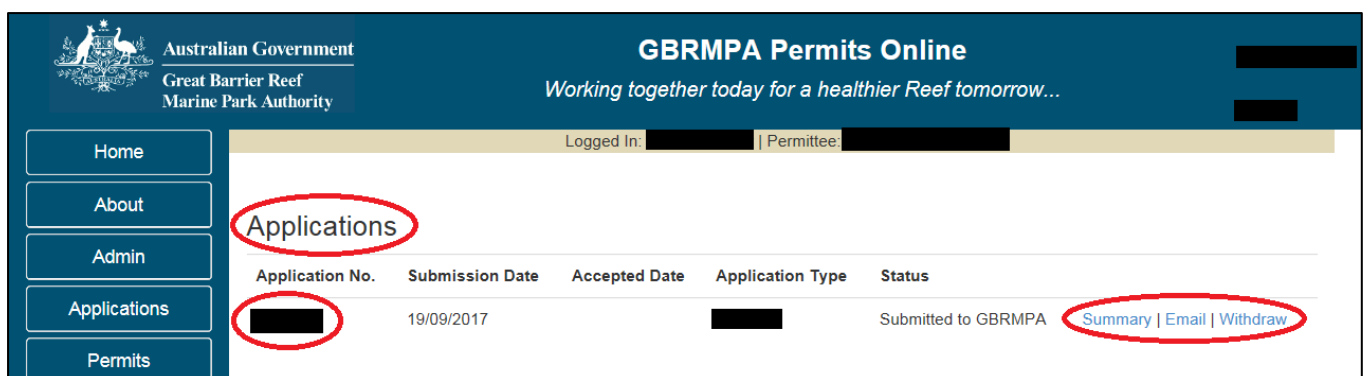


Figure 502 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options



## 15.0 COTS and/or DRUPELLA

### 15.1 Routine COTS and/or DRUPELLA

Apply – new permit application – Routine COTS and/or Drupella

To apply for a COTS and/or Drupella Removal application select this option on the Apply – What are you seeking to do in the Marine Parks page. Select Next to progress to application questions.

The screenshot shows the GBRMPA Permits Online interface. The header includes the Australian Government logo and the text 'GBRMPA Permits Online Working together today for a healthier Reef tomorrow...'. A navigation menu on the left contains buttons for Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The main content area is titled 'Apply - What are you seeking to do in the Marine Parks?' and includes instructions: 'If you wish to apply for multiple permissions, these must be entered individually. Complete the first application process, then add another permission on the summary page.' Below this are several radio button options, each with a help icon: 'Activities allowed by a Routine Tourism and Charter Permit', 'Other Tourism or Charter Activities', 'Conduct Research', 'Install / operate a Facility (including Mooring)', 'Conduct an Educational Program', 'Harvest Fishery', 'COTS and/or Drupella Removal' (selected and circled in red), 'Carrying out works (dredging, dumping of spoil, reclamation..)', 'Barge / Cargo Vessel Program', and 'Other Activities'. At the bottom, there are 'Back' and 'Next' buttons, with the 'Next' button circled in red.

Figure 503 - Screenshot of Apply - What are you seeking to do in the Marine Parks screen with Other Activities and a red circle around the Next button

### Information – Routine COTS and/or DRUPELLA Removal

You may be eligible to obtain a routine COTS and/or Drupella control permit if you meet the criteria below:

1. You are applying to control COTS and / or Drupella in the Marine Parks in accordance with GBRMPA [Guidelines](#).
2. You do not require access to Preservation Zones.
3. You will undertake COTS and/or Drupella control from a vessel of less than 50m in length, or, if greater than 50m in length, the vessel will remain in the Designated Shipping Channel and/or General Use Zones whilst operating under this permit.

NOTE: if chartering a vessel/aircraft, remember that the charter vessel/aircraft will need to have a Marine Parks permit that allows for non-tourist charters and has access to the locations that you want to enter.

Routine permits can usually be assessed and issued within 25 business days from the date the Reef Authority receives all necessary information. Please click the link below to review the routine COTS and/or Drupella control permit and ensure it meets your requirements. Note that any variations from this standard product will require a tailored assessment approach, incurring a longer assessment period.

[Link to EXAMPLE Routine COTS and/or Drupella Control Permit](#)

[Link to assessment approach information](#)

The landing page of the COTS and/or Drupella application is an initial page with information and ability to choose routine or not. A copy of the guidelines is available as well as a link to an example permit and a link to the assessment approach used by the Reef Authority.

If you would like to apply for a routine COTS and/or Drupella control permit you have the option to select Yes or No. If Yes is selected you will progress to the Routine COTS and /or Drupella application. Continue from the below screenshot.

If No is selected you will progress to the Tailored (Standard) COTS and/or Drupella application screens (refer to page Figure 511 of this manual to continue).

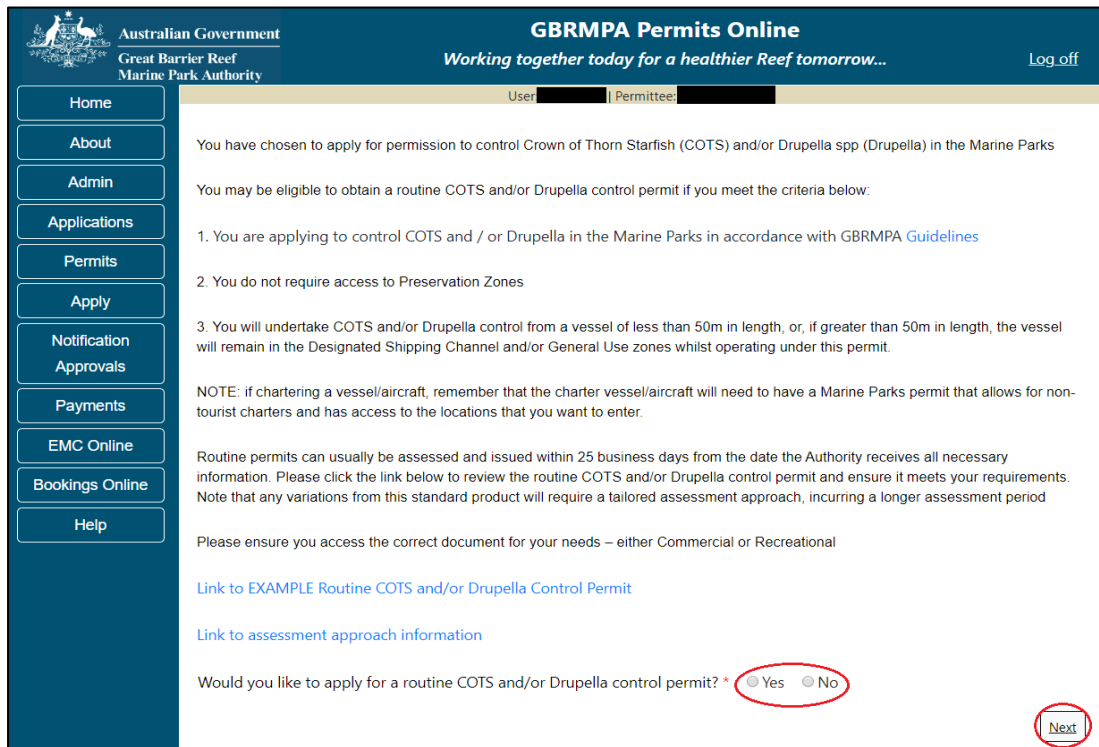


Figure 504 - Screenshot of initial questions and information page with a red circle around the Yes and No buttons and a red circle around the Next button

Page 1 of the routine COTS and /or Drupella application is the application questions page. Select whether the program will be recreational or commercial. Please also select which type of program you wish to conduct then select Next.

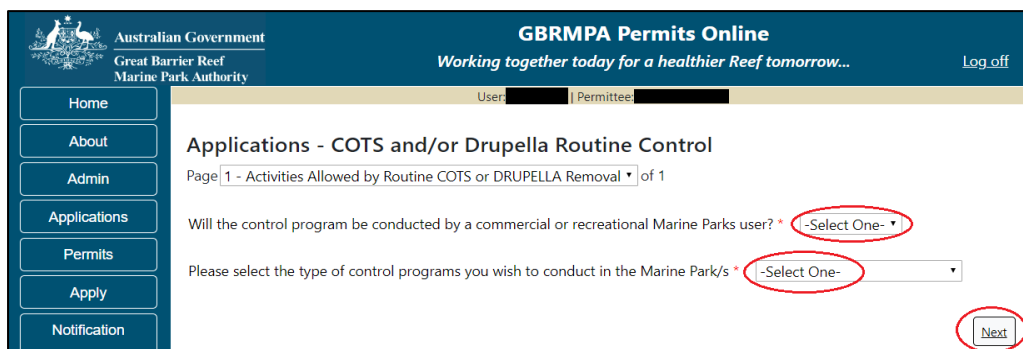


Figure 505 - Screenshot of routine COTS and/or drupella application questions page with a red circle around the question drop lists and a red circle around the next button

Once you select Next from the last page of the application questions, you will progress to an application summary screen with a number of options available via links or buttons. Select Next on the summary screen to progress to the Declarations pages.

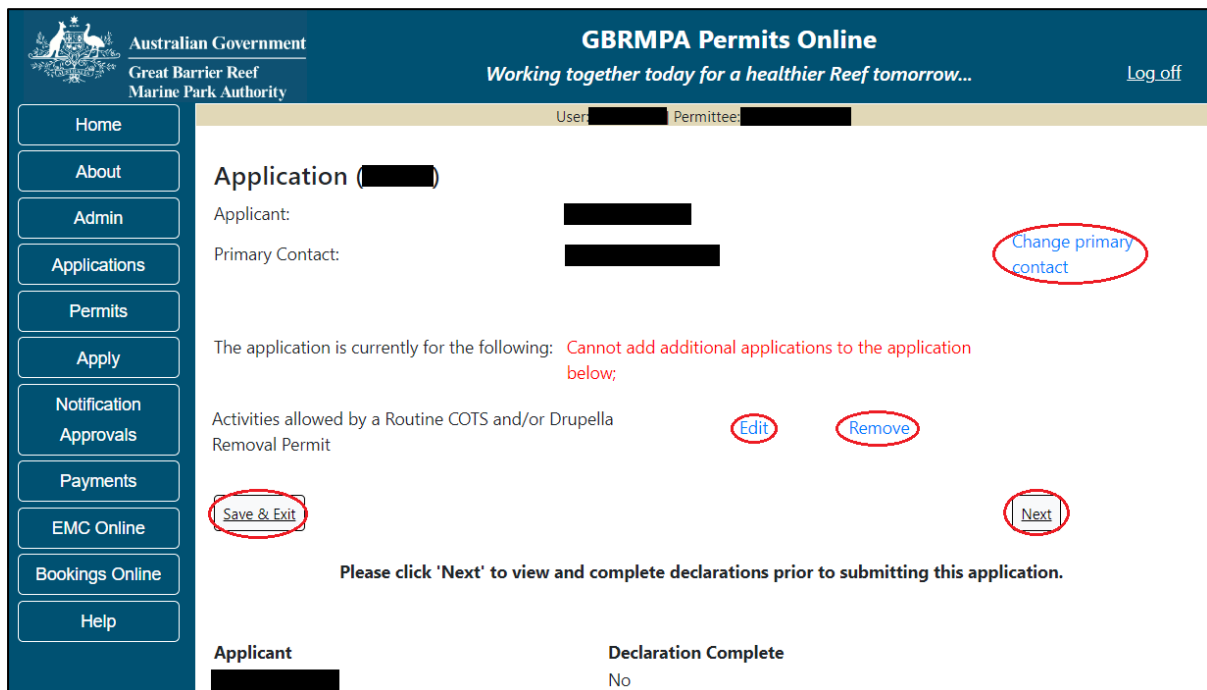


Figure 506 - Screenshot of Application Summary page with red circles around all options available

Additional Information - Summary screen, links and buttons:

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Edit:** If edit is selected the application/permission will be reopened to apply any changes.
- **Remove:** If remove is selected the application/permission will be removed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.

Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

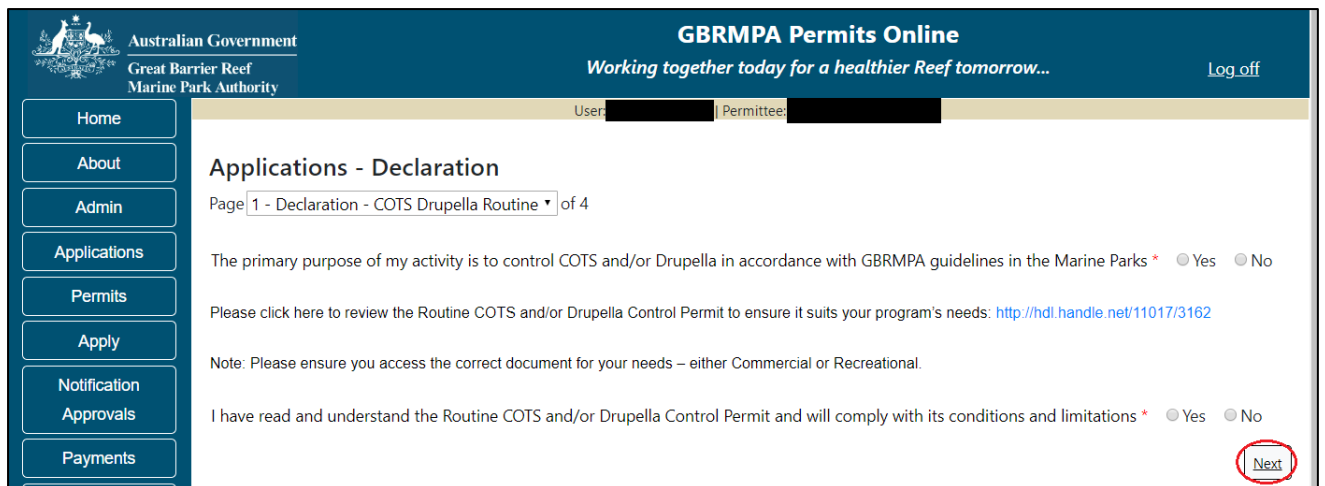


Figure 507 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a submit button. Once the submit button is selected the application will be submitted to the Reef Authority.

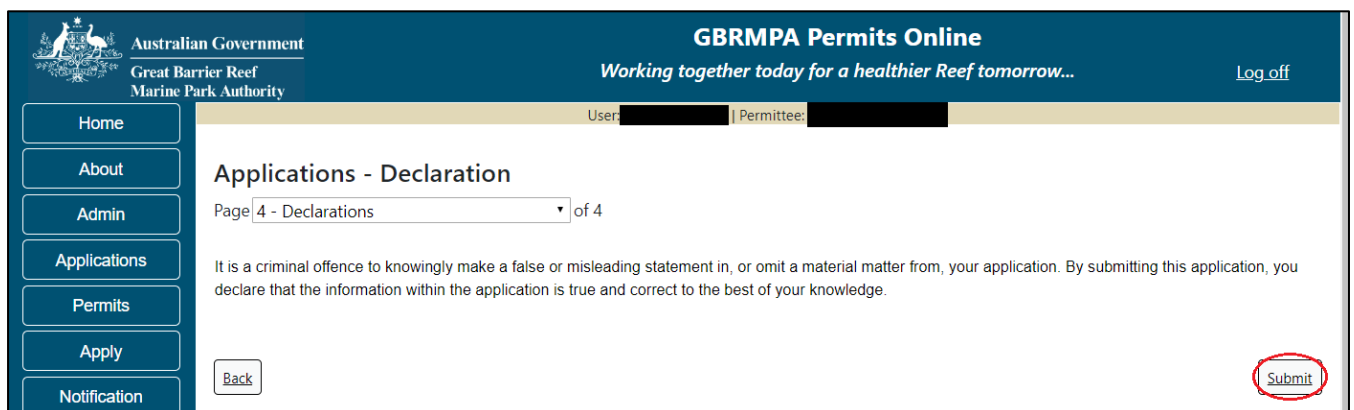


Figure 508 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

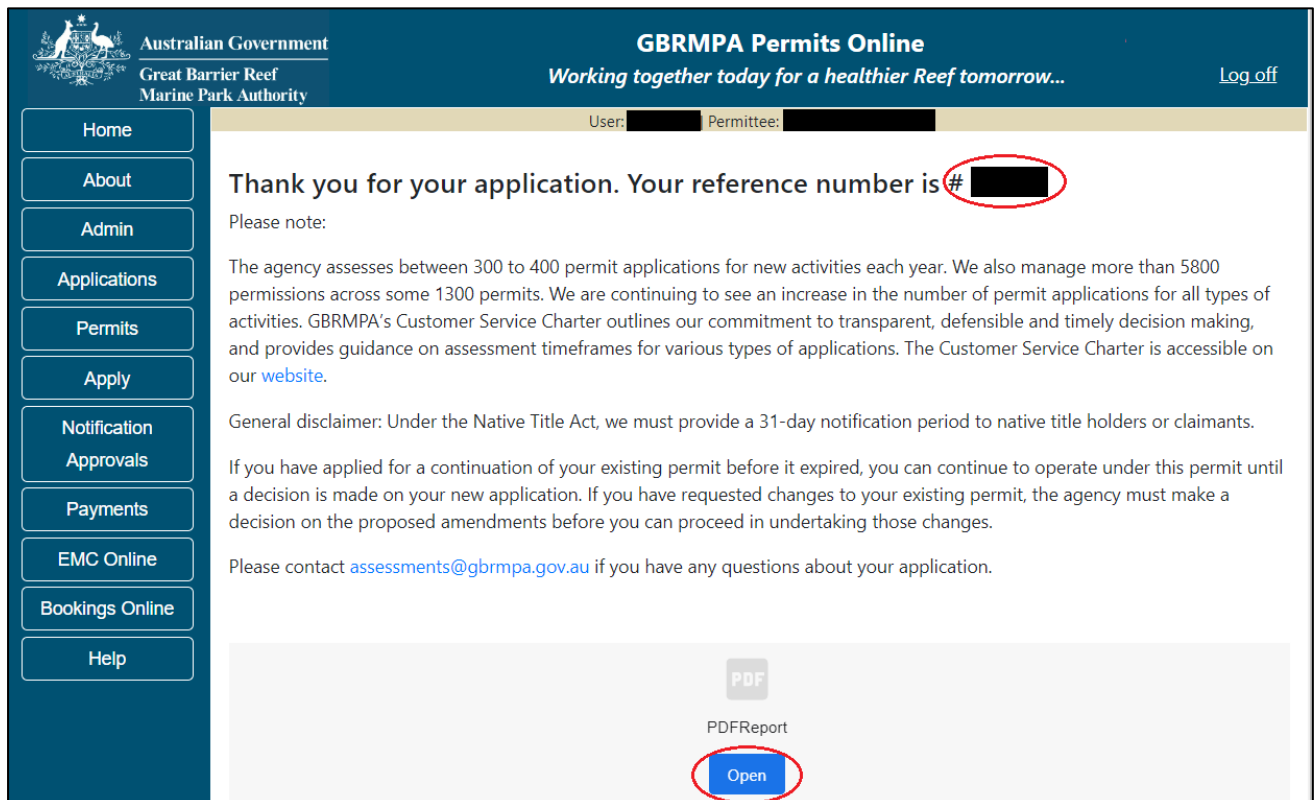


Figure 509 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the Applications screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

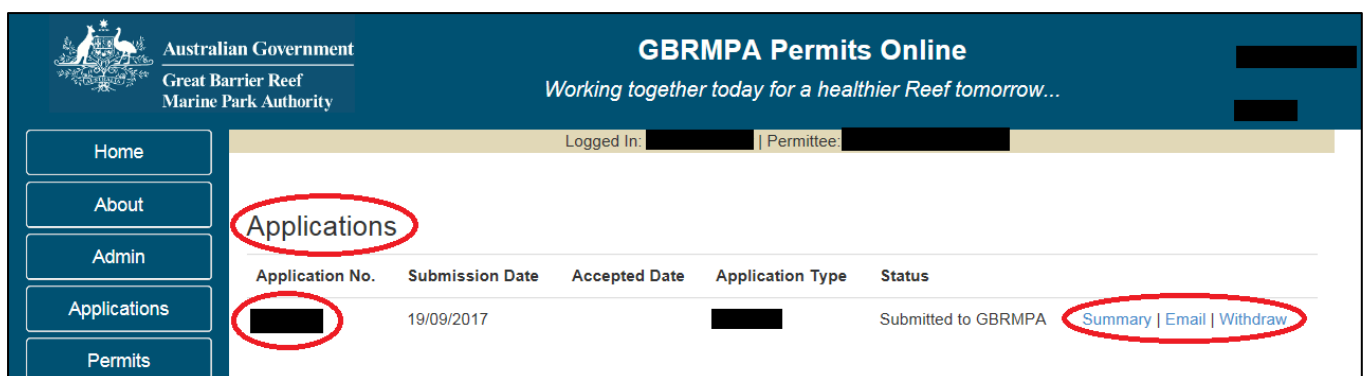


Figure 510 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options

## 15.2 Tailored COTS and/or DRUPELLA

### Apply – new permit application – COTS and/or Drupella

If no is selected for Routine cots and/or drupella application the Tailored COTS AND /OR DRUPELLA application will appear.

Page 1 of the COTS and/or Drupella Removal application is the Environment Protection and Biodiversity Conservation Act page. This provides advice on matters of national environmental significance that must be considered when assessing an application. This screen is for your information only at this stage. Your assessing officer will contact you if it is determined to be relevant for your application.

The screenshot shows the 'GBRMPA Permits Online' interface. The header includes the Australian Government logo and the text 'Great Barrier Reef Marine Park Authority'. The main navigation menu on the left lists: Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The page title is 'Applications - COTS and/or Drupella Removal'. Below the title, it indicates 'Page 1 - Environment Protection and Biodiversity Conservation Act 1999' of 3. The main content area contains the following text:

Please note:

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 (the department) website: <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.

If a proposal is referred under the EPBC Act and also requires the Authority's permission, then the EPBC referral is deemed to also be an application for all necessary permissions required 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 the Authority to commence its permit processes as required under the Great Barrier Reef Marine Park Regulations 2019. 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: <http://www.environment.gov.au/epbc>

A 'Next' button is located in the bottom right corner of the page, circled in red.

Figure 511 - Screenshot of Environment Protection and Biodiversity Conservation screen with a red circle around Next button

Links on the EPBC page [www.environment.gov.au/epbc](http://www.environment.gov.au/epbc) will take you to the Department of Climate Change, Energy the Environment and Water site. Here you can find information about the *Environment Protection and Biodiversity Conservation Act 1999* and your obligations under the Act.

Page 2 of the COTS and/or Drupella Removal application has an option to select whether the program will be recreational or commercial. Please also select which type of program you wish to conduct. Select Next to move to the next page of the application.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...  
Log off

User: [redacted] | Permittee: [redacted]

Applications - COTS and/or Drupella Removal  
Page 2 - COTS and/or Drupella Removal of 3

Will the control program be conducted by a commercial or recreational Marine Parks user? \* Commercial

Please select the type of control programs you wish to conduct in the Marine Park/s \* COTS control only

Back Next

Figure 512 - Screenshot of COTS page with a red circle around the User Type field, A red circle around the guideline link and the Next button

Page 3 of the COTS and/or Drupella Removal application provides opportunity for you to add any other information you feel will assist the Managing Agencies in assessing your application. Add supporting information by typing in the text field or upload a file if required. If a file is uploaded it will appear on the screen with the file name and a Remove button to remove the file if the wrong file is selected.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...  
Log off

User: [redacted] | Permittee: [redacted]

Applications - COTS and/or Drupella Removal  
Page 3 - Supporting Information of 3

Please provide any further information you feel will assist the agencies in considering your application:

Upload Supporting Documents  
43448-60679-64-TEST\_123.pdf Remove

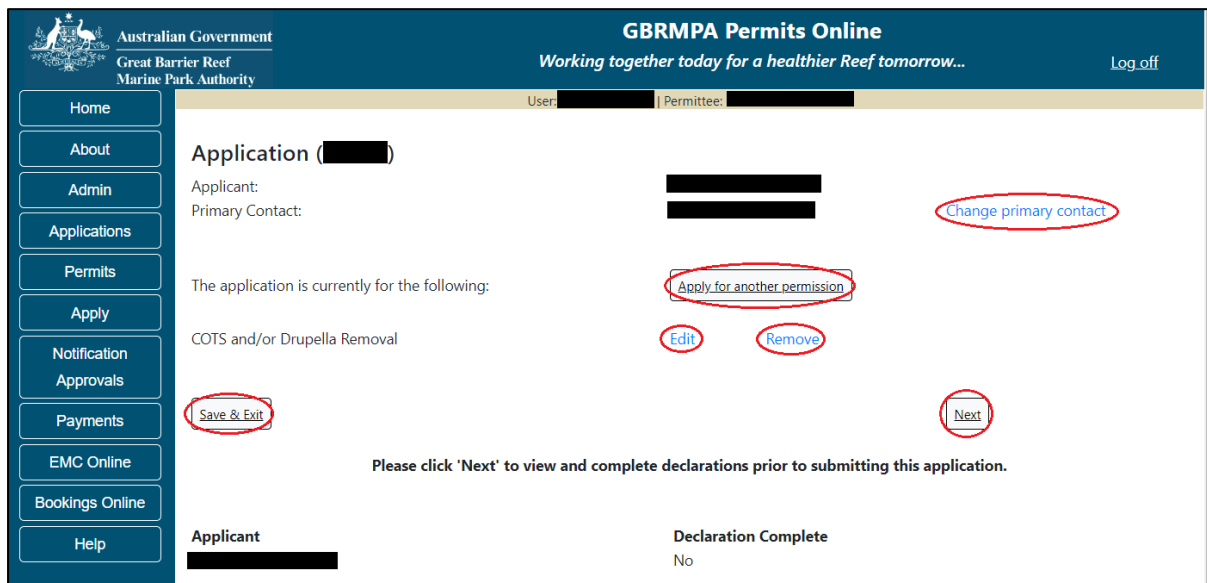
Upload File

If you intend to undertake activities within the Woppaburra Traditional Use of Marine Resources Agreement (TUMRA) area (i.e. Keppels region: <http://hdl.handle.net/11017/3126>) it is encouraged that you contact Woppaburra Traditional Owners to discuss your proposed activities prior to submitting your application. For contact details, please refer to the Woppaburra Consultation Protocol - Appendix A of the Woppaburra heritage value assessment guidelines: <http://hdl.handle.net/11017/3215>

Back Next

Figure 513 - Screenshot of Supporting Information screen with information entered and a red circle around Uploaded File and Next button

Once you have completed the supporting information page select Next and you will progress to an application summary screen with a number of options available via links or buttons. Select Next on the summary screen to progress to the Declarations screens.



**Figure 514 - Screenshot of Application Summary page with red circles around all options available**

**Additional Information - Summary screen, links and buttons:**

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Apply for another permission:** If the apply for another permission button is selected, the applicant will progress to the What are you seeking to do in the Marine Parks page where another permission type can be added. (e.g. add a tourism permission to the COTS and/or Drupella Removal permission).
- **Edit:** If edit is selected the application/permission will be reopened to apply any changes.
- **Remove:** If remove is selected the application/permission will be removed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.



Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

The screenshot shows the 'Applications - Declaration' page. The header includes the Australian Government logo and the text 'Working together today for a healthier Reef tomorrow...'. The page title is 'Applications - Declaration' and it indicates 'Page 1 - Declarations' of 3. The main content area contains four declaration questions, each with 'Yes' and 'No' radio button options. The 'Yes' and 'No' options for the first question are circled in red. A 'Next' button is circled in red at the bottom right of the form area.

Figure 515 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

The screenshot shows the 'Applications - Declaration' page, page 3 of 3. The main content area contains a final declaration statement: '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.' A 'Submit' button is circled in red at the bottom right of the form area.

Figure 516 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

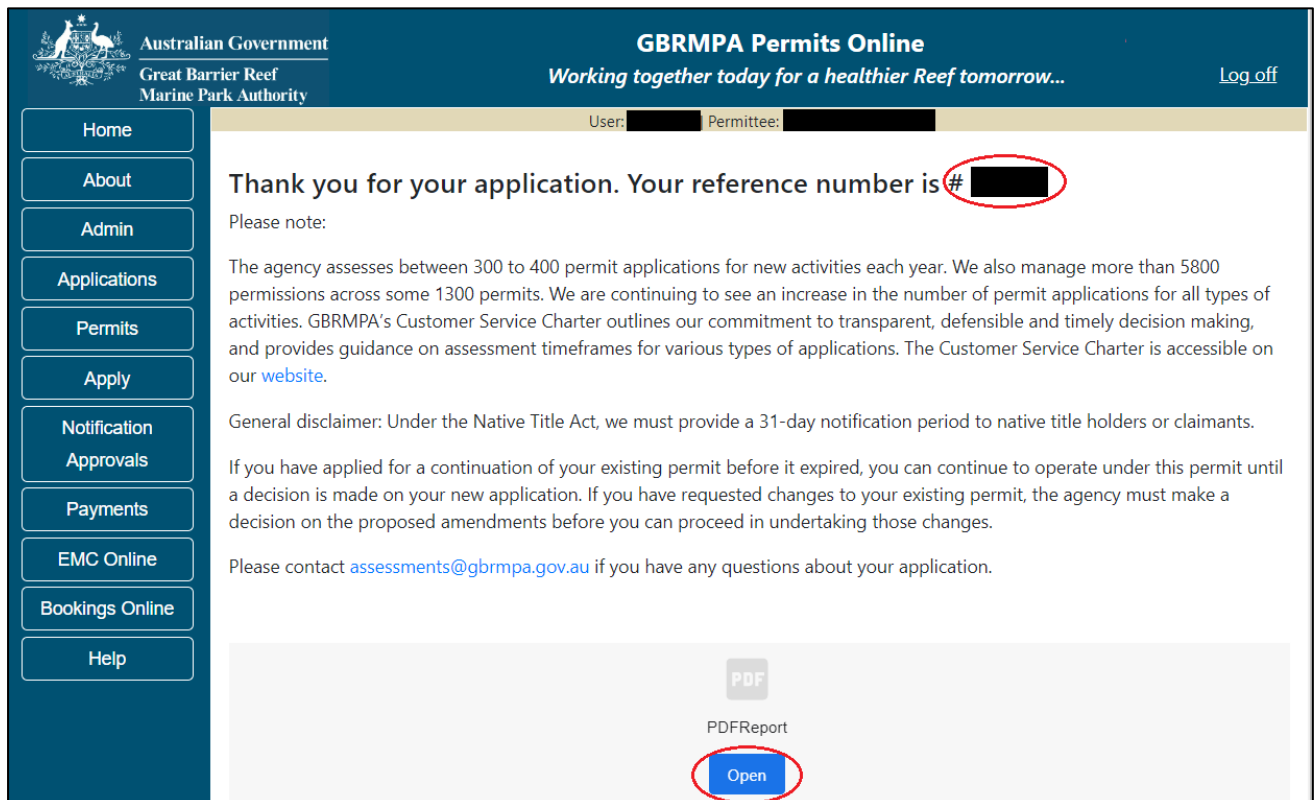


Figure 517 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the Applications screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

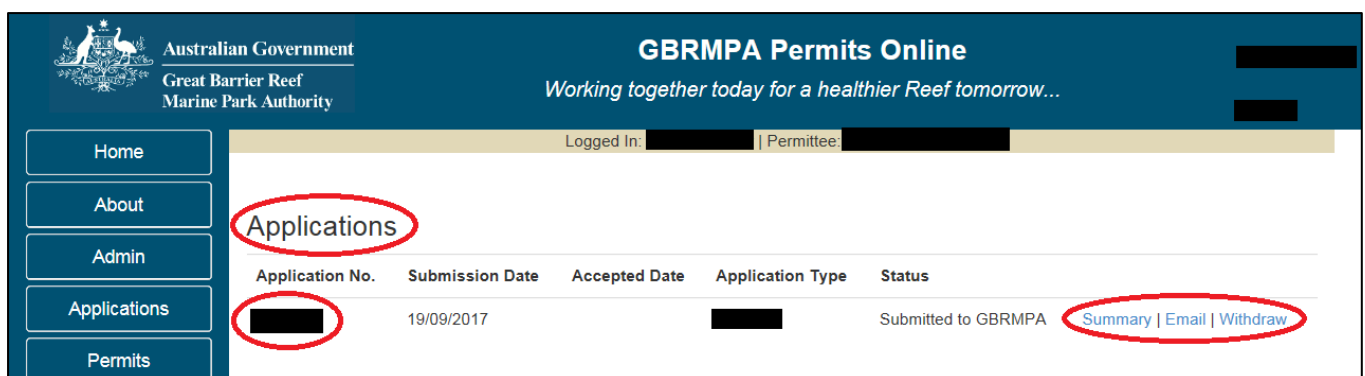


Figure 518 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options

## 16.0 Barge / Cargo Vessel Program

Apply – new permit application – other tourism activities – routine barge / cargo vessel program

To apply for Barge / Cargo Vessel Program, select this option on the Apply – What are you seeking to do in the Marine Parks page.

The screenshot shows the GBRMPA Permits Online interface. The header includes the Australian Government logo, 'Great Barrier Reef Marine Park Authority', and the slogan 'Working together today for a healthier Reef tomorrow...'. A 'Log off' link is in the top right. A navigation menu on the left lists: Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The main content area is titled 'Apply - What are you seeking to do in the Marine Parks?' and contains the instruction: 'If you wish to apply for multiple permissions, these must be entered individually. Complete the first application process, then add another permission on the summary page.' Below this is a list of activity options, each with a radio button and a help icon: 'Activities allowed by a Routine Tourism and Charter Permit', 'Other Tourism or Charter Activities', 'Conduct Research', 'Install / operate a Facility (including Mooring)', 'Conduct an Educational Program', 'Harvest Fishery', 'COTS and/or Drupella Removal', 'Carrying out works (dredging, dumping of spoil, reclamation..)', 'Barge / Cargo Vessel Program' (which is selected), and 'Other Activities'. At the bottom of the list are 'Back' and 'Next' buttons, with the 'Next' button circled in red.

Figure 519 - Screenshot of Apply - What are you seeking to do in the Marine Parks screen with Barge / Cargo Vessel Program and a red circle around the Next button

### Information – Routine Barge and Charter Program

Routine Barge and Charter permits will also contain permission to undertake non-tourist commercial charters (permission to provide charter services to people other than tourists).

The Environmental Management Charge is applicable to this permission, along with mandatory reporting requirements. Further information is available on our [Website](#).

### Eligibility Criteria for Routine Barge and Charter permits:

- You do not propose to operate a cargo vessel
- The size of any vessel proposed to be operated under this permit is less than 50 metres
- When in a tug-and-tow configuration with a total length of tow greater than 150 metres, vessels are only operated within Designated Shipping Areas or General Use Zones unless transiting to or from an approved intertidal area
- Your operation does not require access to Preservation Zones
- Your operation does not include works or transfer of bulk fuel

Please click the link below to review the Routine Barge and Charter permit and ensure it meets your requirements. Note that any variations from this standard product will require a tailored assessment approach and longer assessment period.

[Link to Routine Barge and Charter Permit](#)

[Link to assessment approach information](#)

The landing page of the Barge / Cargo vessel program Application is an initial page with questions and information. Depending on the nature of the barge operation and what answers are obtained will determine if the applicant is eligible for a Routine Barge and Charter permit Application, or if the application will be a Tailored Barge / Cargo Vessel Program application.

On this screen, there are also two links, a link to a copy of the Routine Barge and Charter permit and a link to the assessment approach information on how the permit application will be assessed.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

Log off

User: [redacted] Permittee: [redacted]

This application may be eligible to be assessed as a routine application if your proposal meets the criteria listed below. Routine Barge and Charter permits can usually be assessed and issued within 25 business days from the date the Authority receives all necessary information.

**Please note:** Routine Barge and Charter permits will also contain permission to undertake non-tourist commercial charters (permission to provide charter services to people other than tourists). The Environmental Management Charge is applicable to this permission, along with mandatory reporting requirements. Further information is available on our [Website](#)

Eligibility Criteria:

1. You do not propose to operate a cargo vessel
2. The size of any vessel proposed to be operated under this permit is less than 50 metres
3. When in a tug-and-tow configuration with a total length of tow greater than 150 metres, vessels are only operated within Designated Shipping Areas or General Use Zones unless transiting to or from an approved intertidal area
4. Your operation does not require access to Preservation Zones
5. Your operation does not include works or transfer of bulk fuel [?]

Please click the link below to review the Routine Barge and Charter permit and ensure it meets your requirements. Note that any variations from this standard product will require a tailored assessment approach and longer assessment period.

[Link to Routine Barge and Charter Permit](#)

[Link to assessment approach information](#)

Would you like to apply for a Routine Barge and Charter permit? \*  Yes  No

Next

Figure 520 - Screenshot of initial questions and information page with a red circle around the Yes and No buttons and a red circle around the Next button

## 16.1 Routine Barge and Charter Program

Apply – new permit application – other tourism activities – routine barge and charter program

Page 1 of the routine barge and charter vessel program application is the Vessel Details page. On this screen, enter details of how many barge and/or tug vessels you wish to apply for. Select Yes or No for the question Do you wish to operate any ancillary vessels under this permission. Select Next to continue.

Figure 521 - Screenshot of Vessel Details page with a red circle around Barge, Tug, the Yes No radio buttons and the next button

Page 2 of the routine barge and charter vessel program application asks for details of the vessel to be used in the Marine Parks. This is optional at this stage, however details of the vessel must be provided to, and approved by the Reef Authority prior to operating the vessel in the Marine Parks.

You can notify the Reef Authority of your vessel details using the Notification Approvals menu on the left of screen later. You can use the Add New button to provide vessel details as part of your permit application if you wish. Select Add New.

Figure 522 - Screenshot of Vessels screen with red circle around Add New button

An 'Add New Vessel' pop up window will appear. Add the details of your vessel in the fields provided, then select 'Save'.

Figure 523 - Screenshot of Add New Vessel pop up window with information entered and a red circle around Save

The details will save on the page, with a 'Remove' button and an 'Edit' button. If you need to edit or remove the vessel, select the button needed and add the changes or remove the vessel. Select 'Next' to continue.

Figure 524 - Screenshot of Vehicles screen displaying Vessel details and a red circle around Remove and Edit buttons and a red circle around the Next button

To add details of any tug vessels select the 'Add New' button.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online

### Applications - Routine Barge and Charter Program

Page 2 - Vessels of 2

### Vessels

[Add New](#)

If known, please list the details of any vessels to be included on this permit, which are intended to be used as the main mode of transportation in the Marine Park/s. You may add details at a later date, however you must not operate a vessel in the Marine Parks without first receiving approval from GBRMPA.

Vessel Name	Registration Number	Vessel Length (m)	Maximum Passengers	Type
-------------	---------------------	-------------------	--------------------	------

[Back](#) [Next](#)

Figure 525 - Screenshot of Vessels screen with red circle around Add New button

An 'Add New Vessel' pop up window will appear. Add the details of your tug vessel in the fields provided, then select 'Save'.

### Add New Vessel

#### Vessel Details

Name: Tug19

Registration Number: \* tg456qc

Length (m): \* 38.00

Maximum Passengers: \* 6

Type: \* Tug

Do not enter on this form any ancillary vessels.  
Maximum passenger number cannot exceed the total passenger capacity you are applying for, or the surveyed passenger capacity, whichever is the lesser.

[Save](#)

[Cancel](#)

Figure 526 - Screenshot of Add New Vessel pop up window with information entered and a red circle around Save

The details will save on the page, with a 'Remove' button and an 'Edit' button. If you need to edit or remove the vessel, select the button needed and add the changes or remove the vessel. Select 'Next' to continue

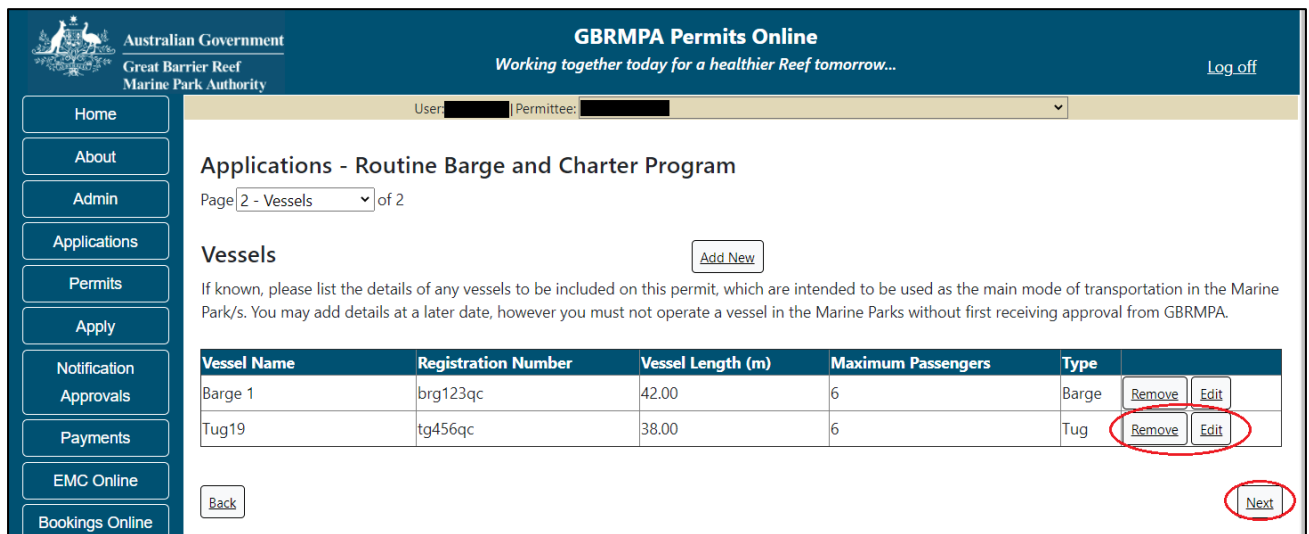


Figure 527 - Screenshot of Vehicles screen displaying Vessel details and a red circle around Remove and Edit buttons and a red circle around the Next button

Once you have completed the supporting information page select Next from the last page of the application questions, you will progress to an application summary screen with a number of options available via links or buttons. Select Next on the summary screen to progress to the Declarations screens. Other options include, editing or removing the application, changing or adding a primary contact or applicant, and a Save and Exit button.

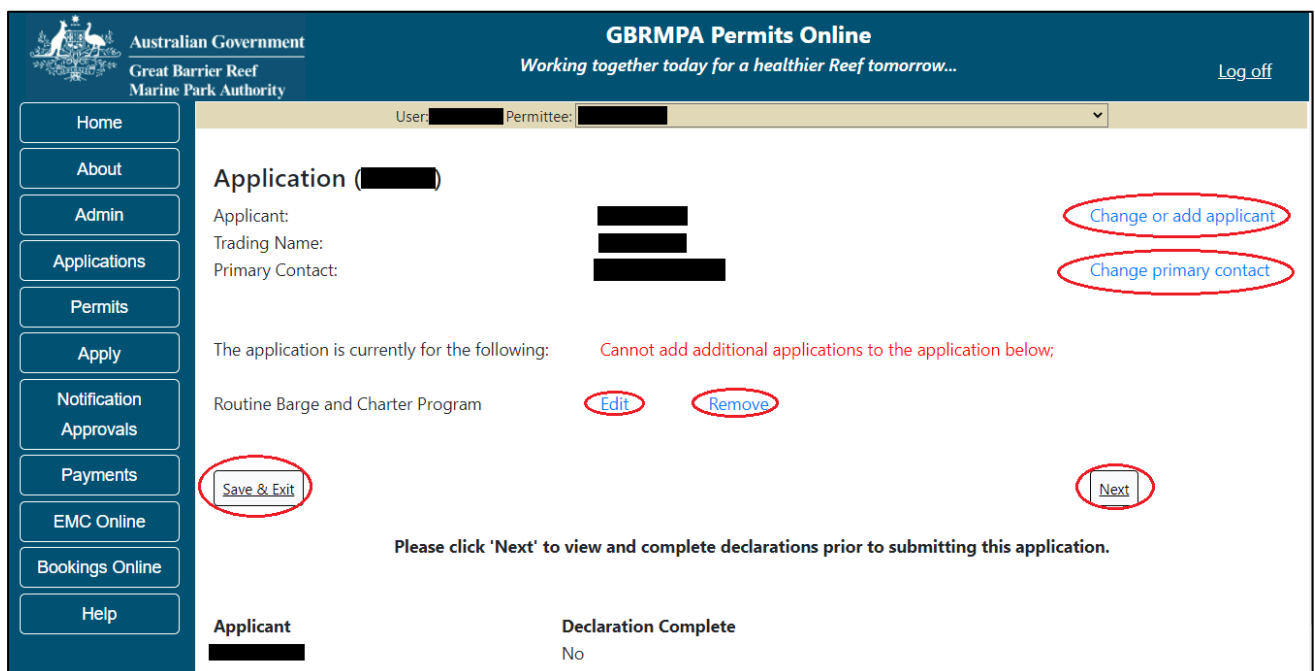


Figure 528 – Screenshot of Application Summary page with red circles around all options available



Completing a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select 'Next'

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow...

Log off

User: [redacted] | Permittee: [redacted]

### Applications - Declaration

Page 1 - Declaration - Barge Routine of 4

The primary purpose of my activity is conducting a barge program and/or conducting a non-tourist vessel charter operation \*  Yes  No

Please click here to review the Routine Barge Permit to ensure it suits your program's needs: <http://hdl.handle.net/11017/3605>

I have read and understand the Routine Barge Permit and will comply with its conditions and limitations. \*  Yes  No

Next

Figure 529 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a submit button. Once the submit button is selected the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow...

Log off

User: [redacted] | Permittee: [redacted]

### Applications - Declaration

Page 4 - Declarations of 4

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.

Back

Submit

Figure 530 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you are reminded of your application number and provided further information on the assessment process.

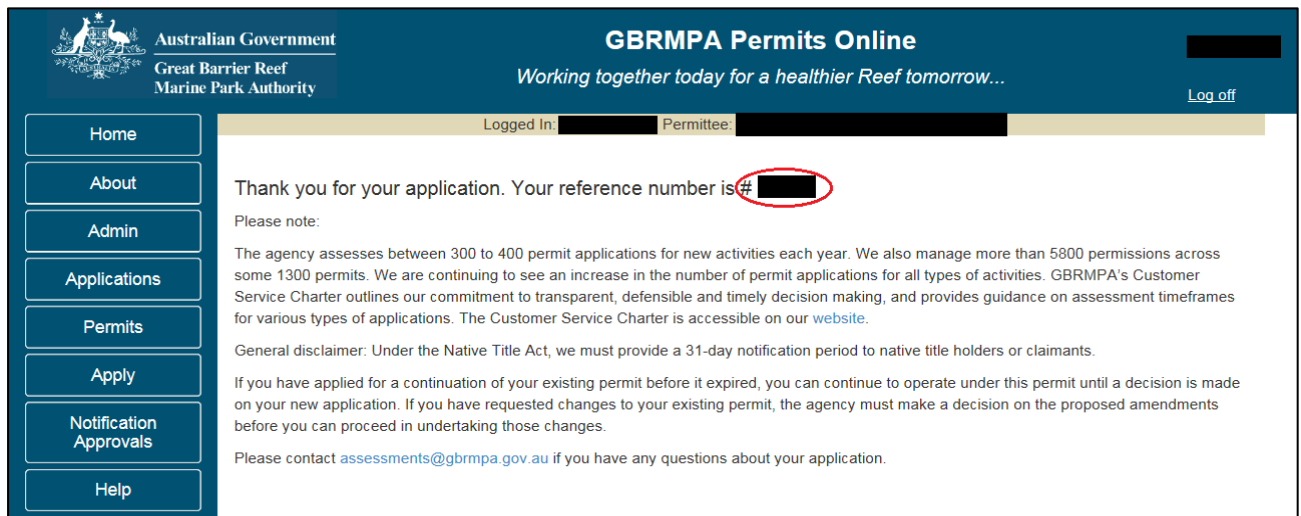


Figure 531 - Screenshot of Permits Online Thank you for your application page with a red circle around reference number

Your application will appear in the Applications screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

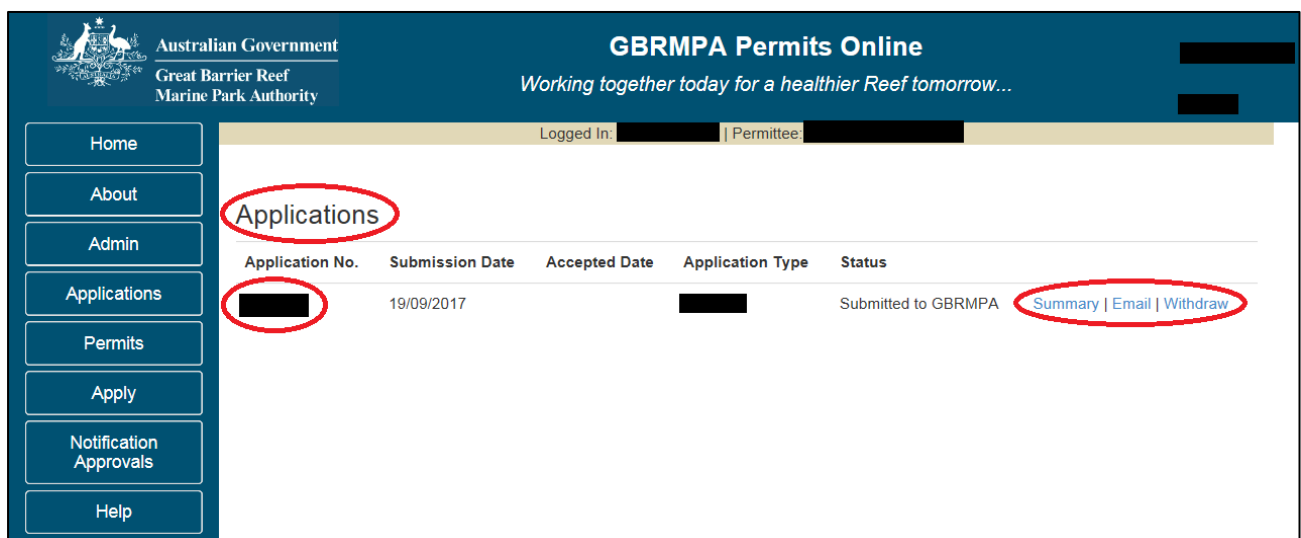
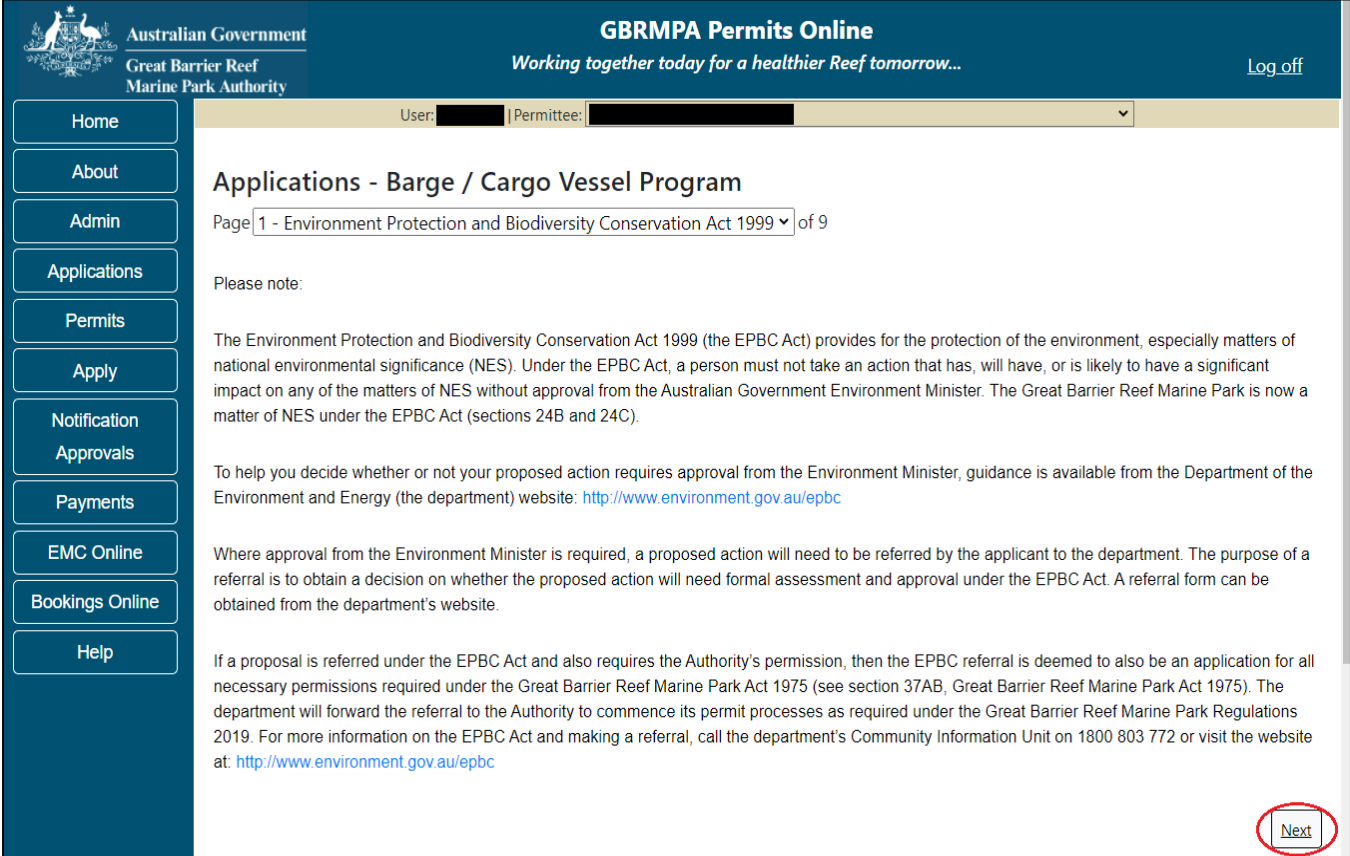


Figure 532 - Screenshot of Applications screen with a red circle around Application number, 'Summary', 'Email' and 'Withdraw' options

## 16.2 Tailored Barge / Cargo Vessel Program

Page 1 of the tailored Barge / Cargo vessel program application is the Environment Protection and Biodiversity Conservation Act page. This provides advice on matters of national environmental significance that must be considered when assessing an application. This screen is for your information only at this stage. Your assessing officer will contact you if it is determined to be relevant for your application.



The screenshot shows the 'GBRMPA Permits Online' interface. The header includes the Australian Government logo, 'Great Barrier Reef Marine Park Authority', and the slogan 'Working together today for a healthier Reef tomorrow...'. A 'Log off' link is in the top right. A navigation sidebar on the left contains buttons for Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The main content area is titled 'Applications - Barge / Cargo Vessel Program' and shows 'Page 1 - Environment Protection and Biodiversity Conservation Act 1999' of 9. It contains a 'Please note:' section with text about the EPBC Act, a link to the Department of the Environment and Energy website, and a 'Next' button circled in red.

**Figure 533 - Screenshot of Environment Protection and Biodiversity Conservation screen with a red circle around Next button**

Links on the Environment Protection and Biodiversity Conservation page [www.environment.gov.au/epbc](http://www.environment.gov.au/epbc) will take you to the Department of Climate Change, Energy the Environment and Water site. Here you can find information about the *Environment Protection and Biodiversity Conservation Act 1999* and your obligations under the Act.

Page 2 of the tailored Barge / Cargo vessel program application is the Vessel Details page. On this screen, enter details of how many barge, tug and/or cargo vessels you wish to apply for. Select Yes or No for the question Do you wish to operate any ancillary vessels under this permission. Select Next to continue.

Figure 534 - Screenshot of Vessel Details page with red circles around Barge, Tug, cargo and the Yes No radio buttons

Depending on what is entered for how many barge, tug and/or cargo vessels you wish to apply for, will determine if further questions are produced. If a number greater than 0 is added for any of the vessel type's barge, tug or cargo, the questions about whether a charter program is required for these vessel types will then appear.

Figure 535 - Screenshot of Vessel Details page with red circles around wording

Depending on what is entered for how many barge, tug and/or cargo vessels you wish to apply for, will determine if further questions are produced about the capacity to carry bulk fuel. If a number greater than 0 is added for any of the vessel type's barge, tug or cargo, the questions about whether the vessel has the capacity to carry bulk fuel will then appear.

The screenshot shows the 'Applications - Barge / Cargo Vessel Program' page. The page title is 'Applications - Barge / Cargo Vessel Program' and it is page 2 of 9. The form contains the following questions and input fields:

- How many barge vessels do you propose to operate in the Marine Parks? \*
- How many tug vessels do you propose to operate in the Marine Parks? \*
- How many cargo vessels do you propose to operate in the Marine Parks? \*
- Please identify the number of **barge** vessels that require a charter program permission \*
- Please identify the number of **tug** vessels that require a charter program permission \*
- Please identify the number of **cargo** vessels that require a charter program permission: \*

Below these questions is a note: 'Please note: The Environmental Management Charge is applicable to each charter program permission, along with mandatory reporting requirements. Further information is available on our website: <http://www.gbrmpa.gov.au/access-and-use/environmental-management-charge>'

The following questions are also present:

- How many **barge** vessels will carry, or have the capacity to carry, bulk fuel? \*
- How many tug vessels will carry, or have the capacity to carry, bulk fuel? \*
- How many cargo vessels will carry, or have the capacity to carry, bulk fuel? \*

At the bottom, there is a question: 'Do you propose to use any ancillary vessels under this permission? \*  Yes  No 

Navigation buttons include 'Back' and 'Next'.

Figure 536 - Screenshot of Vessel Details page with red circles around wording and a red circle around the Next button

### Additional information charter program

If a charter program is required The Environmental Management Charge is applicable to each charter program permission, along with mandatory reporting requirements. Further information is available on our website <http://www.gbrmpa.gov.au/access-and-use/environmental-management-charge>

### Additional information bulk fuel

Any vessel with the capacity to carry oil or chemicals in the cargo spaces and/or fuel carried in container(s) with a capacity greater than 3,000 Litres but not including the vessel's primary fuel tank.

Page 3 of the tailored Barge / Cargo vessel program application asks for details of the vessel to be used in the Marine Parks. This is optional at this stage, however details of the vessel must be provided to, and approved by the Reef Authority prior to operating the vessel in the Marine Parks.

You can notify the Reef Authority of your vessel details using the Notification Approvals menu on the left of screen later. You can use the Add New button to provide vessel details as part of your permit application if you wish. Select Add New.

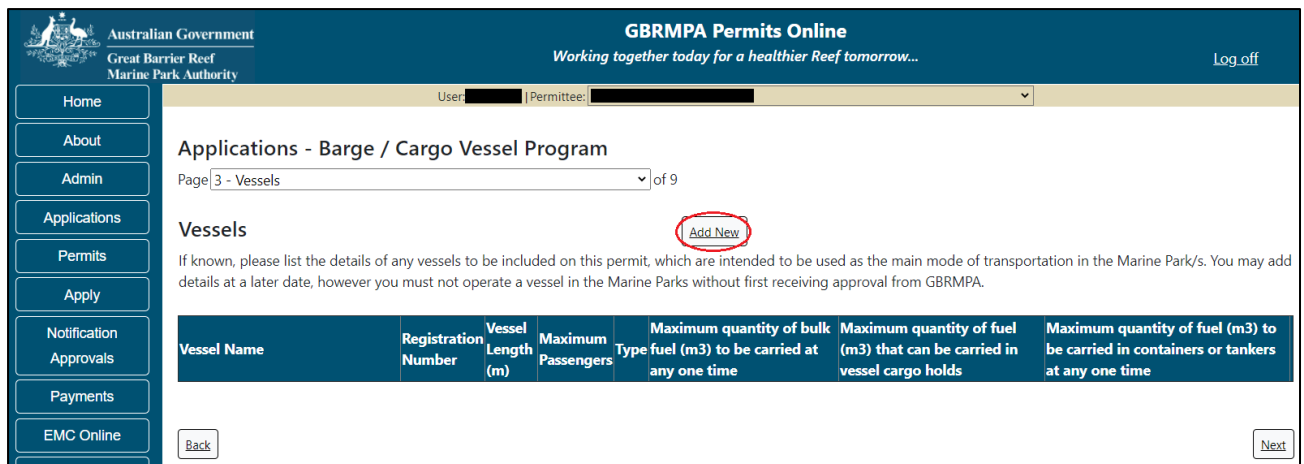


Figure 537 - Screenshot of Vessels screen with red circle around Add New button

An 'Add New Vessel' pop up window will appear. Add the details of your barge vessel in the fields provided, then select 'Save'.

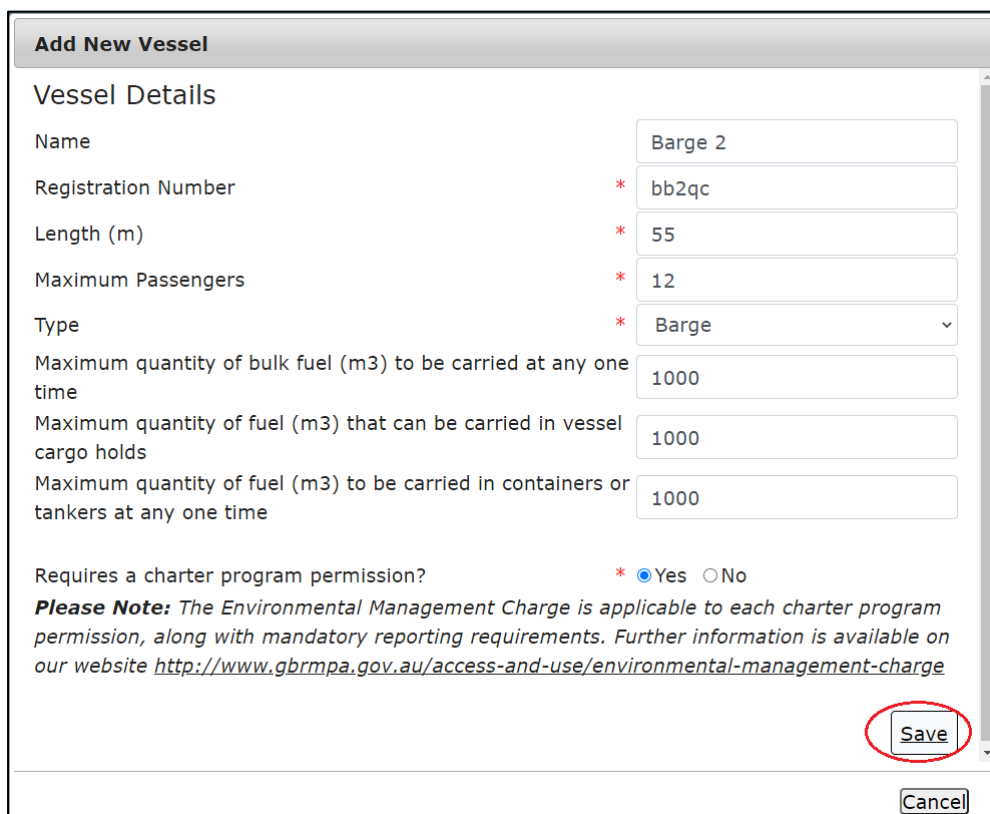


Figure 538 - Screenshot of Add New Vessel pop up window with information entered and a red circle around Save

The details will save on the page, with a 'Remove' button and an 'Edit' button. If you need to edit or remove the ship, select the button needed and add the changes or remove the vessel. Select 'Next' to continue or select the 'Add New' button to add details of a Cargo, Tug or Other vessel details as part of your permit application if you wish.

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow...

Australian Government  
Great Barrier Reef  
Marine Park Authority

Home About Admin Applications Permits Apply Notification Approvals Payments EMC Online Bookings Online Help

User: [redacted] Permittee: [redacted]

Applications - Barge / Cargo Vessel Program  
Page 3 - Vessels of 9

**Vessels** Add New

If known, please list the details of any vessels to be included on this permit, which are intended to be used as the main mode of transportation in the Marine Park/s. You may add details at a later date, however you must not operate a vessel in the Marine Parks without first receiving approval from GBRMPA.

Vessel Name	Registration Number	Vessel Length (m)	Maximum Passengers	Type	Maximum quantity of bulk fuel (m3) to be carried at any one time	Maximum quantity of fuel (m3) that can be carried in vessel cargo holds	Maximum quantity of fuel (m3) to be carried in containers or tankers at any one time	
Barge 2	bb2qc	55.00	12	Barge	1000	1000	1000	<div style="border: 1px solid red; border-radius: 50%; padding: 2px; display: inline-block;">Remove</div> <div style="border: 1px solid red; border-radius: 50%; padding: 2px; display: inline-block;">Edit</div>

Back Next

**Figure 539 - Screenshot of Vehicles screen displaying Vessel details and a red circle around the Add New button and the Remove and Edit buttons**

If the 'Add New' button is select the Add New Vessel pop up window will appear. In the Type field there are options for Barge, Cargo, Tug and Other. Select the vessel type you wish to add details for.

**Add New Vessel**

Vessel Details

Name

Registration Number \*

Length (m) \*

Maximum Passengers \*

Type \* 

- Select One-
- Barge
- Cargo
- Other (please describe in your proposal)
- Tug

Maximum quantity of bulk fuel (m3) to be carried at any one time

Maximum quantity of fuel (m3) that can be carried in vessel cargo holds

Maximum quantity of fuel (m3) to be carried in containers or tankers at any one time

Requires a charter program permission? \*  Yes  No

**Figure 540 - Screenshot of Add New Vessel pop up window with the vessel Type list displaying**

Add the remaining details of the cargo, tug or other vessel and select Save.

**Add New Vessel**

### Vessel Details

Name

Registration Number \*

Length (m) \*

Maximum Passengers \*

Type \*  ▾

Maximum quantity of bulk fuel (m3) to be carried at any one time

Maximum quantity of fuel (m3) that can be carried in vessel cargo holds

Maximum quantity of fuel (m3) to be carried in containers or tankers at any one time

Requires a charter program permission? \*  Yes  No

Figure 541 - Screenshot of Add New Vessel pop up window with information entered and a red circle around Save

The details will save on the page, with a 'Remove' button and an 'Edit' button. If you need to edit or remove the vessel, select the button needed and add the changes or remove the vessel. Select 'Next' to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
*Working together today for a healthier Reef tomorrow...*

[Log off](#)

User: [redacted] | Permittee: [redacted]

[dropdown]

**Applications - Barge / Cargo Vessel Program**

Page 3 - Vessels of 9

**Vessels**

If known, please list the details of any vessels to be included on this permit, which are intended to be used as the main mode of transportation in the Marine Park/s. You may add details at a later date, however you must not operate a vessel in the Marine Parks without first receiving approval from GBRMPA.

Vessel Name	Registration Number	Vessel Length (m)	Maximum Passengers	Type	Maximum quantity of bulk fuel (m3) to be carried at any one time	Maximum quantity of fuel (m3) that can be carried in vessel cargo holds	Maximum quantity of fuel (m3) to be carried in containers or tankers at any one time	
Barge 2	bb2qc	55.00	12	Barge	1000	1000	1000	<input type="button" value="Remove"/> <input type="button" value="Edit"/>
Cargo 2	cg123	67.00	6	Cargo	2000	2000	2000	<input type="button" value="Remove"/> <input type="button" value="Edit"/>

Figure 542 - Screenshot of Vehicles screen displaying Vessel details and a red circle around Remove and Edit buttons and a red circle around the Next button



Page 4 of the tailored Barge / Cargo vessel program application is the Vessel Documents page. Upload of the vessel documents is optional at this stage of the application, but submission may assist the assessment process.

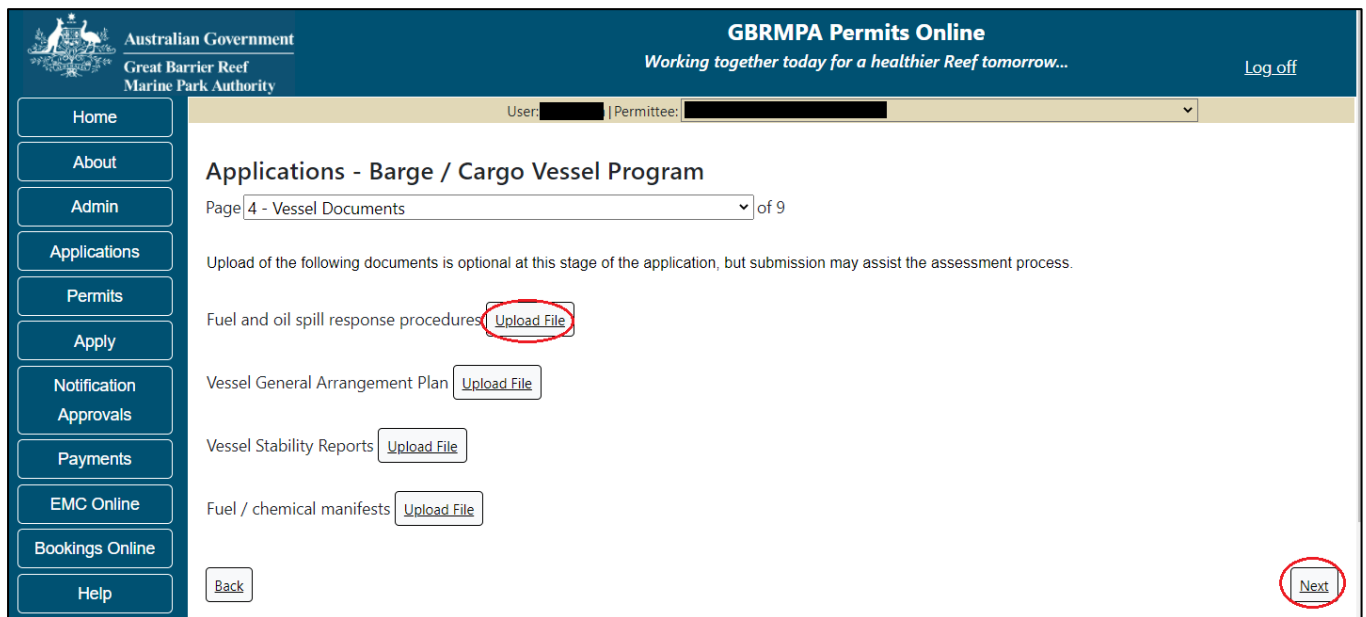


Figure 543 - Screenshot of Vessel Documents screen with a red circle around Uploaded File button and Next button

Page 5 of the tailored Barge / Cargo vessel program application is the Management / Areas page. Please select the Management Area/s in which you wish to operate. Select all if you wish to operate in all management areas, considering future use.

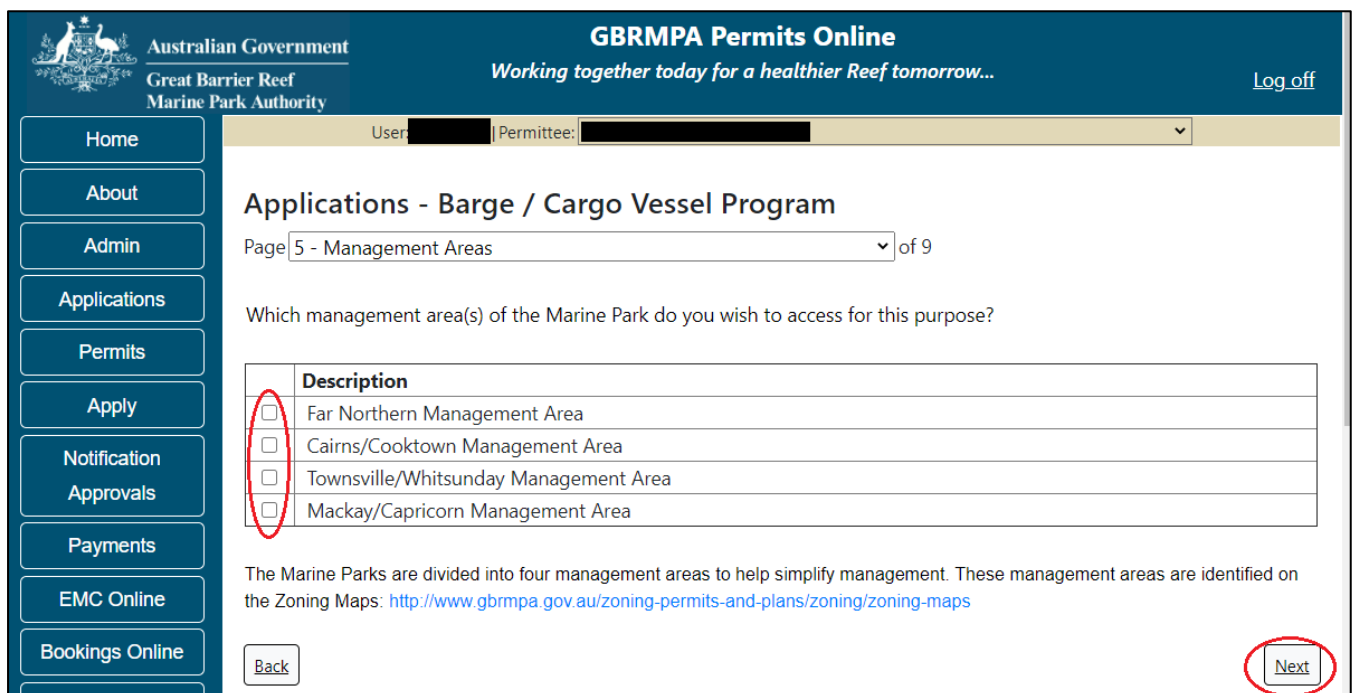


Figure 544 - Screenshot of Management Areas screen with a red circle around the management areas tick boxes and a red circle around the Next button

Page 6 of the tailored Barge / Cargo vessel program application is the special management areas page. Please select the Management Area/s in which you wish to operate. Select all if you wish to operate in all management areas, considering future use.

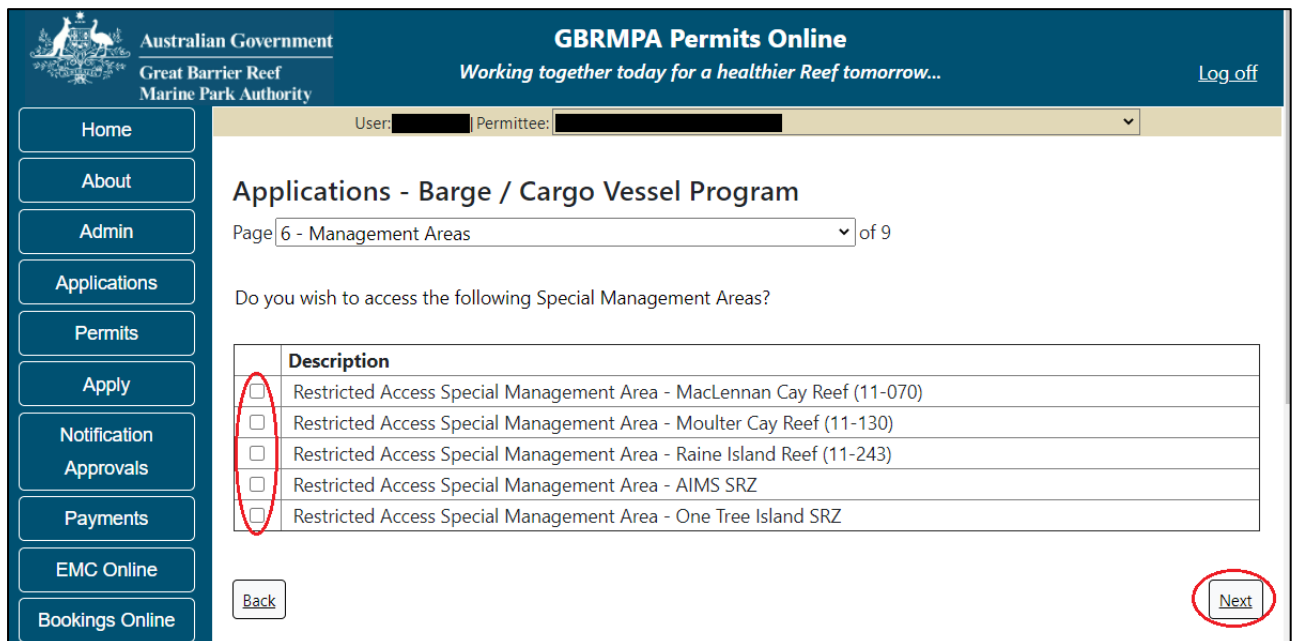


Figure 545 - Screenshot of Management Areas screen with a red circle around the special management areas tick boxes and a red circle around the Next button

Page 7 of the tailored Barge / Cargo vessel program application allows you to apply to access areas of the Marine Park more frequently than 2 days in every 7-day period. This option is only available outside the [Plans of Management](#). If you wish to apply to visit a location more frequently than 2 in every 7-day period, select Add New.

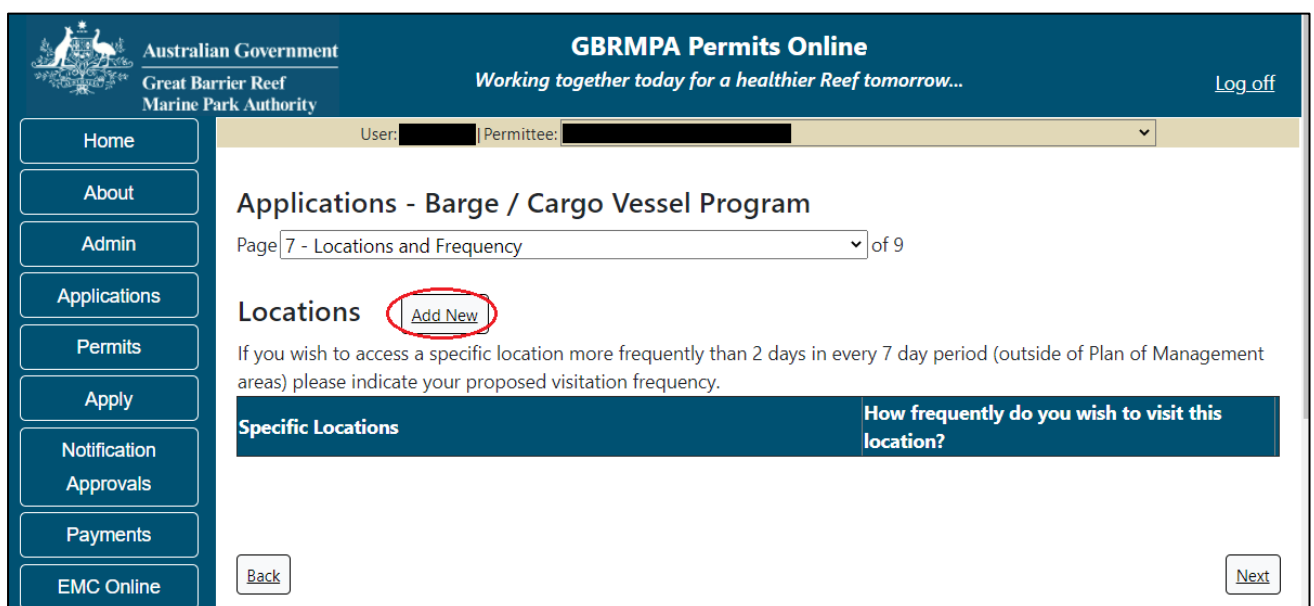
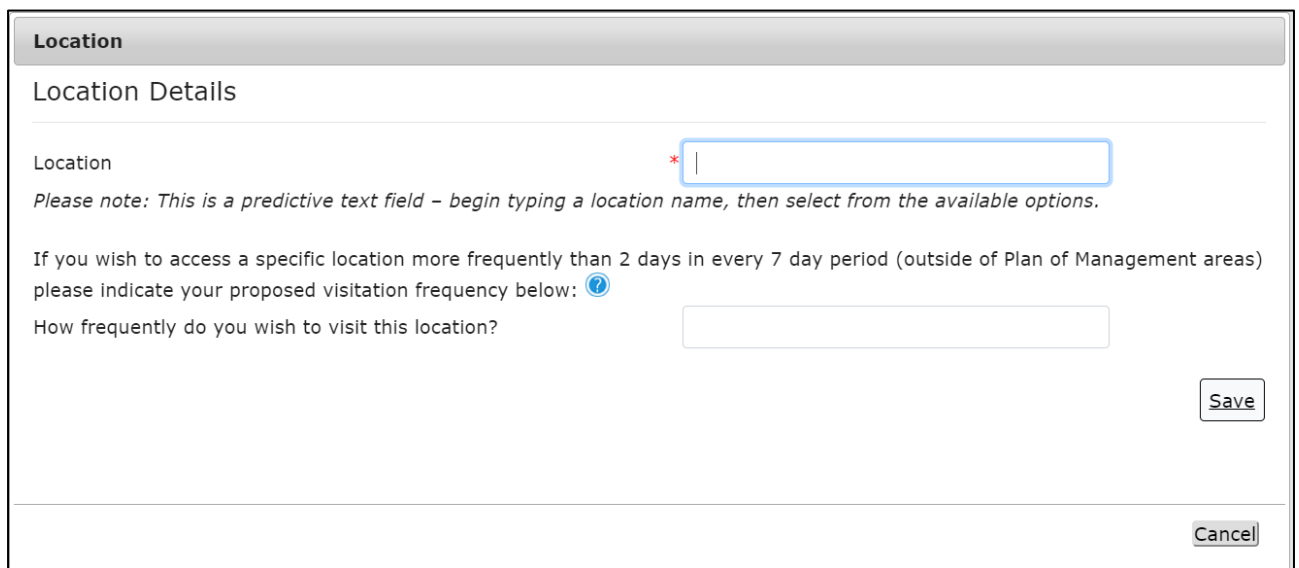


Figure 546 - Screenshot of Locations and Frequency screen with red circle around Add new button

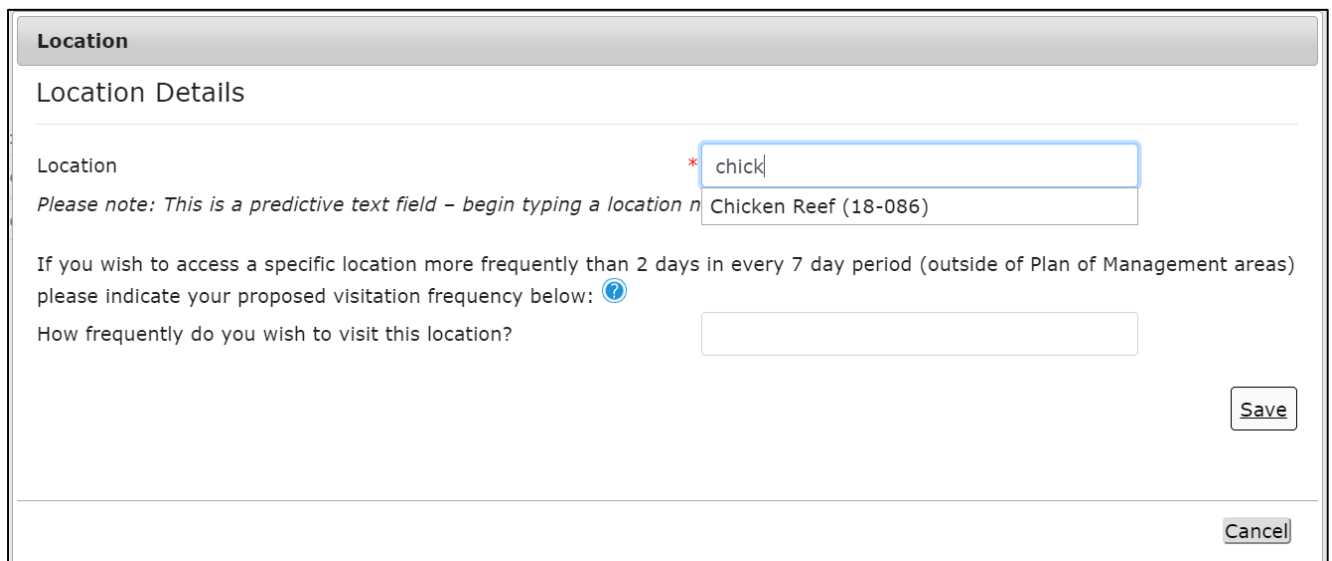
If the Add New button is selected the Location pop up window will appear



The screenshot shows a 'Location' pop-up window with a title bar. Below the title bar is a section titled 'Location Details'. There is a 'Location' label followed by a text input field with a red asterisk to its left. Below the input field is a note: 'Please note: This is a predictive text field – begin typing a location name, then select from the available options.' Below this note is a paragraph: 'If you wish to access a specific location more frequently than 2 days in every 7 day period (outside of Plan of Management areas) please indicate your proposed visitation frequency below: ?'. Below this paragraph is the question 'How frequently do you wish to visit this location?' followed by an empty text input field. In the bottom right corner, there are two buttons: 'Save' and 'Cancel'.

Figure 547 - Screenshot of Location pop up window

Type in the name of the location you wish to visit in the location field. As you enter the name, the list will produce relevant matches. Select the location then select Save.



This screenshot is similar to Figure 547, but the 'Location' input field now contains the text 'chick'. A dropdown menu is open below the input field, showing a single suggestion: 'Chicken Reef (18-086)'. The rest of the form, including the note, the visitation frequency question, and the 'Save' and 'Cancel' buttons, remains the same.

Figure 548 - Screenshot of Location pop up window with locations to select

Then add the frequency you wish to visit the location and select Save.

**Location**

Location Details

Location \* Chicken Reef (18-086)

Please note: This is a predictive text field - begin typing a location name, then select from the available options.

If you wish to access a specific location more frequently than 2 days in every 7 day period (outside of Plan of Management areas) please indicate your proposed visitation frequency below: ?

How frequently do you wish to visit this location? 3 days in 7

Save

Cancel

Figure 549 - Screenshot of Location pop up window with information completed and a red circle around the Save button

The location will be entered on the Location and Frequencies page within the locations table. If you wish to remove the location, select the Remove button next to the location.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

Log off

User: [redacted] Permittee: [redacted]

Applications - Barge / Cargo Vessel Program

Page 7 - Locations and Frequency of 9

Locations [Add New](#)

If you wish to access a specific location more frequently than 2 days in every 7 day period (outside of Plan of Management areas) please indicate your proposed visitation frequency.

Specific Locations	How frequently do you wish to visit this location?	
Chicken Reef (18-086)	3	<a href="#">Remove</a>

Back

Next

Figure 550 - Screenshot of Location and Frequency screen with information displaying, and a red circle around Remove and the Next button

Page 8 of the tailored Barge / Cargo vessel program application is the Additional State Access page. If you want to extend your operations to mainland or island national parks adjoining the Marine parks and/or rivers and streams between Mission Beach and the Starcke River, select yes and an area will appear with Please Specify details, add details of the islands or national parks and/or Rivers and streams you wish access. Please also indicate if you want to operate in the Green Island Recreational Area.

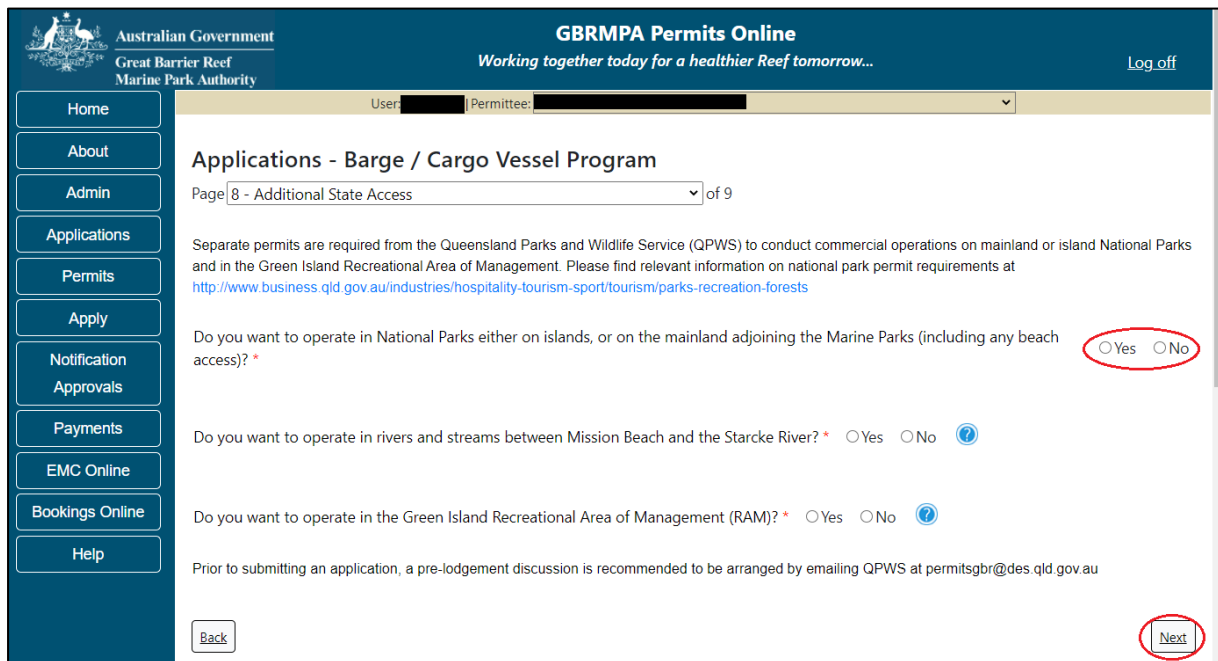


Figure 551 - Screenshot of Additional State Access screen with a red circle around the Yes and No buttons and a red circle around Next button

Page 9 of the tailored Barge / Cargo vessel program application provides opportunity for you to add any other information you feel will assist the Managing Agencies in assessing your application. Add supporting information by typing in the text field or upload a file if required. If a file is uploaded it will appear on the screen with the file name and an Remove to remove the file if the wrong file is selected.

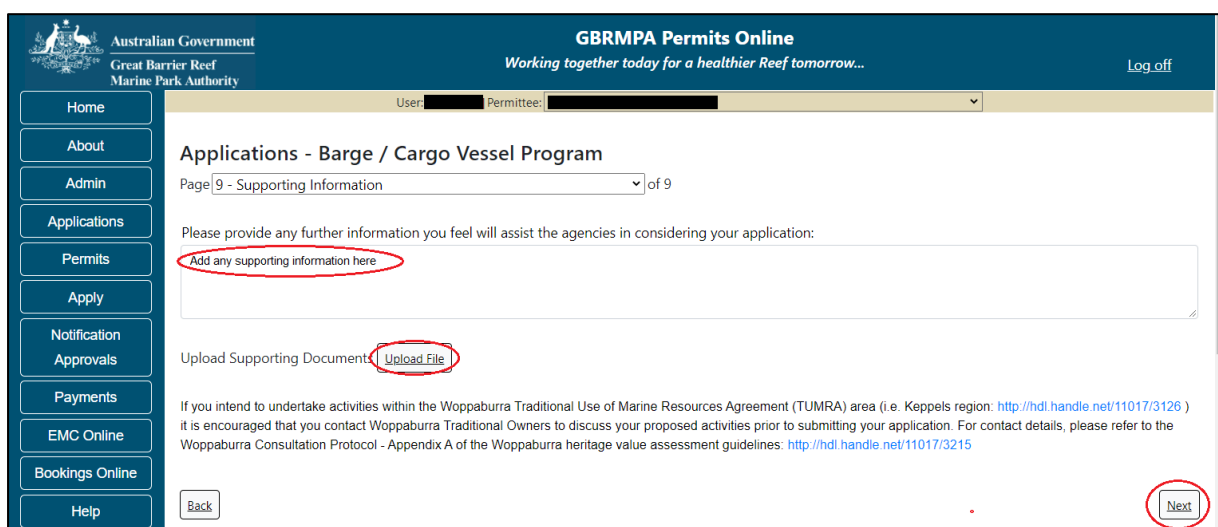


Figure 552 - Screenshot of Supporting Information screen with information displayed, a red circle around Add any supporting information here, the Uploaded File button and a red circle around Next button

Once you have completed the supporting information page select Next from the last page of the application questions, you will progress to an application summary screen with a number of options available via links or buttons. Select Next on the summary screen to progress to the Declarations screens.

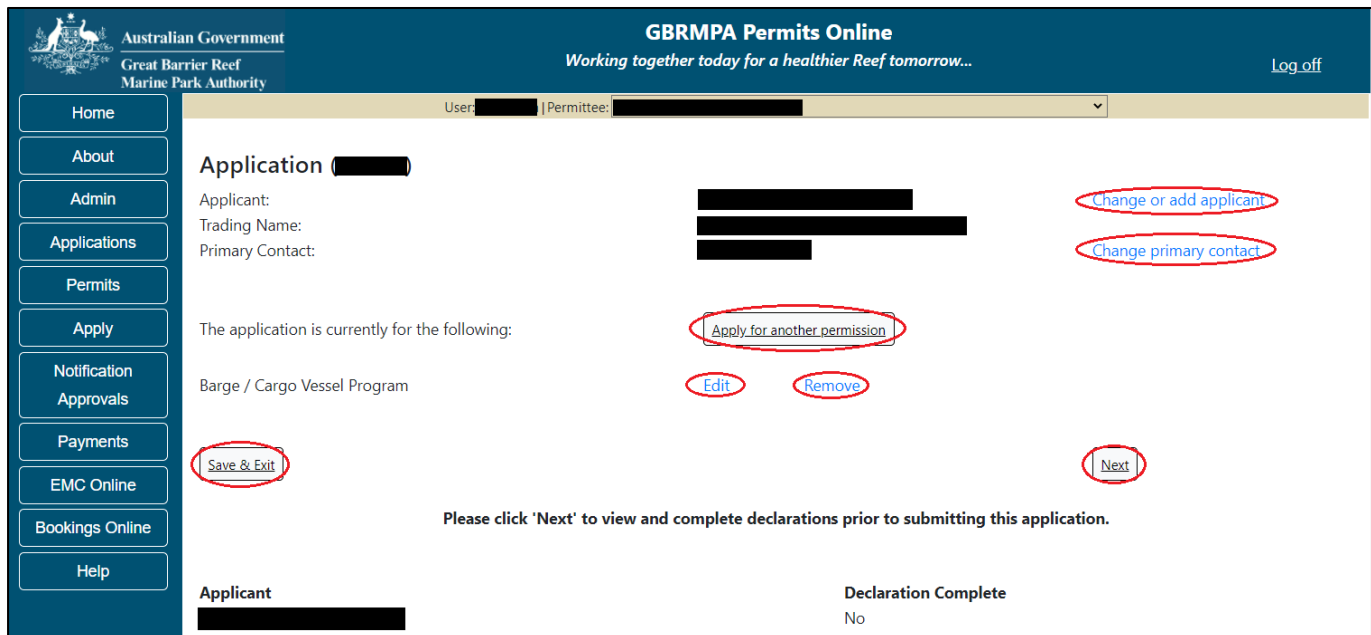


Figure 553 - Screenshot of Application Summary page with red circles around all options available

Additional Information - Summary screen, links and buttons:

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Apply for another permission:** If the Apply for another permission button is selected, the applicant will progress to the What are you seeking to do in the Marine Parks page where another permission type can be added. (e.g. add a mooring permission to the tourism permission).
- **Edit:** If edit is selected the application/permission will be reopened to apply any changes.
- **Remove:** If remove is selected the application/permission will be removed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.

Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

The screenshot shows the 'Applications - Declaration' page. The header includes the Australian Government logo and the text 'Working together today for a healthier Reef tomorrow...'. The page title is 'Applications - Declaration' and it indicates 'Page 1 - Declarations' of 3. The main content area contains four declaration questions, each with radio button options for 'Yes' and 'No'. The 'Yes' and 'No' options for the first question are circled in red. A 'Next' button is also circled in red at the bottom right of the page.

Figure 554 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

The screenshot shows the final page of the 'Applications - Declaration' section. The header includes the Australian Government logo and the text 'Working together today for a healthier Reef tomorrow...'. The page title is 'Applications - Declaration' and it indicates 'Page 3 - Declarations' of 3. The main content area contains a single declaration question: '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.' At the bottom right of the page, there is a 'Submit' button circled in red.

Figure 555 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

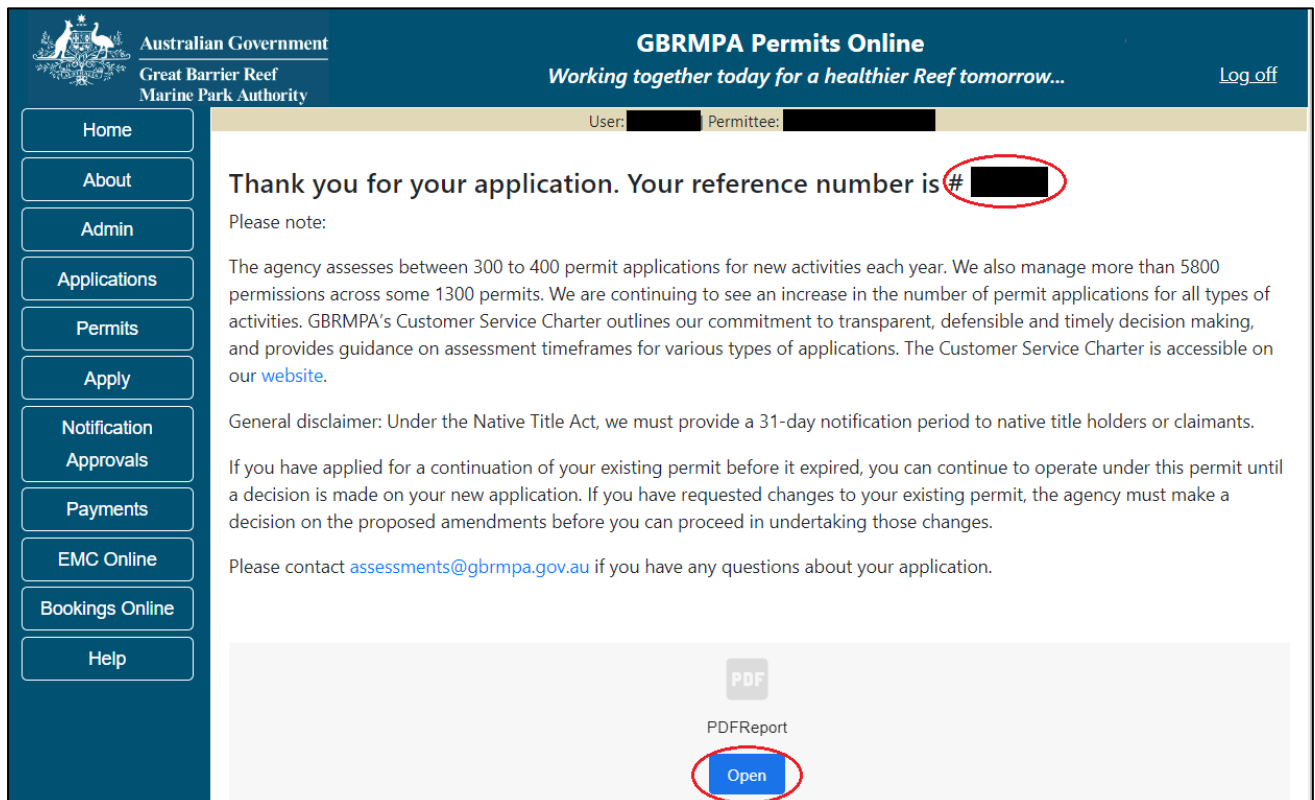


Figure 556 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the *Applications* screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

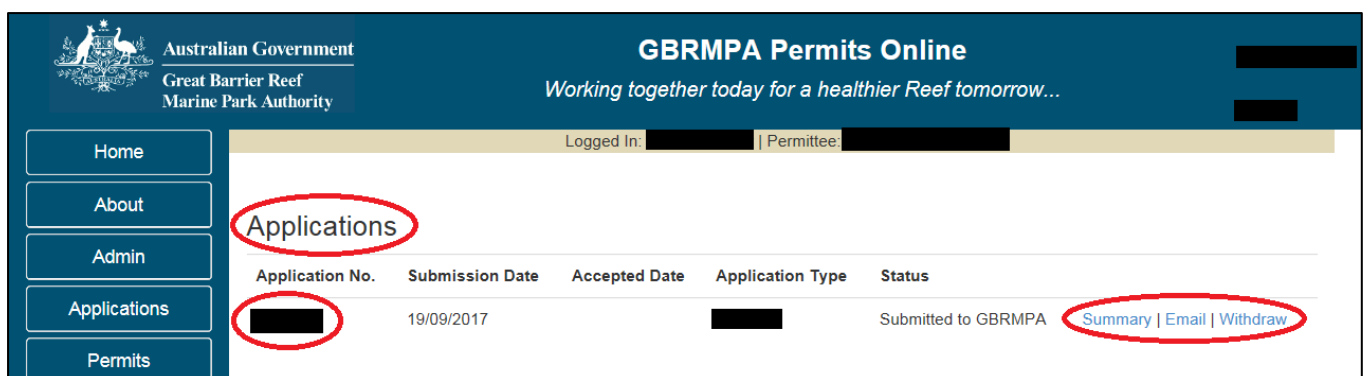


Figure 557 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options



## 17.0 Carrying Out Works

Apply – new permit application – carrying out works (dredging, dumping of spoil, reclamation..)

To apply for a Carrying our works application, select this option on the Apply – What are you seeking to do in the Marine Parks page.

Select the activity type option, Carrying out works (dredging, dumping of spoil, reclamation) and select Next.

The screenshot shows the GBRMPA Permits Online interface. The header includes the Australian Government logo, the text 'Australian Government Great Barrier Reef Marine Park Authority', and the title 'GBRMPA Permits Online Working together today for a healthier Reef tomorrow...'. A 'Log off' link is in the top right. A navigation menu on the left contains buttons for Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The main content area is titled 'Apply - What are you seeking to do in the Marine Parks?' and includes instructions: 'If you wish to apply for multiple permissions, these must be entered individually. Complete the first application process, then add another permission on the summary page.' Below this is a list of activity types with radio buttons and help icons: 'Activities allowed by a Routine Tourism and Charter Permit', 'Other Tourism or Charter Activities', 'Conduct Research', 'Install / operate a Facility (including Mooring)', 'Conduct an Educational Program', 'Harvest Fishery', 'COTS and/or Drupella Removal', 'Carrying out works (dredging, dumping of spoil, reclamation..)', 'Barge / Cargo Vessel Program', and 'Other Activities'. The 'Carrying out works' option is selected and circled in red. At the bottom, there are 'Back' and 'Next' buttons, with the 'Next' button also circled in red.

**Figure 558 - Screenshot of Apply - What are you seeking to do in the Marine Parks screen with Carrying out works (dredging, dumping of spoil, reclamation) and a red circle around Next button. Select Next to progress to application questions.**

### Additional Information - Carrying out works

This includes carrying out works for a purpose that is consistent with the objective outlined in the Zoning Plan 2004 for the zone in which the works are proposed, including:

- (i) dredging; or
- (ii) dumping of spoil; or
- (iii) reclamation; or
- (iv) beach protection works; or
- (v) harbour works.

Page 1 of Carrying out works application is the Environment Protection and Biodiversity Conservation Act page. This provides advice on matters of national environmental significance that must be considered when assessing an application. This screen is for your information only at this stage. Your assessing officer will contact you if it is determined to be relevant for your application.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] Permittee: [redacted]

### Applications - Carrying out works

Page 1 - Environment Protection and Biodiversity Conservation Act 1999 of 8

Please note:

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 (the department) website: <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.

If a proposal is referred under the EPBC Act and also requires the Authority's permission, then the EPBC referral is deemed to also be an application for all necessary permissions required 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 the Authority to commence its permit processes as required under the Great Barrier Reef Marine Park Regulations 2019. 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: <http://www.environment.gov.au/epbc>

[Next](#)

**Figure 559 - Screenshot of Environment Protection and Biodiversity Conservation screen with a red circle around Next button**

Links on the Environment Protection and Biodiversity Conservation page [www.environment.gov.au/epbc](http://www.environment.gov.au/epbc) will take you to the Department of Climate Change, Energy the Environment and Water site. Here you can find information about the *Environment Protection and Biodiversity Conservation Act 1999* and your obligations under the Act.

Page 2 of the Carrying out works application is the Commercial Nature page. If your Carrying out works is of a commercial nature select Yes. If not select No. NOTE: Activities of a commercial nature are those from which a profit is drawn or intended to be drawn. After you make your selection, select Next to continue.

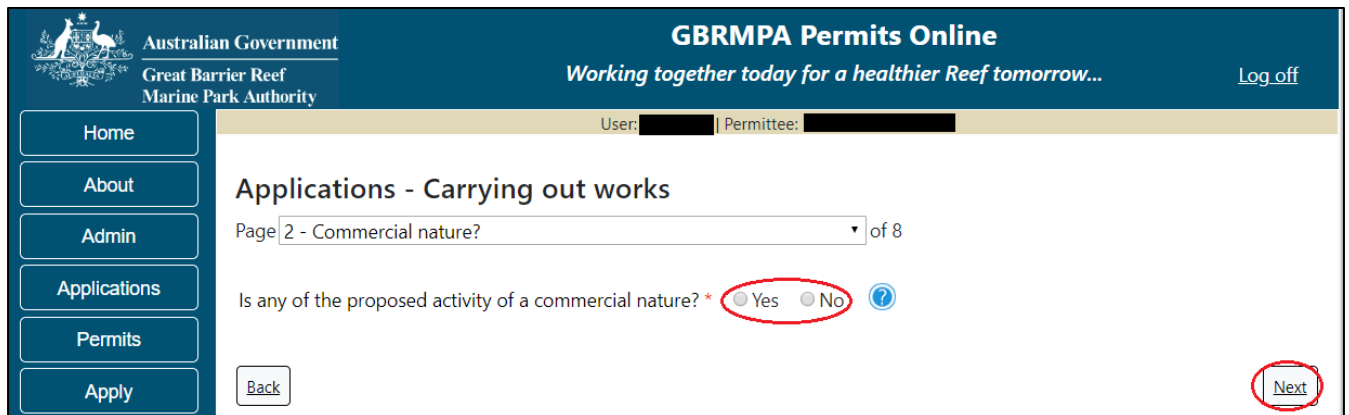


Figure 560 - Screenshot of Commercial Nature page with a red circle around Yes and No options and red circle around Next button

Page 3 of Carrying out works application is the Justification for Marine park use page. On this page add details of why you need to use the Marine Park? What alternatives have been considered and why have they been ruled out? Once you have added your detail select Next to continue.

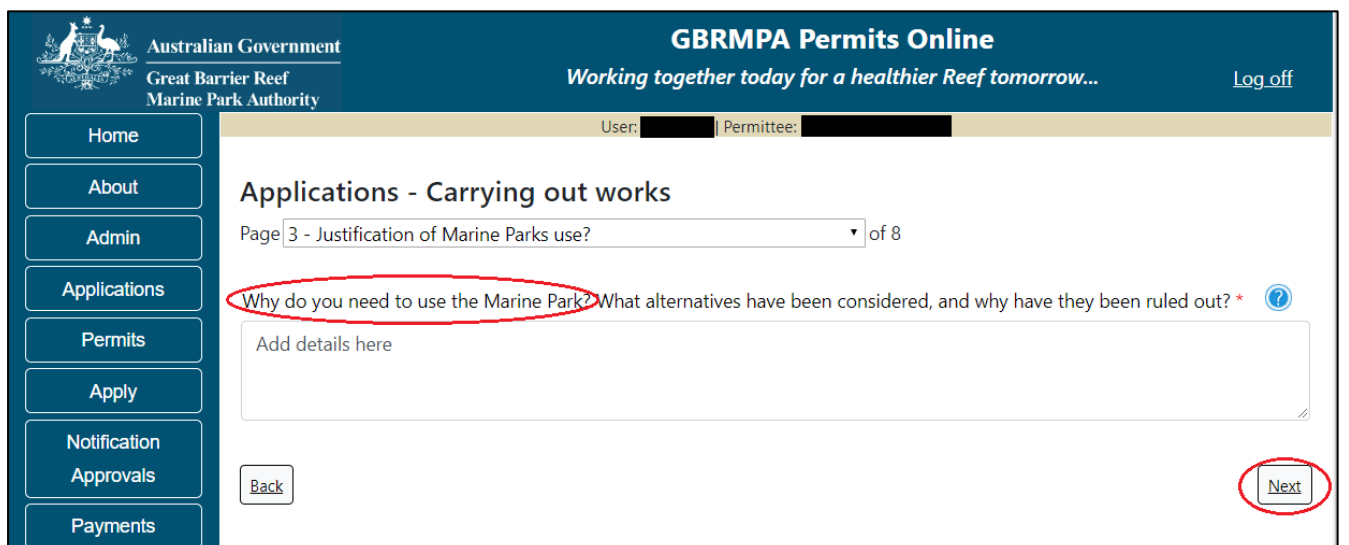


Figure 561 - Screenshot of Justification for Marine Park Use page with a red circle around question - Why do you need to use the Marine Park? Information displayed and red circle around Next button

Page 4 of Carrying out works application is the Other works details page. There are a number of mandatory fields on this page. Ensure you select the Works type, add a brief explanation and upload a design drawing are all mandatory fields.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] | Permittee: [redacted]

### Applications - Carrying out works

Page 4 - Other Works of 8

**Works type\*** -Select One- Select a value from the list

Project name:

Proposed location:

**Briefly explain your proposal: \***

This field is required.

Upload design drawings for these works (mandatory before application submission):

Upload maps/images or spatial data (mandatory before application submission):

Figure 562 - Screenshot of Other Works page with red circles around all mandatory fields (Works Type, Briefly explain your proposal, Upload design drawings and Upload maps/images)

### Additional Information - Carrying out works - Map

A PDF map showing the proposed footprint of the works, overlaid on a satellite image using the highest resolution imagery possible must be provided with your application.

Fill in all details required including the mandatory fields and the Project Name, Project Location and upload any maps or spatial data. Select Next once all information is completed.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] Permittee: [redacted]

### Applications - Carrying out works

Page 4 - Other Works of 8

Works type: \* **Dredging**

Project name:  
**Add project name here**

Proposed location:  
**Add proposed location here**

Briefly explain your proposal: \*  
**explain proposal here**

Upload design drawings for these works (mandatory before application submission):  
**43214-60005-925-TEST\_123.pdf** [Remove](#)  
[Upload File](#)

Upload maps/images or spatial data (mandatory before application submission):  
**43214-60005-924-TEST\_456.pdf** [Remove](#)  
[Upload File](#)

[Back](#) [Next](#)

Figure 563 - Screenshot of Other Works page with red circles around all mandatory fields. Information displayed in each field, red circle around Next button

Page 5 of Carrying out works application is the Location and Co-Ordinates page. To add the Latitude and longitude of the proposed works select the Add New button

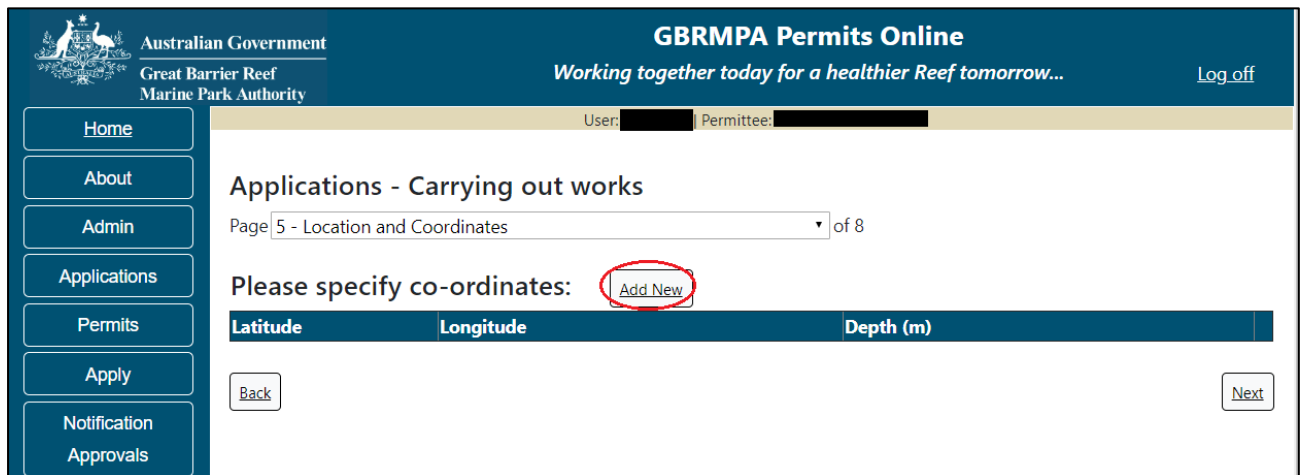


Figure 564 - Screenshot of Locations and Co-ordinates screen with a red circle around Add New button

The Add Latitude / Longitude pop up window will appear. If a location is entered that is not within the latitude and longitude for the Great Barrier Reef, the system will produce an error.

The Latitude field must be between -30.000000 and -10.000000. The Longitude must be between 135 and 155. Add the co-ordinates in Decimal Degrees.

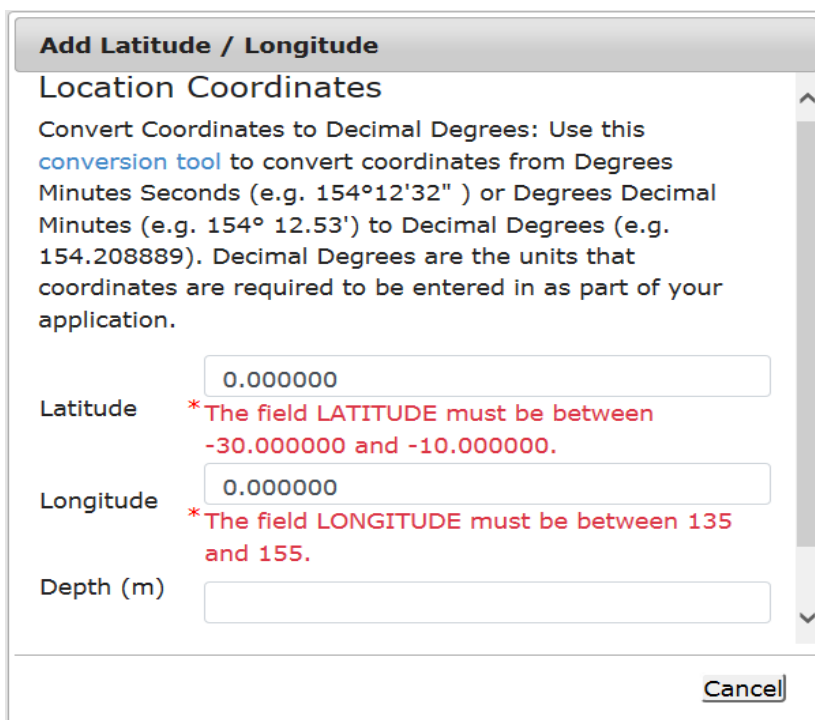


Figure 565 - Screenshot of Add Latitude / Longitude pop up window displaying validations for Co-Ordinates

Co-ordinates need to be entered in Decimal Degrees. There is a link to a conversion tool within the Add Latitude / Longitude pop up window. If you need to use the conversion tool, select the link and you will progress to the Australian Antarctic Data Centre website which has the conversion tool.

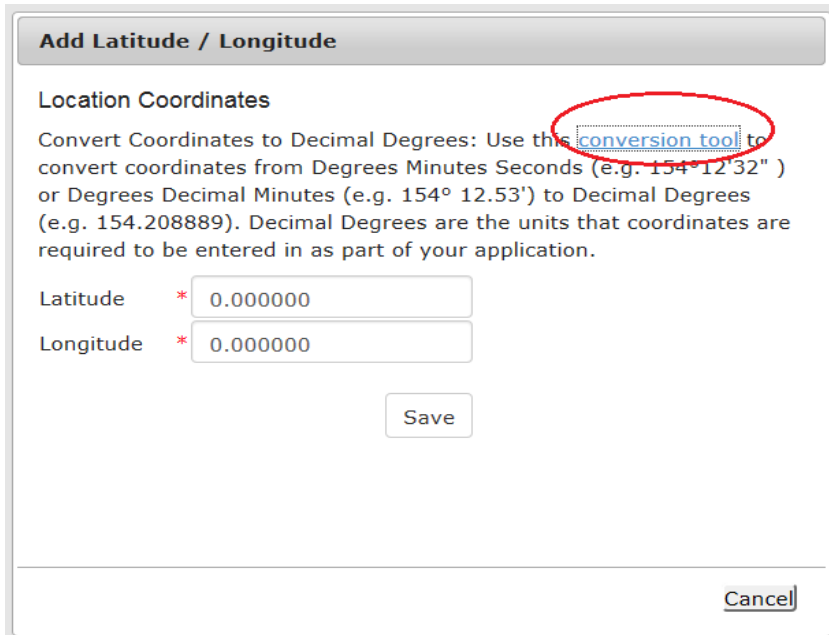


Figure 566 - Screenshot of Add Latitude / Longitude pop up window with red circle around conversion tool hyperlink

Once on the site enter Degrees Minutes and Seconds into the conversion tool and select Click for conversion. You will be presented with a Decimal Degrees figure.

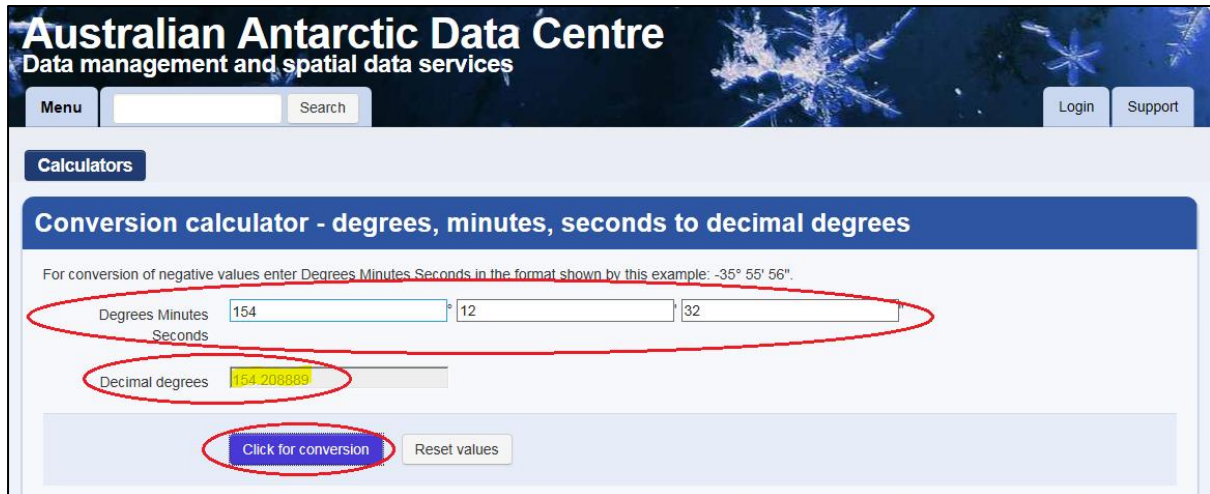


Figure 567 - Screenshot of Antarctic Division home page with Conversion calculator displayed

Enter the co-ordinates to 6 decimal places, add depth and select Save.

**Add Latitude / Longitude**

### Location Coordinates

Convert Coordinates to Decimal Degrees: Use this [conversion tool](#) to convert coordinates from Degrees Minutes Seconds (e.g. 154°12'32" ) or Degrees Decimal Minutes (e.g. 154° 12.53') to Decimal Degrees (e.g. 154.208889). Decimal Degrees are the units that coordinates are required to be entered in as part of your application.

Latitude \* -22.123456

Longitude \* 154.208889

Depth (m) 2

**Save**

**Cancel**

Figure 568 - Screenshot of Add Latitude / Longitude pop up window with Co-ordinates completed and red circle around Save button

Your co-ordinate will be displayed on the screen. A Remove button will also appear. If you wish to remove the co-ordinate select Remove and it will be deleted from your application. If you have multiple co-ordinates add all co-ordinates for the application. Select Next to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... [Log off](#)

User [redacted] | Permittee: [redacted]

### Applications - Carrying out works

Page 5 - Location and Coordinates of 8

Please specify co-ordinates: [Add New](#)

Latitude	Longitude	Depth (m)		
-22.123456	154.208889	2	<b>Remove</b>	<b>Edit</b>
-22.456789	154.333333	2	<b>Remove</b>	<b>Edit</b>

**Back** **Next**

Figure 569 - Screenshot of Location and Co-ordinates screen with information displayed and a red circle around Remove button and red circle around Next button



Page 6 of Carrying out works application is the Environmental Management Plan (EMP) page. Preparing an EMP may be a condition of your Marine Parks permit. The condition of your permit will outline when you are required to submit your EMP if you do not upload one at this stage. Further information on EMPs is located on the next page and on the Reef Authority website. If you have an EMP for your facility select the Upload File button.

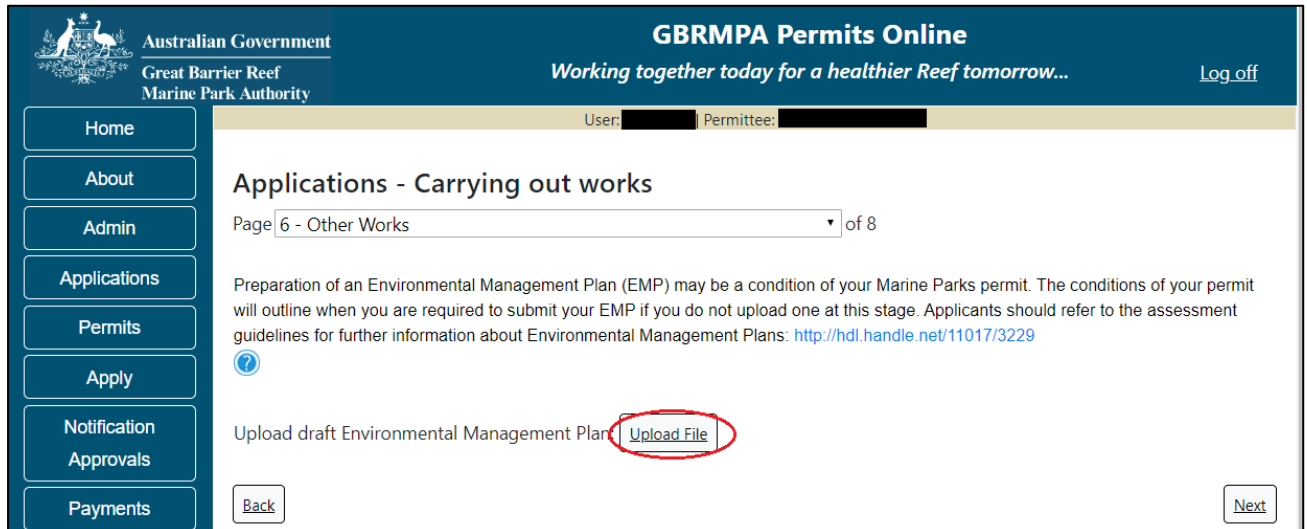


Figure 570 - Screenshot of Install / operate a Facility page with a red circle around the Upload File button

Select the file from your computer files and then select Save. The file will appear with the file name. Once you have loaded your file/s select Next to continue.

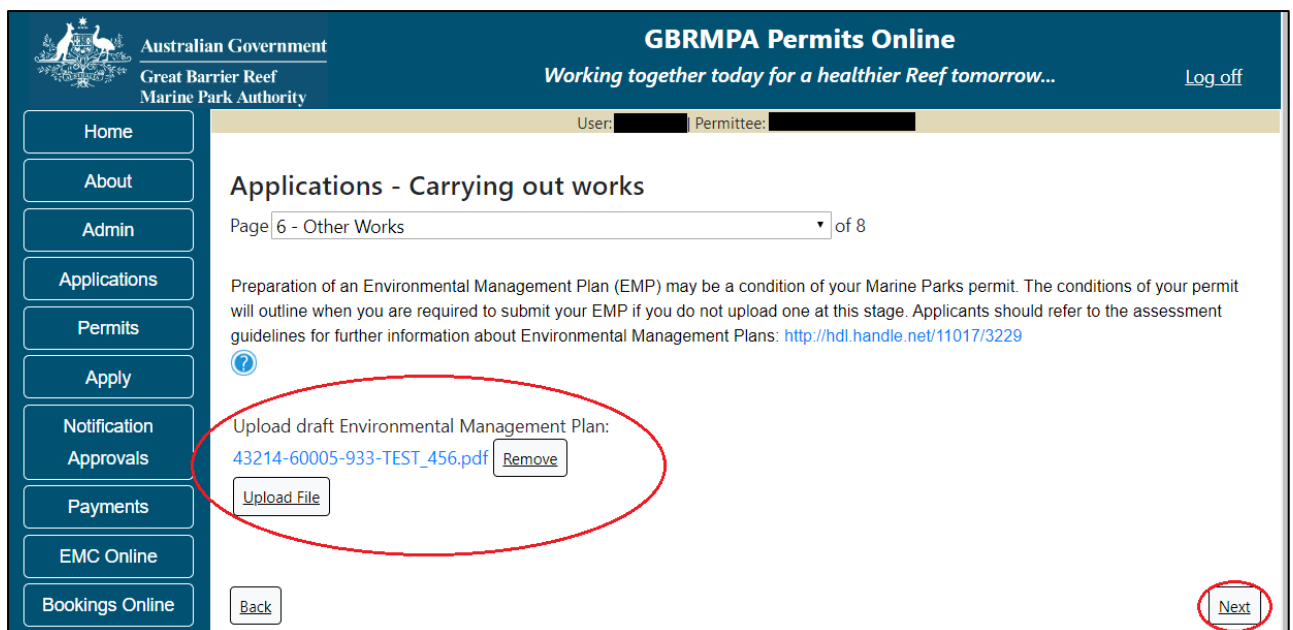


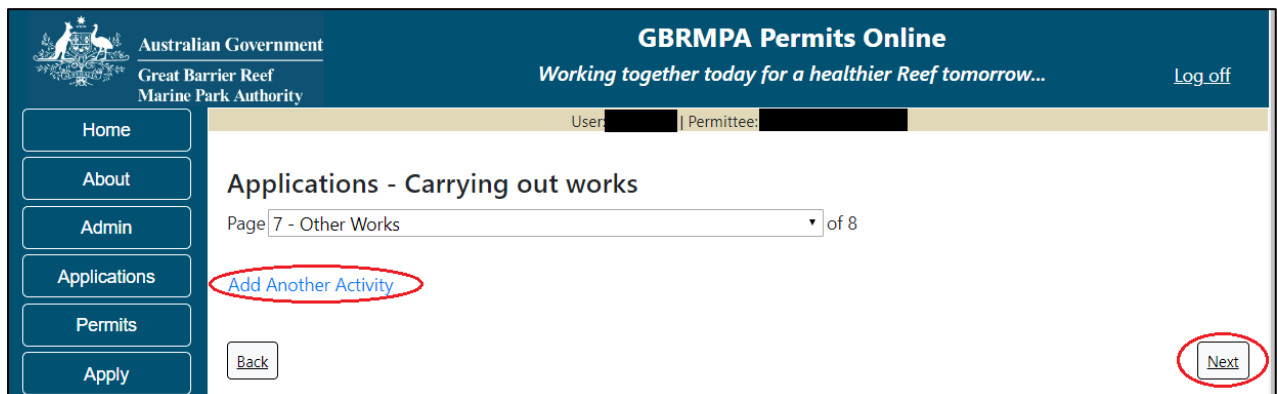
Figure 571 - Screenshot of Install / operate a Facility page with a red circle around Uploaded File and red circle around Next button

### Information Environmental Management Plans (EMP)

A draft Environmental Management Plan should include at a minimum:

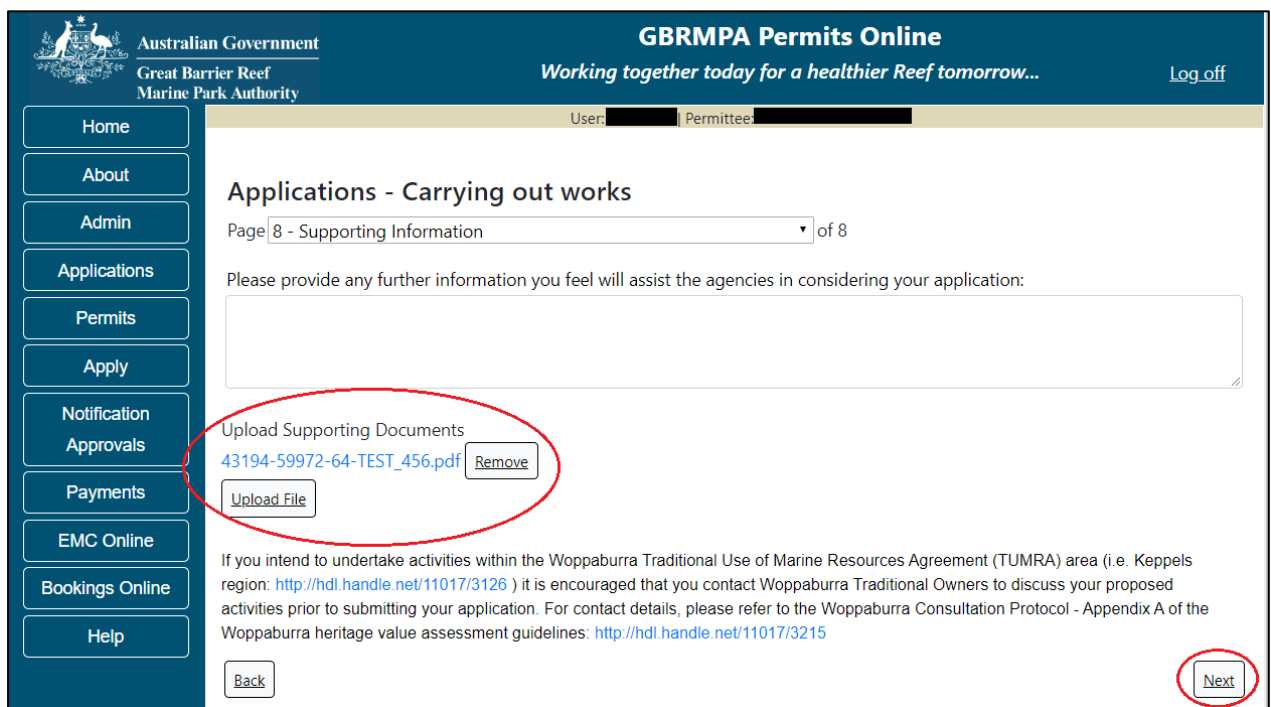
- Description of physical site characteristics including water depths, type of substrate, physical conditions (wave, wind, currents)
- Description of biological site characteristics, including habitat types, species present and how these species use the site (feeding, reproduction, rest, transit)
- Description of social site characteristics, including other facilities and uses (both recreational and commercial) within 1km of the proposed location
- Evaluation of whether the site may have historic heritage values
- Description of Indigenous heritage values associated with the site
- Construction and installation schedule - proposed timeframes of the project
- Description of the methods and materials to be used in transporting materials, installing the facility and disposing of wastes
- 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
- Inspection and maintenance schedule including description of how (logistically) the facility will be serviced
- Proposed method of removal, including an explanation of how the facility has been designed for easy removal with minimal impact on the surrounding environment
- Details of any proposed reef health monitoring programs.
- Risk assessment using the Reef Authority's Risk Assessment Procedure <http://hdl.handle.net/11017/3231> including:
  - (a) Values which may be impacted (directly, indirectly, consequentially or from cumulative pressures),
  - (b) Risks posed to the values by these potential impacts,
  - (c) How risks will be avoided, mitigated or offset to achieve no net loss of Marine Park values.

Page 6 of Carrying out works application is the Other Works – Add Another Activity page. If you have further Works activities for the same Project you can select Add Another Activity and you will be able to fill in details of these works on the same application.



**Figure 572 - Screenshot of Other Works Summary page with red circles around options for Add Another Activity hyperlink, red circle around Next button**

Page 8 of the Carrying out works application provides opportunity for you to add any other information you feel will assist the Managing Agencies in assessing your application. Add supporting information by typing in the text field or upload a file if required. If a file is uploaded it will appear on the screen with the file name and a Remove button to remove the file if the wrong file is selected. Select Next to continue.



**Figure 573 - Screenshot of Supporting Information screen with information entered and a red circle around Please provide details section, red circles around Uploaded File and Next button**

Once you have completed the supporting information page select Next from the last page of the application questions, you will progress to an application summary screen with a number of options available via links or buttons. Select Next on the summary screen to progress to the Declarations screens.

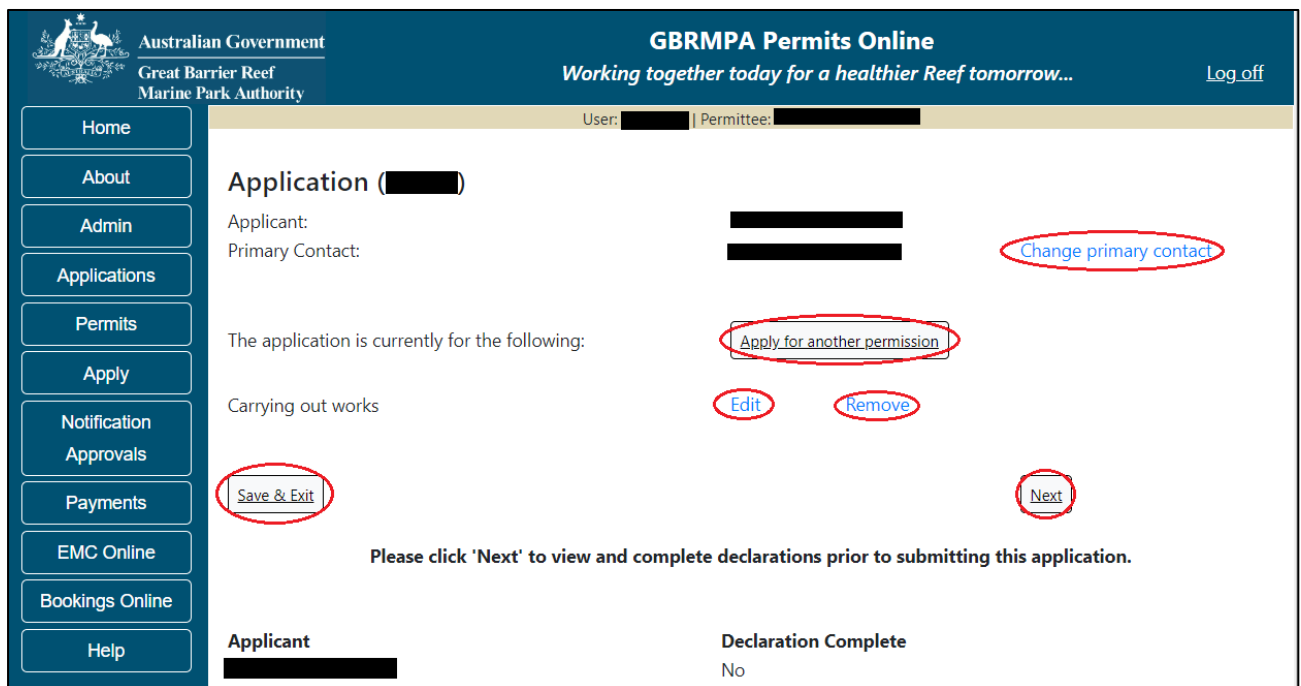


Figure 574 - Screenshot of Application Summary page with red circles around all options available

Additional Information - Summary screen, links and buttons:

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Apply for another permission:** If the Apply for another permission button is selected, the applicant will progress to the What are you seeking to do in the Marine Parks page where another permission type can be added. (e.g. add a mooring or facility permission to the carrying out works permission).
- **Edit:** If edit is selected the application/permission will be reopened to apply any changes.
- **Remove:** If remove is selected the application/permission will be removed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.

Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

The screenshot shows the 'Applications - Declaration' page. The header includes the Australian Government logo and the text 'Great Barrier Reef Marine Park Authority' and 'Working together today for a healthier Reef tomorrow...'. A navigation menu on the left lists: Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The main content area is titled 'Applications - Declaration' and shows 'Page 1 - Declarations' of 3. It contains four declaration questions, each with 'Yes' and 'No' radio button options. The 'Yes' and 'No' options for the first question are circled in red. A 'Next' button is circled in red at the bottom right of the form area.

Figure 575 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

The screenshot shows the final page of the 'Applications - Declaration' section. The header includes the Australian Government logo and the text 'Great Barrier Reef Marine Park Authority' and 'GBRMPA Permits Online' and 'Working together today for a healthier Reef tomorrow...'. A navigation menu on the left lists: Home, About, Admin, Applications, Permits, and Apply. The main content area is titled 'Applications - Declaration' and shows 'Page 3 - Declarations' of 3. It contains a final declaration statement: '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.' A 'Back' button is on the left and a 'Submit' button is circled in red on the right.

Figure 576 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

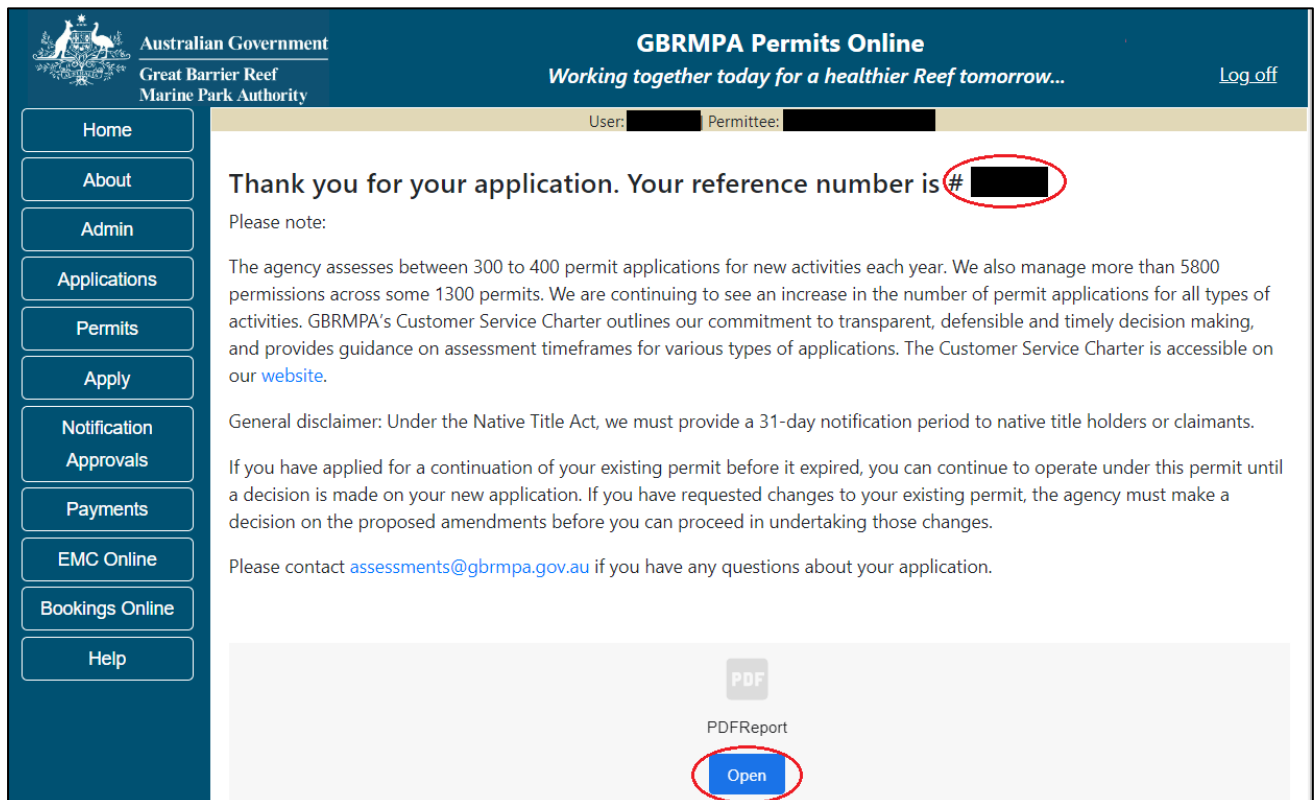


Figure 577 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the Applications screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

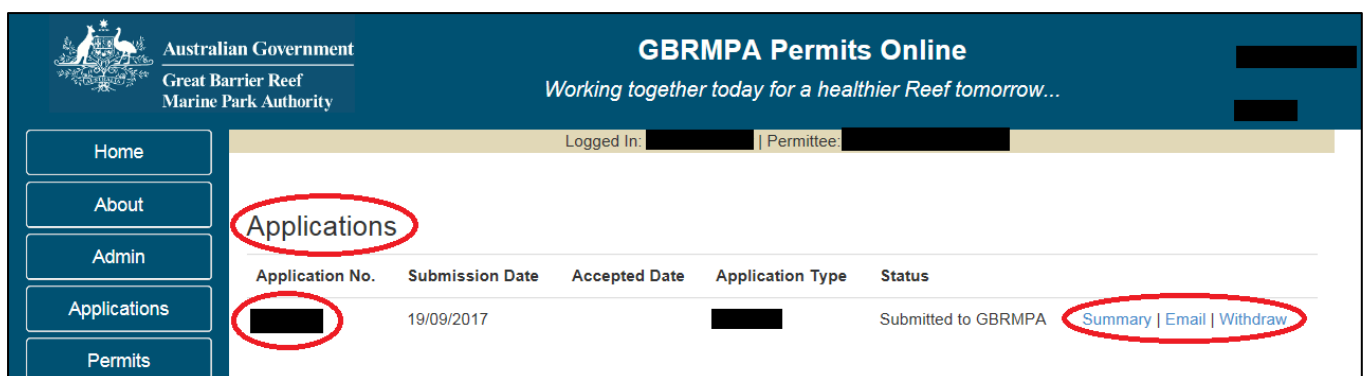


Figure 578 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options

## 18.0 Other Activities

Apply – new permit – other activities

The Other Activities application has a number of different application types associated. These include Filming or photography and an Other application type to cover any miscellaneous application types not listed. Select Other Activities then select Next.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] | Permittee: [redacted]

### Apply - What are you seeking to do in the Marine Parks?

If you wish to apply for multiple permissions, these must be entered individually. Complete the first application process, then add another permission on the summary page.

- Activities allowed by a Routine Tourism and Charter Permit
- Other Tourism or Charter Activities
- Conduct Research
- Install / operate a Facility (including Mooring)
- Conduct an Educational Program
- Harvest Fishery
- COTS and/or Drupella Removal
- Carrying out works (dredging, dumping of spoil, reclamation..)
- Barge / Cargo Vessel Program
- Other Activities

[Back](#) [Next](#)

Figure 579 - Screenshot of Other Activities menu with Other Activities selected and a red circle around the Next button

The Other Activities types sub menu will appear with options for filming and/or photography and an Other application type. Select which Other type you wish to apply for then select Next.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] | Permittee: [redacted]

### Apply - What are you seeking to do in the Marine Parks?

If you wish to apply for multiple permissions, these must be entered individually. Complete the first application process, then add another permission on the summary page.

- Filming and/or photography (including the use of drones)
- Other (Please specify)

[Back](#) [Next](#)

Figure 580 - Screenshot of Other Activities sub menu with a red circle around the Next button

## 18.1 Filming and/or Photography (Including Drones)

Apply – new permit application – other activities – filming and/or photography (including the use of drones)

To apply for an Other Activities application select this option on the Apply – What are you seeking to do in the Marine Parks page.

The screenshot shows the GBRMPA Permits Online interface. The header includes the Australian Government logo and the text 'GBRMPA Permits Online Working together today for a healthier Reef tomorrow...'. A navigation menu on the left contains buttons for Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The main content area is titled 'Apply - What are you seeking to do in the Marine Parks?' and includes instructions: 'If you wish to apply for multiple permissions, these must be entered individually. Complete the first application process, then add another permission on the summary page.' Below this are several radio button options, each with a help icon: 'Activities allowed by a Routine Tourism and Charter Permit', 'Other Tourism or Charter Activities', 'Conduct Research', 'Install / operate a Facility (including Mooring)', 'Conduct an Educational Program', 'Harvest Fishery', 'COTS and/or Drupella Removal', 'Carrying out works (dredging, dumping of spoil, reclamation..)', 'Barge / Cargo Vessel Program', and 'Other Activities'. The 'Other Activities' option is selected and circled in red. At the bottom, there are 'Back' and 'Next' buttons, with the 'Next' button also circled in red.

Figure 581 - Screenshot of Apply - What are you seeking to do in the Marine Parks screen with Other Activities and a red circle around the Next button

You will progress to the application sub type menu with further options to select the type of Other Activity you wish to apply for. Select the option for Filming and/or photography (including the use of drones). Select Next to progress to application questions.

The screenshot shows the GBRMPA Permits Online interface, specifically the sub-menu for 'Other Activities'. The header and navigation menu are the same as in Figure 581. The main content area is titled 'Apply - What are you seeking to do in the Marine Parks?' and includes the same instructions. Below this are two radio button options, each with a help icon: 'Filming and/or photography (including the use of drones)' and 'Other (Please specify)'. The 'Filming and/or photography (including the use of drones)' option is selected and circled in red. At the bottom, there are 'Back' and 'Next' buttons, with the 'Next' button also circled in red.

Figure 582 - Screenshot of Apply - What are you seeking to do in the Marine Parks – Other Activities sub menu with Filming and/or photography (including the use of drones) and a red circle around Next button



### Information Filming and/or photography (including the use of drones)

Under the Great Barrier Reef Marine Park Zoning Plan 2003, photography, filming and/or sound recording on or under the water is allowed without a permit in most areas of the Marine Park if it is done in a way that has, or is likely to have, negligible impact on the Marine Park.

However, a permit is required if your activities involve;

- The placing of structures
- The placing of certain equipment on coral / seagrass or in close proximity to coral and seagrass
- Special effects such as simulated explosions
- Introduction of biological and/or artificial props
- The need to manage other Marine Park users during filming (for example, temporarily excluding some users from the filming location)
- Manipulation of habitat
- Handling of marine life
- Cetaceans (i.e. whales and dolphins)
- Highly protected areas
- Anything that may have an impact on the physical, social, cultural or heritage value of the Marine Park

Page 1 of Filming and/or photography application is the Environment Protection and Biodiversity Conservation Act page. This provides advice on matters of national environmental significance that must be considered when assessing an application. This screen is for your information only at this stage. Your assessing officer will contact you if it is determined to be relevant for your application.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

User: [redacted] Permittee: [redacted] Log off

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online  
Bookings Online  
Help

### Applications - Filming and/or photography (including the use of drones)

Page 1 - Environment Protection and Biodiversity Conservation Act 1999 of 2

Please note:

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 (the department) website: <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.

If a proposal is referred under the EPBC Act and also requires the Authority's permission, then the EPBC referral is deemed to also be an application for all necessary permissions required 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 the Authority to commence its permit processes as required under the Great Barrier Reef Marine Park Regulations 2019. 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: <http://www.environment.gov.au/epbc>

Next

Figure 583 - Screenshot of Environment Protection and Biodiversity Conservation screen with a red circle around Next button

Links on the Environment Protection and Biodiversity Conservation page [www.environment.gov.au/epbc](http://www.environment.gov.au/epbc) will take you to the Department of Climate Change, Energy the Environment and Water site. Here you can find information about the *Environment Protection and Biodiversity Conservation Act 1999* and your obligations under the Act.

Page 2 of the Filming and/or photography application provides opportunity for you to add any other information you feel will assist the Managing Agencies in assessing your application. Add supporting information by typing in the text field or upload a file if required by selecting the Upload File button.

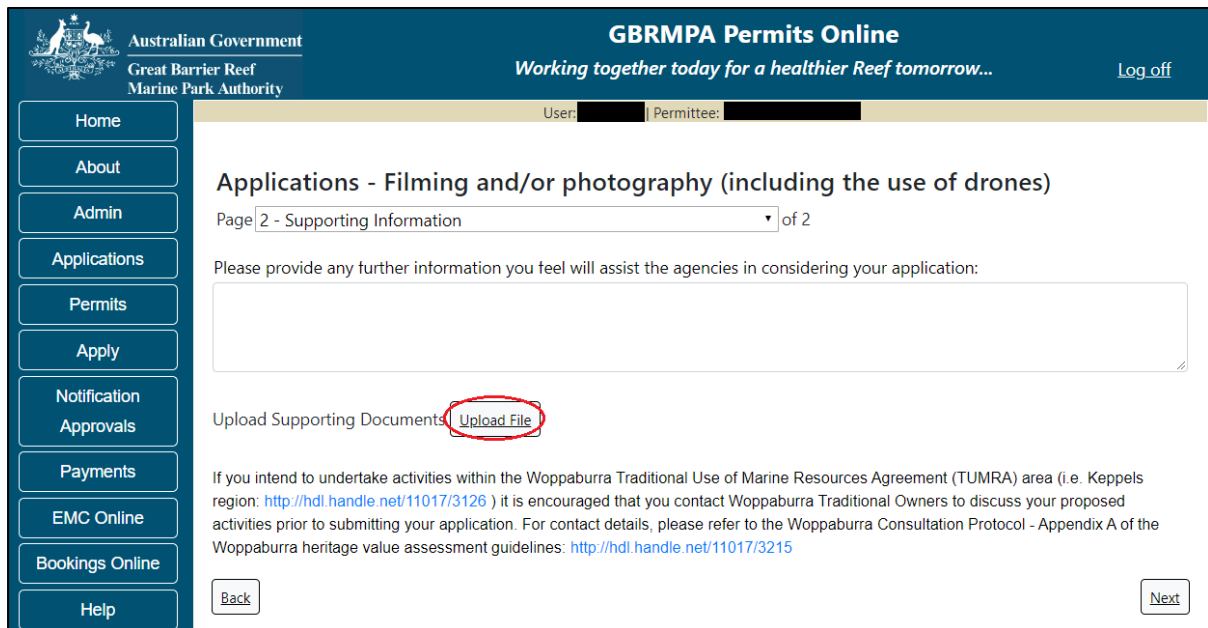


Figure 584 - Screenshot of Supporting Information screen with a red circle around the Upload File button

If a file is uploaded it will appear on the screen with the file name and a Remove button to remove the file if the wrong file is selected.

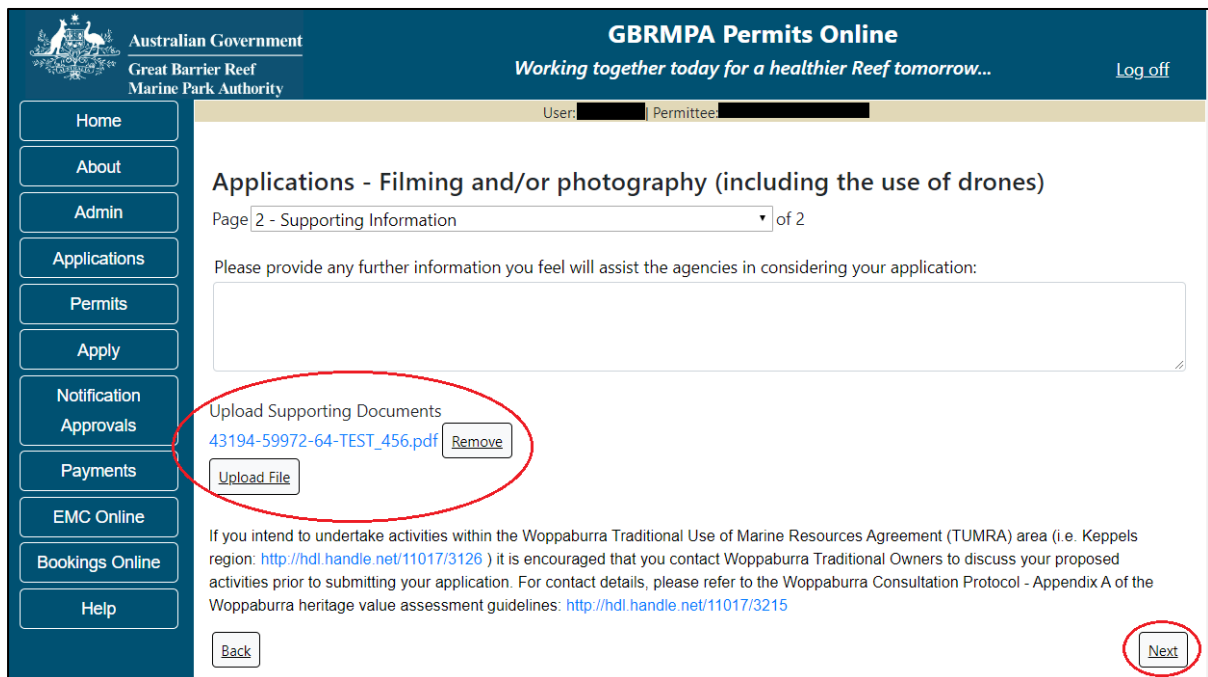


Figure 585 - Screenshot of Supporting Information screen with information entered and a red circle Uploaded File and Next button

Once you have completed the supporting information page select Next from the last page of the application questions, you will progress to an application summary screen with a number of options available via links or buttons. Select Next on the summary screen to progress to the Declarations screens.

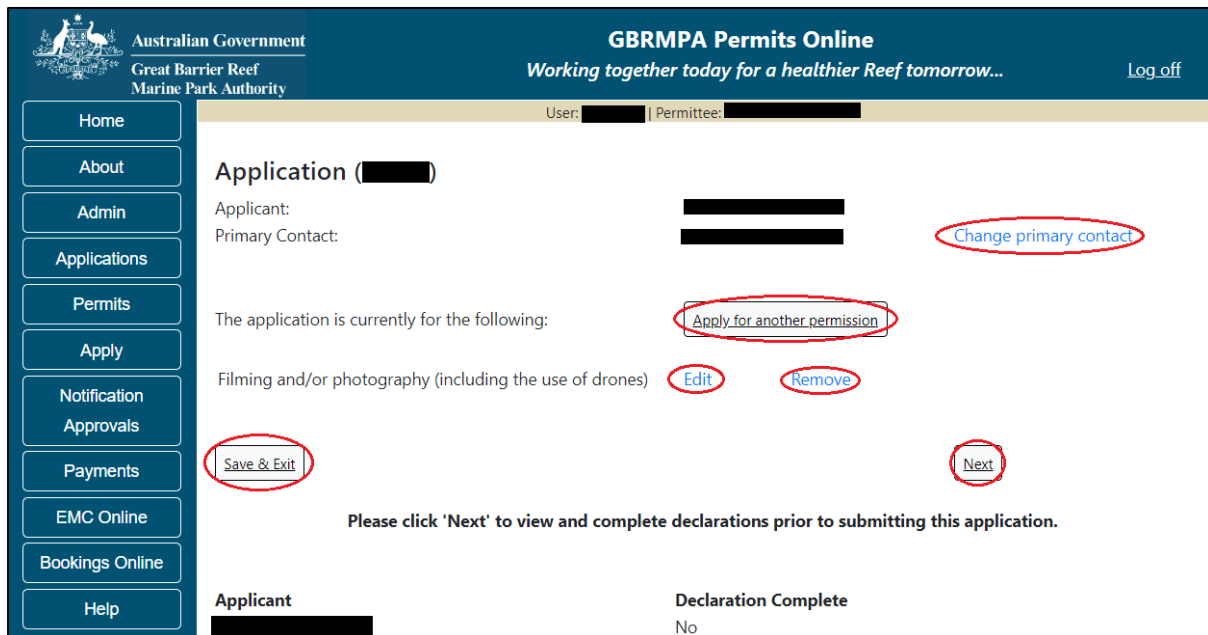


Figure 586 - Screenshot of Application Summary page with red circles around all options available

### Additional Information - Summary screen, links and buttons:

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Apply for another permission:** If the Apply for another permission button is selected, the applicant will progress to the What are you seeking to do in the Marine Parks page where another permission type can be added. (e.g. add a research permission to the filming permission).
- **Edit:** If edit is selected the application/permission will be reopened to apply any changes.
- **Remove:** If remove is selected the application/permission will be removed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.

Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

Australian Government  
Great Barrier Reef  
Marine Park Authority

Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

### Applications - Declaration

Page 1 - Declarations of 3

You should review your application carefully before you submit it. Each of the declarations made and information supplied during the permission application will be taken to have been made by you at the time you submit your application. It is a criminal offence under Commonwealth and State law for you to knowingly include a false or misleading statement in, or omit a material matter from, your application. We can also refuse your application on this basis.

I declare that:

I am authorised to submit this application \*  Yes  No ?

I have read and understand the privacy notice which explains how my personal information will and will not be used \*  Yes  No ?

I consent to the managing agencies conducting searches and making enquiries with relevant authorities to confirm my suitability to hold this permission. I understand this may include agencies such as the Australian Maritime Safety Authority (AMSA), Maritime Safety Queensland (MSQ), Queensland Department of Environment and Heritage Protection and recognised environmental eco-certification bodies \*  Yes  No ?

I agree to the managing agencies using electronic communication as the primary means of sending and receiving information relating to this application. I consent to the managing agencies using electronic dispatch to provide the decision (including any permit issued) and I accept responsibility for keeping my electronic contact details accurate and updated. \*  Yes  No ?

Figure 587 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

### Applications - Declaration

Page 3 - Declarations of 3

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.

Figure 588 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

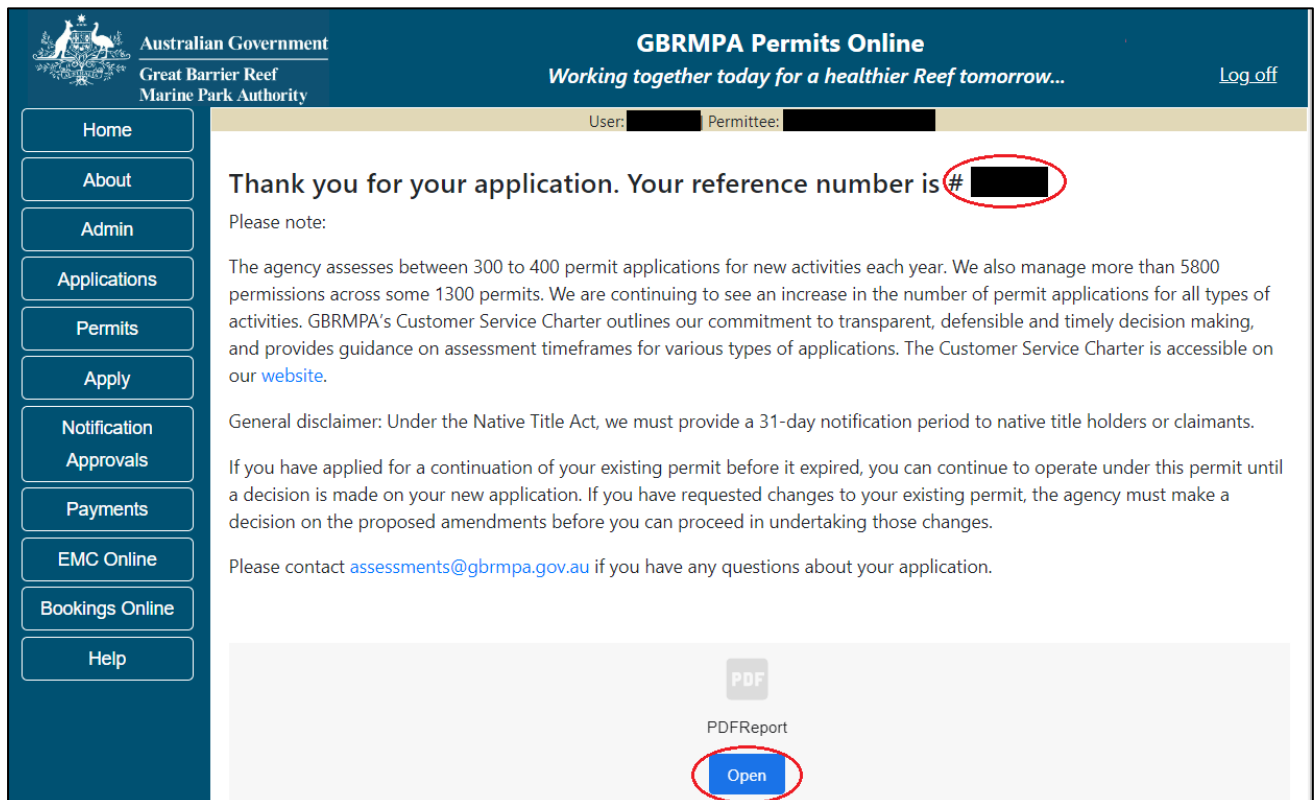


Figure 589 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the Applications screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

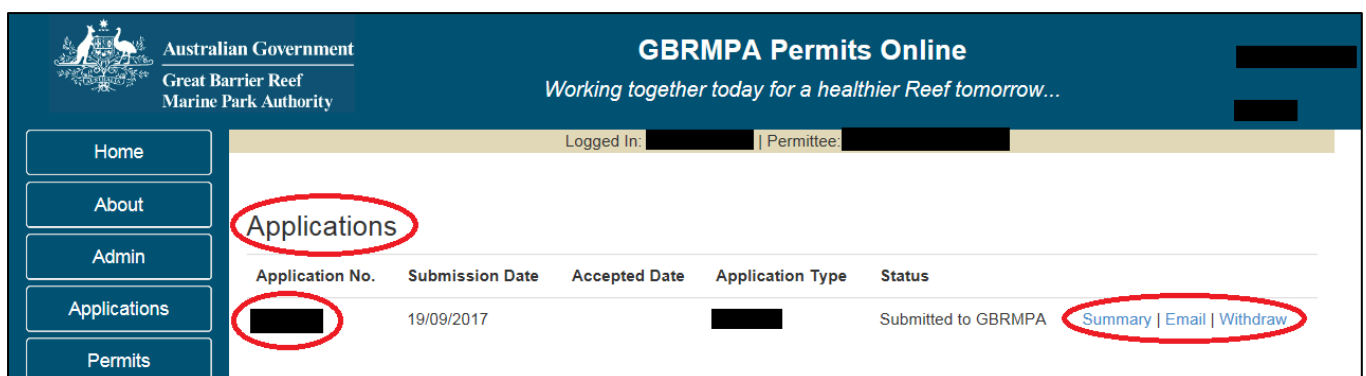


Figure 590 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options

## 18.2 Other Activities in the Marine Parks

### Apply – new permit – other activities – other

To apply for an Other Activities application select this option on the Apply – What are you seeking to do in the Marine Parks page.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online  
Bookings Online  
Help

### Apply - What are you seeking to do in the Marine Parks?

If you wish to apply for multiple permissions, these must be entered individually.  
Complete the first application process, then add another permission on the summary page.

- Activities allowed by a Routine Tourism and Charter Permit
- Other Tourism or Charter Activities
- Conduct Research
- Install / operate a Facility (including Mooring)
- Conduct an Educational Program
- Harvest Fishery
- COTS and/or Drupella Removal
- Carrying out works (dredging, dumping of spoil, reclamation..)
- Barge / Cargo Vessel Program
- Other Activities

Back Next

Figure 591 - Screenshot of Apply - What are you seeking to do in the Marine Parks screen with Other Activities and a red circle around the Next button

You will progress to the application sub type menu with further options to select the type of Other Activity you wish to apply for. Select the Other Activity type (Option selected is Other). Select Next to progress to application questions.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification

### Apply - What are you seeking to do in the Marine Parks?

If you wish to apply for multiple permissions, these must be entered individually.  
Complete the first application process, then add another permission on the summary page.

- Filming and/or photography (including the use of drones)
- Other (Please specify)

Back Next

Figure 592 - Screenshot of Apply - What are you seeking to do in the Marine Parks – Other (Please specify) selected and a red circle around Next button

Page 1 of Other application is the Other Type Details page. Add a short description of your proposal. Select Next to continue.

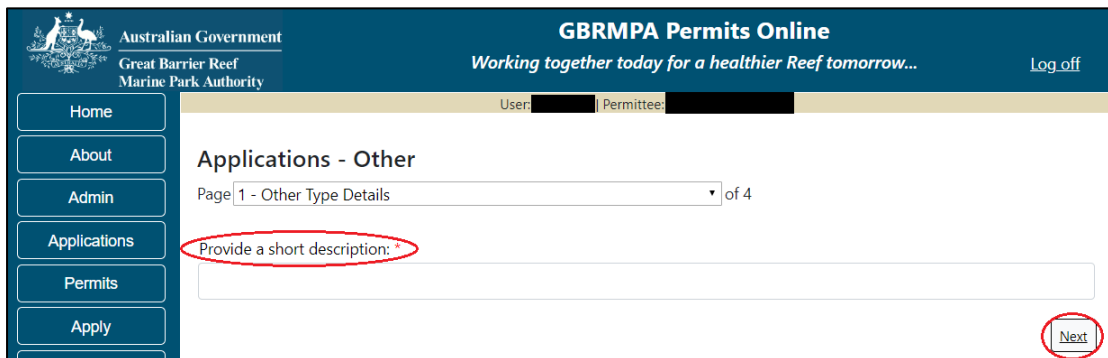


Figure 593 - Screenshot of Other Type Details page with a red circle around Provide a short description field and a red circle around Next button

Page 2 of Other application is the Environment Protection and Biodiversity Conservation Act page. This provides advice on matters of national environmental significance that must be considered when assessing an application. This screen is for your information only at this stage. Your assessing officer will contact you if it is determined to be relevant for your application.

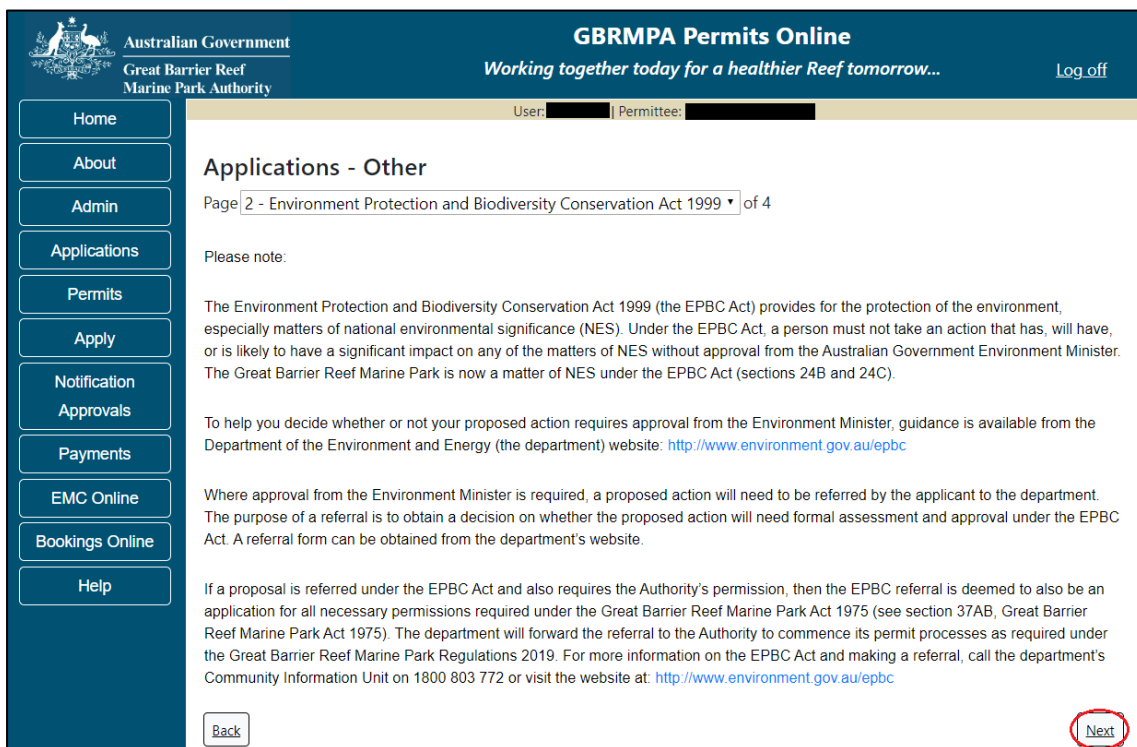
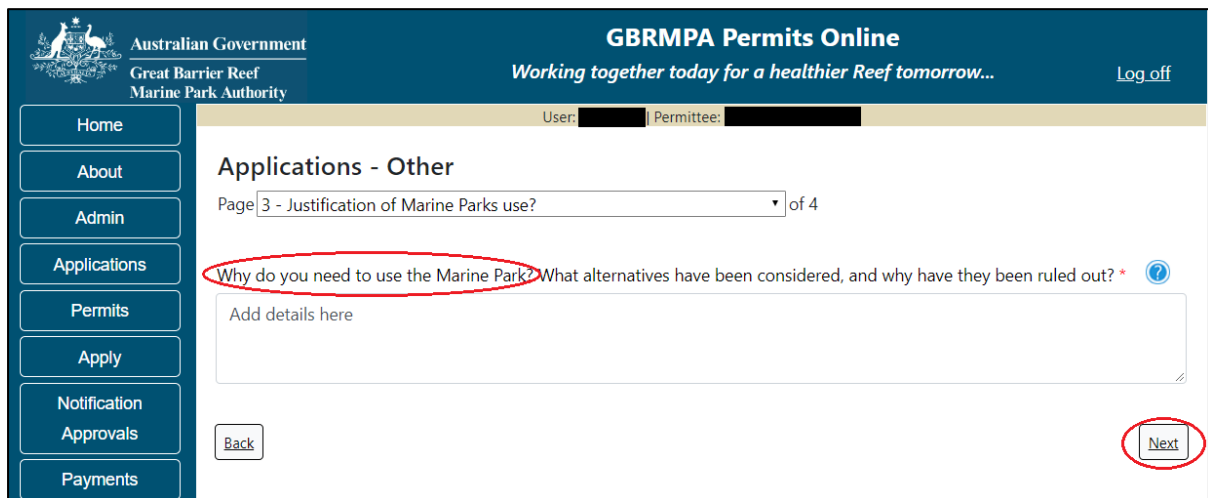


Figure 594 - Screenshot of Environment Protection and Biodiversity Conservation screen with a red circle around Next button

Links on the Environment Protection and Biodiversity Conservation [www.environment.gov.au/epbc](http://www.environment.gov.au/epbc) will take you to the Department of Climate Change, Energy the Environment and Water site. Here you can find information about the *Environment Protection and Biodiversity Conservation Act 1999* and your obligations under the Act.



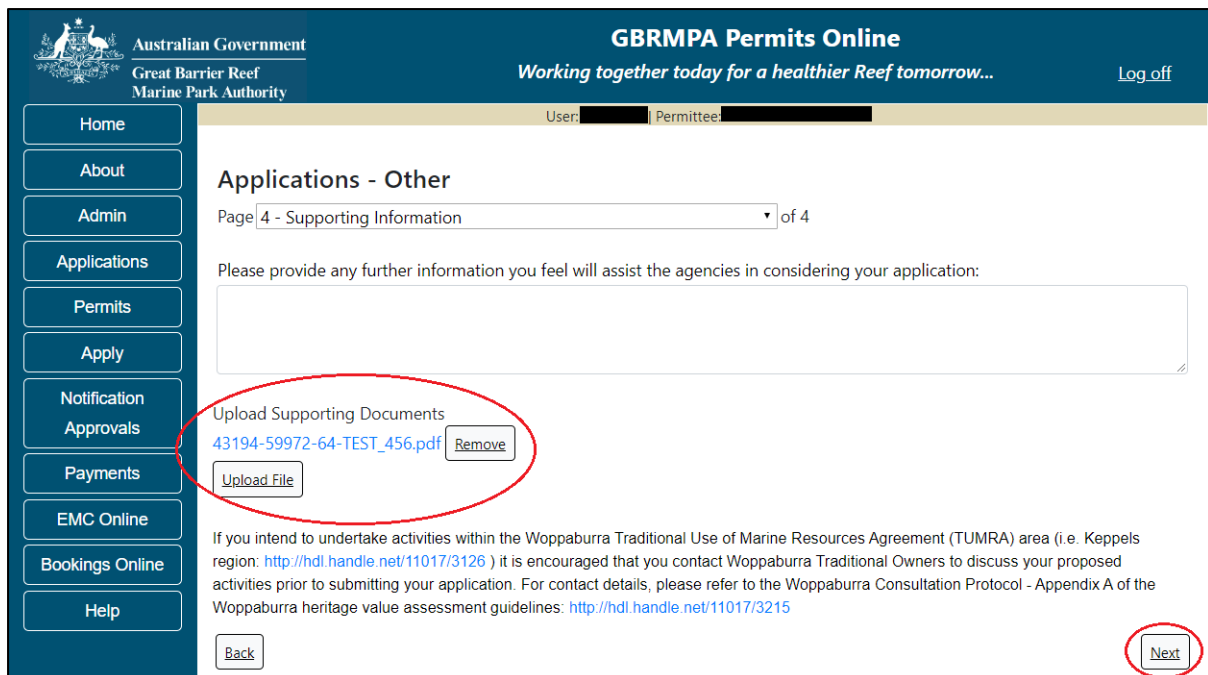
Page 3 of Other application is the Justification for Marine Park use. On this page add details of why you need to use the Marine Park? What alternatives have been considered and why have they been ruled out? Once you have added your details select Next to continue.



**Figure 595 - Screenshot of Justification for Marine Park Use page with a red circle question - Why do you need to use the Marine Park? Information displayed and red circle around Next button**

Page 4 of Other application provides opportunity for you to add any other information you feel will assist the Managing Agencies in assessing your application.

Add supporting information by typing in the text field or upload a file if required. If a file is uploaded it will appear on the screen with the file name and a Remove button to remove the file if the wrong file is selected. Select Next to continue.



**Figure 596 - Screenshot of Supporting Information screen with information entered and a red circle around Uploaded File and Next button**

Once you have completed the supporting information page select Next from the last page of the application questions, you will progress to an application summary screen with a number of options available via links or buttons. Select Next on the summary screen to progress to the Declarations screens.

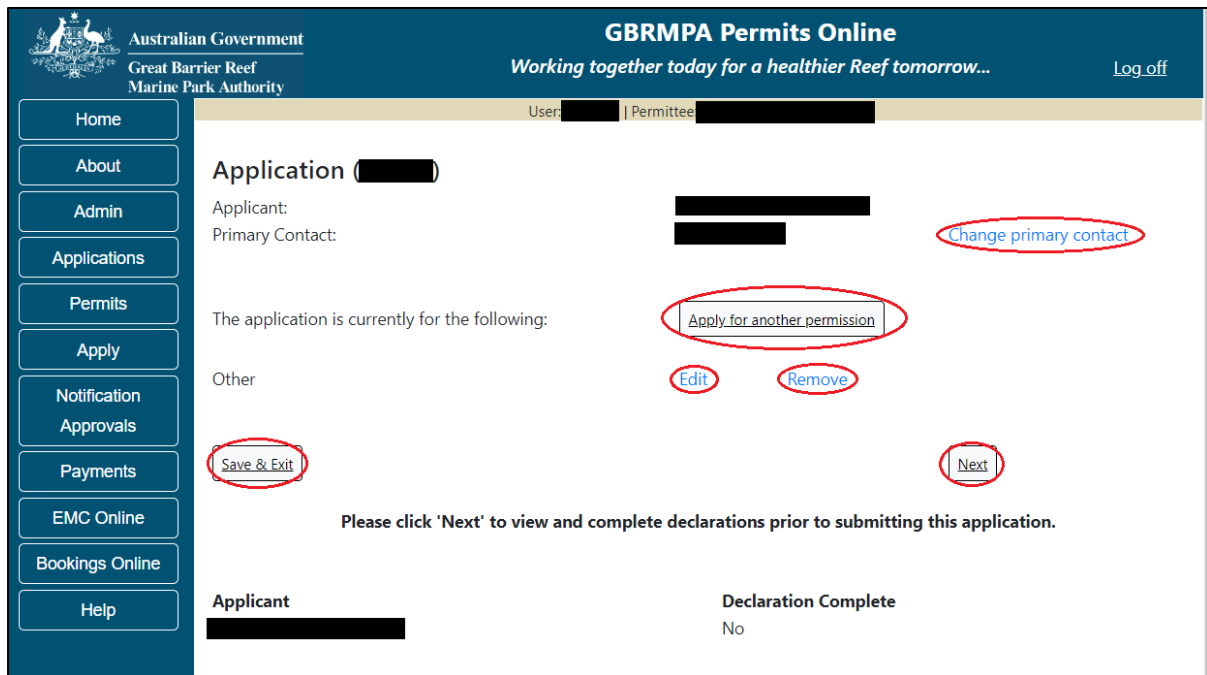


Figure 597 - Screenshot of Application Summary page with red circles around all options available

Additional Information - Summary screen, links and buttons:

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Apply for another permission:** If the Apply for another permission button is selected, the applicant will progress to the What are you seeking to do in the Marine Parks page where another permission type can be added. (e.g. add a tourism permission to the other permission).
- **Edit:** If edit is selected the application/permission will be reopened to apply any changes.
- **Remove:** If remove is selected the application/permission will be removed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.

Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

Figure 598 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

Figure 599 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

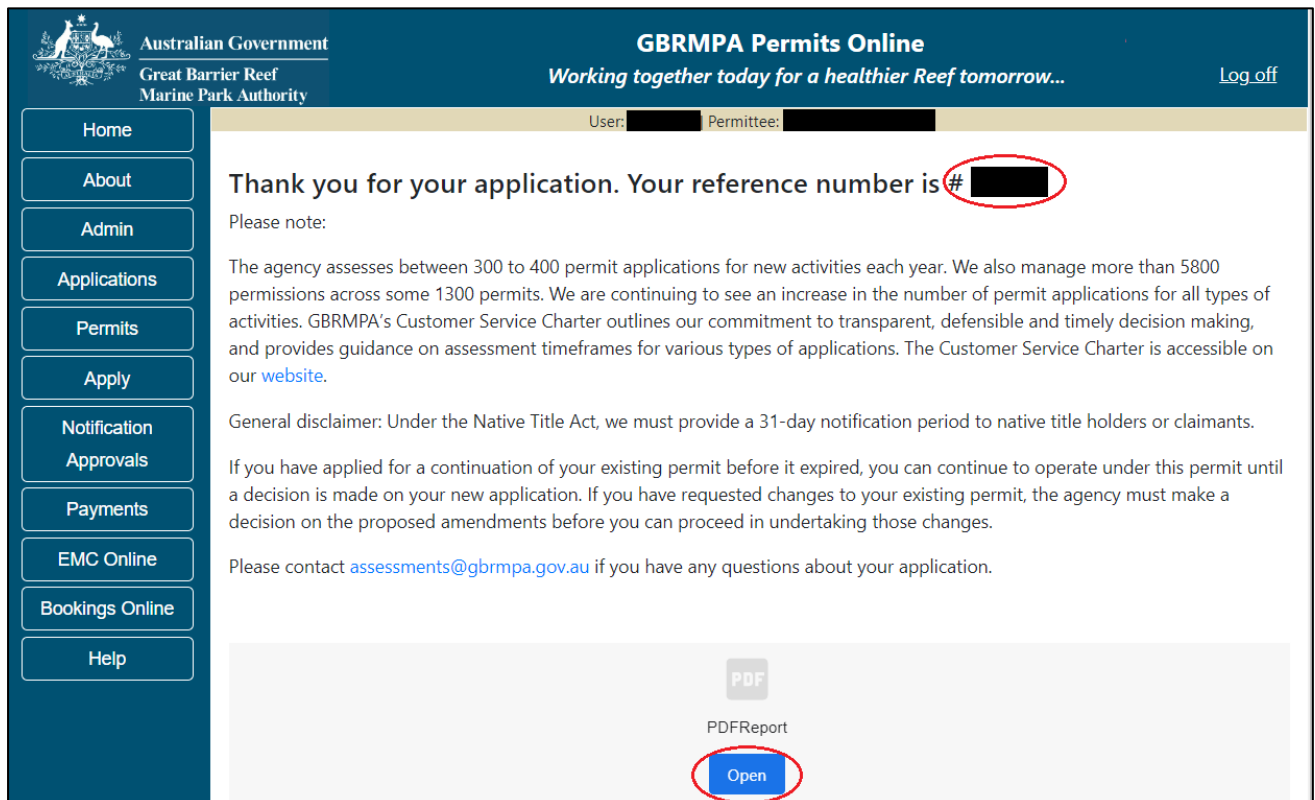


Figure 600 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the Applications screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

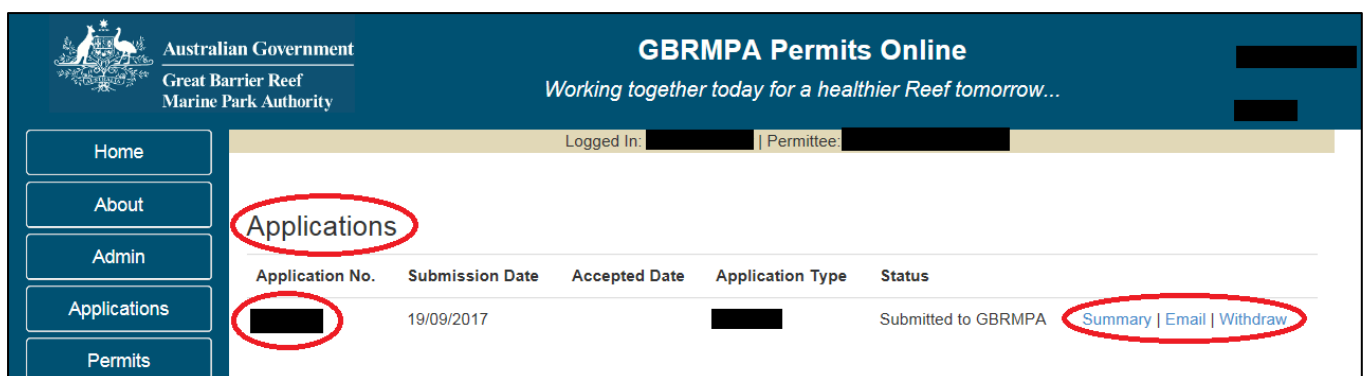


Figure 601 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options

## 19.0 Continue a Current Permit

To continue a permit, select the Apply tab. You will be provided options to choose from, select Continue a current permit.

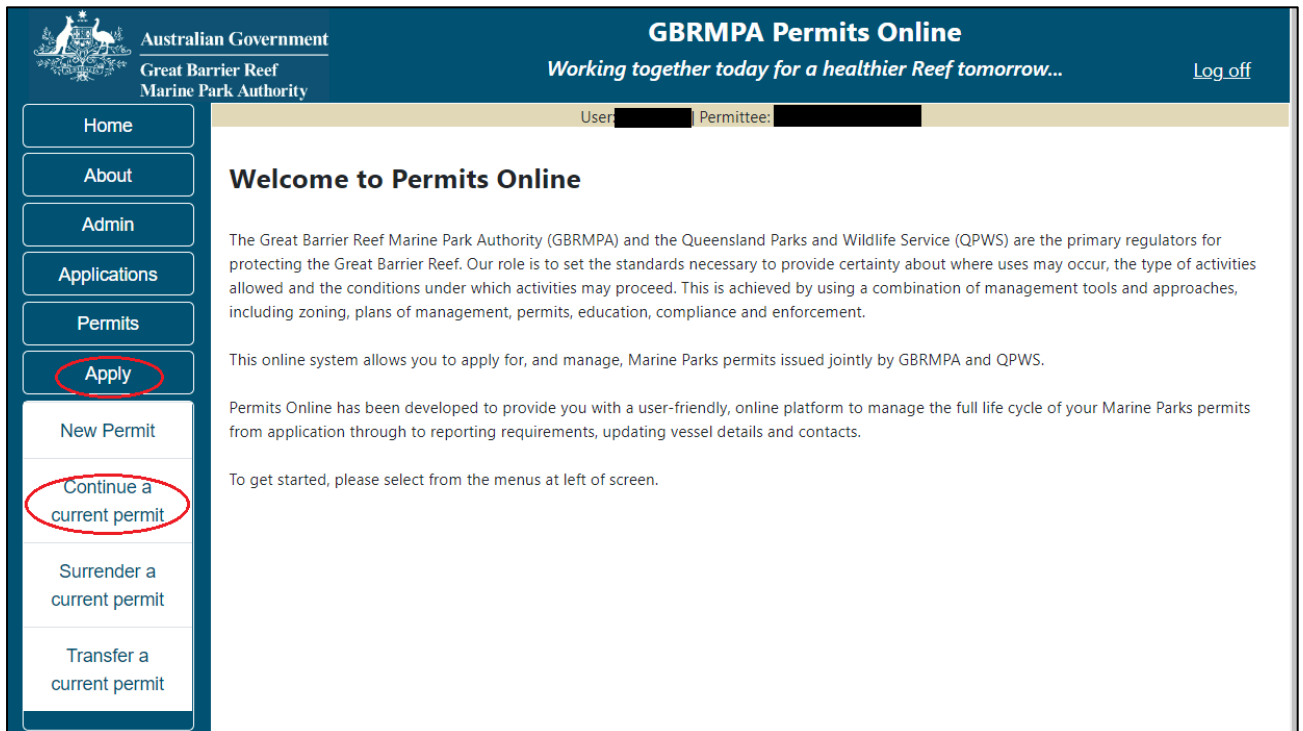


Figure 602 - Screenshot of Permits Online Home page with a red circle Apply menu and Continue a current permit circled

You will then progress to the Current Permits screen with options to choose which permit you wish to Continue.

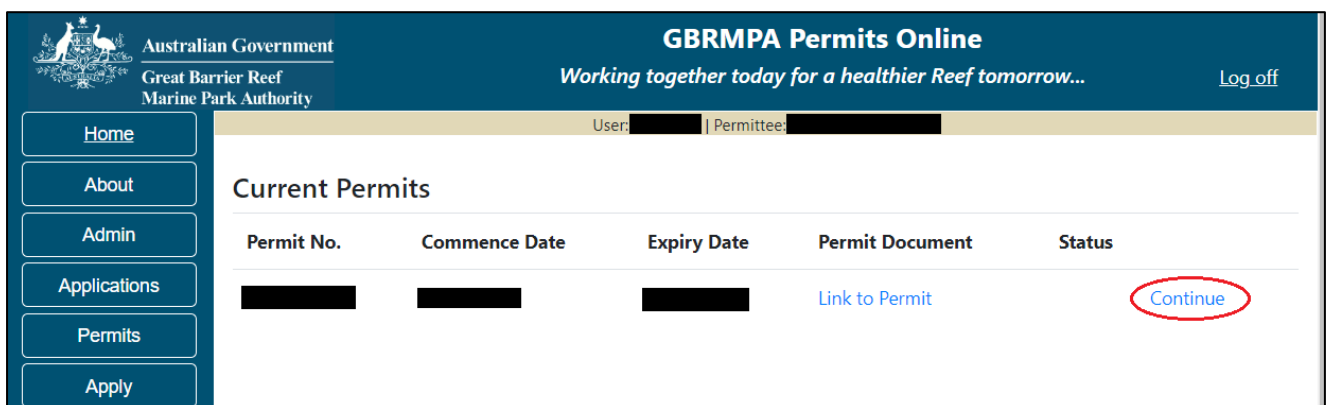


Figure 603 - Screenshot of Current Permits screen with continue option circled in red

Select Continue to move to the next page of the application.

The Current Permit Details screen will appear, select the Continue button to move to the next page of the application.

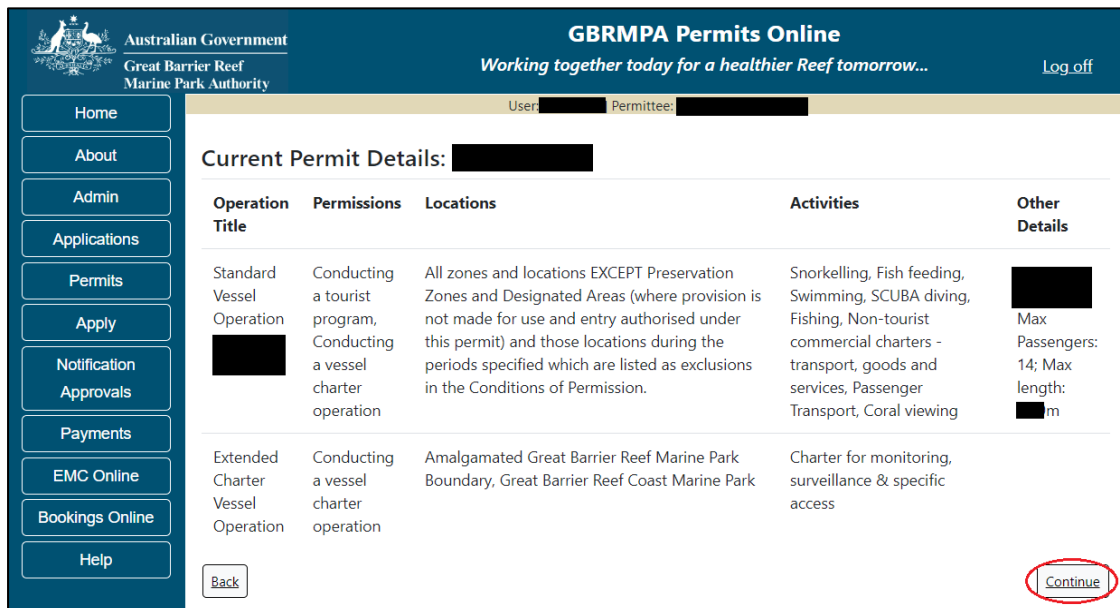


Figure 604 - Screenshot of Continue an Existing Permit page with permit information displayed and a red circle around continue

The primary contact screen is where you can select who is the primary contact for this application. Select the existing primary contact if that person is going to be the primary contact for this application. If the details are correct select the tick box next to the These contact details are correct, then select Next. You will progress to the application summary screen (refer to Figure 549 to continue).

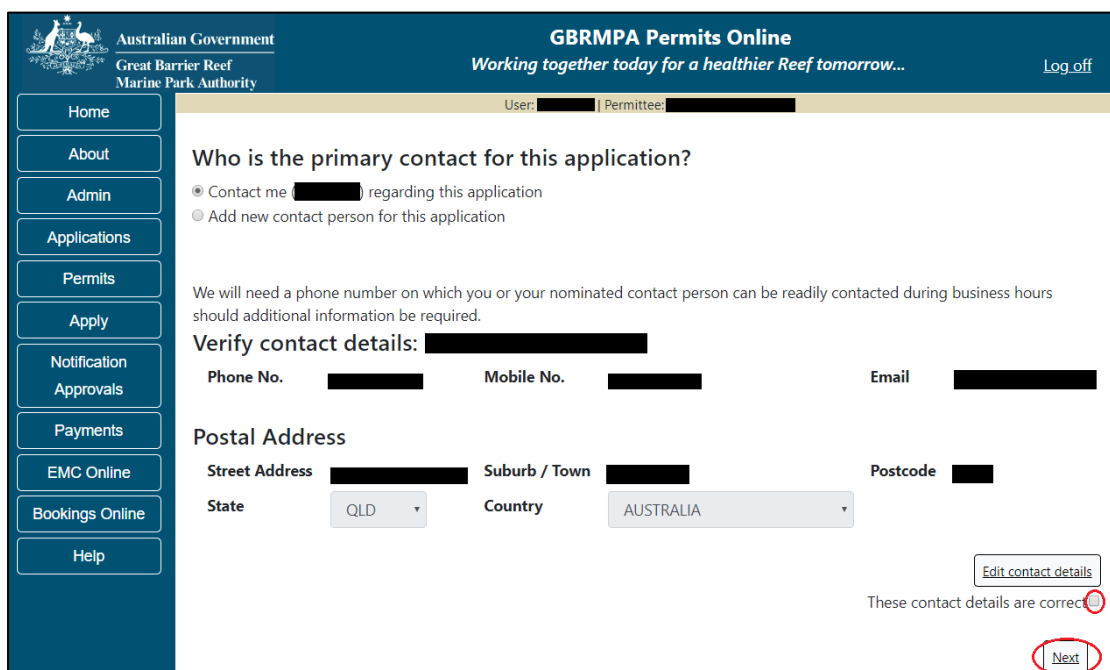


Figure 605 - Screenshot of Who is the primary contact for this application screen with a red circle around the These details are correct tick box and a red circle around the Next button

If the details require an update select the Edit contact details button.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...  
Log off

User: [redacted] | Permittee: [redacted]

### Who is the primary contact for this application?

Contact me [redacted] regarding this application  
 Add new contact person for this application

We will need a phone number on which you or your nominated contact person can be readily contacted during business hours should additional information be required.

Verify contact details: [redacted]

Phone No. [redacted]      Mobile No. [redacted]      Email [redacted]

### Postal Address

Street Address [redacted]      Suburb / Town [redacted]      Postcode [redacted]

State [QLD]      Country [AUSTRALIA]

[Edit contact details](#)

These contact details are correct

Next

Figure 606 – Screenshot of the Who is the primary contact for this application screen with a red circle around the Edit contact details button

Edit the details that require updating. For example if the phone number requires updating add the new details into the field. Select Save once all the updated details have been added.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...  
Log off

User: [redacted] | Permittee: [redacted]

### Who is the primary contact for this application?

Contact me [redacted] regarding this application  
 Add new contact person for this application

We will need a phone number on which you or your nominated contact person can be readily contacted during business hours should additional information be required.

Verify contact details: [redacted]

Phone No. [redacted]      Mobile No. [redacted]      Email [redacted]

### Postal Address

Street Address [redacted]      Suburb / Town [redacted]      Postcode [redacted]

State [QLD]      Country [AUSTRALIA]

[Save](#)

These contact details are correct

Next

Figure 607 – Screenshot of Who is the primary contact for this application screen with a red circle around the Phone number details and a red circle around the Save button

Once save is selected confirm the new details are correct by selecting the These contact details are correct, then select Next.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online  
Bookings Online  
Help

Who is the primary contact for this application?

Contact me [redacted] regarding this application  
 Add new contact person for this application

We will need a phone number on which you or your nominated contact person can be readily contacted during business hours should additional information be required.

Verify contact details: [redacted]

Phone No. [redacted] Mobile No. [redacted] Email [redacted]

Postal Address

Street Address [redacted] Suburb / Town [redacted] Postcode [redacted]

State QLD Country AUSTRALIA

Save

These contact details are correct ✓

Next

Figure 608 - Screenshot of Who is the primary contact for this application screen with a red circle around the These details are correct tick box and a red circle around the Next button

If the existing contact is not the primary contact select Add a new contact person for this application, the search contacts field will appear.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals

Who is the primary contact for this application?

Contact me [redacted] regarding this application  
 Add new contact person for this application

Search Contacts

First Name \* [redacted] Surname \* [redacted] Preferred Email \* [redacted] Search

Figure 609 - Screenshot of Who is the primary contact for this application screen with Add new contact person for this application selected



Add details of Given Name, Surname and Preferred Email address, then select Search.

The screenshot shows the 'Who is the primary contact for this application?' screen. The header includes the Australian Government logo, 'Great Barrier Reef Marine Park Authority', and 'GBRMPA Permits Online' with the tagline 'Working together today for a healthier Reef tomorrow...'. A 'Log off' link is in the top right. A navigation menu on the left contains buttons for Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, and EMC Online. The main content area has two radio buttons: 'Contact me ( [redacted] ) regarding this application' and 'Add new contact person for this application'. Below is a 'Search Contacts' section with three input fields: 'First Name \* [redacted]', 'Surname \* [redacted]', and 'Preferred Email \* [redacted]'. A 'Search' button is circled in red.

Figure 610 – Screenshot of Who is the primary contact for this application screen with a red circle around the Search button

Once Search is selected, the system will display the contact, if the contact exist within the Reef Authority's system. If the contact is an existing contact to the Reef Authority, a Select button will appear next to the contact. Press the Select button that appears next to the contact and you will then progress to the next screen.

This screenshot shows the same application screen as Figure 610, but with search results displayed. The 'Search Contacts' section now contains a table with the following data:

First Name	Surname	Email	
[redacted]	[redacted]	[redacted]	Select

The 'Select' button in the table is circled in red. The 'Search' button from the previous screen is also circled in red.

Figure 611 – Screenshot of Who is the primary contact for this application screen with a red circle around the Search button and a red circle around the Select button

If the contact is not found within the Reef Authority's system a screen to add the details of the new contact appears.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...  
Log off

User: [redacted] | Permittee: [redacted]

### Who is the primary contact for this application?

Contact me (monty-isa) regarding this application  
 Add new contact person for this application

Title \*   
First Name \*   
Surname \*   
Phone \*   
Mobile   
Email \*

#### Postal Address

Street Address \*  Suburb / Town \*  Postcode \*   
State  Country   
Other State  Other Country

We will need a phone number on which you or your nominated contact person can be readily contacted during business hours should additional information be required.

Figure 612 - Screenshot of Who is the primary contact for this application screen with Add new contact person for this application selected

Add the details of the new contact filling in all fields marked with a mandatory (\*) and select Save.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...  
Log off

User: [redacted] | Permittee: [redacted]

### Who is the primary contact for this application?

Contact me (monty-isa) regarding this application  
 Add new contact person for this application

Title \*   
First Name \*   
Surname \*   
Phone \*   
Mobile   
Email \*

#### Postal Address

Street Address \*  Suburb / Town \*  Postcode \*   
State  Country   
Other State  Other Country

We will need a phone number on which you or your nominated contact person can be readily contacted during business hours should additional information be required.

Figure 613 - Screenshot of Who is the primary contact for this application screen with Add new contact person for this application selected and a red circle around the Save button

You will then progress to the Continue Application Summary Screen. Here you have a number of options available via links or buttons. Select Next on the summary screen to progress to the Declarations screens.

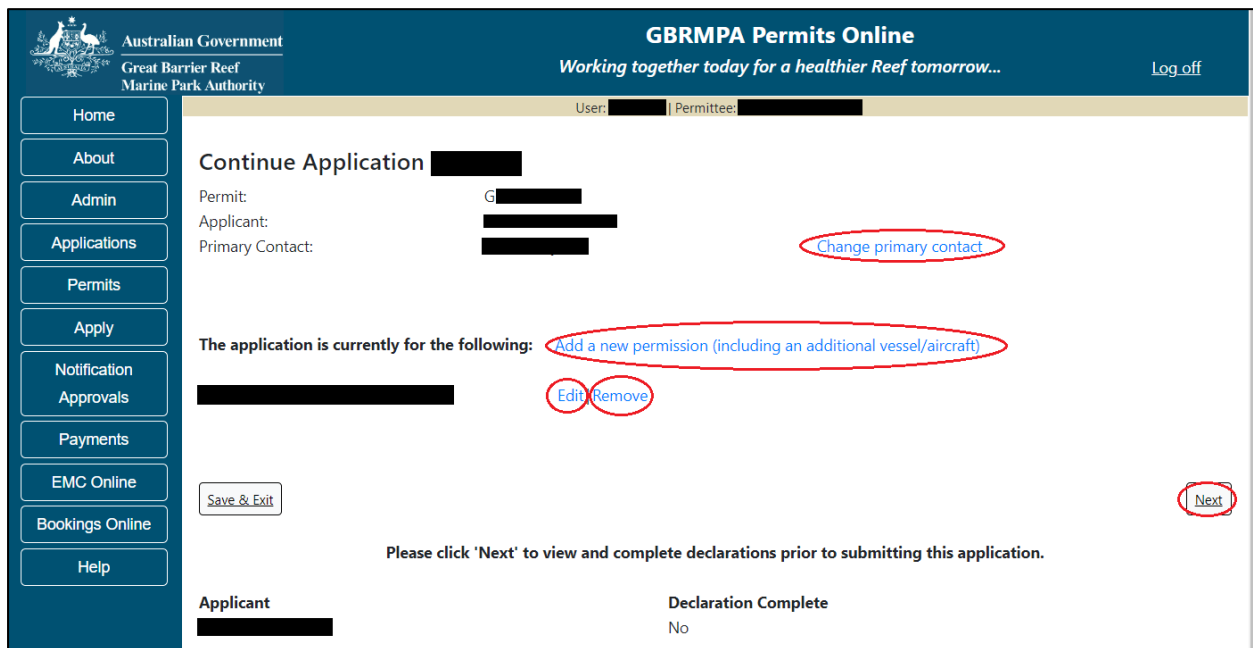


Figure 614 - Screenshot of Application Summary screens with red circles around all options available

Additional Information - Summary screen, links and buttons:

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Add a new permission (including an additional vessel/aircraft):** If the Add a new permission link is selected, the applicant will progress to the What are you seeking to do in the Marine Parks page where another permission type can be added. (e.g. add a mooring permission to the tourism permission).
- **Edit:** If edit is selected the application/permission will be reopened to apply any changes.
- **Remove:** If remove is selected the application/permission will be removed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.

If your continue application is a tourism application that is not being continued as a Routine Tourism and Charter Permit, the submission process will have 3 additional pages of questions to answer.

Page 1 is the total passenger capacity question for What is the total passenger capacity/participants you wish to have in the Marine Parks at any given time? (please consider future use in answering this question) is presented. Select a number from the list provided. Select Next to continue.

The screenshot shows the GBRMPA Permits Online interface. The header includes the Australian Government logo, 'Great Barrier Reef Marine Park Authority', and the slogan 'Working together today for a healthier Reef tomorrow...'. A navigation menu on the left contains buttons for Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, and EMC Online. The main content area is titled 'Continue' and shows 'Page 1 - Total Passenger Capacity/Participants' of 3. The question is 'What is the total passenger capacity/participants you wish to have in the Marine Parks at any given time? (please consider future use in answering this question) \*'. A dropdown menu is open, showing '<25 pax' as the selected option. Below the question, there is text about assessment fees and a link to view them. At the bottom, there are 'Back' and 'Next' buttons, with the 'Next' button circled in red.

Figure 615 - Screenshot of the Total Passenger Capacity / Participants page with a red circle around the total passenger capacity/participants drop list and a red circle around the Next button

Page 2 refers to High Standard Tourism operators. If you have obtained a High Standard Tourism certification with an approved certification scheme, select Yes then upload a copy of your certificate using the upload feature. Once you select the Yes button, an Upload File button will appear. Select the Upload File button and upload a file.

The screenshot shows the GBRMPA Permits Online interface for 'High Standard Tourism'. The header and navigation menu are the same as in Figure 615. The main content area is titled 'Continue' and shows 'Page 2 - High Standard Tourism' of 3. The text explains that GBRMPA encourages best practice marine tourism and provides incentives for operators. It then asks: 'Are you already appropriately certified, you can apply for a 20-year permit term (instead of an 8-year permit term) at no extra cost. Be aware that you must maintain certification during the length of your permit term. If you are in the process of becoming appropriately certified, you may prefer to wait and apply for your Marine Parks permit once your certification is confirmed, so that you can qualify for the 20-year permit term. If you are unable to provide a current certification document with this application, you will be considered for an 8-year permit term.' Below this, it asks: 'Are you applying for a longer term permit on the basis that you are currently certified with Ecotourism Australia or EarthCheck and are a High Standard Tourism Operator? \*'. There are two radio buttons, 'Yes' and 'No', both of which are circled in red. At the bottom, there are 'Back' and 'Next' buttons.

Figure 616 - Screenshot of High Standard Tourism page with a red circle Yes and No options

If your continue application is a not a tourism application, the submission process will have 1 additional page, Supporting Information. Add any other information you feel will assist the Managing Agencies in assessing your application by typing in the text field or upload a file if required.

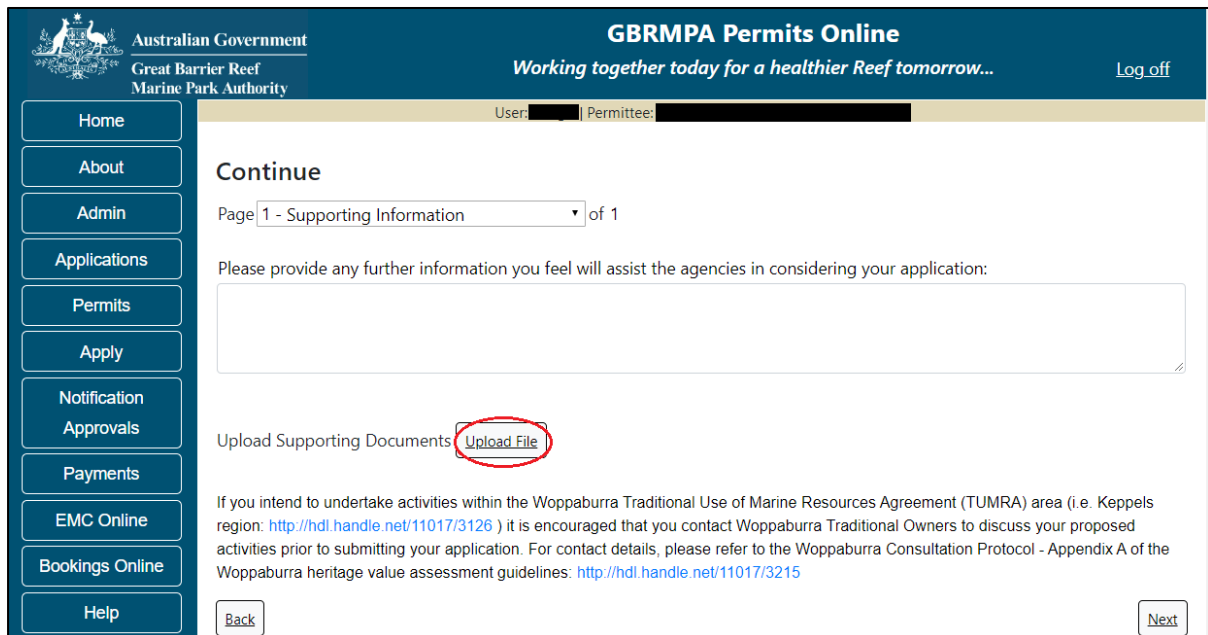


Figure 617 - Screenshot of Supporting Information screen with a red circle around the Uploaded File button

If a file is uploaded it will appear on the screen with the file name and a Remove button to remove the file if the wrong file is selected. Select Next to progress to the declaration pages.

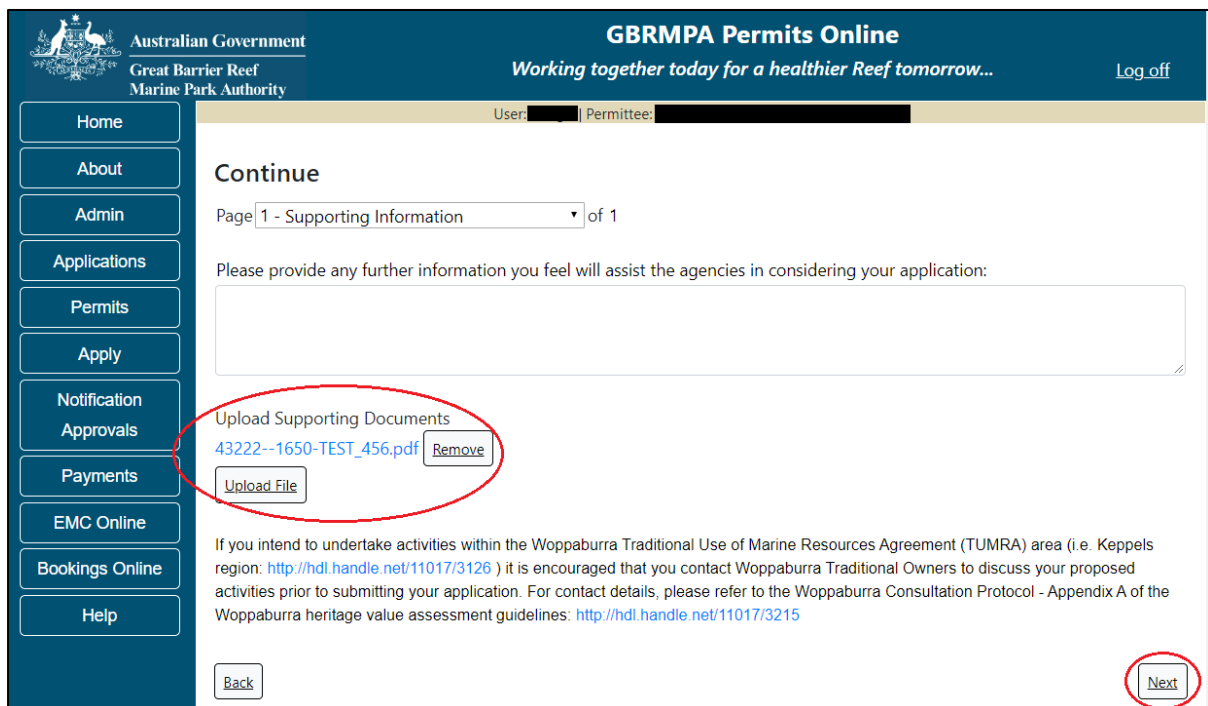


Figure 618 - Screenshot of Supporting Information screen with a red circle around Uploaded File and Next button

Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

Australian Government  
Great Barrier Reef  
Marine Park Authority

Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

### Applications - Declaration

Page 1 - Declarations of 3

You should review your application carefully before you submit it. Each of the declarations made and information supplied during the permission application will be taken to have been made by you at the time you submit your application. It is a criminal offence under Commonwealth and State law for you to knowingly include a false or misleading statement in, or omit a material matter from, your application. We can also refuse your application on this basis.

I declare that:

I am authorised to submit this application \*  Yes  No ?

I have read and understand the privacy notice which explains how my personal information will and will not be used \*  Yes  No ?

I consent to the managing agencies conducting searches and making enquiries with relevant authorities to confirm my suitability to hold this permission. I understand this may include agencies such as the Australian Maritime Safety Authority (AMSA), Maritime Safety Queensland (MSQ), Queensland Department of Environment and Heritage Protection and recognised environmental eco-certification bodies \*  Yes  No ?

I agree to the managing agencies using electronic communication as the primary means of sending and receiving information relating to this application. I consent to the managing agencies using electronic dispatch to provide the decision (including any permit issued) and I accept responsibility for keeping my electronic contact details accurate and updated. \*  Yes  No ?

Figure 619 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

### Applications - Declaration

Page 3 - Declarations of 3

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.

Figure 620 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

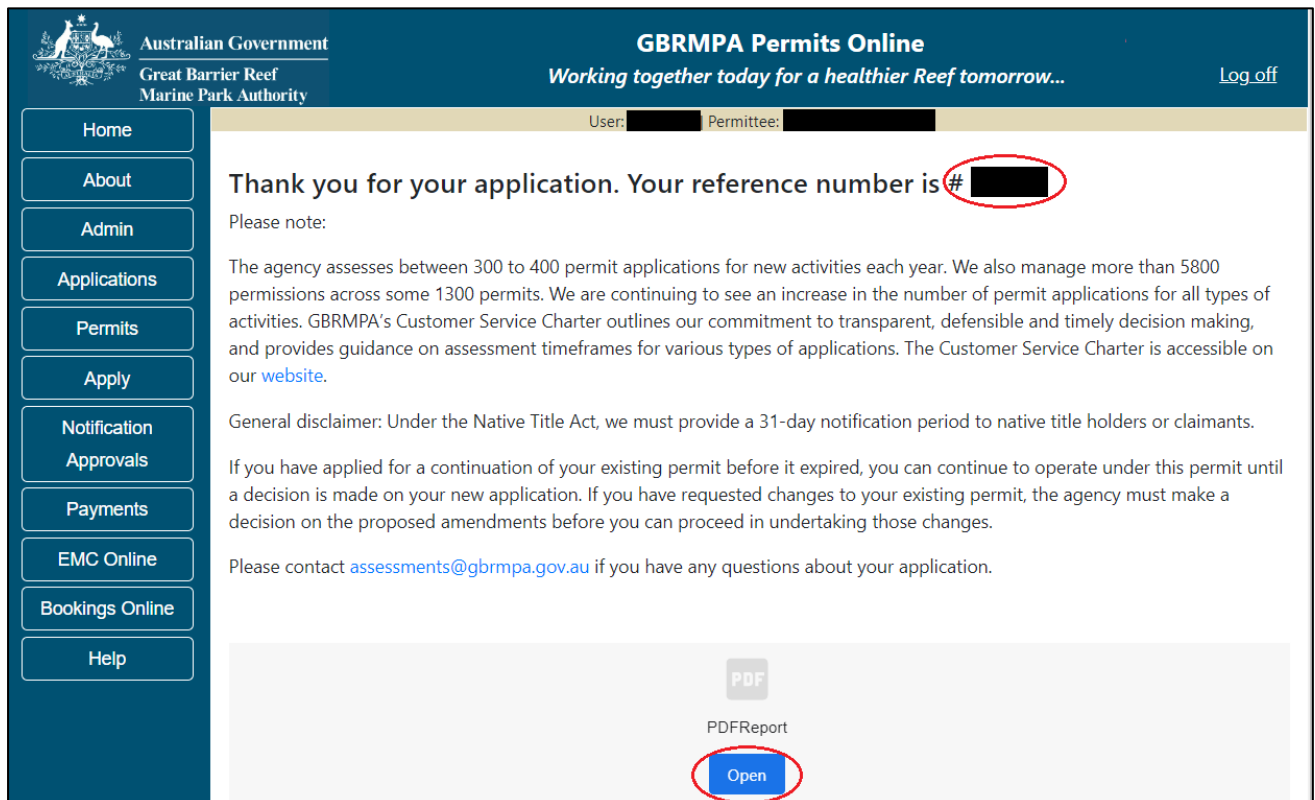


Figure 621 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the Applications screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

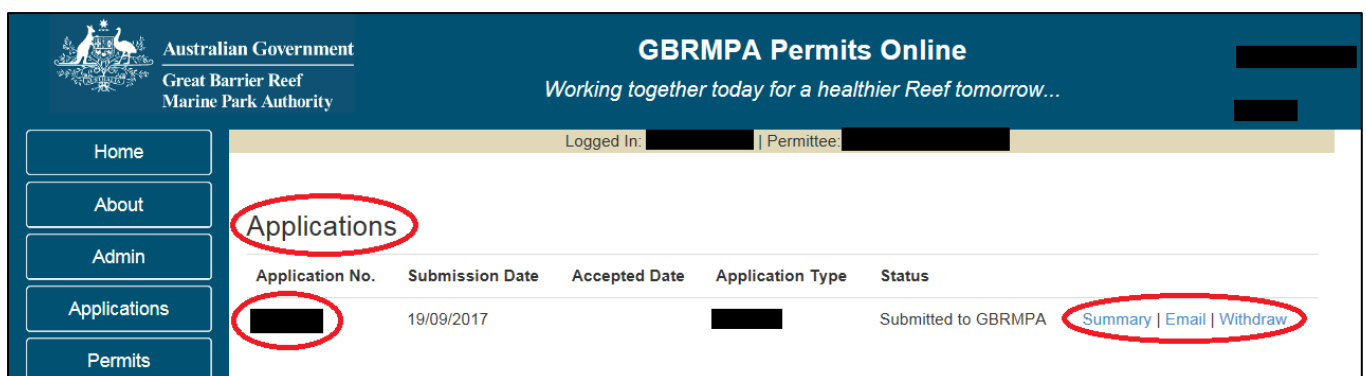


Figure 622 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options

## 19.1 Tourism Continuation

To continue a tourism permit, select the Apply tab. You will be provided options to choose from, select Continue a current permit.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] Permittee: [redacted]

**Welcome to Permits Online**

The Great Barrier Reef Marine Park Authority (GBRMPA) and the Queensland Parks and Wildlife Service (QPWS) are the primary regulators for protecting the Great Barrier Reef. Our role is to set the standards necessary to provide certainty about where uses may occur, the type of activities allowed and the conditions under which activities may proceed. This is achieved by using a combination of management tools and approaches, including zoning, plans of management, permits, education, compliance and enforcement.

This online system allows you to apply for, and manage, Marine Parks permits issued jointly by GBRMPA and QPWS.

Permits Online has been developed to provide you with a user-friendly, online platform to manage the full life cycle of your Marine Parks permits from application through to reporting requirements, updating vessel details and contacts.

To get started, please select from the menus at left of screen.

Figure 623 - Screenshot of Permits Online Home page with a red circle Apply menu and Continue a current permit circled

You will then progress to the Current Permits screen with options to choose which permit you wish to Continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] Permittee: [redacted]

**Current Permits**

Permit No.	Commence Date	Expiry Date	Permit Document	Status
[redacted]	[redacted]	[redacted]	<a href="#">Link to Permit</a>	<a href="#">Continue</a>

Figure 624 - Screenshot of Current Permits screen with continue option circled in red

Select Continue to move to the next page.



The Current Permit Details screen will appear, select the Continue button to move to the next page of the application.

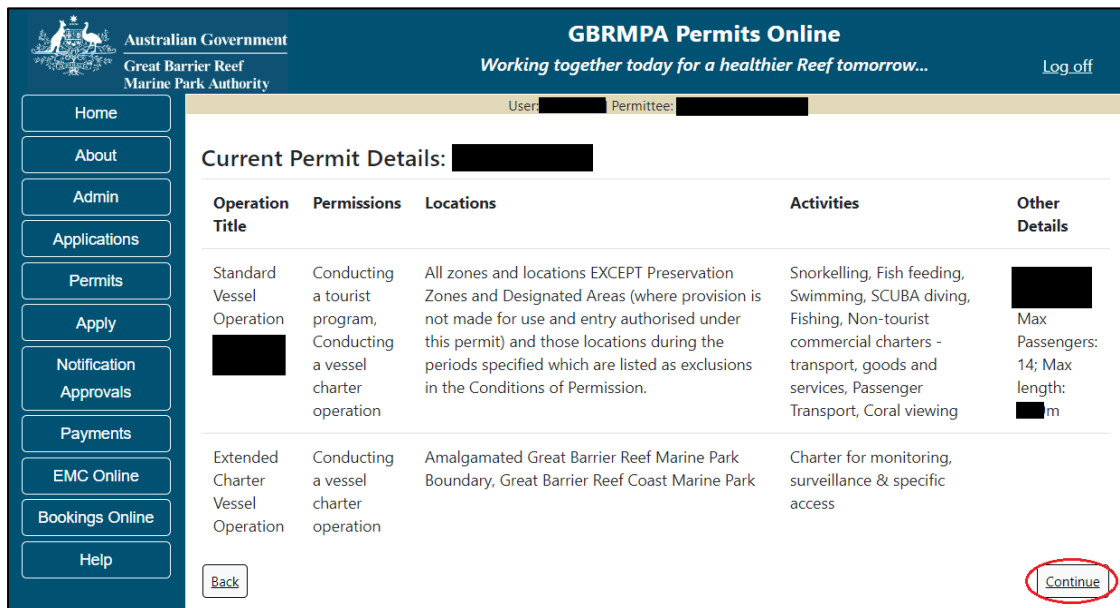


Figure 625 - Screenshot of Continue an Existing Permit page with permit information displayed and a red circle around permit number hyperlink option

The primary contact screen is where you can select who is the primary contact for this application. Select the existing primary contact if that person is going to be the primary contact for this application. If the details are correct select the tick box next to the These contact details are correct, then select Next. You will progress to the application summary screen (refer to Figure 568 to continue).

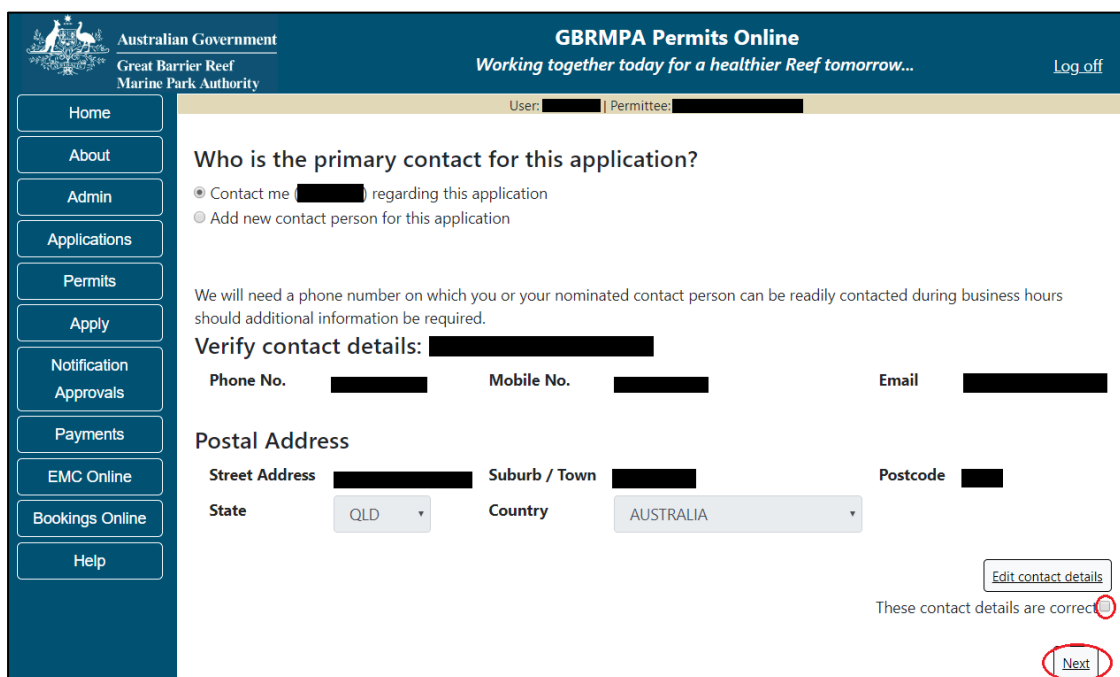


Figure 626 - Screenshot of Who is the primary contact for this application screen with a red circle around the These details are correct tick box and a red circle around the Next button

If the details require an update select the Edit contact details button.

Figure 627 – Screenshot of the Who is the primary contact for this application screen with a red circle around the Edit contact details button

Edit the details that require updating. For example if the phone number requires updating add the new details into the field. Select Save once all the updated details have been added.

Figure 628 – Screenshot of Who is the primary contact for this application screen with a red circle around the Phone number details and a red circle around the Save button

Once Save is selected confirm the new details are correct by selecting the These contact details are correct, then select Next.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online  
Bookings Online  
Help

### Who is the primary contact for this application?

Contact me [redacted] regarding this application  
 Add new contact person for this application

We will need a phone number on which you or your nominated contact person can be readily contacted during business hours should additional information be required.

#### Verify contact details: [redacted]

Phone No. [redacted] Mobile No. [redacted] Email [redacted]

#### Postal Address

Street Address [redacted] Suburb / Town [redacted] Postcode [redacted]

State QLD Country AUSTRALIA

Save

These contact details are correct ✓

Next

Figure 629 – Screenshot of Who is the primary contact for this application screen with a red circle around the These details are correct tick box and a red circle around the Next button

If the existing contact is not the primary contact select Add a new contact person for this application, the search contacts field will appear.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals

### Who is the primary contact for this application?

Contact me [redacted] regarding this application  
 Add new contact person for this application

#### Search Contacts

First Name \* [redacted] Surname \* [redacted] Preferred Email \* [redacted] Search

Figure 630 - Screenshot of Who is the primary contact for this application screen with Add new contact person for this application selected

Add details of Given Name, Surname and Preferred Email address, then select Search

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

User: [redacted] | Permittee: [redacted] Log off

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals

Who is the primary contact for this application?

Contact me ([redacted]) regarding this application  
 Add new contact person for this application

Search Contacts

First Name \* [redacted] Surname \* [redacted] Preferred Email \* [redacted] Search

Figure 631 – Screenshot of Who is the primary contact for this application screen with a red circle around the Search button

Once Search is selected, the system will display the contact, if the contact exist within the Reef Authority's system. If the contact is an existing contact to the Reef Authority, a Select button will appear next to the contact. Press the Select button that appears next to the contact and you will then progress to the next screen.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

User: [redacted] | Permittee: [redacted] Log off

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online

Who is the primary contact for this application?

Contact me ([redacted]) regarding this application  
 Add new contact person for this application

Search Contacts

First Name \* [redacted] Surname \* [redacted] Preferred Email \* [redacted] Search

First Name	Surname	Email	
[redacted]	[redacted]	[redacted]	Select

Figure 632 – Screenshot of Who is the primary contact for this application screen with a red circle around the Search button and a red circle around the Select button

If the contact is not found within the Reef Authority's system a screen to add the details of the new contact appears.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] | Permittee: [redacted]

### Who is the primary contact for this application?

Contact me (monty-isa) regarding this application  
 Add new contact person for this application

Title \*   
First Name \*   
Surname \*   
Phone \*   
Mobile   
Email \*

#### Postal Address

Street Address \*  Suburb / Town \*  Postcode \*   
State  Country   
Other State  Other Country

We will need a phone number on which you or your nominated contact person can be readily contacted during business hours should additional information be required.

Figure 633 - Screenshot of Who is the primary contact for this application screen with Add new contact person for this application selected

Add the details of the new contact filling in all fields marked with a mandatory (\*) and select Save.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] | Permittee: [redacted]

### Who is the primary contact for this application?

Contact me (monty-isa) regarding this application  
 Add new contact person for this application

Title \* [redacted]  
First Name \* [redacted]  
Surname \* [redacted]  
Phone \* [redacted]  
Mobile [redacted]  
Email \* [redacted]

#### Postal Address

Street Address \* [redacted] Suburb / Town \* [redacted] Postcode \* [redacted]  
State  Country   
Other State  Other Country

We will need a phone number on which you or your nominated contact person can be readily contacted during business hours should additional information be required.

Figure 634 - Screenshot of Who is the primary contact for this application screen with Add new contact person for this application selected and a red circle around the Save button

You will then progress to the Continue Application Summary Screen. Here you have a number of options. If your application/permit is eligible for a routine tourism and charter permit the question Continue as a routine application will need to be answered and Save selected for the system to progress to the next step.

Figure 635 - Screenshot of Application Summary screens with a red circle around Yes and No options and a red circle around the Save button

### Additional Information - Routine Tourism and Charter Permit

Links to the Authorities Permission Service Charter and an example Routine Tourism and Charter Permit are below. Applicants should carefully read the example Routine Tourism and Charter Permit to understand the conditions and check all planned activities are allowed.

Please note that public liability insurance of minimum \$20 million is required as a condition of the Routine Tourism and Charter permit.

- Links to the Reef Authority’s Permissions Service Charter (<http://elibrary.gbrmpa.gov.au/jspui/handle/11017/3247>)
- Link to an example routine tourism and charter permit (<https://elibrary.gbrmpa.gov.au/jspui/handle/11017/3605>) are also on screen.

If No is selected or your previous tourism permit is not eligible to be continued as a Routine Tourism the screen will refresh and the application will remain a standard (Tailored) continuation.

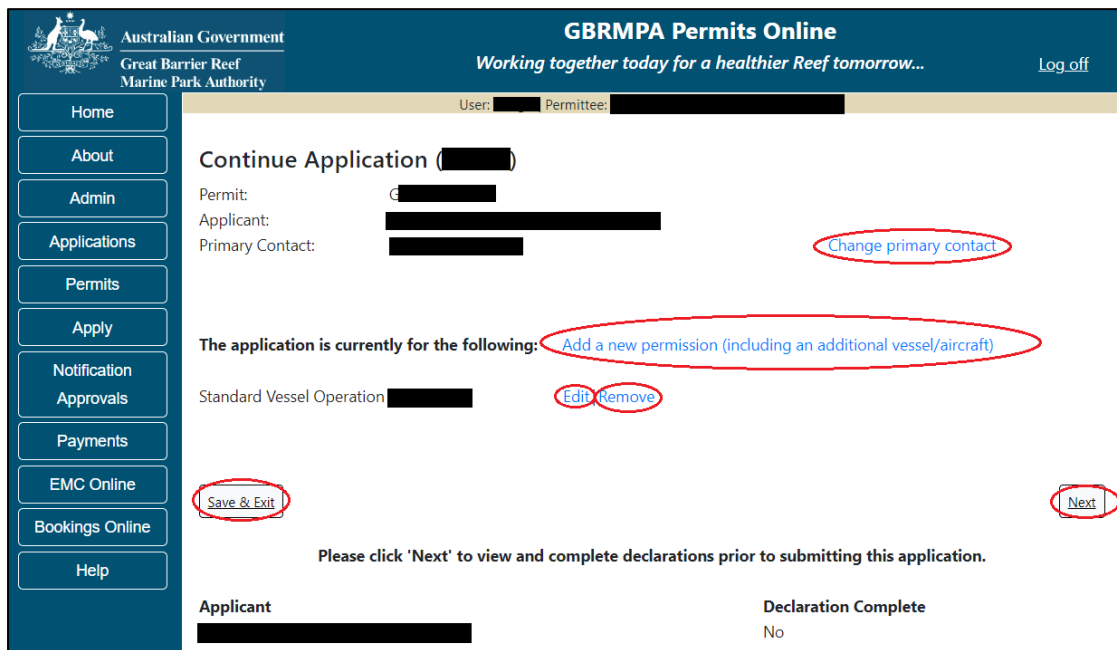


Figure 636 - Screenshot of Application Summary screens with red circles around all options available

If Yes is selected the screen will refresh and update to a routine tourism and charter continuation, continue from the next page of this manual if Yes is selected.

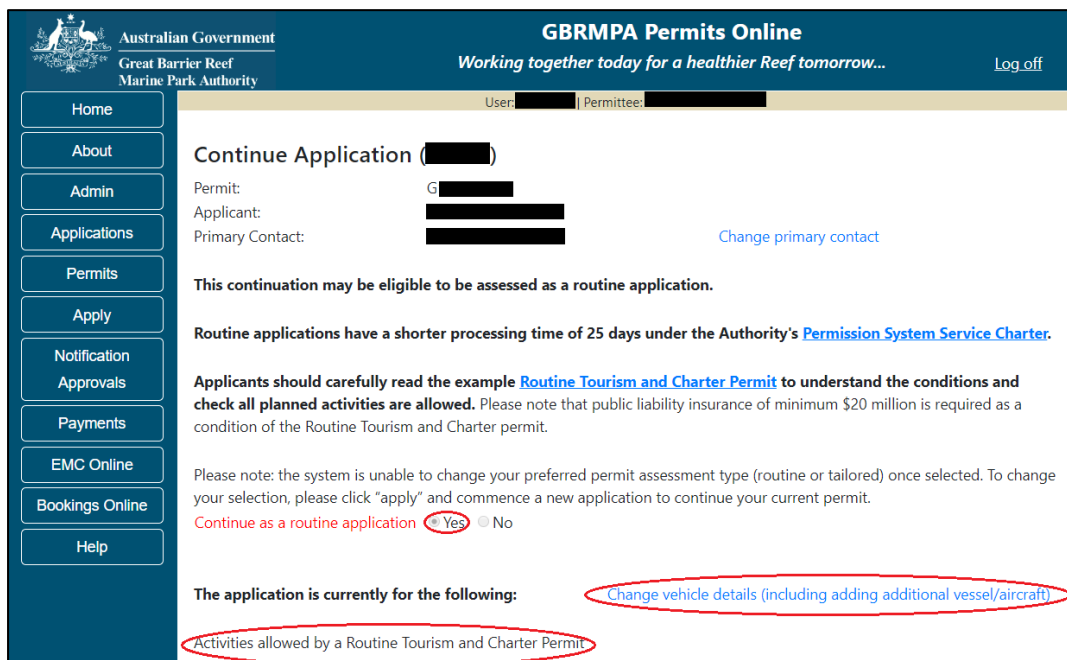


Figure 637 - Screenshot of Screenshot of Application Summary screens with a red circle around Yes and a red circle around the application type and the Change Vehicle details (including adding additional vessel/aircraft) link

## 19.2 Continue as Routine Tourism and Charter Permit

Once Yes is selected the screen will update to display the Routine Tourism and Charter application. A link to Change vehicle details (including adding additional vessel/aircraft) will also appear. A number of other options and links are also displayed. Further details on these are below.

The screenshot displays the 'Continue Application' screen on the GBRMPA Permits Online portal. The header includes the Australian Government logo and the GBRMPA Permits Online title. The main content area shows application details for a permit, including the applicant's name and primary contact. A section titled 'The application is currently for the following:' lists 'Activities allowed by a Routine Tourism and Charter Permit'. Two links are highlighted with red circles: 'Change primary contact' and 'Change vehicle details (including adding additional vessel/aircraft)'. The page also includes a 'Save & Exit' button and a 'Next' button. A declaration section at the bottom shows 'Declaration Complete' with a 'No' radio button selected.

Figure 638 - Screenshot of Application Summary screens with red circles around application type and the Change Vehicle details (including adding additional vessel/aircraft) link

### Additional Information - Summary screen, links and buttons:

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Change Vehicle details (including adding additional vessel/aircraft):** If the Change Vehicle details link is selected additional vehicles can be added or existing vehicles edited. Details about ancillary vessels or equipment can also be added.
- Links to the Reef Authority's Permissions Service Charter (<http://elibrary.gbrmpa.gov.au/jspui/handle/11017/3247>)
- Link to an example routine tourism and charter permit (<https://elibrary.gbrmpa.gov.au/jspui/handle/11017/3605>) are also on screen.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.



When the Change Vehicle details (including adding additional vessel/aircraft) is selected the system will produce 3 pages of questions to be answered.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] | Permittee: [redacted]

### Continue Application ([redacted])

Permit: G [redacted]  
Applicant: [redacted]  
Primary Contact: [redacted] [Change primary contact](#)

This continuation may be eligible to be assessed as a routine application.

Routine applications have a shorter processing time of 25 days under the Authority's [Permission System Service Charter](#).

Applicants should carefully read the example [Routine Tourism and Charter Permit](#) to understand the conditions and check all planned activities are allowed. Please note that public liability insurance of minimum \$20 million is required as a condition of the Routine Tourism and Charter permit.

Please note: the system is unable to change your preferred permit assessment type (routine or tailored) once selected. To change your selection, please click "apply" and commence a new application to continue your current permit.

Continue as a routine application  Yes  No

The application is currently for the following: [Change vehicle details \(including adding additional vessel/aircraft\)](#)

Activities allowed by a Routine Tourism and Charter Permit

Please click 'Next' to view and complete declarations prior to submitting this application.

Applicant: [redacted] Declaration Complete: No

Figure 639 - Screenshot of Application Summary screens with the Change Vehicle details (including adding additional vessel/aircraft) link

Page 1 of the Continue as a Routine Tourism and Charter Permit is the Vessel / Aircraft page. Fill in information about the number of extra vessels and/or aircraft you wish to use. Select Next to go to the next page.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] | Permittee: [redacted]

### Applications - Activities allowed by a Routine Tourism and Charter Permit

Page 1 - Continue - Vessels / Aircraft of 3

How many vessels in total do you wish to operate under this permission? (Including those already listed on the permit to be continued) \*

How many aircraft in total do you wish to operate under this permission? (Including those already listed on the permit to be continued) \*

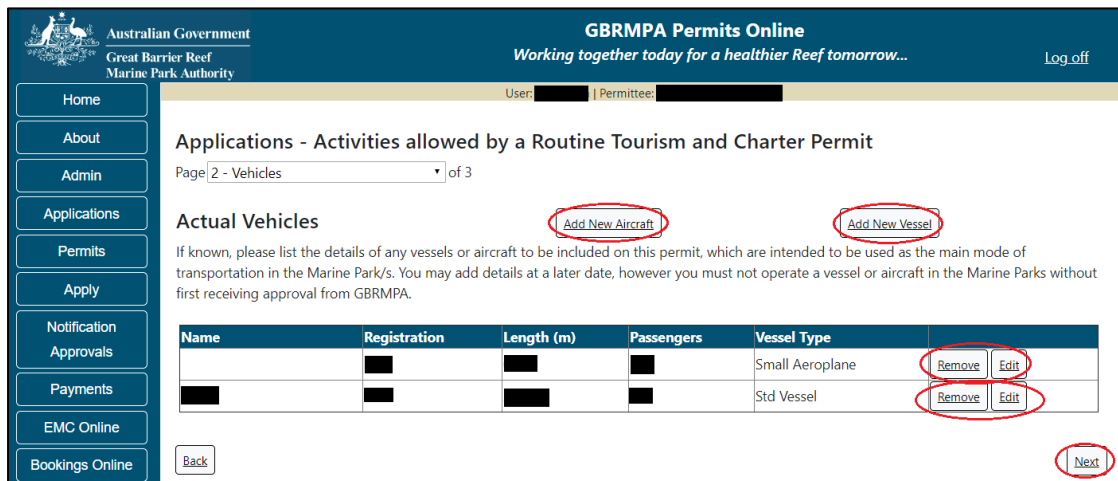
Figure 640 - Screenshot of Continue Vessels/Aircraft screen with red circles around the number of vessels and number of aircraft fields, a red circle around the Next button

Page 2 of the Continue as a Routine Tourism and Charter Permit is the Vehicles page. On this page you have options to Add New Aircraft and Add New Vessels.

To add an aircraft select the Add New Aircraft button. Fill in the required details and select Save.

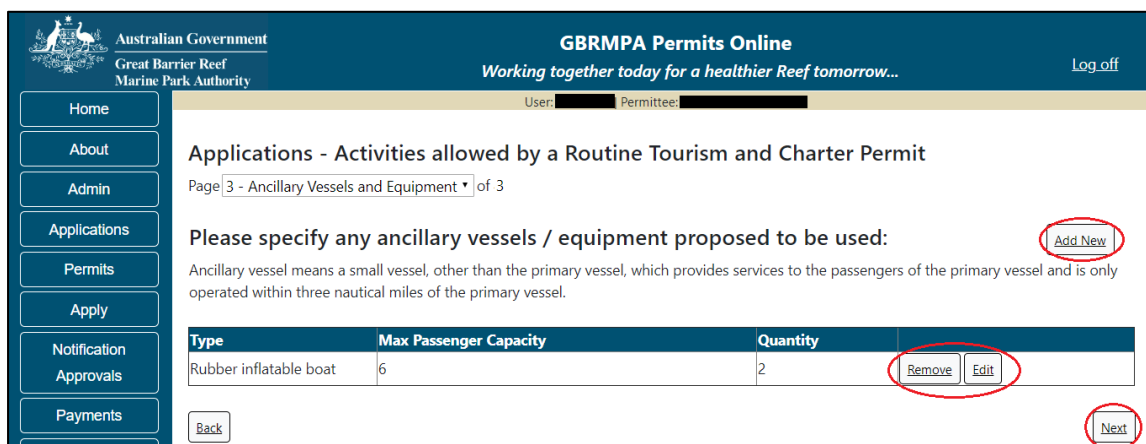
To add a Vessel select the Add New Vessel button. Fill in the required details and select Save.

Your details will be displayed on the screen. Select Next to continue.



**Figure 641 - Screenshot of Vehicles screen with aircraft and vessel information displaying, red circles around the Add New Aircraft, Add New Vessel, Remove and Edit buttons. A red circle around the Next button**

Page 3 of the Continue as a Routine Tourism and Charter Permit application is Ancillary Vessels and Equipment page. To add ancillary vessels or equipment select the Add New button. The details of ancillary vessels or equipment will appear on the screen. A Remove button and an Edit button is also presented. If you need to remove the vessel select remove and the details will be deleted. If you wish to edit the details, select the Edit button. Select Next to continue.



**Figure 642 - Screenshot of Ancillary Vessels and Equipment page displaying information with a red circle around Add New, the Remove and Edit buttons and a red circle around the Next button**

When Next is selected from the application summary screen, you will progress to the submission process including declaring and submitting the application.

Page 1 is the Total Passenger Capacity / Participants page. A question for What is the total passenger capacity/participants you wish to have in the Marine Parks at any given time? (please consider future use in answering this question) is presented. Select a number from the list provided. Select Next to continue.

The screenshot shows the GBRMPA Permits Online interface. The header includes the Australian Government logo, the text 'Australian Government Great Barrier Reef Marine Park Authority', and the slogan 'Working together today for a healthier Reef tomorrow...'. A 'Log off' link is in the top right. A navigation menu on the left contains buttons for Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, and EMC Online. The main content area is titled 'Continue - Routine' and shows 'Page 1 - Total Passenger Capacity/Participants' of 3. The question is 'What is the total passenger capacity/participants you wish to have in the Marine Parks at any given time? (please consider future use in answering this question) \*'. A dropdown menu is open, showing '<25 pax' selected. Below the question, there is explanatory text about assessment fees and a link to view fees. At the bottom, there are 'Back' and 'Next' buttons. Red circles highlight the '<25 pax' option and the 'Next' button.

Figure 643 - Screenshot of Total Passenger Capacity / Participants page with a red circle around the select one drop list and a red circle around the next button

Page 2 refers to High Standard Tourism operators. If you have obtained a High Standard Tourism certification with an approved certification scheme, select Yes then upload a copy of your certificate using the upload feature. After you select the Yes button, an upload file button will appear. Select the Upload File button and upload the certificate.

The screenshot shows the GBRMPA Permits Online interface for the High Standard Tourism page. The header and navigation menu are the same as in Figure 643. The main content area is titled 'Continue - Routine' and shows 'Page 2 - High Standard Tourism' of 3. The text explains that GBRMPA encourages best practice marine tourism and provides incentives for High Standard Tourism operators. It also mentions that attaining certification through a GBRMPA approved scheme benefits the business and clients. A question asks 'Are you applying for a longer term permit on the basis that you are currently certified with Ecotourism Australia or EarthCheck and are a High Standard Tourism Operator? \*'. The 'Yes' radio button is selected and circled in red. Below the question, there is a text prompt 'Please upload Certification Document:' followed by an 'Upload File' button, which is also circled in red. At the bottom, there are 'Back' and 'Next' buttons.

Figure 644 - Screenshot of High Standard Tourism page with Yes selected and circled and Upload File button circled in red

Once you load a copy of your certificate you will see the filename with a Remove next to it. If you wish to remove the file, select the Remove button. Select Next to go to the next page.

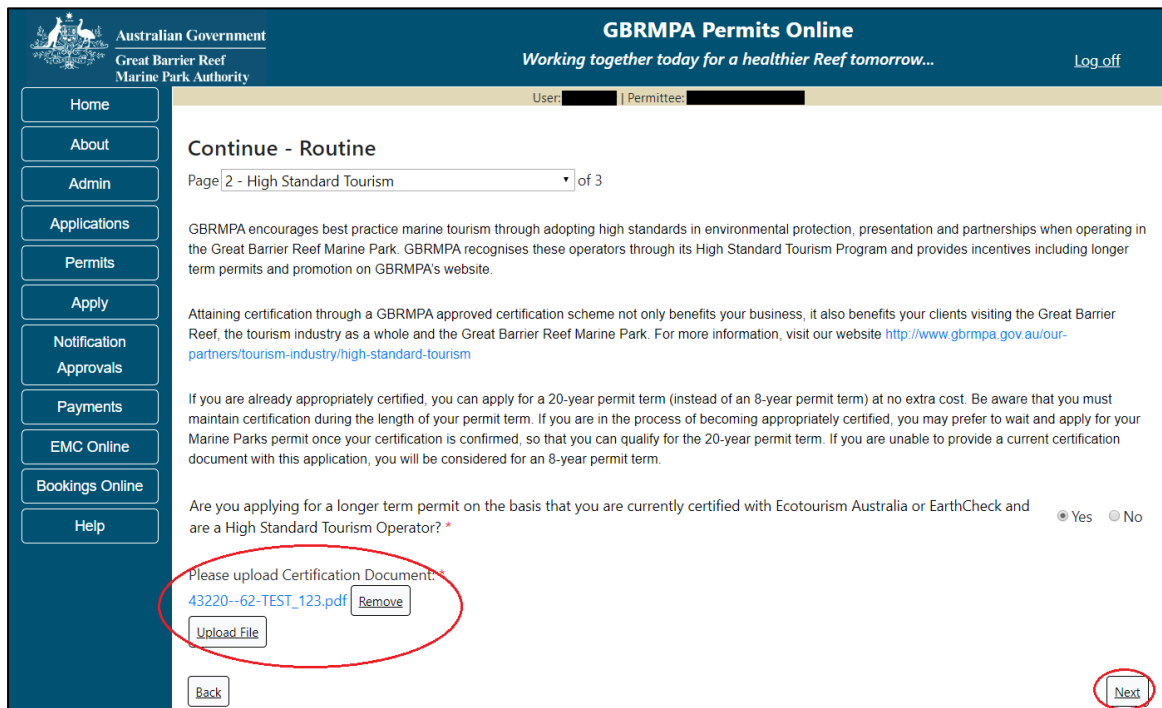


Figure 645 - Screenshot of High Standard Tourism page with Yes selected and a red circle around the Uploaded File and red circle around Next button

Page 3 provides opportunity for you to add any other information you feel will assist the Managing Agencies in assessing your application. Add supporting information by typing in the text field or upload a file if required. If a file is uploaded it will appear on the screen with the file name and a Remove button to remove the file if the wrong file is selected. Select Next to continue.

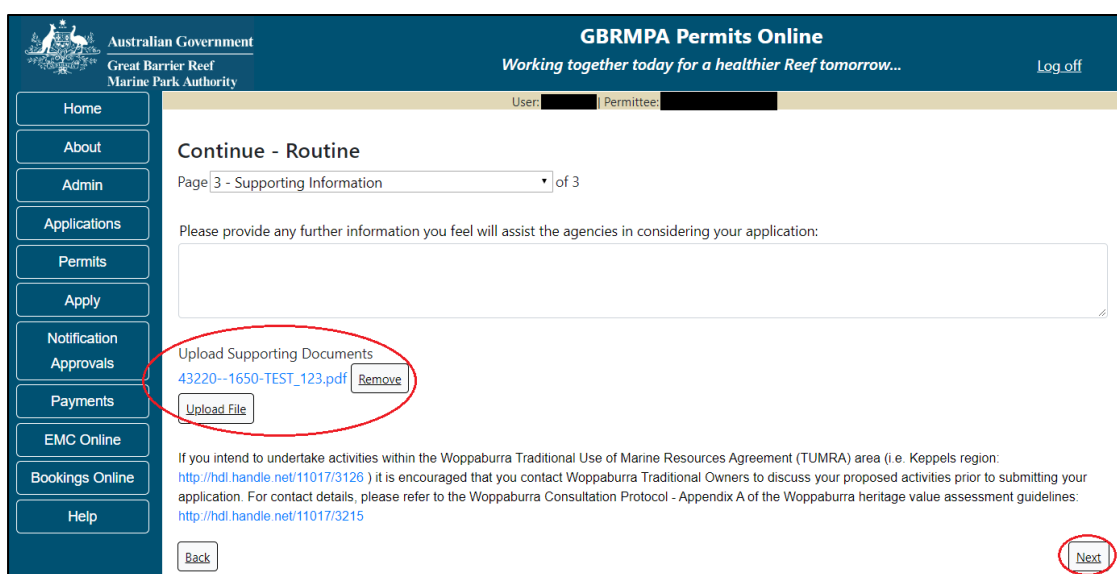


Figure 646 - Screenshot of Supporting Information screen with a red circle around Uploaded File area and a red circle around Next button

Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

The screenshot shows the 'Applications - Declaration' page. The header includes the Australian Government logo and the text 'Great Barrier Reef Marine Park Authority' and 'Working together today for a healthier Reef tomorrow...'. A navigation menu on the left lists: Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The main content area is titled 'Applications - Declaration' and shows 'Page 1 - Declarations' of 3. It contains four declaration questions, each with radio button options for 'Yes' and 'No'. The 'Yes' and 'No' options for the first question are circled in red. A 'Next' button is also circled in red at the bottom right of the page.

Figure 647 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

The screenshot shows the final page of the 'Applications - Declaration' section. The header includes the Australian Government logo and the text 'Great Barrier Reef Marine Park Authority' and 'Working together today for a healthier Reef tomorrow...'. A navigation menu on the left lists: Home, About, Admin, Applications, Permits, and Apply. The main content area is titled 'Applications - Declaration' and shows 'Page 3 - Declarations' of 3. It contains a single declaration question: '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.' At the bottom of the page, there is a 'Back' button on the left and a 'Submit' button on the right, which is circled in red.

Figure 648 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

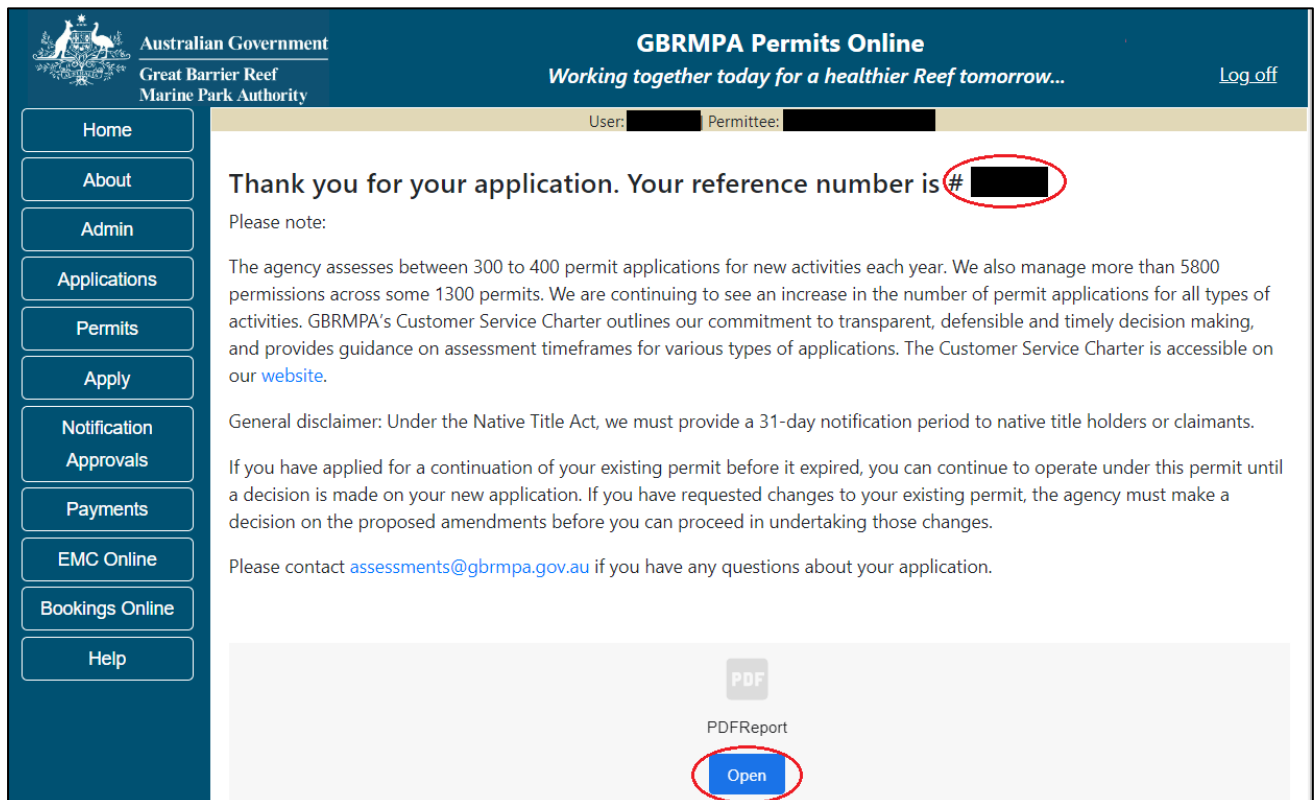


Figure 649 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the Applications screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

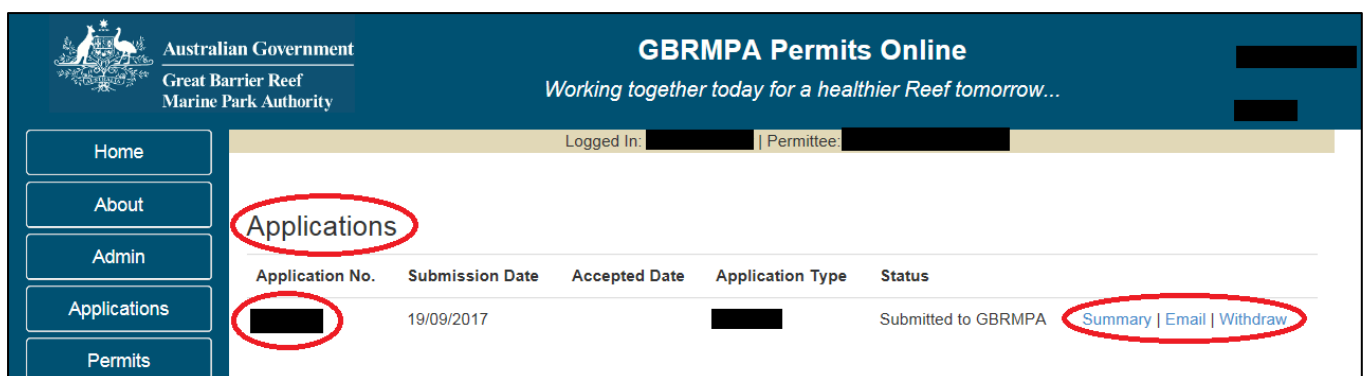


Figure 650 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options

## 19.3 Research Continuation

Permits Online enables you to apply to continue (renew) your research permit. To begin, select the Apply from the left side menu, then select Continue a current permit.

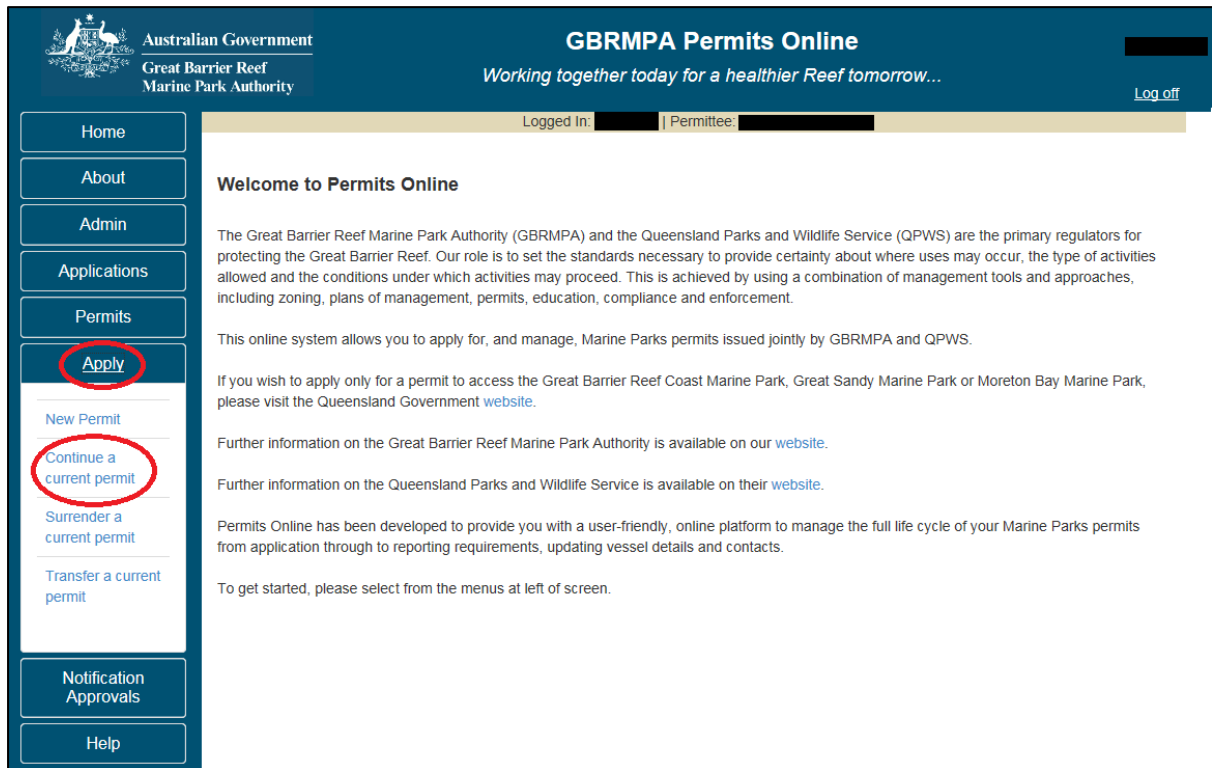


Figure 651 - Screenshot of Apply sub menu with a red circle around Apply and a red circle around the Continue a current permit icon

You will progress to the Current Permits screen with options to choose which permit you wish to Continue.

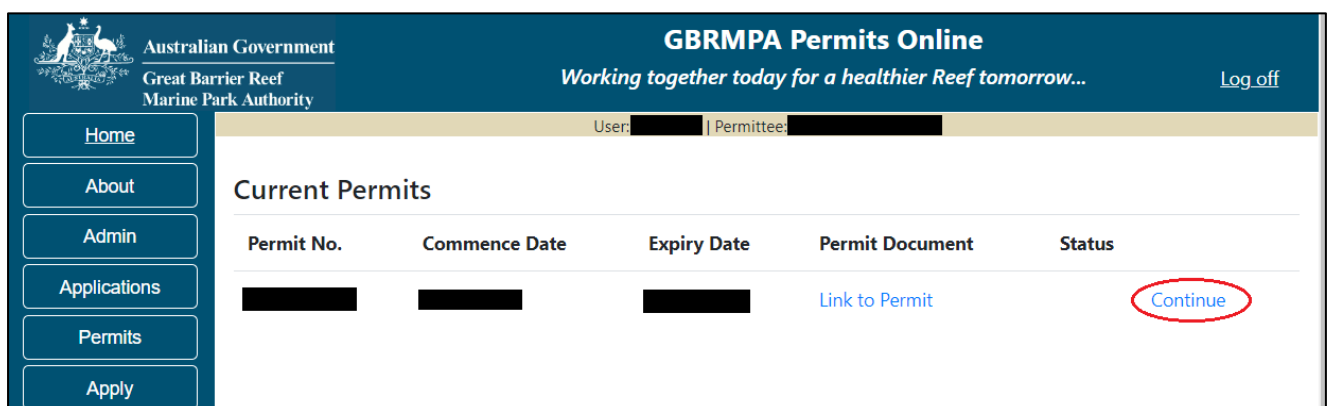


Figure 652 - Screenshot of Current Permits screen with continue option circled in red

Select Continue to move to the next page of the application.

The Current Permit Details screen will appear, here you can check over the permissions and activities associated with the permit you wish to continue. Select the Continue button to move to the next page of the application.

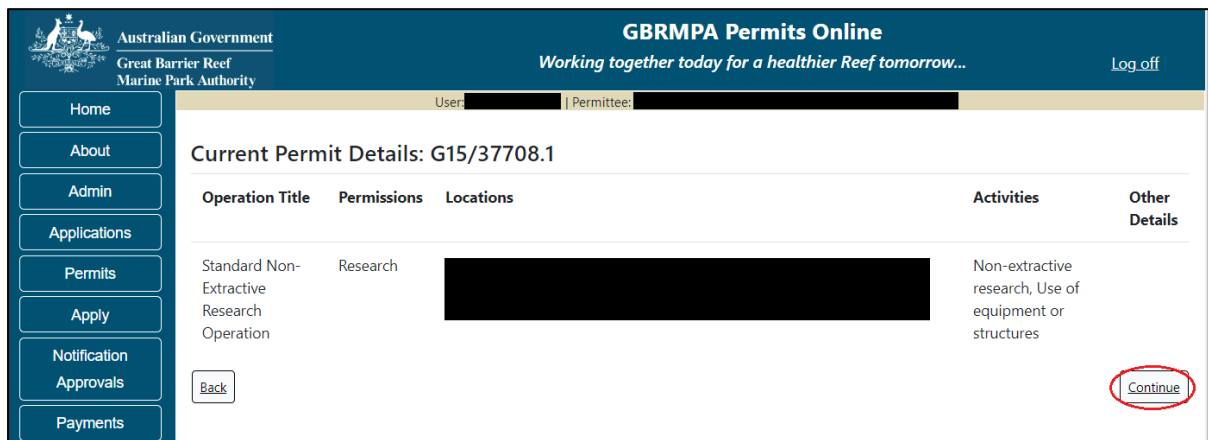


Figure 653 - Screenshot of Current Permit Details screen with red circle around Continue button

The primary contact screen is where you can select who is the primary contact for this application. Select the existing primary contact if that person is going to be the primary contact for this application. If the details are correct select the tick box next to the These contact details are correct, then select Next. You will progress to the application summary screen (refer to [Figure 652](#) to continue).

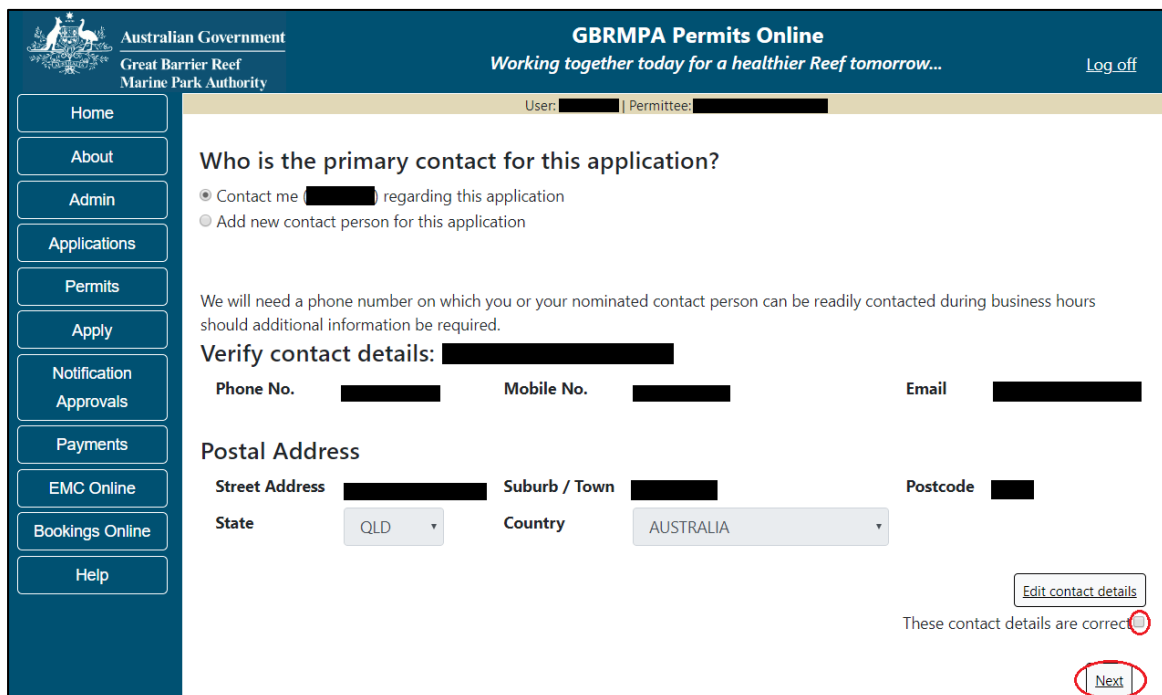


Figure 654 - Screenshot of Who is the primary contact for this application screen with a red circle around the These details are correct tick box and a red circle around the Next button



If the details require an update select the Edit contact details button.

Figure 655 – Screenshot of the Who is the primary contact for this application screen with a red circle around the Edit contact details button

Edit the details that require updating. For example if the phone number requires updating add the new details into the field. Select Save once all the updated details have been added.

Figure 656 – Screenshot of Who is the primary contact for this application screen with a red circle around the Phone number details and a red circle around the Save button

Once Save is selected confirm the new details are correct by selecting the These contact details are correct, then select Next.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online  
Bookings Online  
Help

Who is the primary contact for this application?

Contact me [redacted] regarding this application  
 Add new contact person for this application

We will need a phone number on which you or your nominated contact person can be readily contacted during business hours should additional information be required.

Verify contact details: [redacted]

Phone No. [redacted] Mobile No. [redacted] Email [redacted]

Postal Address

Street Address [redacted] Suburb / Town [redacted] Postcode [redacted]

State QLD Country AUSTRALIA

Save

These contact details are correct ✓

Next

Figure 657 - Screenshot of Who is the primary contact for this application screen with a red circle around the These details are correct tick box and a red circle around the Next button

If the existing contact is not the primary contact select Add a new contact person for this application, the search contacts field will appear.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals

Who is the primary contact for this application?

Contact me [redacted] regarding this application  
 Add new contact person for this application

Search Contacts

First Name \* [redacted] Surname \* [redacted] Preferred Email \* [redacted] Search

Figure 658 - Screenshot of Who is the primary contact for this application screen with Add new contact person for this application selected

Add details of Given Name, Surname and Preferred Email address, then select Search.

The screenshot shows the GBRMPA Permits Online interface. At the top, it displays the Australian Government logo and the text 'Great Barrier Reef Marine Park Authority'. The main header reads 'GBRMPA Permits Online' with the tagline 'Working together today for a healthier Reef tomorrow...'. A 'Log off' link is visible in the top right corner. Below the header, there is a navigation menu on the left with buttons for Home, About, Admin, Applications, Permits, Apply, Notification, and Approvals. The main content area is titled 'Who is the primary contact for this application?' and contains two radio buttons: 'Contact me ( [redacted] ) regarding this application' and 'Add new contact person for this application'. Below this is a 'Search Contacts' section with three input fields: 'First Name \* [redacted]', 'Surname \* [redacted]', and 'Preferred Email \* [redacted]'. A 'Search' button is located to the right of the 'Preferred Email' field and is circled in red.

Figure 659 – Screenshot of Who is the primary contact for this application screen with a red circle around the Search button

Once Search is selected, the system will display the contact, if the contact exist within the Reef Authority's system. If the contact is an existing contact to the Reef Authority, a Select button will appear next to the contact. Press the Select button that appears next to the contact, and you will then progress to the next screen.

This screenshot shows the same GBRMPA Permits Online interface as Figure 659, but with search results displayed. The 'Search Contacts' section now shows a table with the following data:

First Name	Surname	Email
[redacted]	[redacted]	[redacted]

A 'Select' button is located to the right of the email address in the table row and is circled in red. The 'Search' button from the previous screenshot is also circled in red.

Figure 660 – Screenshot of Who is the primary contact for this application screen with a red circle around the Search button and a red circle around the Select button

If the contact is not found within the Reef Authority's system a screen to add the details of the new contact appears.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online  
Bookings Online  
Help

### Who is the primary contact for this application?

Contact me (monty-isa) regarding this application  
 Add new contact person for this application

Title \*  
First Name \*  
Surname \*  
Phone \*  
Mobile  
Email \*

Postal Address

Street Address \* Suburb / Town \* Postcode \*  
State QLD Country AUSTRALIA  
Other State Other Country

We will need a phone number on which you or your nominated contact person can be readily contacted during business hours should additional information be required.

Back Save

Figure 661 - Screenshot of Who is the primary contact for this application screen with Add new contact person for this application selected

Add the details of the new contact filling in all fields marked with a mandatory (\*) and select Save.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online  
Bookings Online  
Help

### Who is the primary contact for this application?

Contact me (monty-isa) regarding this application  
 Add new contact person for this application

Title \*  
First Name \*  
Surname \*  
Phone \*  
Mobile  
Email \*

Postal Address

Street Address \* Suburb / Town \* Postcode \*  
State QLD Country AUSTRALIA  
Other State Other Country

We will need a phone number on which you or your nominated contact person can be readily contacted during business hours should additional information be required.

Back Save

Figure 662 - Screenshot of Who is the primary contact for this application screen with Add new contact person for this application selected and a red circle around the Save button

You will progress to the Continue Application summary page. Once on the summary screen please select Continue Permitted Activity to answer mandatory questions associated with continuing a Research Permit.

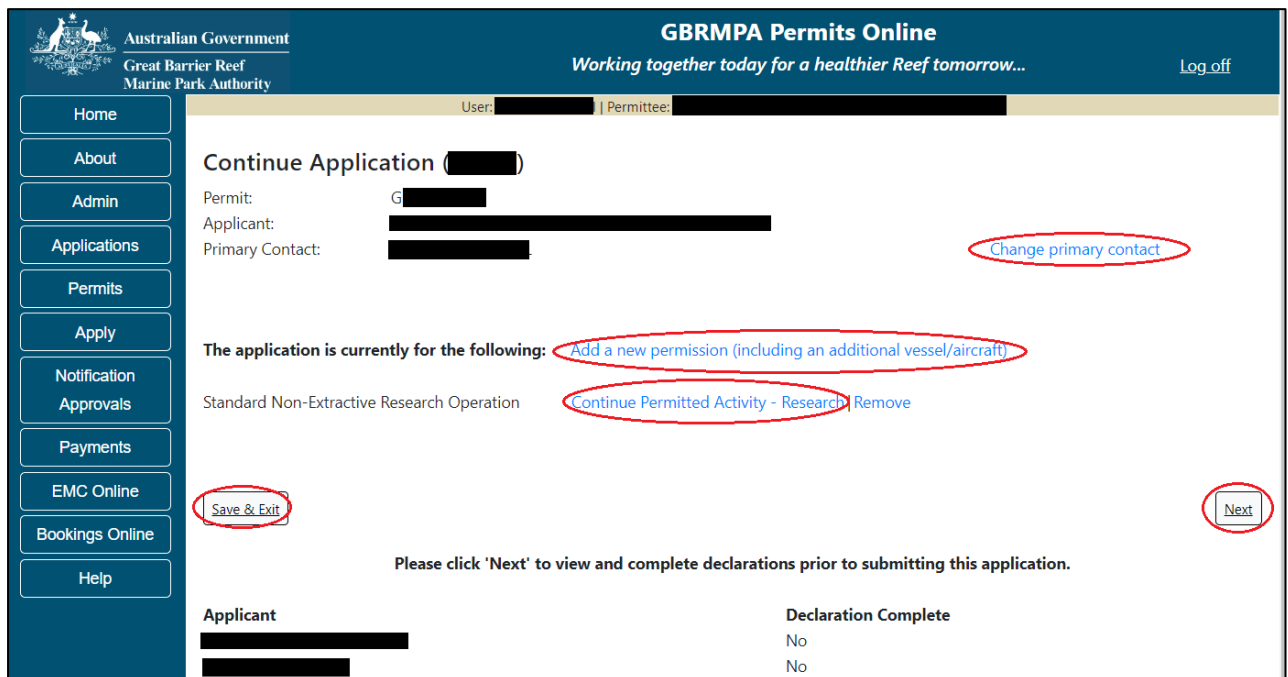


Figure 663 - Screenshot of Continue Application Summary screen with a red circle around Continue Permitted Activity hyperlink

Additional Information - Summary screen, links and buttons:

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Apply for another permission:** If the Apply for another permission button is selected, the applicant will progress to the What are you seeking to do in the Marine Parks page where another permission type can be added. (e.g. add a mooring permission to the tourism permission).
- **Edit:** If edit is selected the application/permission will be reopened to apply any changes.
- **Remove:** If remove is selected the application/permission will be removed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.

Once selected you will progress to the Research Continuation further questions section. If you wish to keep the same details as the previous permit, select Yes for this question.

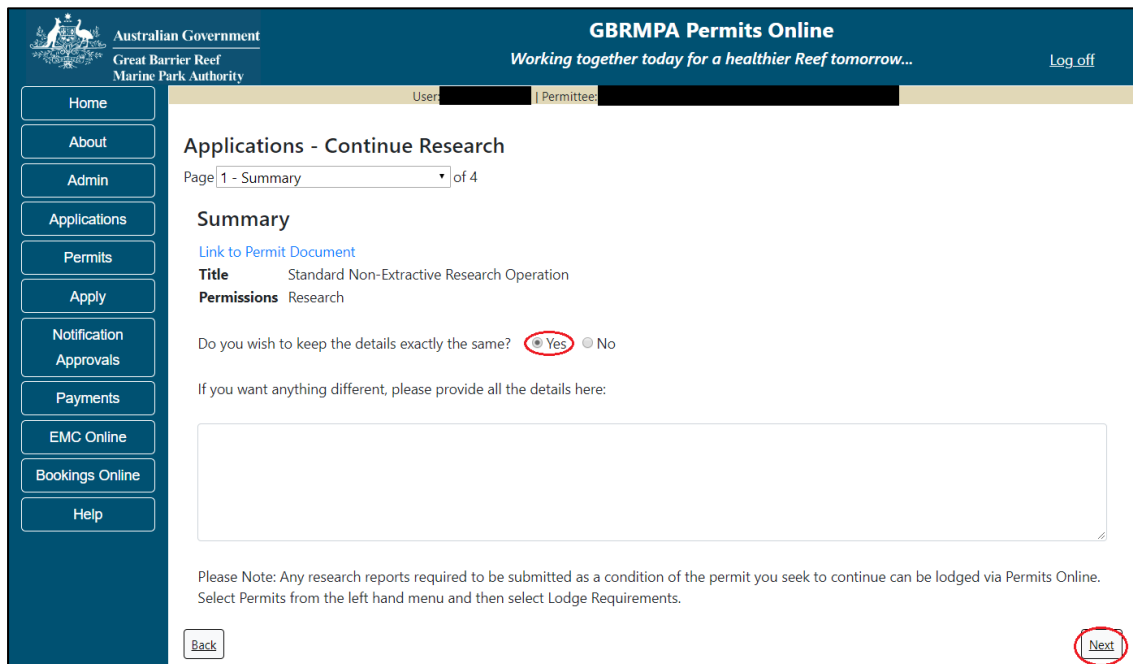


Figure 664 - Screenshot of Research Summary screen with a red circle Yes and a red circle around the Next button

If you wish to add further details to the permit, select No for question Do you wish to keep the details exactly the same? and add the details of anything different you would like added or removed from the permit in the text field provided. Select Next to progress.

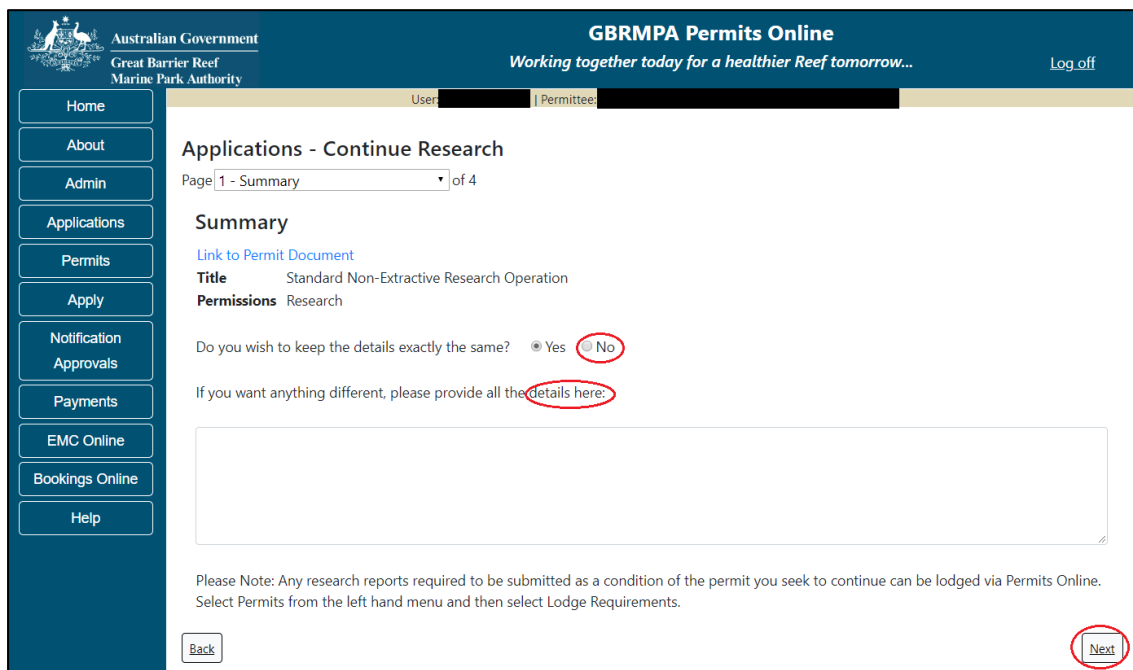


Figure 665 - Screenshot of Research Summary screen with a red circle around No and a red circle around Add details of anything different here text field and a red circle around the Next button

Page 2 of Continue Research application is the Research Justification page. Please fill out the details in the text field provided, then select Next to progress.

**Figure 666 - Screenshot of Research Summary screen with a red circle around Add research information here text field, and a red circle around the Next button**

Page 3 of Continue Research application is the further information questions. If you wish to seek permission to conduct research in Marine Park Zones or Buffer Zones, Preservation Zones or Scientific Research Zones, select Yes and add the details into the free text area. (For more information around Zones, [refer here](#) for further details).

**Figure 667 - Screenshot of Research Further Information page with a red circle around three Yes/No buttons, a red circle around Upload File button and a red circle around the Next button**

Once the Research Continuation questions have been answered you will progress to the application summary screen, select Next on the summary screen to progress to the Declarations screens.

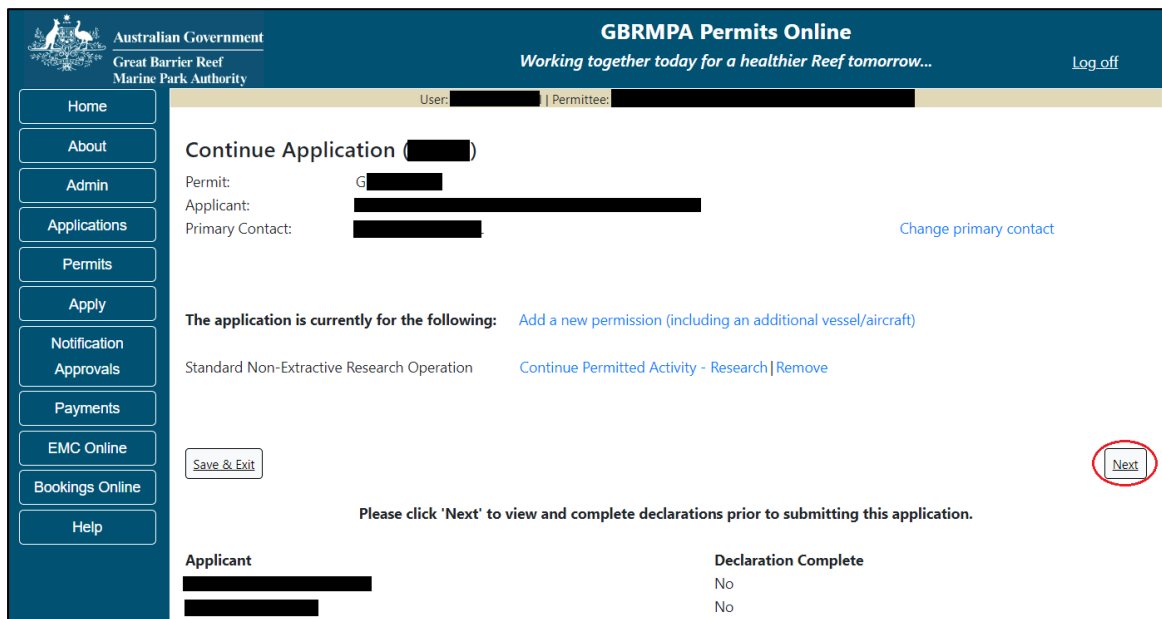


Figure 668 - Screenshot of Research Summary Screen with a red circle around the Next button

The submission process will have 1 additional page, Supporting Information. Add any other information you feel will assist the Managing Agencies in assessing your application by typing in the text field or upload a file if required. If a file is uploaded it will appear on the screen with the file name and a Remove button to remove the file if the wrong file is selected. Select Next to progress to the Declarations screens.

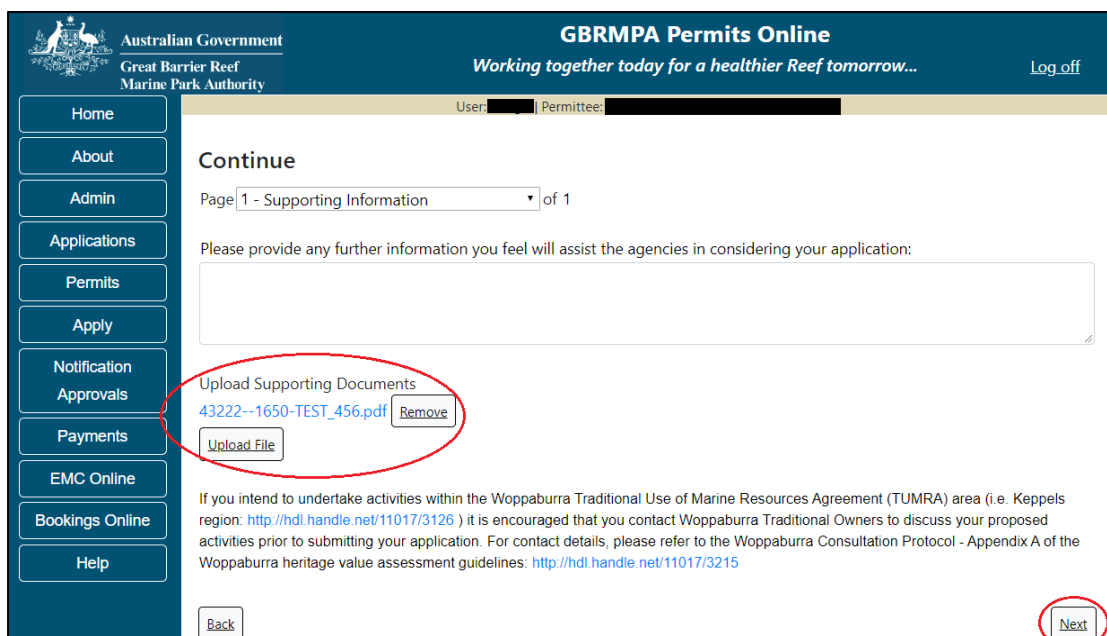


Figure 669 - Screenshot of Supporting Information screen with information entered and a red circle around Uploaded File and Next button



Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

Australian Government  
Great Barrier Reef  
Marine Park Authority

Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

### Applications - Declaration

Page 1 - Declarations of 3

You should review your application carefully before you submit it. Each of the declarations made and information supplied during the permission application will be taken to have been made by you at the time you submit your application. It is a criminal offence under Commonwealth and State law for you to knowingly include a false or misleading statement in, or omit a material matter from, your application. We can also refuse your application on this basis.

I declare that:

I am authorised to submit this application \*  Yes  No ?

I have read and understand the privacy notice which explains how my personal information will and will not be used \*  Yes  No ?

I consent to the managing agencies conducting searches and making enquiries with relevant authorities to confirm my suitability to hold this permission. I understand this may include agencies such as the Australian Maritime Safety Authority (AMSA), Maritime Safety Queensland (MSQ), Queensland Department of Environment and Heritage Protection and recognised environmental eco-certification bodies \*  Yes  No ?

I agree to the managing agencies using electronic communication as the primary means of sending and receiving information relating to this application. I consent to the managing agencies using electronic dispatch to provide the decision (including any permit issued) and I accept responsibility for keeping my electronic contact details accurate and updated. \*  Yes  No ?

Figure 670 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] Permittee: [redacted]

### Applications - Declaration

Page 3 - Declarations of 3

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.

Figure 671 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

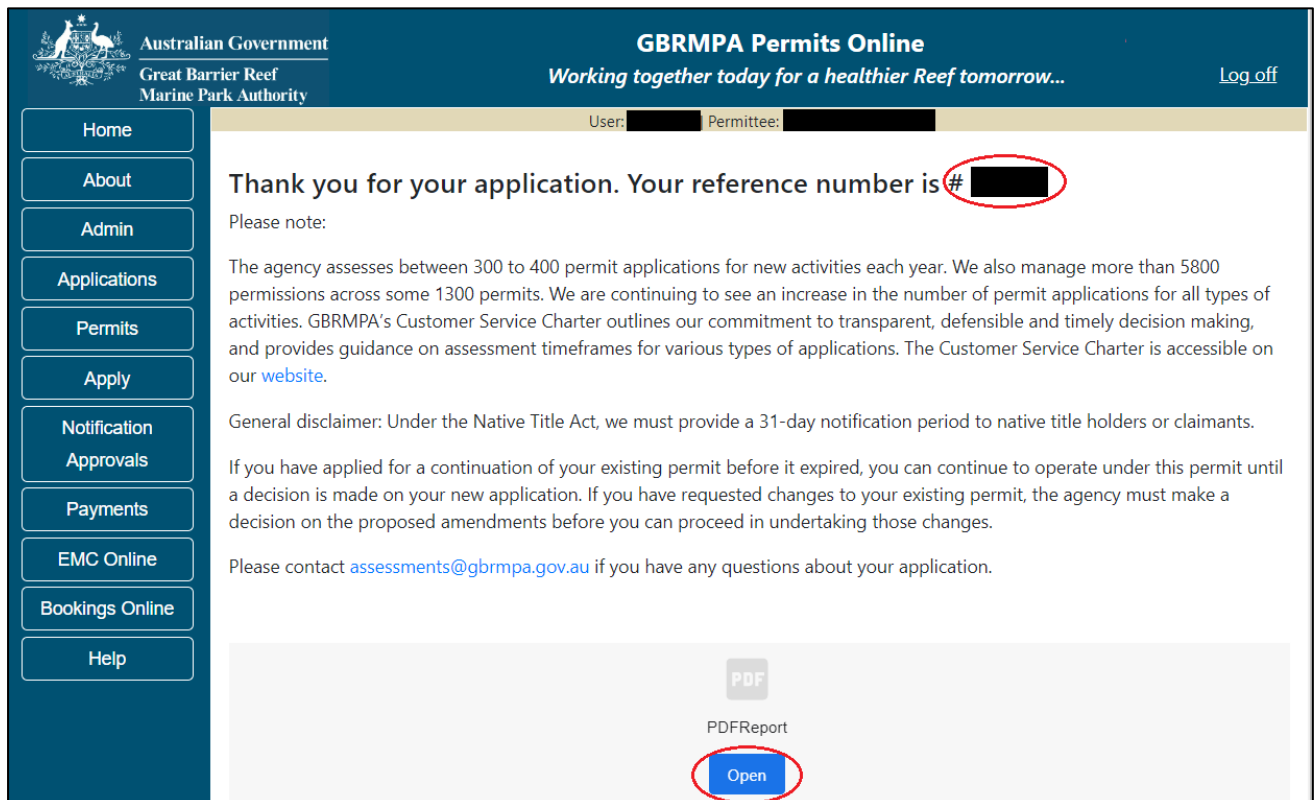


Figure 672 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the Applications screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

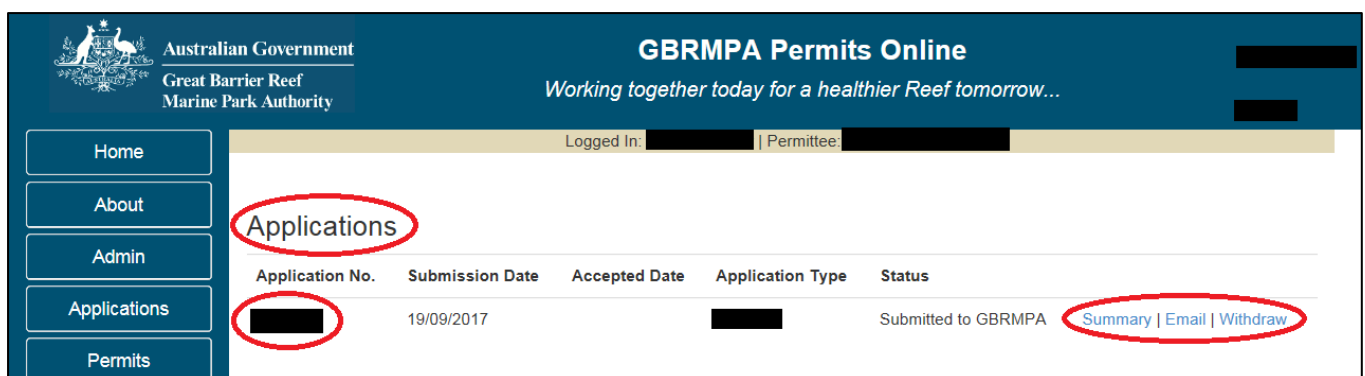


Figure 673 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options

## 19.4 Continue as Routine Commercial Research

Permits Online enables you to apply to continue (renew) your research permit. To begin, select the Apply link on the left hand side menu, then select Continue a current permit.

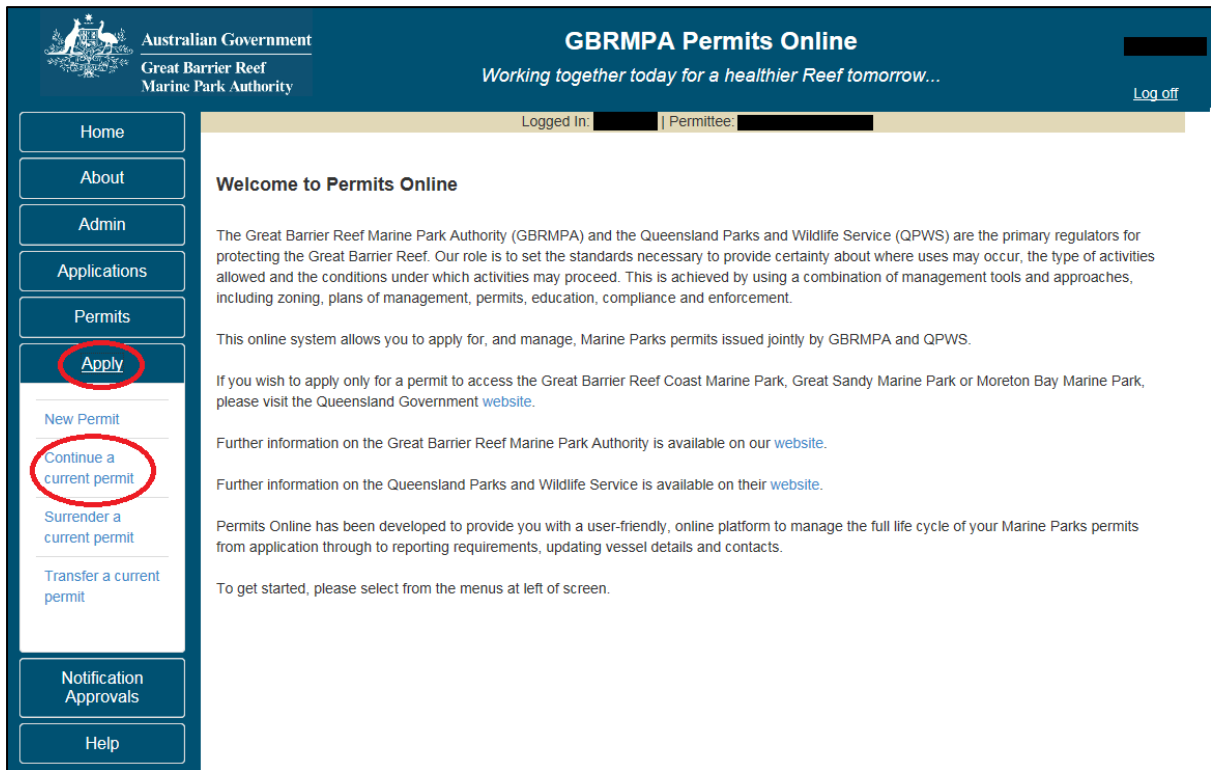


Figure 674 - Screenshot of Apply sub menu with a red circle around Apply and a red circle around the Continue a current permit icon

You will progress to the Current Permits screen with options to choose which permit you wish to Continue.

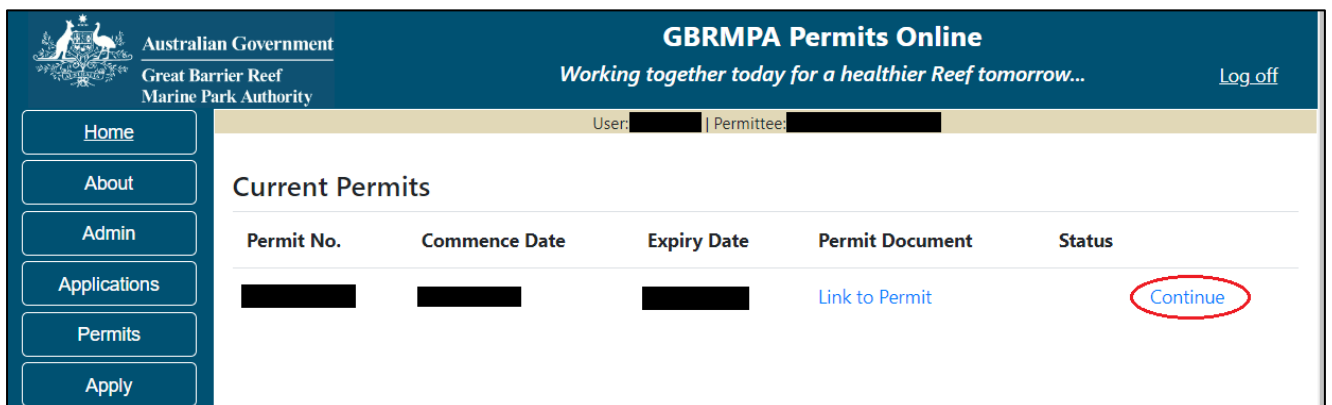


Figure 675 - Screenshot of Current Permits screen with continue option circled in red

Select Continue to move to the next page of the application.

The Current Permit Details screen will appear, here you can check over the permissions and activities associated with the permit you wish to continue. Select the Continue button to move to the next page of the application.

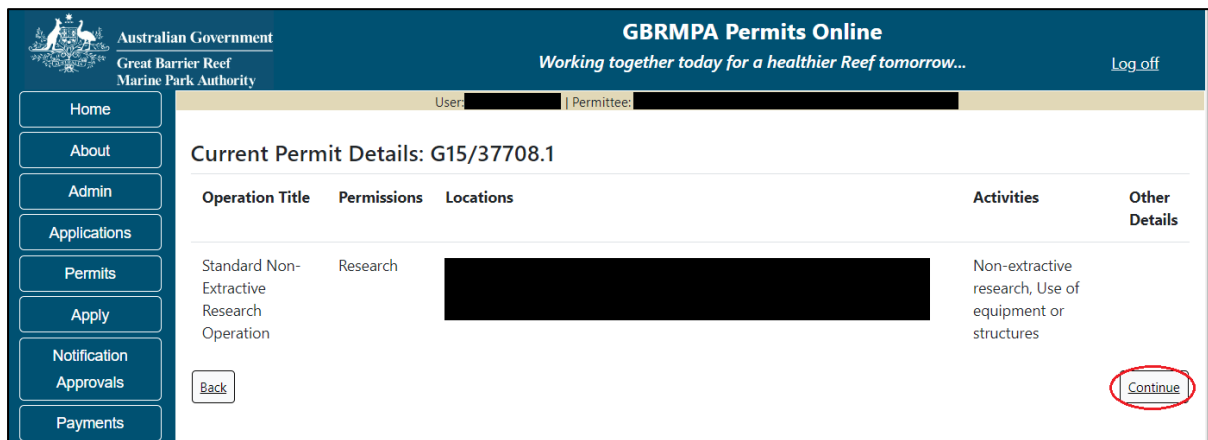


Figure 676 - Screenshot of Current Permit Details screen with red circles around Continue button

The primary contact screen is where you can select who is the primary contact for this application. Select the existing primary contact if that person is going to be the primary contact for this application. If the details are correct select the tick box next to the These contact details are correct, then select Next. You will progress to the application summary screen refer to [Figure 675](#) to continue.

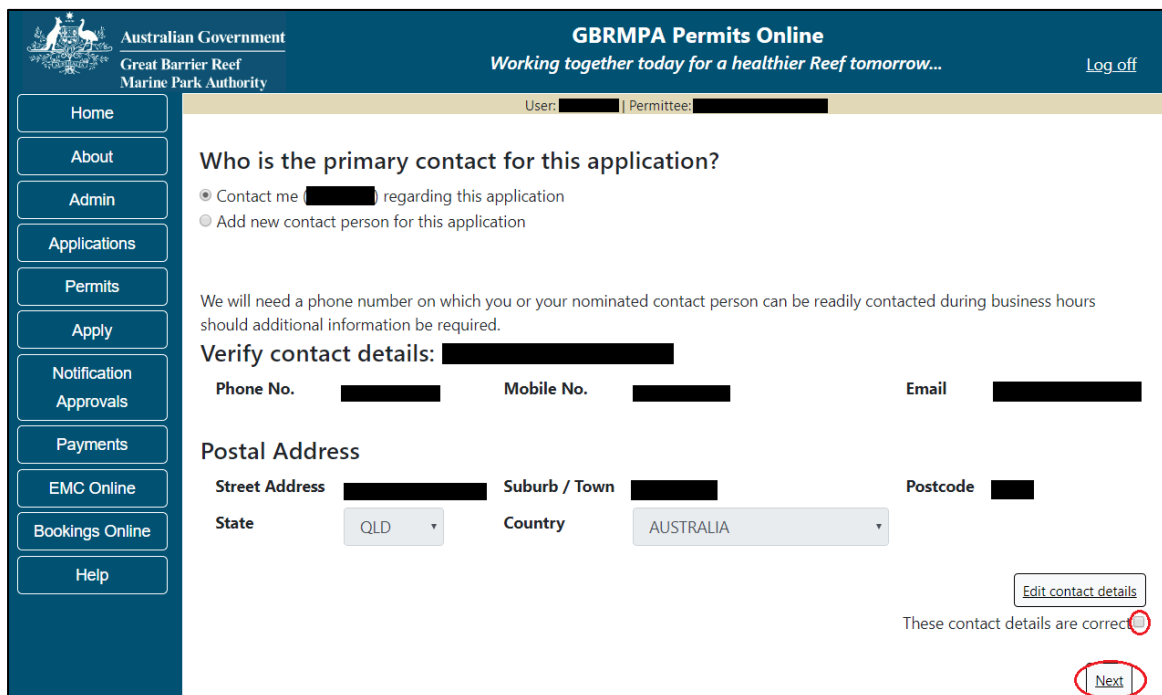


Figure 677 - Screenshot of Who is the primary contact for this application screen with a red circle around the These details are correct tick box and a red circle around the Next button

If the details require an update select the Edit contact details button.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...  
Log off

User: [redacted] | Permittee: [redacted]

### Who is the primary contact for this application?

Contact me [redacted] regarding this application  
 Add new contact person for this application

We will need a phone number on which you or your nominated contact person can be readily contacted during business hours should additional information be required.

Verify contact details: [redacted]

Phone No. [redacted]    Mobile No. [redacted]    Email [redacted]

### Postal Address

Street Address [redacted]    Suburb / Town [redacted]    Postcode [redacted]

State [QLD]    Country [AUSTRALIA]

[Edit contact details](#)

These contact details are correct

Next

Figure 678 – Screenshot of the Who is the primary contact for this application screen with a red circle around the Edit contact details button

Edit the details that require updating. For example if the phone number requires updating add the new details into the field. Select Save once all the updated details have been added.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...  
Log off

User: [redacted] | Permittee: [redacted]

### Who is the primary contact for this application?

Contact me [redacted] regarding this application  
 Add new contact person for this application

We will need a phone number on which you or your nominated contact person can be readily contacted during business hours should additional information be required.

Verify contact details: [redacted]

Phone No. [redacted]    Mobile No. [redacted]    Email [redacted]

### Postal Address

Street Address [redacted]    Suburb / Town [redacted]    Postcode [redacted]

State [QLD]    Country [AUSTRALIA]

[Save](#)

These contact details are correct

Next

Figure 679 – Screenshot of Who is the primary contact for this application screen with a red circle around the Phone number details and a red circle around the Save button

Once Save is selected confirm the new details are correct by selecting the These contact details are correct, then select Next.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online  
Bookings Online  
Help

Who is the primary contact for this application?

Contact me [redacted] regarding this application  
 Add new contact person for this application

We will need a phone number on which you or your nominated contact person can be readily contacted during business hours should additional information be required.

Verify contact details: [redacted]

Phone No. [redacted] Mobile No. [redacted] Email [redacted]

Postal Address

Street Address [redacted] Suburb / Town [redacted] Postcode [redacted]

State QLD Country AUSTRALIA

Save

These contact details are correct ✓

Next

Figure 680 – Screenshot of Who is the primary contact for this application screen with a red circle around the These details are correct tick box and a red circle around the Next button

If the existing contact is not the primary contact select Add a new contact person for this application, the search contacts field will appear.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals

Who is the primary contact for this application?

Contact me [redacted] regarding this application  
 Add new contact person for this application

Search Contacts

First Name \* [redacted] Surname \* [redacted] Preferred Email \* [redacted] Search

Figure 681 - Screenshot of Who is the primary contact for this application screen with Add new contact person for this application selected

Add details of Given Name, Surname and Preferred Email address, then select Search.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

User: [redacted] | Permittee: [redacted] Log off

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals

Who is the primary contact for this application?

Contact me ([redacted]) regarding this application  
 Add new contact person for this application

Search Contacts

First Name \* [redacted] Surname \* [redacted] Preferred Email \* [redacted] Search

Figure 682 – Screenshot of Who is the primary contact for this application screen with a red circle around the Search button

Once Search is selected, the system will display the contact, if the contact exists within the Reef Authority's system. If the contact is an existing contact to the Reef Authority, a Select button will appear next to the contact. Press the Select button that appears next to the contact, and you will then progress to the next screen.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

User: [redacted] | Permittee: [redacted] Log off

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online

Who is the primary contact for this application?

Contact me ([redacted]) regarding this application  
 Add new contact person for this application

Search Contacts

First Name \* [redacted] Surname \* [redacted] Preferred Email \* [redacted] Search

First Name	Surname	Email	
[redacted]	[redacted]	[redacted]	Select

Figure 683 – Screenshot of Who is the primary contact for this application screen with a red circle around the Search button and a red circle around the Select button

If the contact is not found within the Reef Authority's system a screen to add the details of the new contact appears.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] | Permittee: [redacted]

### Who is the primary contact for this application?

Contact me (monty-isa) regarding this application  
 Add new contact person for this application

Title \*   
First Name \*   
Surname \*   
Phone \*   
Mobile   
Email \*

#### Postal Address

Street Address \*  Suburb / Town \*  Postcode \*   
State  Country   
Other State  Other Country

We will need a phone number on which you or your nominated contact person can be readily contacted during business hours should additional information be required.

Figure 684 - Screenshot of Who is the primary contact for this application screen with Add new contact person for this application selected

Add the details of the new contact filling in all fields marked with a mandatory (\*) and select Save.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] | Permittee: [redacted]

### Who is the primary contact for this application?

Contact me (monty-isa) regarding this application  
 Add new contact person for this application

Title \* [redacted]  
First Name \* [redacted]  
Surname \* [redacted]  
Phone \* [redacted]  
Mobile [redacted]  
Email \* [redacted]

#### Postal Address

Street Address \* [redacted] Suburb / Town \* [redacted] Postcode \* [redacted]  
State  Country   
Other State  Other Country

We will need a phone number on which you or your nominated contact person can be readily contacted during business hours should additional information be required.

Figure 685 - Screenshot of Who is the primary contact for this application screen with Add new contact person for this application selected and a red circle around the Save button



You will then progress to the Continue Routine Commercial Research Application Summary Screen. Here you have a number of options available via links or buttons. Select Next on the summary screen to progress to the Declarations screens.

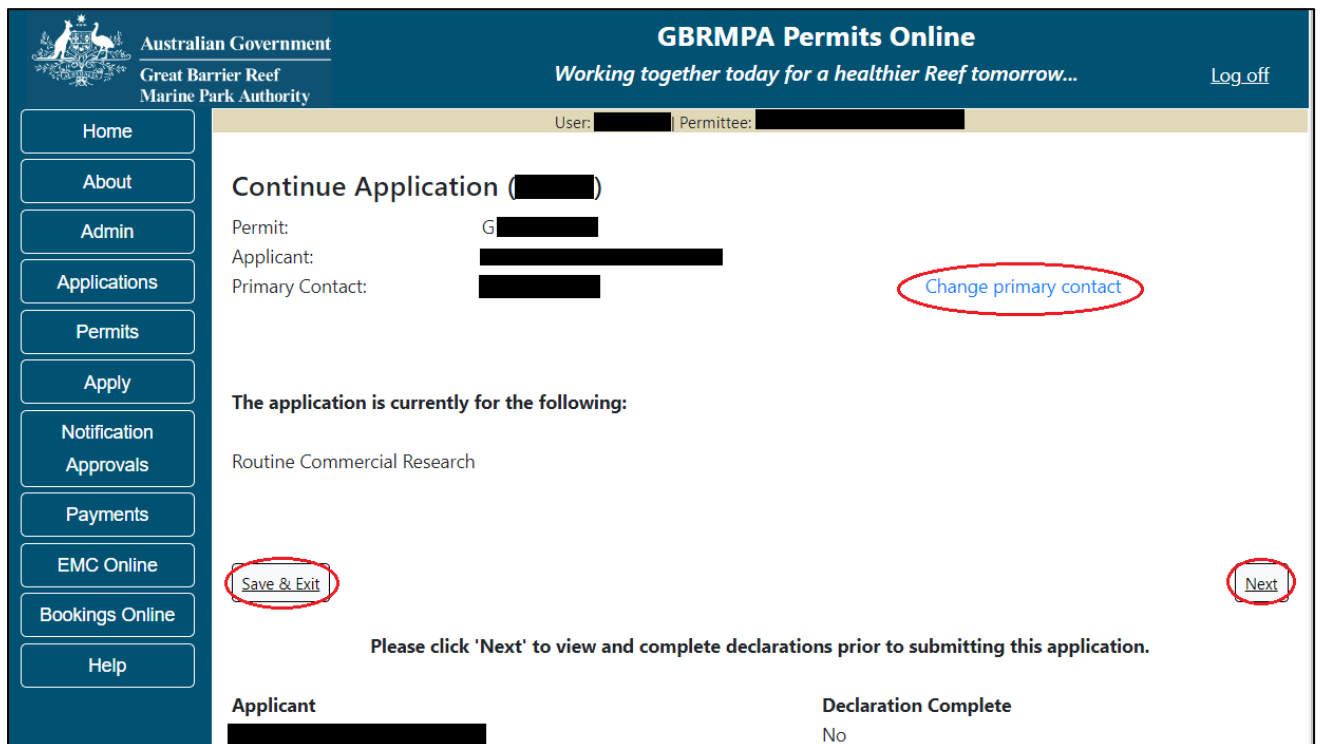


Figure 686 - Screenshot of Application Summary screens with red circles around all options available

Additional Information - Summary screen, links and buttons;

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.

The submission process will have 1 additional page, Supporting Information. Add any other information you feel will assist the Managing Agencies in assessing your application by typing in the text field or upload a file if required.

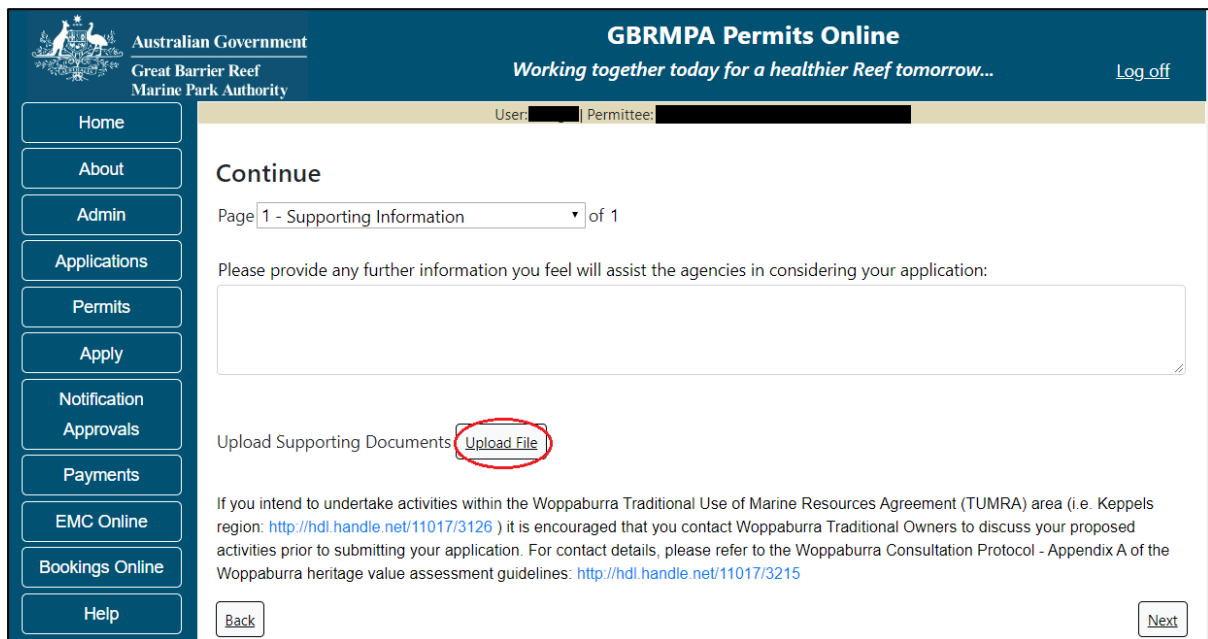


Figure 687 - Screenshot of Supporting Information screen with a red circle around the Upload File button

If a file is uploaded it will appear on the screen with the file name and a Remove button to remove the file if the wrong file is selected. Select Next to progress to the Declarations screens.

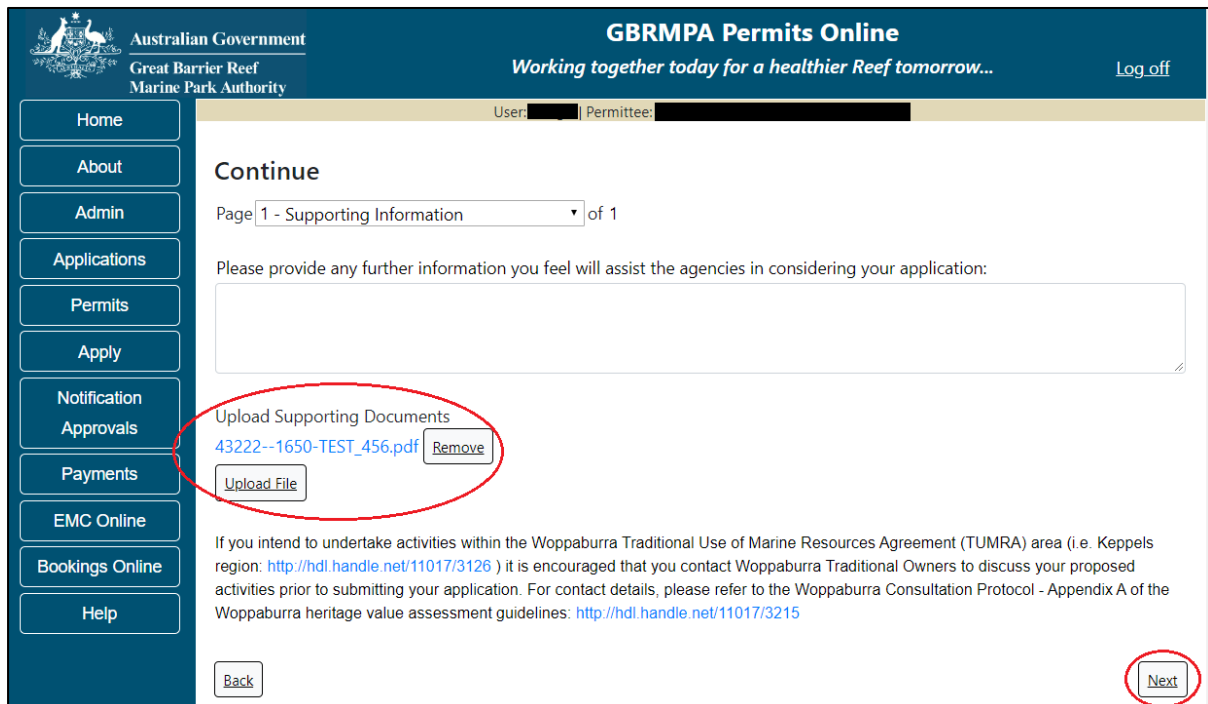
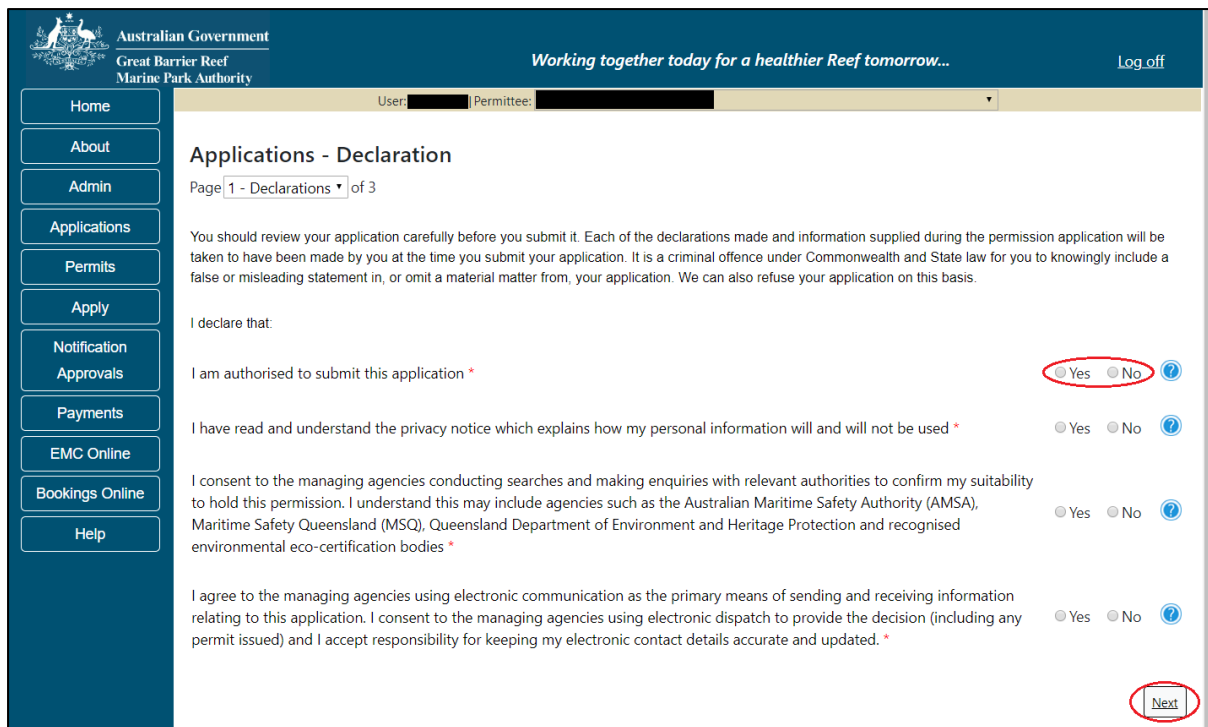


Figure 688 - Screenshot of Supporting Information screen with information entered and a red circle around Uploaded File and Next button

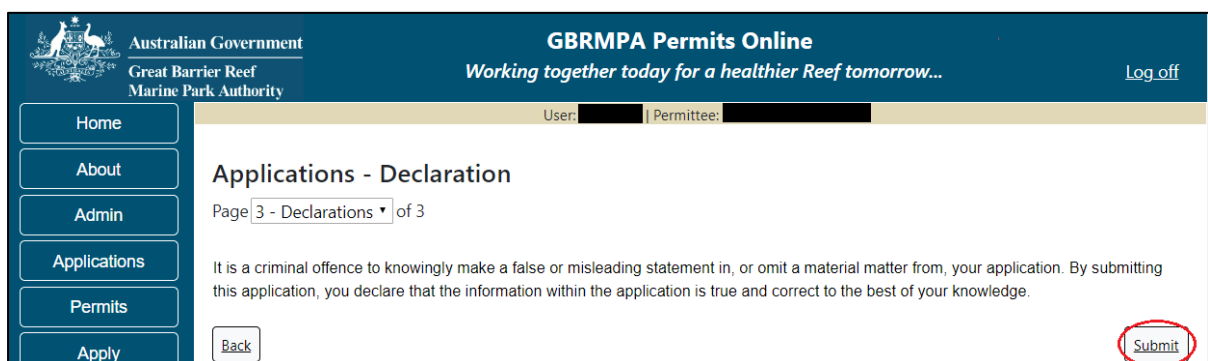
Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.



**Figure 689 - Screenshot of Declarations page with red circle around Yes and No options and Next button**

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.



**Figure 690 - Screenshot of Declarations screen with a red circle around the Submit button**

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

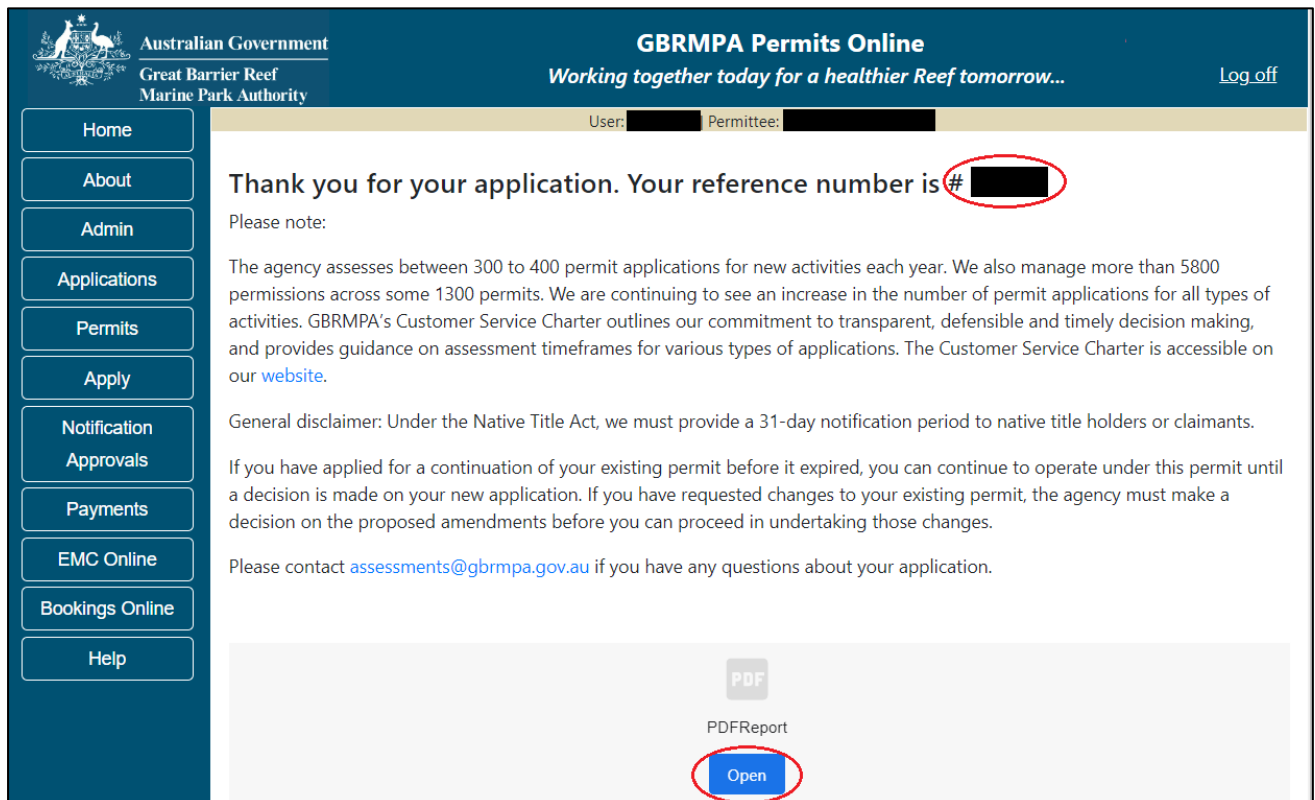


Figure 691 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the Applications screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

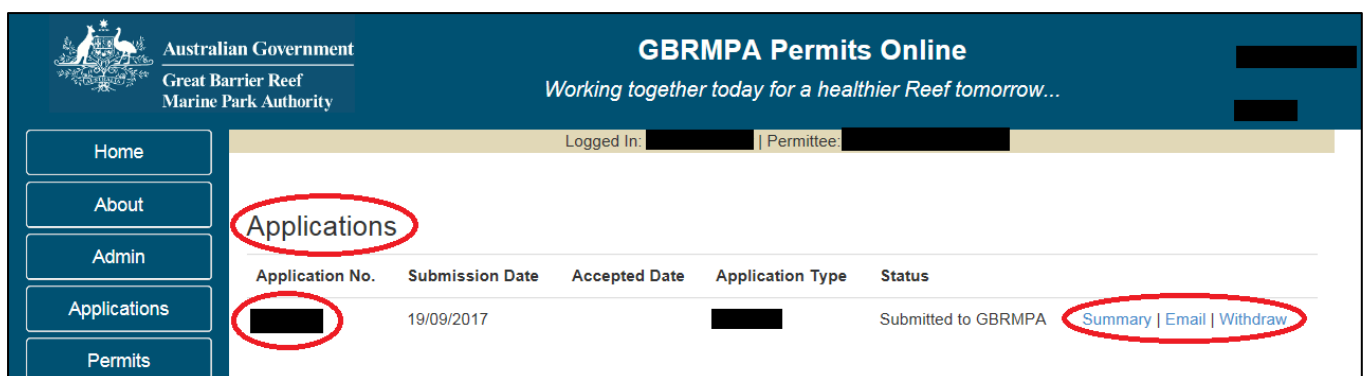
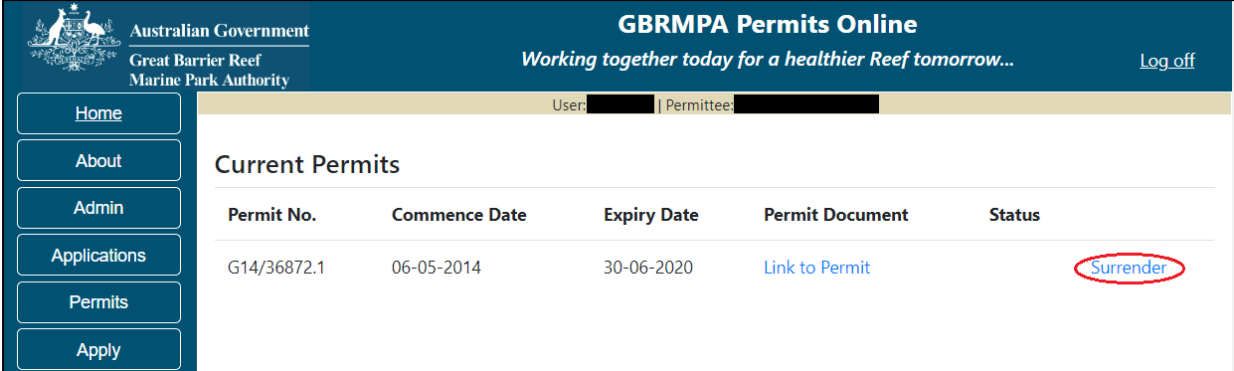


Figure 692 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options

## 20.0 Surrender a Current Permit

To surrender a current permit, select the Apply tab menu, then select Surrender a Current Permit. You will progress to the Current Permits screen with options to choose which permit you wish to Surrender.

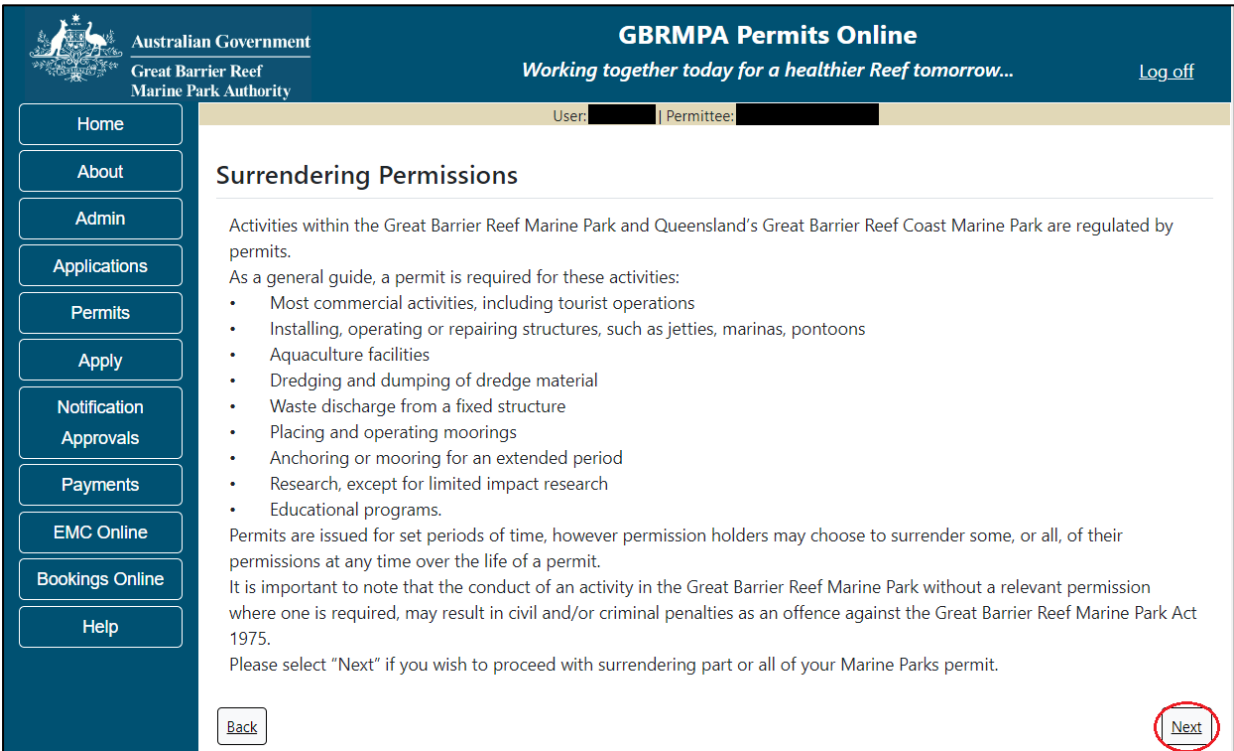


The screenshot shows the GBRMPA Permits Online interface. The header includes the Australian Government logo, the text 'Australian Government Great Barrier Reef Marine Park Authority', and the slogan 'Working together today for a healthier Reef tomorrow...'. A 'Log off' link is in the top right. A navigation menu on the left contains buttons for Home, About, Admin, Applications, Permits, and Apply. The main content area is titled 'Current Permits' and displays a table with the following data:

Permit No.	Commence Date	Expiry Date	Permit Document	Status
G14/36872.1	06-05-2014	30-06-2020	<a href="#">Link to Permit</a>	<a href="#">Surrender</a>

Figure 693 - Screenshot of Current Permits page with a red circle around the Surrender hyperlink option

The Surrender permissions page is an information page. Read the details then select Next to continue or select Back to go back.



The screenshot shows the 'Surrendering Permissions' page. The header is identical to Figure 693. The navigation menu on the left includes buttons for Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The main content area is titled 'Surrendering Permissions' and contains the following text:

Activities within the Great Barrier Reef Marine Park and Queensland's Great Barrier Reef Coast Marine Park are regulated by permits. As a general guide, a permit is required for these activities:

- Most commercial activities, including tourist operations
- Installing, operating or repairing structures, such as jetties, marinas, pontoons
- Aquaculture facilities
- Dredging and dumping of dredge material
- Waste discharge from a fixed structure
- Placing and operating moorings
- Anchoring or mooring for an extended period
- Research, except for limited impact research
- Educational programs.

Permits are issued for set periods of time, however permission holders may choose to surrender some, or all, of their permissions at any time over the life of a permit. It is important to note that the conduct of an activity in the Great Barrier Reef Marine Park without a relevant permission where one is required, may result in civil and/or criminal penalties as an offence against the Great Barrier Reef Marine Park Act 1975. Please select "Next" if you wish to proceed with surrendering part or all of your Marine Parks permit.

At the bottom of the page, there are two buttons: 'Back' and 'Next'. The 'Next' button is circled in red.

Figure 694 - Screenshot of Surrendering Permissions page with information displayed and red circle around Next button

The Surrender details page will list the active Permission available to be surrendered. To view the details of the permission, select the View Details button.

**Australian Government**  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] | Permittee: [redacted]

### Surrender

Permit Number [redacted]  
Permittee Name [redacted]  
Trading Name [redacted] Expiry Date [redacted]

**Permissions - Pending Surrender**

**Permissions - Active**

Standard Vessel Operation [redacted]	<a href="#">View Details</a>	<a href="#">Surrender this permission</a>
Extended Charter Vessel Operation	<a href="#">View Details</a>	<a href="#">Surrender this permission</a>

[Surrender all permissions on this permit](#)

Please note that any request to surrender permissions must be assessed and approved by the Managing Agencies

Permissions remain in force, along with Environmental Management Charge and/or facility maintenance or reporting obligations until the Managing Agencies approve the surrender.

Please click 'Next' to view and complete declarations prior to submitting this application.

Applicant [redacted] Declaration Complete No

Figure 695 - Screenshot of Surrender page with a red circle around View Details button

The details of the permission will appear. You can review the details. To continue with the Surrender application select the Cancel/Back button.

**Australian Government**  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] | Permittee: [redacted]

### Permissions

**Title** Standard Vessel Operation [redacted]  
**Permissions** Conducting a tourist program, Conducting a vessel charter operation  
**Activities** Snorkelling, Fish feeding, Swimming, SCUBA diving, Fishing, Non-tourist commercial charters - transport, goods and services, Passenger Transport, Coral viewing  
**Vehicles** [redacted] Max Passengers: [redacted]; Max length: [redacted]  
**Locations** All zones and locations EXCEPT Preservation Zones and Designated Areas (where provision is not made for use and entry authorised under this permit) and those locations during the periods specified which are listed as exclusions in the Conditions of Permission.  
**Endorsements**

[Cancel / Back](#)

Figure 696 - Screenshot of Permissions page with a red circle around Cancel / Back button

To surrender a permission select the Surrender this permission button.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...  
Log off

User: [redacted] | Permittee: [redacted]

### Surrender

Permit Number [redacted]  
Permittee Name [redacted]  
Trading Name [redacted] Expiry Date [redacted]

**Permissions - Pending Surrender**

**Permissions - Active**

Standard Vessel Operation [redacted]	View Details	Surrender this permission
Extended Charter Vessel Operation	View Details	Surrender this permission

Surrender all permissions on this permit

Figure 697 - Screenshot of Surrender page with a red circle around Surrender this permission button

The permission will then appear in the Permissions – Pending Surrender field

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...  
Log off

User: [redacted] | Permittee: [redacted]

### Surrender

Permit Number [redacted]  
Permittee Name [redacted]  
Trading Name [redacted] Expiry Date [redacted]

**Permissions - Pending Surrender**

Standard Vessel Operation [redacted]	View Details	Pending Surrender	Cancel Surrender
--------------------------------------	--------------	-------------------	------------------

**Permissions - Active**

Extended Charter Vessel Operation	View Details	Surrender this permission
-----------------------------------	--------------	---------------------------

Surrender all permissions on this permit

Figure 698 - Screenshot of Surrender page with permission showing in Pending Surrender area

If you have multiple permission and you wish to surrender all permissions, select the Surrender all permissions on this permit button

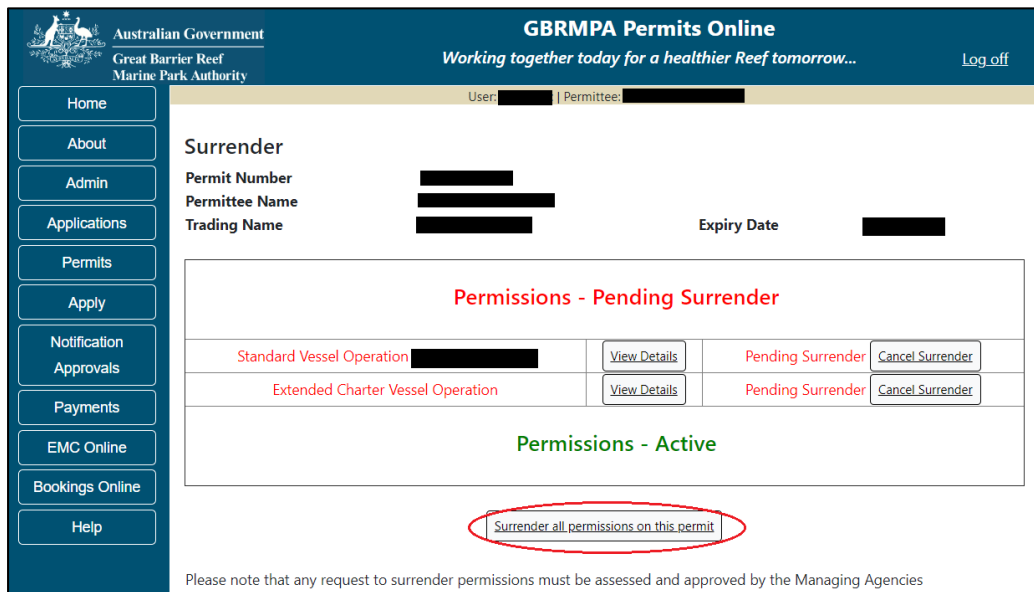


Figure 699 - Screenshot of Surrender page with a red circle around Surrender all permissions on this permit button

Once you have selected the permission/s to be surrendered then select Next to progress to the Declarations screens.

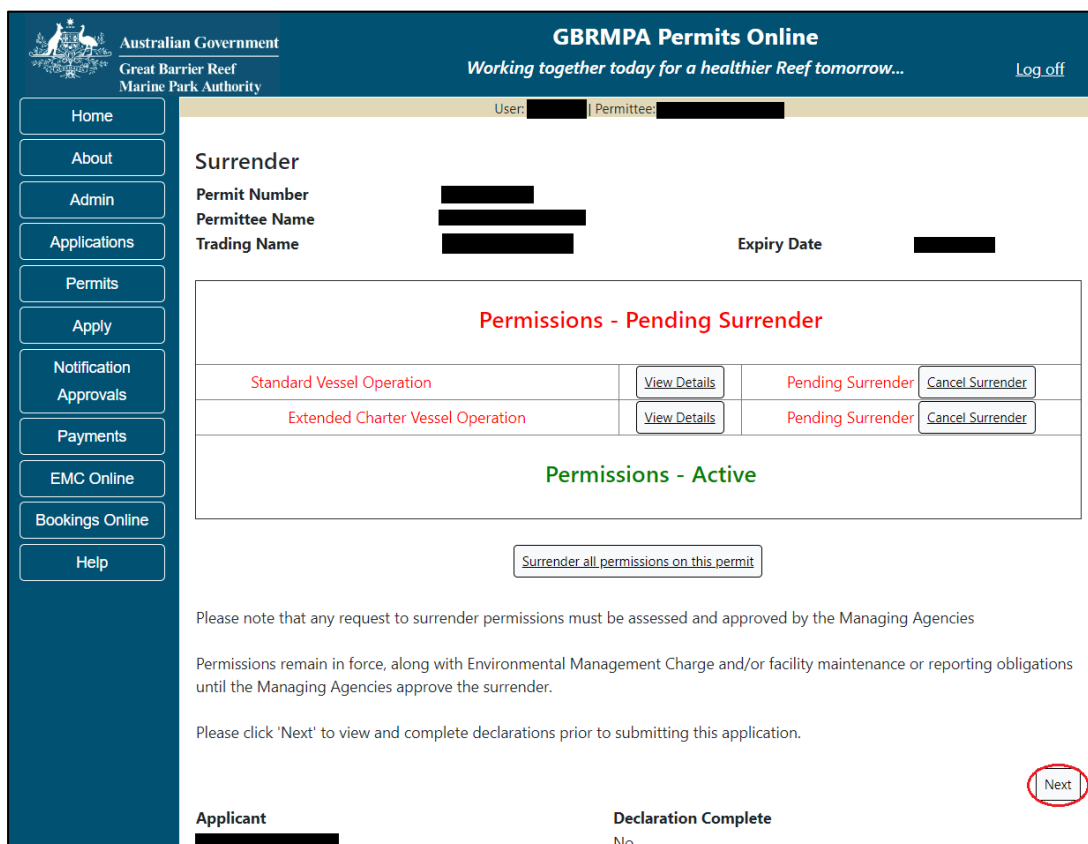


Figure 700 - Screenshot of Surrender page with permission showing in Pending Surrender area and red circle around Submit button



Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature.

Please read all questions carefully, provide a response to each, and select Next.

The screenshot shows the 'Applications - Declaration' page. The header includes the Australian Government logo and the text 'Great Barrier Reef Marine Park Authority' and 'Working together today for a healthier Reef tomorrow...'. A navigation menu on the left lists: Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The main content area is titled 'Applications - Declaration' and shows 'Page 1 - Declarations' of 3. It contains four declaration questions, each with 'Yes' and 'No' radio button options. The 'Yes' and 'No' options for the first question are circled in red. A 'Next' button is circled in red at the bottom right of the form area.

Figure 701 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a Submit button. Once the Submit button is selected, the application will be submitted to the Reef Authority and is no longer available to be edited. The status of the application on the Applications screen will then display 'Submitted to GBRMPA'. The application's Primary Contact will receive an emailed acknowledgement notice from a delegated Assessment Officer within 10 business days.

The screenshot shows the 'Applications - Declaration' page, Page 3 of 3. The header includes the Australian Government logo and the text 'Great Barrier Reef Marine Park Authority' and 'Working together today for a healthier Reef tomorrow...'. A navigation menu on the left lists: Home, About, Admin, Applications, Permits, and Apply. The main content area is titled 'Applications - Declaration' and shows 'Page 3 - Declarations' of 3. It contains a final declaration question: '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.' Below the question are 'Back' and 'Submit' buttons. The 'Submit' button is circled in red.

Figure 702 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

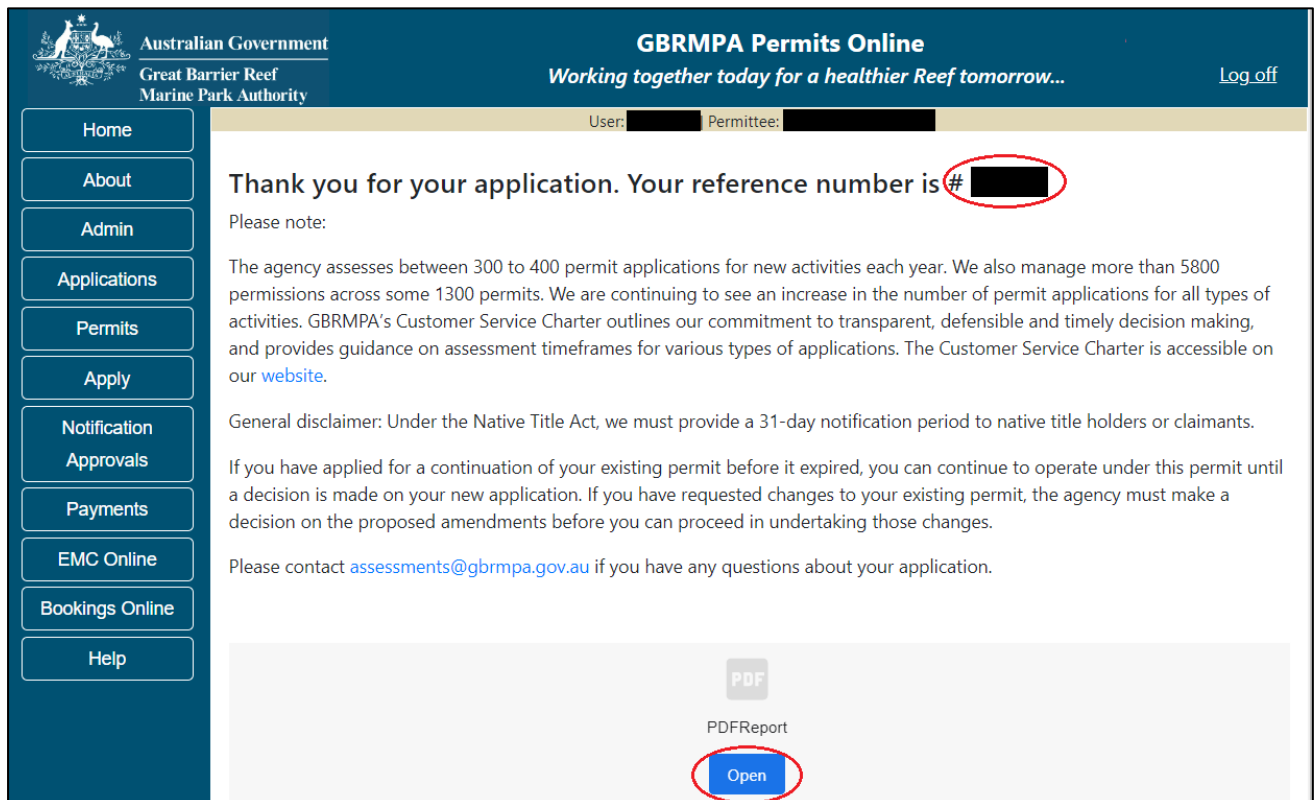


Figure 703 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the Applications screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

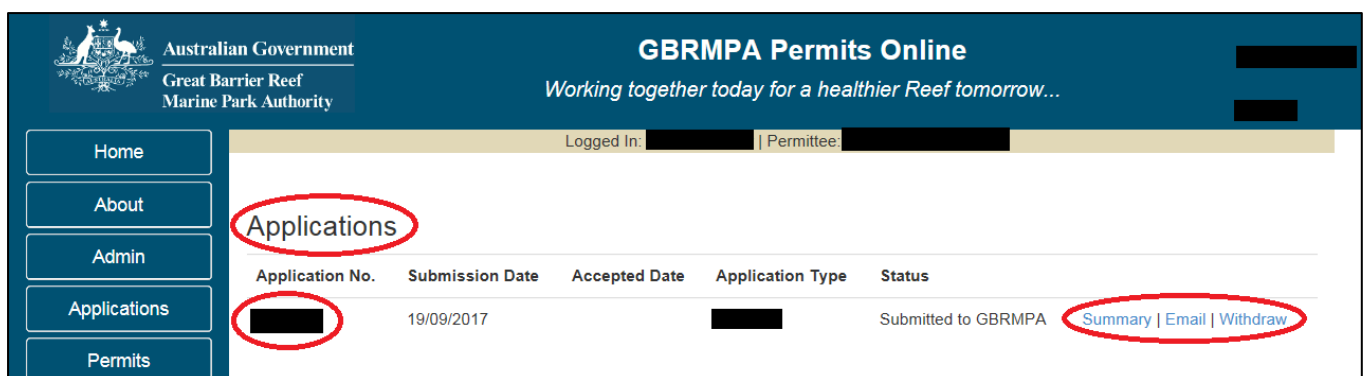


Figure 704 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options

## 21.0 Transfer a Current Permit

To transfer a current permit to another Permit Holder, select the Transfer option in the Apply sub menu.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

Logged In: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
New Permit  
Continue a current permit  
Surrender a current permit  
Transfer a current permit  
Notification Approvals  
Help

Welcome to Permits Online

The Great Barrier Reef Marine Park Authority (GBRMPA) and the Queensland Parks and Wildlife Service (QPWS) are the primary regulators for protecting the Great Barrier Reef. Our role is to set the standards necessary to provide certainty about where uses may occur, the type of activities allowed and the conditions under which activities may proceed. This is achieved by using a combination of management tools and approaches, including zoning, plans of management, permits, education, compliance and enforcement.

This online system allows you to apply for, and manage, Marine Parks permits issued jointly by GBRMPA and QPWS.

If you wish to apply only for a permit to access the Great Barrier Reef Coast Marine Park, Great Sandy Marine Park or Moreton Bay Marine Park, please visit the Queensland Government [website](#).

Further information on the Great Barrier Reef Marine Park Authority is available on our [website](#).

Further information on the Queensland Parks and Wildlife Service is available on their [website](#).

Permits Online has been developed to provide you with a user-friendly, online platform to manage the full life cycle of your Marine Parks permits from application through to reporting requirements, updating vessel details and contacts.

To get started, please select from the menus at left of screen.

Figure 705 - Screenshot of Permits Online Home page with a red circle around Apply and red circle around Transfer a current permit option

You will progress to the Current Permits screen with options to choose which permit you wish to Transfer. Select Transfer next to the permit number you wish to Transfer.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply

Current Permits

Permit No.	Commence Date	Expiry Date	Permit Document	Status
G14/36872.1	06-05-2014	30-06-2020	<a href="#">Link to Permit</a>	<a href="#">Transfer</a>

Figure 706 - Screenshot of Current Permits page with a red circle around Transfer hyperlink option

You will progress to the Current Permit Details screen with details of your operations, permissions, locations, vehicle details, activities, structures and any endorsements you may have. Select the permit number hyperlink to continue to the next page.

The screenshot shows the 'Current Permit Details' page for a permit. The header includes the Australian Government logo and 'GBRMPA Permits Online' with the tagline 'Working together today for a healthier Reef tomorrow...'. A navigation menu on the left lists options like Home, About, Admin, Applications, Permits, Apply, Notification Approvals, Payments, EMC Online, Bookings Online, and Help. The main content area displays a table with the following data:

Operation Title	Permissions	Locations	Activities	Other Details
Standard Vessel Operation	Conducting a tourist program, Conducting a vessel charter operation	All zones and locations EXCEPT Preservation Zones and Designated Areas (where provision is not made for use and entry authorised under this permit) and those locations during the periods specified which are listed as exclusions in the Conditions of Permission.	Snorkelling, Fish feeding, Swimming, SCUBA diving, Fishing, Non-tourist commercial charters - transport, goods and services, Passenger Transport, Coral viewing	Max Passengers: 14; Max length: m
Extended Charter Vessel Operation	Conducting a vessel charter operation	Amalgamated Great Barrier Reef Marine Park Boundary, Great Barrier Reef Coast Marine Park	Charter for monitoring, surveillance & specific access	

At the bottom of the table, there is a 'Back' button on the left and a 'Transfer' button on the right, which is circled in red.

Figure 707 - Screenshot of Transfer an Existing Permit screen with a red circle around transfer button

You will progress to the Transferring Your Permit page. On this page there are a number of info hyperlinks with information about transferring a permit.

The screenshot shows the 'Transferring Your Permit' page. The header is identical to Figure 707. The main content area has the following text:

Most Marine Parks permits are transferrable subject to approval by the managing agencies. A permit transfer simply involves changing the name of the permit holder. All other permit details, including the expiry date and usually the conditions, remain the same.

[When a Permit cannot be transferred](#)

- [How do I apply?](#)
- [Who has to agree to the transfer?](#)
- [How is the application assessed?](#)
- [How does the transfer happen?](#)

**Note:** This application must be lodged with the Great Barrier Reef Marine Park Authority (GBRMPA) a minimum of 20 business days prior to the proposed date of transfer, and at least 20 business days prior to the permit expiry date.

Permit Number G [redacted]

Figure 708 - Screenshot of Transferring Your Permit page with a red circle around When a Permit cannot be transferred Hyperlink

Selecting one of the hyperlinks will display information below the hyperlink. Select any of the hyperlinks to read the information. Select Next to progress.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

User: [redacted] | Permittee: [redacted]

### Transferring Your Permit

Most Marine Parks permits are transferrable subject to approval by the managing agencies. A permit transfer simply involves changing the name of the permit holder. All other permit details, including the expiry date and usually the conditions, remain the same.

- **When a Permit cannot be transferred**
  - GBRMPA cannot accept an application to transfer a permit under certain circumstances, such as:
    - the applicant has not enclosed all compliance materials relating to mooring facilities or structures
    - the proposed permit for transfer is already in a process and a decision is pending
    - the permit will expire before the date of the proposed transfer (the applicant has not allowed for a 20-business day\* turnaround). \*Note: applications are considered on a 'case by case' basis.
    - the permit is revoked or suspended.
    - the permit has expired
    - the permit has implications under the Environment Protection and Biodiversity Conservation Act 1999 and will require the consent of the Minister
- [How do I apply?](#)
- [Who has to agree to the transfer?](#)
- [How is the application assessed?](#)
- [How does the transfer happen?](#)

**Note:** This application must be lodged with the Great Barrier Reef Marine Park Authority (GBRMPA) a minimum of 20 business days prior to the proposed date of transfer, and at least 20 business days prior to the permit expiry date.

Permit Number G [redacted] [Next](#)

Figure 709 - Screenshot of Transferring Your Permit page with a red outline around the information for - When a Permit cannot be transferred information and a red circle around Next button

You will progress to the Permittee Details screen. Here you are asked Does the intended permit holder currently have a Marine Parks Permit or previously had a Marine Park Permit or application? Select Yes or No.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

Logged In: [redacted] | Permittee: [redacted]

### Permittee Details

Does the intended permit holder currently have a Marine Parks Permit or previously had a Marine Park Permit or application?

Yes  No

Figure 710 - Screenshot of Permittee Details screen with a red circle around Yes and No options

If No is selected a Next button will appear. Select the Next button

Figure 711 - Screenshot of Permittee Details screen with No selected and circled and a red circle around Next button

You will progress to the Who is applying to acquire this Permit page. Here you can fill in the details of the contact person that the permit is being transferred to. Other selections are available if the permit is being transferred to an organisation or if it is being transfer to joint applicants. Add the contact details ensuring you enter details in all mandatory fields, then select Save.

Figure 712 - Screenshot of Who is applying to acquire this Permit screen with an individual who has not previously held a permit or application with the Reef Authority selected with all options circled and red circle around Save button

If Yes is selected further fields will appear. A field to add an existing Authority permit number, and a field to search for an ACN number of the intended permit holder. Add in details of either the permit number or ACN number (which is a permit number or ACN number for the person the permit is being transferred to). Once the number has been entered select Search.

The screenshot shows the 'Permittee Details' form. The 'Yes' radio button is selected. There are two search fields: one for permit numbers and one for ACN numbers. The ACN field contains '888656777'. Below these fields is a 'Search' table with columns 'ID' and 'Contact Name'. A 'Select' button is located below the table. Red circles highlight the 'Yes' radio button, the ACN input field, the 'Search' button next to the ACN field, and the 'Select' button.

Figure 713 - Screenshot of Permittee Details screen with Yes selected and red circle around Search Field and Search button

Once Search is selected if the intended permit holder has a contact with the Reef Authority their details will appear with a Select button.

The screenshot shows the 'Permittee Details' form with search results. The 'Yes' radio button is selected. The search results table has two columns: 'ID' and 'Contact Name'. The 'ID' field contains a redacted value. A 'Select' button is located below the table. Red circles highlight the 'Yes' radio button, the permit number input field, the 'Search' button next to the permit number field, the search results table, and the 'Select' button.

Figure 714 - Screenshot of Permittee Details screen with red circle around Search results and red circle around Select button

Once you click on Select you will be asked to verify Is this the intended permit holder? If you select No you will progress back to add details of the new contact. If you select Yes, then select the Next button.

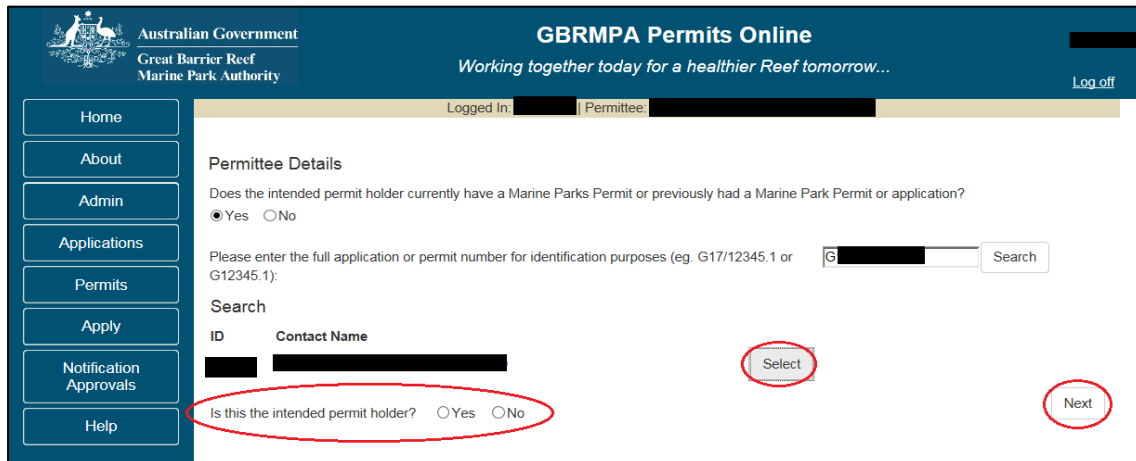


Figure 715 - Screenshot of Permittee Details screen with red circle around question - Is this the intended permit holder and Yes No options, red circles around Select and Next button

You will then be asked to add a primary contact of the intended permit holder. Once this option is selected the contact search will appear.

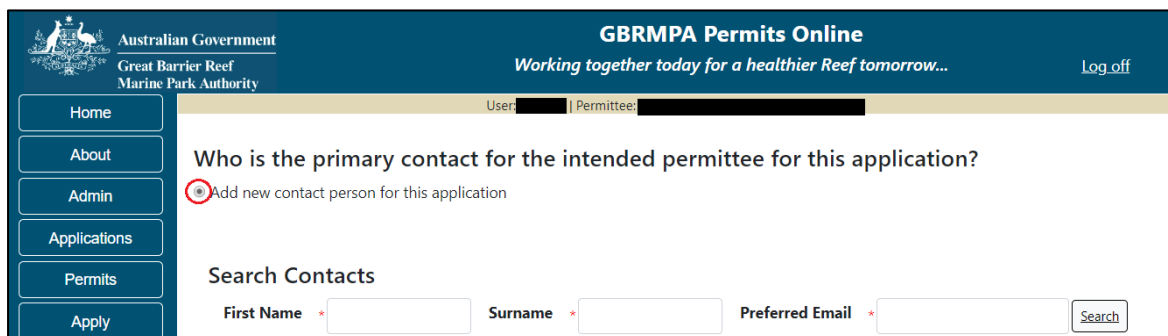


Figure 716 - Screenshot of Apply screen with a red circle around Add new contact for this application

Add details of Given Name, Surname and Preferred Email address, then select Search.

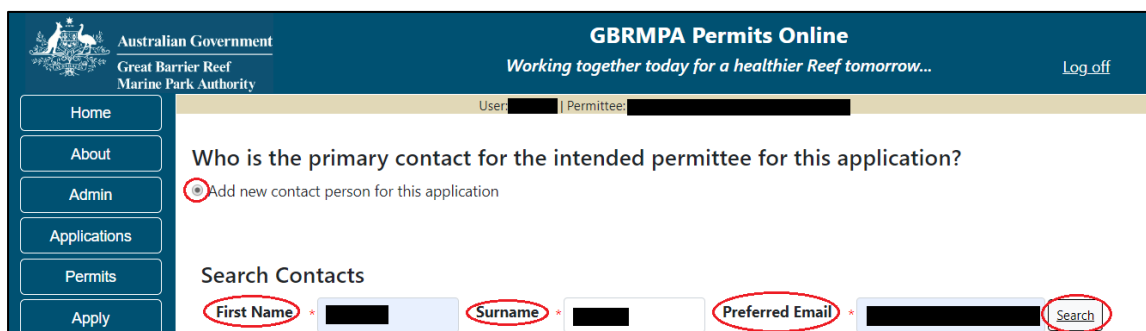


Figure 717 - Screenshot of Apply screen with red circles around first name, surname, preferred email and the search button



Once Search is selected on the previous screen, the system will display the contact, if the contact exists within the Reef Authority's system. If the contact is an existing contact to the Reef Authority, a Select button will appear next to the contact. Press the Select button that appears next to the contact and you will progress to the next screen.

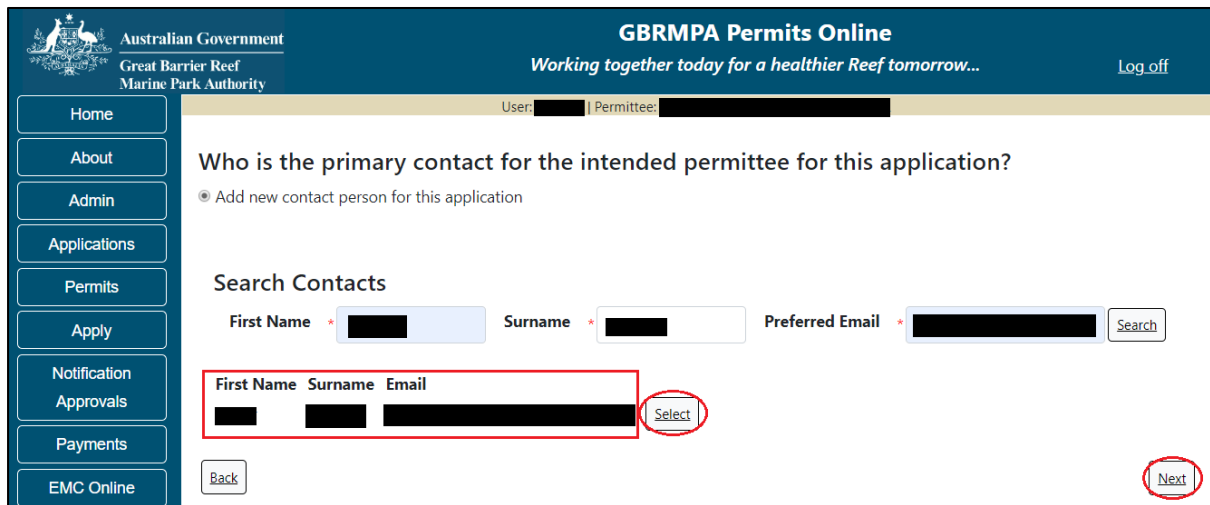


Figure 718 - Screenshot of Apply screen with a red box around contact details and a red circle around the Select button

If a primary contact is not within the system for the data entered in the search fields, the add details screen will appear. Any data that was entered in the search fields will be pre-populated. Ensure you fill in all fields marked with (\*) which are the mandatory fields and ensure you select Save.

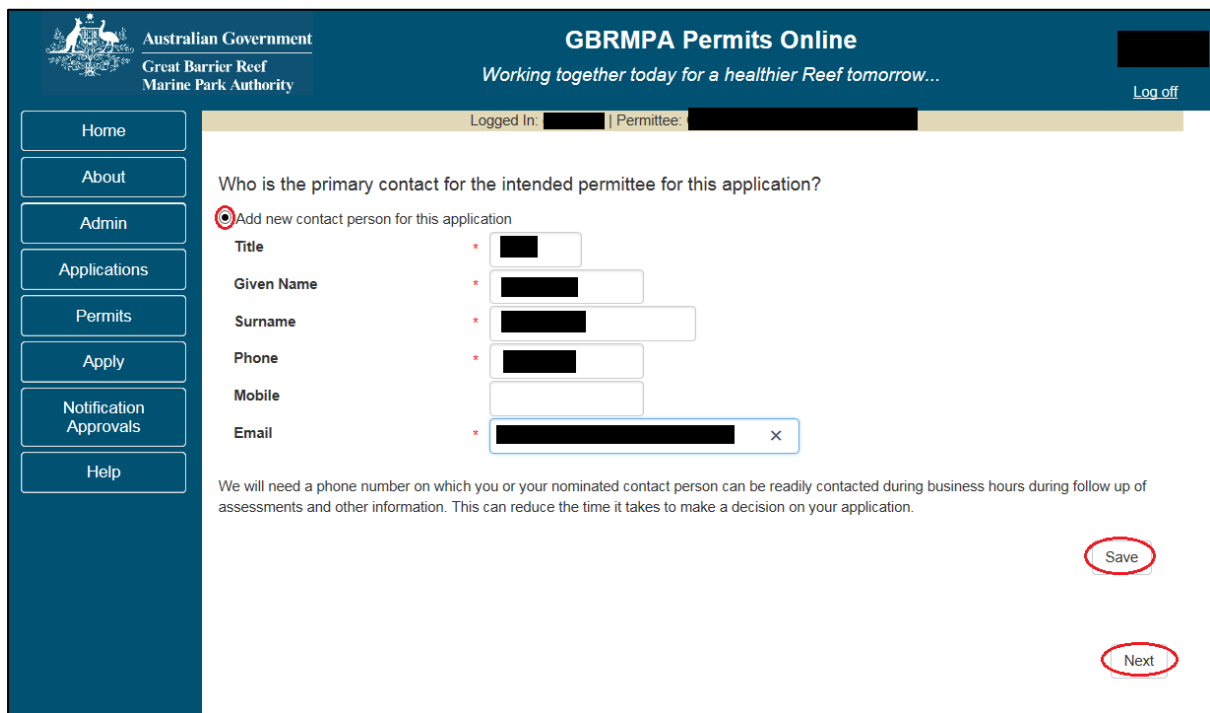


Figure 719 - Screenshot of Who is the primary contact for the intended Permit Holder for this application screen with information completed and red circle around Save and Next buttons

Once Next is selected you will progress to the Application Summary screen. To complete the application, select the Next button on the summary screen to progress to the application questions area for a Transfer application.

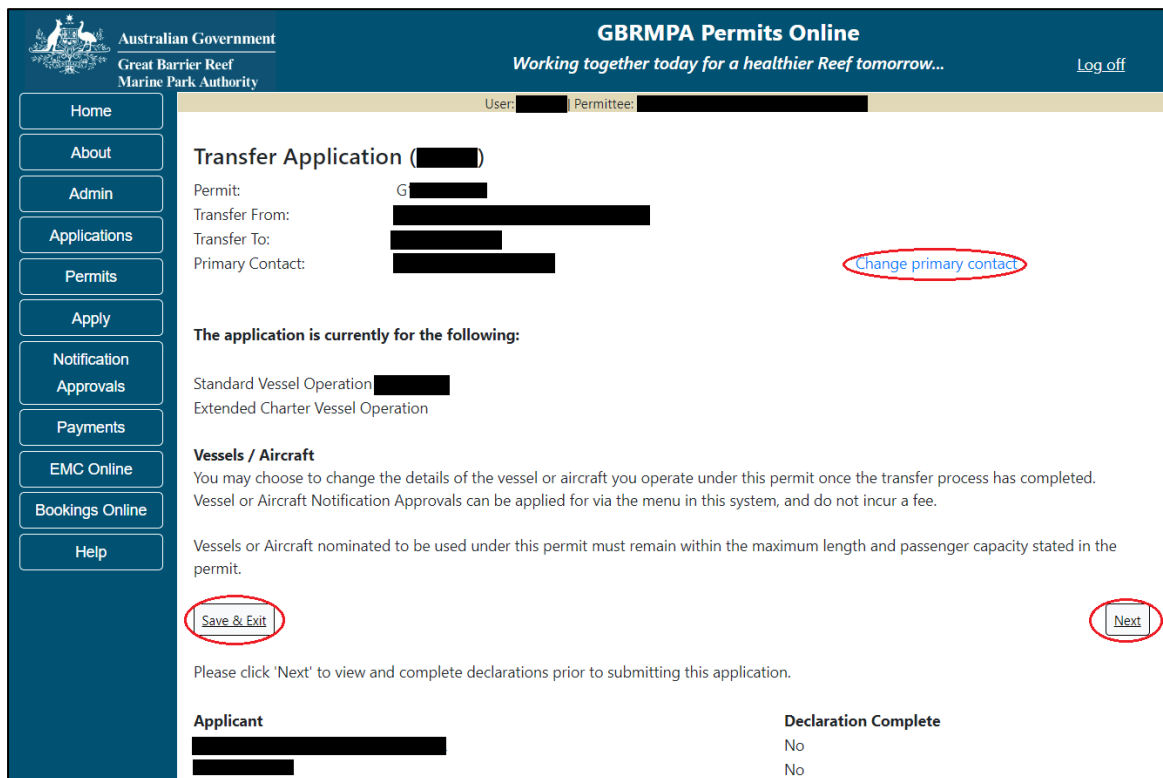


Figure 720 - Screenshot of Transfer Application Summary screen with red circles around all options available to select

### Additional Information - Summary screen, links and buttons:

- **Change primary contact:** If the change primary contact link is selected the applicant will progress to the primary contact page where the primary contact can be changed.
- **Save & Exit:** If the Save & Exit button is selected the applicant will progress to the applications screen.
- **Next:** If next is selected the applicant will progress to the submission process including declaring and submitting the application.

Page 1 of Transfer application provides opportunity for you to add any other information you feel will assist the Managing Agencies in assessing your application. Add supporting information by typing in the text field or upload a file if required.

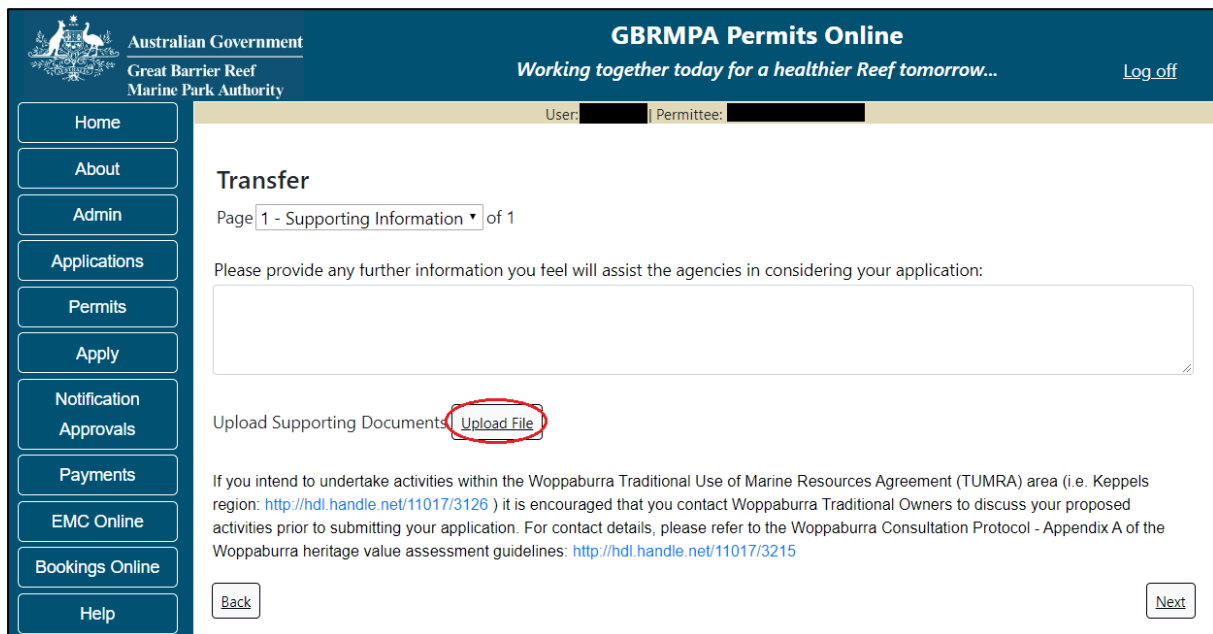


Figure 721 - Screenshot of Supporting Information screen with a red circle around Uploaded File button

If a file is uploaded it will appear on the screen with the file name and a Remove button to remove the file if the wrong file is selected. Select Next to continue.

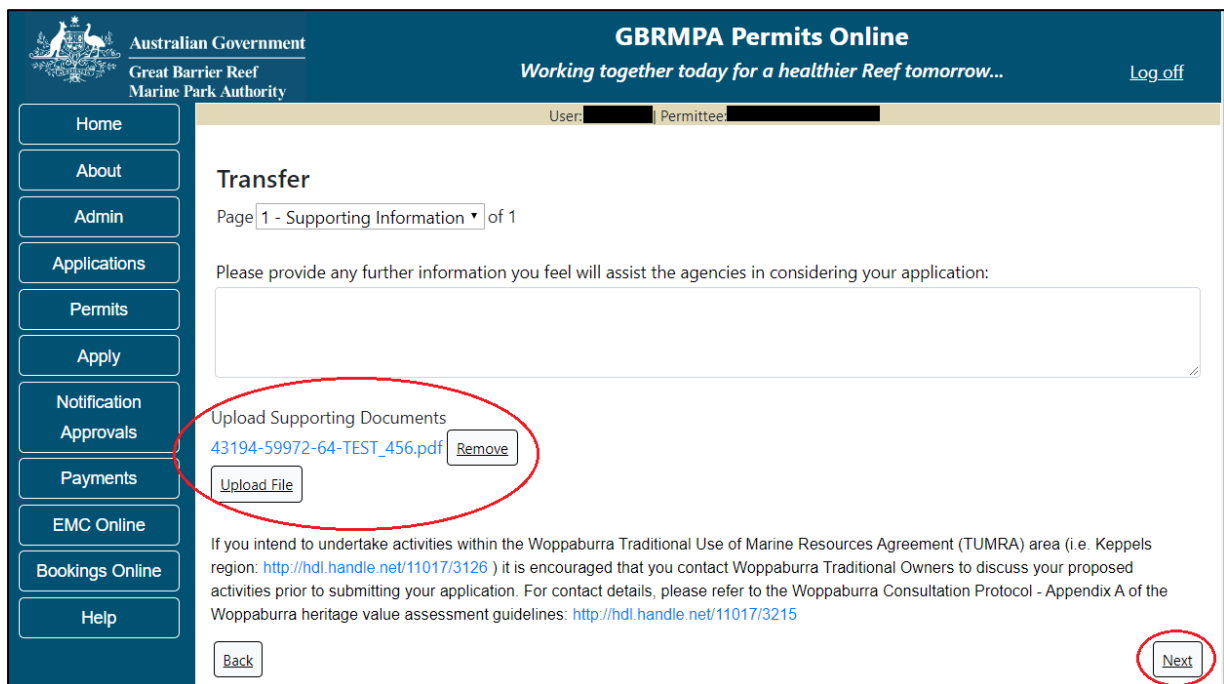


Figure 722 - Screenshot of Supporting Information screen with information entered and a red circle around Please provide details section, red circles around Uploaded File and Save button

You will then progress to the declarations area. Declarations need to be submitted by both the permit holder and the intended permit holder. As the permit holder you will need to submit your application first. Then an email will be automatically sent to the intended permit holder to log on and complete their declaration.

Completion of a set of declarations is mandatory prior to submitting your application. To complete the declarations section of this application, you must either be the applicant, or if applying on behalf of an organisation / company / government agency, you must be a Director of that organisation / company / government agency. Authorised contacts cannot complete the declaration section, as it contains legally binding commitments in place of a physical signature. Please read all questions carefully, provide a response to each, and select Next.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

Log off

User: [redacted] | Permittee: [redacted]

### Applications - Declaration

Page 1 - Declarations of 3

You should review your application carefully before you submit it. Each of the declarations made and information supplied during the permission application will be taken to have been made by you at the time you submit your application. It is a criminal offence under Commonwealth and State law for you to knowingly include a false or misleading statement in, or omit a material matter from, your application. We can also refuse your application on this basis.

NOTE - If the answer to any question in these declarations is "False", you will be provided the opportunity to explain your circumstances.

I declare that:

I am authorised to submit this application \*  Yes  No

I have read and understand the privacy notice which explains how my personal information will and will not be used \*  Yes  No ?

I consent to the managing agencies conducting searches and making enquiries with relevant authorities to confirm my suitability relating to this permission. I understand this may include agencies such as the Australian Maritime Safety Authority (AMSA), Maritime Safety Queensland (MSQ), Queensland Department of Environment and Heritage Protection and recognised environmental eco-certification bodies \*  Yes  No ?

I agree to the managing agencies using electronic communication as the primary means of sending and receiving information relating to this application. I consent to the managing agencies using electronic dispatch to provide the decision (including any permit issued) and I accept responsibility for keeping my electronic contact details accurate and updated. \*  Yes  No ?

Next

Figure 723 - Screenshot of Declarations page with red circle around Yes and No options and Next button

On the final page of declarations there is a Submit button. Once the Submit button is selected the application will be submitted to the Reef Authority.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

Log off

User: [redacted] | Permittee: [redacted]

### Applications - Declaration

Page 3 - Declarations of 3

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.

Back

Submit

Figure 724 - Screenshot of Declarations screen with a red circle around the Submit button

Once you submit your application, you will be provided with a reference/application number and can follow the progress of your application via the Applications menu on the left.

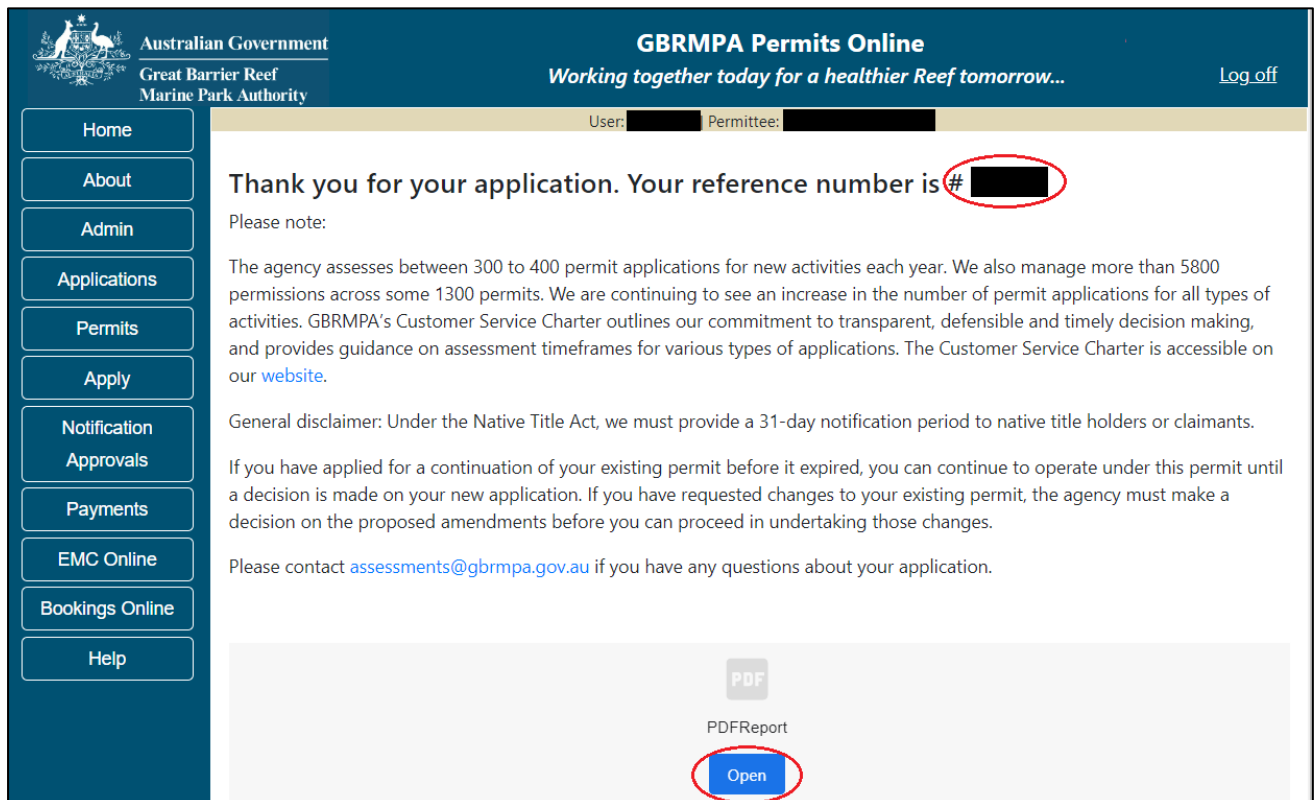


Figure 725 - Screenshot of the Thank you for your application screen with a red circle around Reference number and a red circle around the open pdf button

Your application will appear in the Applications screen with the reference/application number also displayed. You have further options to view a summary of your application, email the Reef Authority or withdraw the application.

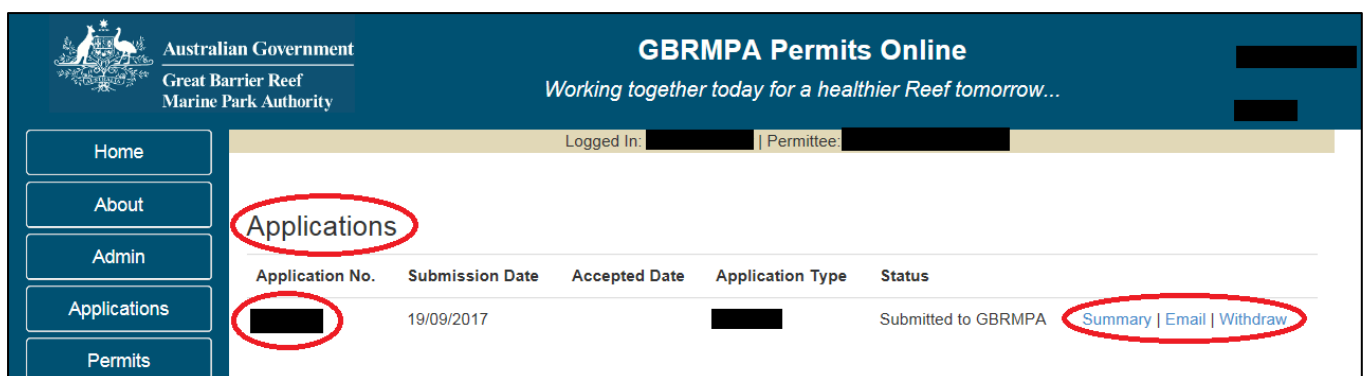


Figure 726 - Screenshot of Applications screen with a red circle around Application No., Summary, Email and Withdraw options

## 22.0 Lodge Requirements

Your Marine Parks permit may contain conditions requiring you to submit certain information at specified times. Such requirements may be lodged via Permits Online by selecting the 'Permits' menu, then 'Lodge Requirements'.

The Lodge Requirements area is where Research Reports, Other Reports and for Further Information requested by the Reef Authority, can be lodged.

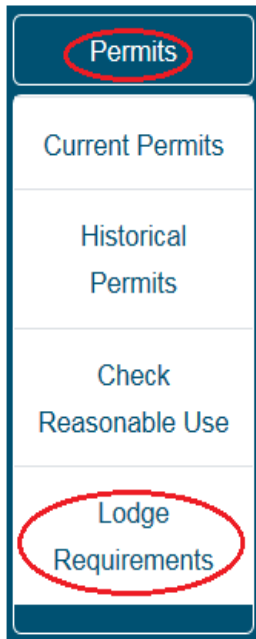


Figure 227 - Screenshot of Current Permits sub menu with a red circle around *Permits* icon and a red circle around the *Lodge Requirements* icon

### 22.1 Lodge Requirements – Research Report

Most research permits require the lodgement of annual reports, with a final project report to be provided upon completion of your research project. Reporting requirements are shown against each permit on the Lodge Requirements screen. Select the 'Open' hyperlink to enter required reporting information.



Figure 228 - Screenshot of Lodge Requirements screen with a red circle around *Open*

You will be presented with a series of questions relevant to your research project. Answer with 'Yes', 'No' or free text and progress through the pages using the 'Back' and 'Next' buttons. Mandatory questions are indicated by a red asterisk (\*). Some questions will require documents to be uploaded as part of your response.

Fill in the required information for each question, upload a map of Research Site Locations and select 'Next' to continue.

If this is the Final Report select 'Yes', Select 'No' if future reports will be lodged.

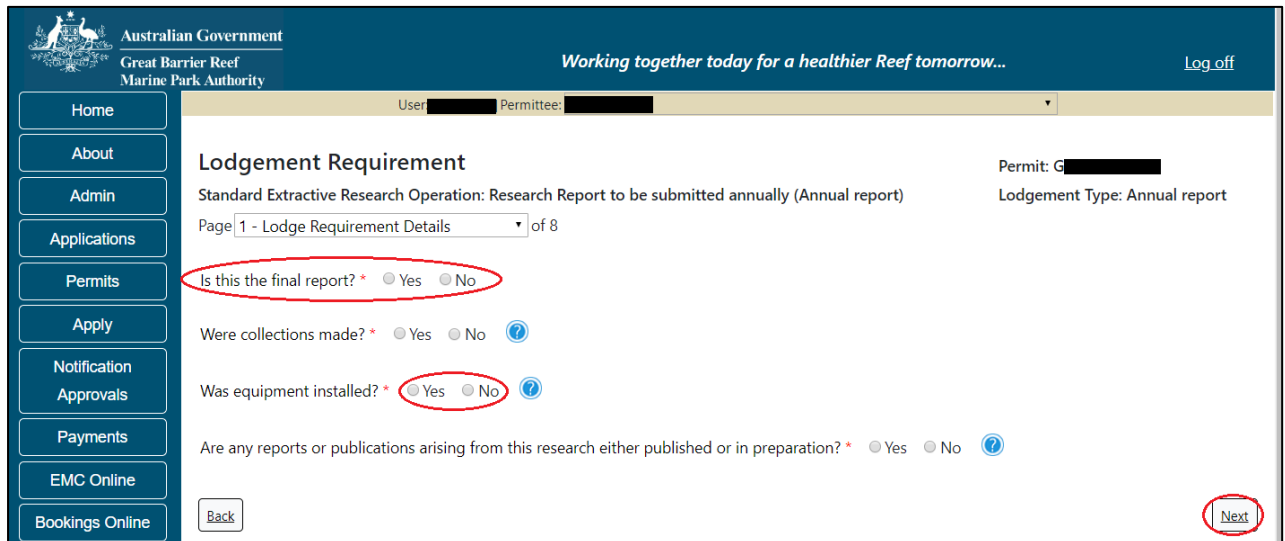


Figure 729 - Screenshot of Lodgement Requirements Page 1 screen with a red circle around questions and Yes No radio buttons and red circle around Next button

Page 2 of the research return module requests maps of the research sites be uploaded. To upload a file select the 'Add New' button. Please note that the preferred format of files are KML/KMZ file types.

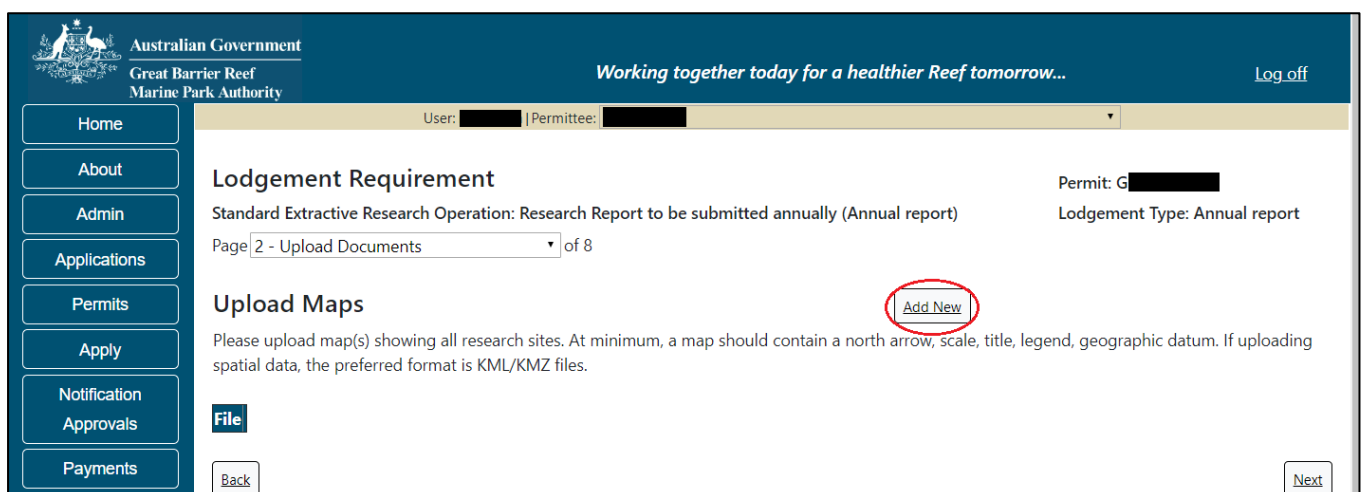


Figure 730 - Screenshot of Lodgement Requirements Page with a red circle around the Add New button

Once uploaded a 'Remove' button will appear. Select 'Remove' if you wish to remove the file. Please note that the preferred format of files are KML/KMZ file types

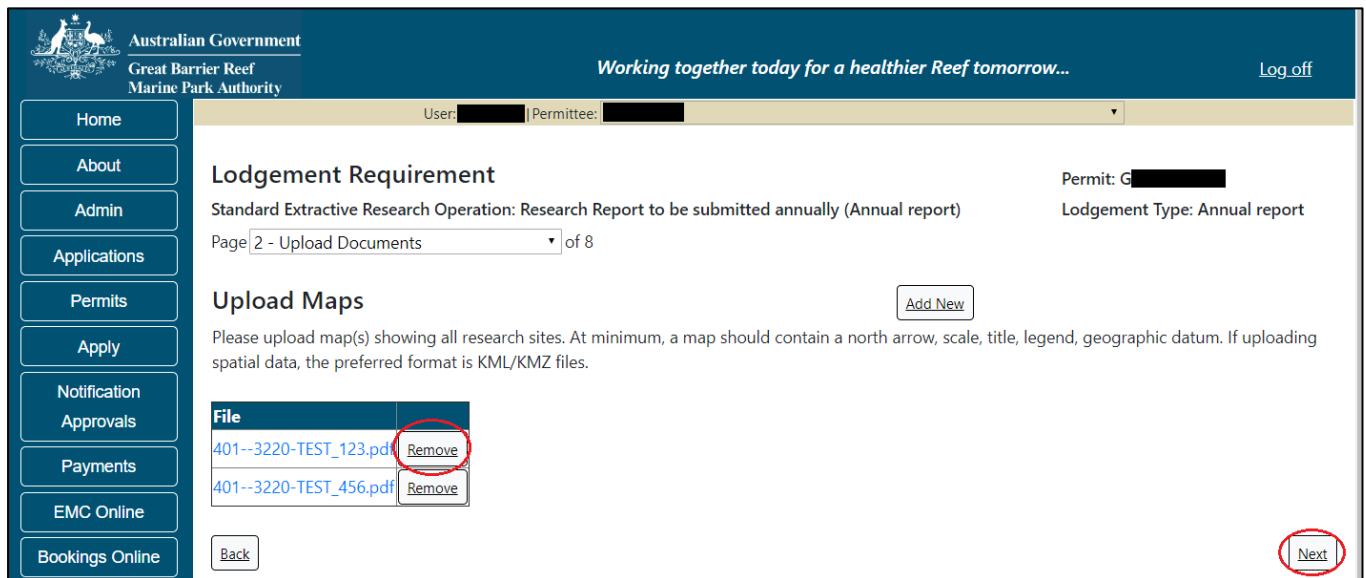


Figure 731 - Screenshot of Lodge Requirements Page with a red circle around the Remove and Next button

### 22.1.1 Sites

Page 3 of the research return module requests information on research sites accessed. On this page you have the option to add a new site or add existing sites (if previously set up). Select the Add New button to enter details of the first site where research collections were made.

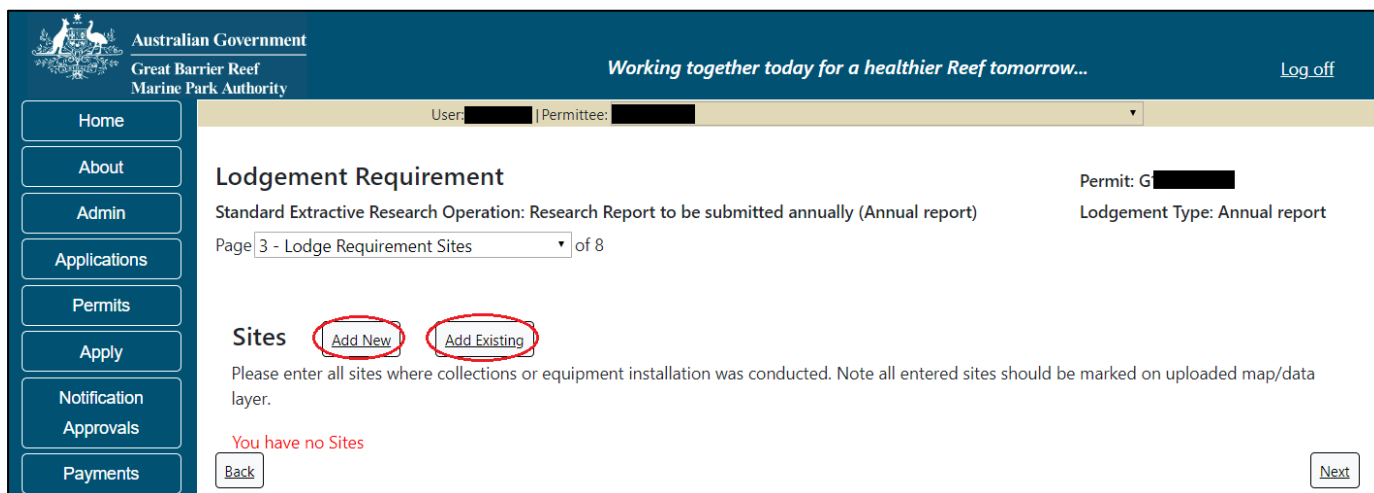


Figure 732 - Screenshot of Sites screen with a red circle around Add New and Add Existing buttons



Once Add New is selected the Sites pop up window will appear. Select identified reef location that is closest to the Site (Research Site) where collections were made. This field is a predictive dropdown list that will allow you to search via reef name, reef number or the Reef Authority zoning details. Begin typing the location and select from the list.

**Site**

Site Details

Convert Coordinates to Decimal Degrees: Use this [conversion tool](#) to convert coordinates from Degrees Minutes Seconds (e.g. 154°12'32" ) or Degrees Decimal Minutes (e.g. 154° 12.53') to Decimal Degrees (e.g. 154.208889).

Note:  
Coordinates must be entered in Decimal Degrees to at least 5 decimal places.  
Location search is via reef name, reef number or GBRMPA zoning details.  
Site is a text field that you can use to identify this particular latitude/longitude.

Location \*  x

Site \* Conservation Park Zone Orpheus Island Reef south-west (18-049b) (CP-18-4053)

Longitude \* Marine National Park Zone Orpheus Island Reef east (18-049d) (MNP-18-1083)

Latitude \*

Orpheus (Goolboddi) Island Reef (No 2) (18-049b)

Orpheus (Goolboddi) Island Reef (No 3) (18-049c)

Orpheus (Goolboddi) Island Reef (No 4) (18-049d)

Orpheus (Goolboddi) Island Reef (No 5) (18-049e)

Scientific Research Zone Orpheus Island north (18-049a and 18-049e) (SR-18-2007)

Cancel

**Figure 733 - Screenshot of Sites pop up window with a red circle around the location field**

The Site field is a text field requiring you to provide the coordinates of the research site. The Site field refers to the name the researcher has applied to the site (e.g. Site 1, Site 2) or a name of your choosing (e.g. JCU Site 01, Collection site 1, collection site Orpheus Island, Orpheus01)

**Site**

Site Details

Convert Coordinates to Decimal Degrees: Use this [conversion tool](#) to convert coordinates from Degrees Minutes Seconds (e.g. 154°12'32" ) or Degrees Decimal Minutes (e.g. 154° 12.53') to Decimal Degrees (e.g. 154.208889).

Note:  
Coordinates must be entered in Decimal Degrees to at least 5 decimal places.  
Location search is via reef name, reef number or GBRMPA zoning details.  
Site is a text field that you can use to identify this particular latitude/longitude.

Location \*

Site \*

Longitude \*

Latitude \*

Save

Cancel

**Figure 734 - Screenshot of Sites pop up window with a red circle around the Site field**

Within the sites pop up window there is a conversion tool link. Coordinates must be provided in the form of Decimal Degrees. You may use the conversion tool to convert other formats such as Degrees Minutes Seconds or Degrees Decimal Minutes to Decimal Degrees. Link to the conversion tool - [https://data.aad.gov.au/aadc/calc/dms\\_decimal.cfm](https://data.aad.gov.au/aadc/calc/dms_decimal.cfm)

The screenshot shows a web form titled 'Site' with a sub-header 'Site Details'. Below the header, there is instructional text: 'Convert Coordinates to Decimal Degrees: Use this [conversion tool](#) to convert coordinates from Degrees Minutes Seconds (e.g. 154°12'32" ) or Degrees Decimal Minutes (e.g. 154° 12.53') to Decimal Degrees (e.g. 154.208889). Note: Coordinates must be entered in Decimal Degrees to at least 5 decimal places. Location search is via reef name, reef number or GBRMPA zoning details. Site is a text field that you can use to identify this particular latitude/longitude.' Below this text are four input fields: 'Location \*', 'Site \*', 'Longitude\*', and 'Latitude \*'. A 'Save' button is positioned below the fields, and a 'Cancel' button is in the bottom right corner. A red circle highlights the 'conversion tool' link in the instructional text.

Figure 735 - Screenshot of Sites pop up window with a red circle around the conversion tool link

Add the co-ordinates of the site in Decimal Degrees to at least 5 decimal places. When entering the Latitude ensure you add a '-'(minus sign) as a prefix.

This screenshot shows the same 'Site' pop-up window as Figure 735, but with the input fields filled. The 'Location' field contains 'Scientific Research Zone Orphe', the 'Site' field contains 'Site01 / Orpheus01', the 'Longitude' field contains '136.123456', and the 'Latitude' field contains '-22.222222'. Both the 'Longitude' and 'Latitude' fields are circled in red. The 'Save' and 'Cancel' buttons are also visible.

Figure 736 - Screenshot of Sites pop up window with a red circle around the latitude and longitude fields

If your co-ordinates are not within the Marine Park a validation message will show. The co-ordinate boundaries for the Marine Park are within 135.00000 and 155.00000 degrees Longitude, and between -30.00000 and -10.00000 degrees Latitude.

The screenshot shows a 'Site' pop-up window with the following details:

- Location**: \* Scientific Research Zone Orphe
- Site**: \* Site01 / Orpheus01
- Longitude**: \* 131.33333. A red error message next to it reads: "The field Longitude must be between 135 and 155." with a black arrow pointing to the field.
- Latitude**: \* 21.11111. A red error message next to it reads: "The field Latitude must be between -30.000000 and -10.000000." with a black arrow pointing to the field.

Buttons for 'Save' and 'Cancel' are visible at the bottom of the window.

Figure 737 - Screenshot of Site pop up window displaying validation message for Longitude and Latitude errors

To add an Existing Site you will need to have previously listed sites to select from. Select the Add Existing button and the Sites pop up window will appear. If you have previously listed sites they will be available within this window to select.

(This function is designed to streamline population of subsequent reports. For example, once an annual report is submitted including the sites, when completing the next annual report or the Final report, the sites provided in previous reports will be selectable in this area).

The screenshot shows an 'Existing Sites' pop-up window with the following details:

- Sites**: A list containing "Orpheus 01(Orpheus (Goolboddi) Island Reef (No 1) (18-049a))" with a red circle around the selection checkbox, which is checked.

Buttons for 'Save' and 'Cancel' are visible at the bottom of the window.

Figure 738 - Screenshot of Existing Sites pop up window with a red circle around the existing site

Once site information has been entered and the details saved, it will display on the sites page. You will be presented with 2 buttons, an Edit and a Remove button. Select Next to continue.

The screenshot shows the 'Lodgement Requirement' page for a 'Standard Extractive Research Operation'. The page is titled 'Lodgement Requirement' and shows 'Page 3 - Lodge Requirement Sites' of 8. The 'Sites' section has two buttons: 'Add New' and 'Add Existing'. Below this is a table with the following data:

Location	Latitude	Longitude	Site Name
Orpheus (Goolboddi) Island Reef (No 1) (18-049a)	-25.555550	136.123450	Orpheus 01

At the bottom of the table, there are three buttons: 'Back', 'Edit', and 'Remove'. The 'Edit' and 'Remove' buttons are circled in red. At the bottom right of the page, there is a 'Next' button, also circled in red.

Figure 739 - Screenshot of Sites page with a red circle around Edit, Remove and Next buttons

### 22.1.2 Trips

Page 4 of the research return module asks about the trips upon which collections were made. Please add the dates of each trip where collections were made (e.g. between 15/06/2018- 17/06/2018 a research trip was conducted and collections were made). Select the Add New button for the Trips pop up window to appear.

The screenshot shows the 'Lodgement Requirement' page for a 'Standard Extractive Research Operation'. The page is titled 'Lodgement Requirement' and shows 'Page 4 - Lodge Requirement Collection Trips' of 8. The 'Collection Trips' section has a message: 'You have no trips entered.' and an 'Add New' button circled in red. At the bottom left, there is a 'Back' button, and at the bottom right, there is a 'Next' button.

Figure 740 - Screenshot of Collections page with a red circle around Add New button

Once Add New is selected the Trips pop up window appears. Depending on the type of device and web browser being used, the date fields will display as per the browser design. For example, Microsoft Edge will display the dates with the year provided first and will need to be typed in, Chrome and Firefox will have a calendar icon to select the date, and if using an iPad the scroll dates appear for this field.

Add the dates where trips involving collections were made and select Save.



Figure 741 - Screenshot of Trips pop up window

Once you have added the Collection Trip Dates the Collections button will appear beside the dates. Select the Collections button to add details of collections made on the trip.

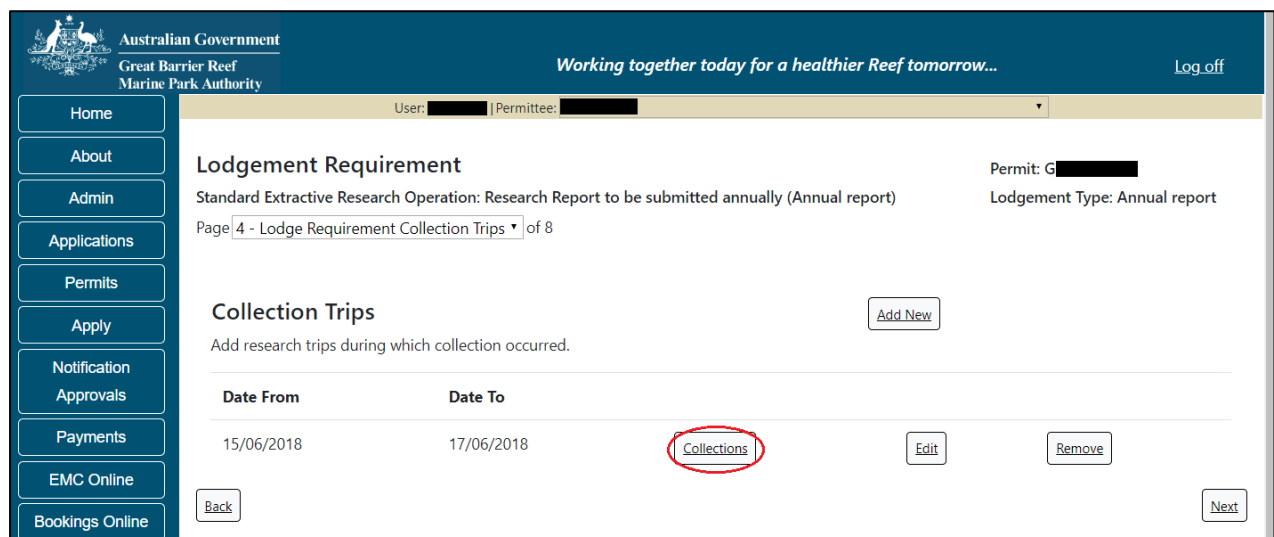


Figure 742 - Screenshot of Collection Trips page with a red circle around the collections button

### 22.1.3 Collection

Once selected, the collections page will be displayed. You will be presented with 2 buttons, a Back to Trips button and an Add New button. To add collections for this trip (15/06/2018 – 17/06/2018), select the Add New button.



Figure 743 - Screenshot of collection details screen with a red circle around the back to trips and the add new buttons

Once the Add New button is selected the Collections pop up window will appear. Fields marked with a red asterisk (\*) are mandatory, fields with a down arrow are dropdown picklists.

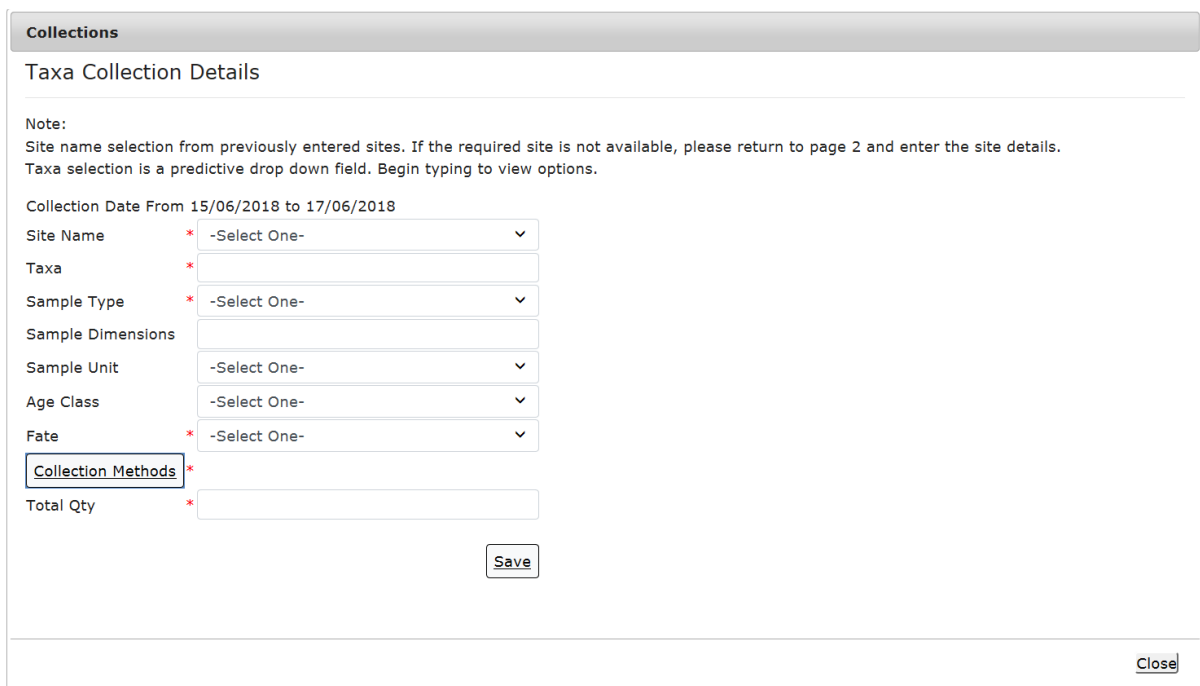


Figure 744 - Screenshot of collections pop up window

Site Name will contain any sites that you have previously set up in this report. Select the down arrow and select your site.

**Collections**

Taxa Collection Details

Note:  
Site name selection from previously entered sites. If the required site is not available, please return to page 2 and enter the site details.  
Taxa selection is a predictive drop down field. Begin typing to view options.

Collection Date From 15/06/2018 to 17/06/2018

Site Name \*

Taxa \*

Sample Type \*

Sample Dimensions

Sample Unit

Age Class

Fate \*

Collection Methods \*

Total Qty \*

Figure 745 - Screenshot of collections pop up window with a red circle around the site name drop list

Taxa is a predictive drop down field, begin typing to view options.

**Collections**

Taxa Collection Details

Note:  
Site name selection from previously entered sites. If the required site is not available, please return to page 2 and enter the site details.  
Taxa selection is a predictive drop down field. Begin typing to view options.

Collection Date From 15/06/2018 to 17/06/2018

Site Name \*

Taxa \*

Sample Type \*

Sample Dimensions

Sample Unit

Age Class

Fate \*

Collection Methods \*

Total Qty \*

Figure 746 - Screenshot of collections pop up window with a red circle around the Taxa drop down field

Sample Type, Sample Unit, Age Class and Fate are all dropdown picklists. Select the appropriate Sample Type, Sample Unit, Age Class and Fate from the lists.

### Sample Type – Picklist

The screenshot shows the 'EditCollections' window with the following fields and values:

- Collection Date From: 15/06/2018 to 17/06/2018
- Site Name: Orpheus 01
- Taxa: (empty)
- Sample Type: specimens (highlighted with a red circle)
- Sample Dimensions: (empty)
- Sample Unit: (empty)
- Age Class: (empty)
- Fate: (empty)
- Collection Methods: (empty)
- Total Qty: 5

A 'Save' button is located at the bottom center, and a 'Close' button is at the bottom right.

Figure 747 - Screenshot of Edit collections window with a red circle around the Sample type pick list

### Sample Unit – Picklist

The screenshot shows the 'EditCollections' window with the following fields and values:

- Collection Date From: 15/06/2018 to 17/06/2018
- Site Name: Orpheus 01
- Taxa: Acrocarpia
- Sample Type: specimens
- Sample Dimensions: (empty)
- Sample Unit: -Select One- (highlighted with a red circle)
- Age Class: (empty)
- Fate: (empty)
- Collection Methods: (empty)
- Total Qty: (empty)

The dropdown menu for Sample Unit is open, showing the following options:

- Select One-
- cm in length
- cm2
- m
- m2
- m3
- litres
- kilograms
- millilitres
- cm in diameter
- cm
- grams
- cm3

A 'Save' button is located at the bottom center, and a 'Close' button is at the bottom right.

Figure 748 - Screenshot of Edit collections window with a red circle around the Sample unit pick list



## Age Class – picklist

The screenshot shows the 'EditCollections' window with the following fields and values:

- Site Name: Orpheus 01
- Taxa: Acrocarpia robusta
- Sample Type: specimens
- Sample Dimensions: 2
- Sample Unit: -Select One-
- Age Class: Adult (highlighted with a red circle)
- Fate: Larvae
- Collection Methods: Hatchling
- Total Qty: Gamete

A 'Save' button is located at the bottom right of the form area, and a 'Close' button is at the bottom right of the window.

Figure 749 - Screenshot of Edit collections window with a red circle around the Age Class pick list

## Fate – picklist

The screenshot shows the 'EditCollections' window with the following fields and values:

- Site Name: Orpheus 01
- Taxa: Acrocarpia robusta
- Sample Type: specimens
- Sample Dimensions: 2
- Sample Unit: cm in length
- Age Class: -Select One-
- Fate: collected (highlighted with a red circle)
- Collection Methods: temporarily collected
- Total Qty: tagged and released

A 'Save' button is located at the bottom right of the form area, and a 'Close' button is at the bottom right of the window.

Figure 750 - Screenshot of Edit collections window with a red circle around the Fate pick list

To add a collection method, select the Collection Methods button.

**Collections**

Taxa Collection Details

Note:  
Site name selection from previously entered sites. If the required site is not available, please return to page 2 and enter the site details.  
Taxa selection is a predictive drop down field. Begin typing to view options.

Collection Date From 15/06/2018 to 17/06/2018

Site Name \* Orpheus 01

Taxa \* Acrocarpia robusta

Sample Type \* specimens

Sample Dimensions 2

Sample Unit cm in length

Age Class Adult

Fate \* collected

**Collection Methods**

Total Qty \*

Save

Close

Figure 751 - Screenshot of collections pop up window with a red circle around the collection methods button

The Add Collection Method pop up window will appear. Select the collection method or multiple collection methods if applicable and then select Save.

**Add Collection Method**

Collection Methods

Save

	Description
<input checked="" type="checkbox"/>	Antillean Z-trap
<input type="checkbox"/>	Baited traps
<input type="checkbox"/>	Beach jumping
<input type="checkbox"/>	Benthic Grab Sampler
<input checked="" type="checkbox"/>	Benthic Sled
<input type="checkbox"/>	Biopsy
<input type="checkbox"/>	Bone Cutters
<input type="checkbox"/>	Cages
<input type="checkbox"/>	Clove oil dispersed from spray bottle
<input type="checkbox"/>	Commercial Take
<input type="checkbox"/>	Crab pots and/or dillies
<input type="checkbox"/>	Dillies
<input type="checkbox"/>	Glass slides
<input type="checkbox"/>	Crab pots

Cancel

Figure 752 - Screenshot of the Add Collection Methods pop up window with a red circle around 2 options in the list and red circle around the Save button

The collection method will then be saved in the Collections pop up window.

**Collections**

Taxa Collection Details

Note:  
Site name selection from previously entered sites. If the required site is not available, please return to page 2 and enter the site details.  
Taxa selection is a predictive drop down field. Begin typing to view options.

Collection Date From 15/06/2018 to 17/06/2018

Site Name \* Orpheus 01

Taxa \* Acrocarpia robusta

Sample Type \* specimens

Sample Dimensions 2

Sample Unit cm in length

Age Class Adult

Fate \* collected

Collection Methods \* Antillean Z-trap, Benthic Sled

Total Qty \*

Save

Close

Figure 753 - Screenshot of collections pop up window with a red circle around the collections methods selected

Ensure you add the Sample Dimensions and the Total Quantity collected. The Sample Dimensions and Total Quantity are text fields. Once you have added all collection details select Save.

**Collections**

Taxa Collection Details

Note:  
Site name selection from previously entered sites. If the required site is not available, please return to page 2 and enter the site details.  
Taxa selection is a predictive drop down field. Begin typing to view options.

Collection Date From 15/06/2018 to 17/06/2018

Site Name \* Orpheus 01

Taxa \* Acrocarpia robusta

Sample Type \* specimens

Sample Dimensions 2

Sample Unit cm in length

Age Class Adult

Fate \* collected

Collection Methods \* Antillean Z-trap, Benthic Sled

Total Qty \* 5

Save

Close

Figure 754 - Screenshot of collections pop up window with a red circle around the sample dimensions and total quantity fields and a red circle around the Save button

Your collections will then display on the collections screen. You will also be presented with options to Edit or Remove the Collection. Select Next to progress.

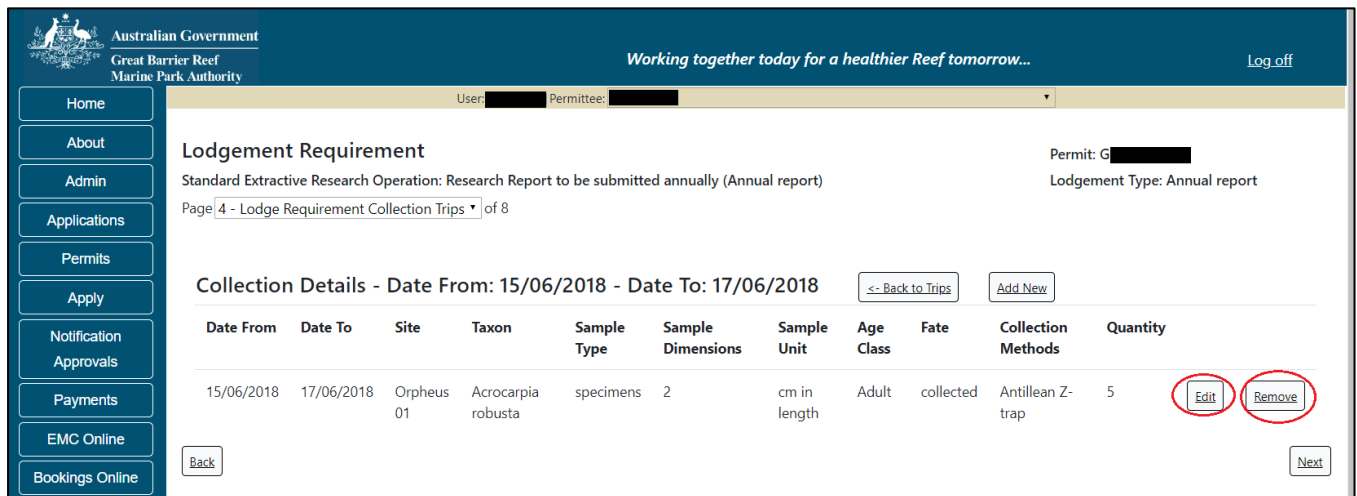


Figure 755 - Screenshot of collection details page with red circles around Edit and Remove buttons

#### 22.1.4 Equipment

Equipment that was added or removed from the Marine Parks throughout the life of the permit should be entered on the Equipment screen. Adding equipment and the status of the equipment assists the Reef Authority in managing what is installed in the Marine Park and where. Please add all equipment that was used throughout the period of reporting in this section.

To add equipment select the Add New button.



Figure 756 - Screenshot of equipment page with a red circle around add new button

The Equipment the pop up window will appear. The equipment pop up window will have text fields and drop lists, depending on what field you select.

The screenshot shows a pop-up window titled "Equipment" with a sub-header "Equipment Details". Below the header is a "Note" section with the following text: "Note: Site selection from previously entered sites. If the required site is not available, please return to page 2 and enter the site details. For 'Approx Dimensions': Include unit of measure. Please add any details of why equipment was not maintained in the 'Any other matters' area on page 7." The form contains several fields: "Installed Date" with a text input containing "2018-07-24"; "Site Name" with a dropdown menu showing "-Select One-"; "Equipment Type" with a dropdown menu showing "-Select One-"; "Approx Dimensions" with a text input; "Quantity" with a text input; "Current Status" with a dropdown menu showing "-Select One-"; and "Was the equipment maintained?" with radio buttons for "Yes" (selected) and "No". A "Save" button is located at the bottom center, and a "Cancel" button is at the bottom right.

Figure 757 - Screenshot of equipment pop up window

The Installation Date will default to today's date, which you can change to reflect the actual date of installation. You must also select the Site at which the equipment was installed. The list of sites is provided from site details entered earlier in this process. You must set up sites prior to adding any equipment.

This screenshot is similar to Figure 757 but highlights specific fields. The "Installed Date" field contains "2018-06-15" and is circled in red. The "Site Name" dropdown menu is open, showing a list of options with "-Select One-" at the top and "Orpheus 01" selected below it; this dropdown is also circled in red. The "Equipment Type" dropdown menu is also open, showing "-Select One-". The "Note" section and other fields are identical to the previous screenshot. The "Save" and "Cancel" buttons are also present.

Figure 758 - Screenshot of equipment pop up window with red circles around installed date and site name

Select the equipment type dropdown picklist to see the available equipment. If your equipment is not listed please add details under 'Any Other Matters'.

The screenshot shows the 'Equipment' form with the following fields and values:

- Installed Date: 2018-07-25
- Site Name: Orpheus 01
- Equipment Type: -Select One- (dropdown menu is open)
- Approx Dimensions: (empty)
- Quantity: (empty)
- Current Status: (empty)
- Was the equipment maintained?: (empty)

The dropdown menu for Equipment Type is open, showing a list of equipment types. A red circle highlights the '-Select One-' option. The list includes:

- Acoustic Receivers
- Autonomous Water Sampling Devices
- BRUV
- CTD and Multiparameter Instruments
- Current Meters and Open Channel Meters
- Echosounders and Bathymetry Instruments
- Gypsum Balls or Plaster Bricks
- Hydrophones and Recorders
- Data Loggers
- Exclusion Cages
- Marker Buoys
- Nephelometer
- Optical Sensors
- Perspex Box
- Quadrats
- Racks
- Rails
- Rods
- Securing / Fixing Equipment
- Sediment Traps
- Settlement / Fouling Plates
- Sound Velocity Sensor / Profiler
- Stainless Steel Base Plates
- Stakes / Star Pickets
- Tide Gauges
- Transect Tapes
- Tripods
- Video and Photography Equipment
- Wave Recorders

A 'Cancel' button is visible at the bottom right of the dropdown menu.

Figure 759 - Screenshot of equipment pop up window with red circles around equipment type pick list

For Approx. Dimensions please include the unit of measure in this field (e.g. centimetres / millimetres etc.). Approx. Dimensions and Quantity are text fields.

The screenshot shows the 'Equipment' form with the following fields and values:

- Installed Date: 2018-06-15
- Site Name: Orpheus 01
- Equipment Type: Data Loggers
- Approx Dimensions: 20cm x 20cm
- Quantity: 5
- Current Status: -Select One-
- Was the equipment maintained?:  Yes  No

A 'Save' button is visible at the bottom center of the form. A 'Cancel' button is visible at the bottom right of the form.

Figure 760 - Screenshot of equipment pop up window with red circles around approximate dimensions and quantity fields

Current Status is a drop list with 2 options. Select either Installed or Removed.

**Equipment**

Equipment Details

Note:  
Site selection from previously entered sites. If the required site is not available, please return to page 2 and enter the site details.  
For "Approx Dimensions": Include unit of measure.  
Please add any details of why equipment was not maintained in the "Any other matters" area on page 7.

Installed Date \* 2018-06-15

Site Name \* Orpheus 01

Equipment Type \* Data Loggers

Approx Dimensions\* 20cm x 20cm

Quantity \* 5

Current Status \* **Selected One**  
Installed  
Removed

Was the equipment maintained?  Yes  No

Save

Cancel

Figure 761 - Screenshot of equipment pop up window with red circles around current status pick list

Select whether the equipment was maintained and then select Save. Please add details of why any equipment was not maintained in the Any other matters area on page 7.

**Equipment**

Equipment Details

Note:  
Site selection from previously entered sites. If the required site is not available, please return to page 2 and enter the site details.  
For "Approx Dimensions": Include unit of measure.  
Please add any details of why equipment was not maintained in the "Any other matters" area on page 7.

Installed Date \* 2018-06-15

Site Name \* Orpheus 01

Equipment Type \* Data Loggers

Approx Dimensions\* 20cm x 20cm

Quantity \* 5

Current Status \* Installed

Was the equipment maintained?  Yes  No

Save

Cancel

Figure 762 - Screenshot of equipment pop up window with red circle around Yes and No options for question was the equipment maintained and a red circle around the Save button

If the equipment has been removed from the Marine Park, select the Removed status and complete the declarations that the equipment was removed and maintained. Select Save to continue.

**Equipment**

Equipment Details

Note:  
Site selection from previously entered sites. If the required site is not available, please return to page 2 and enter the site details.  
For "Approx Dimensions": Include unit of measure.  
Please add any details of why equipment was not maintained in the "Any other matters" area on page 7.

Installed Date \* 2018-07-26

Site Name \* Orpheus 01

Equipment Type \* Data Loggers

Approx Dimensions \* 20cm x 20cm

Quantity \* 5

Current Status \* **Removed**

Date Removed \* 2018-07-26

Was the equipment maintained?  Yes  No

I declare the selected item of equipment has been removed from the marine park  Yes  No

**Save**

Cancel

Figure 763 - Screenshot of equipment pop up window with red circle around Yes and No options for question I declare the selected item of equipment has been removed from the marine park and a red circle around the Save button

Once Save is selected the equipment details will display on screen. You will be presented with options to Edit or Remove the equipment entered. Enter any additional equipment that was installed, then select Next to progress.

Australian Government  
Great Barrier Reef  
Marine Park Authority

Working together today for a healthier Reef tomorrow...

Log off

User: [redacted] | Permittee: [redacted]

Lodgement Requirement

Standard Extractive Research Operation: Research Report to be submitted annually (Annual report)

Permit: G [redacted]

Lodgement Type: Annual report

Page | 5 - Lodge Requirement Equipment | of 8

Equipment **Add New**

Type of Equipment	Approx Dimensions	Date installed	Quantity	Site	Current Status
Data Loggers	20cm x 20cm	15/07/2018	5	Orpheus 01	Installed

**Edit** **Remove**

**Next**

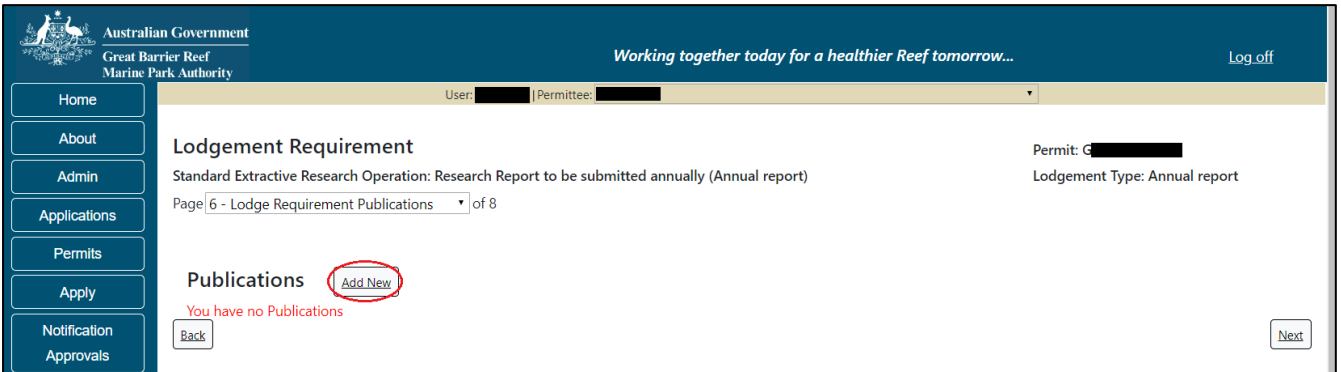
Back

Figure 764 - Screenshot of equipment page with red circles around the Edit, Remove and Next buttons



## 22.1.5 Publications

If any publications arose from the permitted research, please add details in this section. To begin, select the Add New button.



Australian Government  
Great Barrier Reef  
Marine Park Authority

Working together today for a healthier Reef tomorrow... Log off

User: [redacted] | Permittee: [redacted]

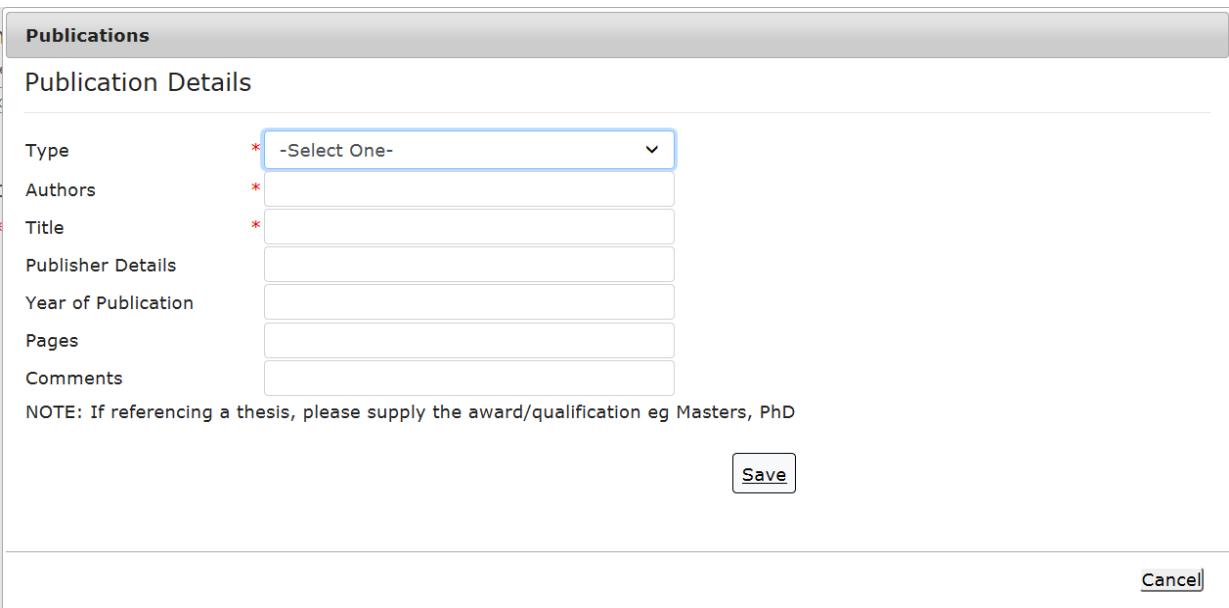
Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals

Lodgement Requirement  
Standard Extractive Research Operation: Research Report to be submitted annually (Annual report)  
Page 6 - Lodge Requirement Publications of 8  
Permit: G [redacted]  
Lodgement Type: Annual report

Publications **Add New**  
You have no Publications  
Back Next

Figure 765 - Screenshot of publications screen with a red circle around the add new button

The Publications pop up window will appear.



Publications

Publication Details

Type \* -Select One-  
Authors \*  
Title \*  
Publisher Details  
Year of Publication  
Pages  
Comments

NOTE: If referencing a thesis, please supply the award/qualification eg Masters, PhD

Save

Cancel

Figure 766 - Screenshot of publications pop up window

The Type field is the only drop down picklist in this pop up window. All other fields are text fields. Mandatory fields are indicated with an asterisk (\*). Select the publication type from the list provided.

The screenshot shows a 'Publications' pop-up window with the following fields and their values:

Field	Value
Type	-Select One-
Authors	
Title	
Publisher Details	
Year of Publication	
Pages	
Comments	

NOTE: If referencing a thesis, please supply the award/qualification eg Masters, PhD

Buttons: Save, Cancel

Figure 767 - Screenshot of publications pop up window with a red circle around the type pick list

Add details of the Author/s, Title, Publisher Details, Year of Publication, number of pages and any comments. Once all fields are complete select Save.

The screenshot shows the 'Publications' pop-up window with the following fields and their values:

Field	Value
Type	Conference article
Authors	Last Name, First Name
Title	Title
Publisher Details	abc books
Year of Publication	2017
Pages	12
Comments	Masters conference article

NOTE: If referencing a thesis, please supply the award/qualification eg Masters, PhD

Buttons: Save, Cancel

Figure 768 - Screenshot of publications pop up window with red circles around the authors, title, publisher details, year of publication, pages and comments field, and a red circle around Save button

Once Save is selected the publication details will display on the publications screen. You will be presented with options to Edit or Remove the publication entered. Select Next to progress.



Figure 769 - Screenshot of publications page with red circles around the Edit, Remove and Next buttons

### 22.1.6 Summary Screen

As you enter details of sites, trips, collections, equipment, and publications, these will display on the Summary page. Review the details entered and amend as required by using the Back button or the drop list at the top of the page. Select Next to progress.

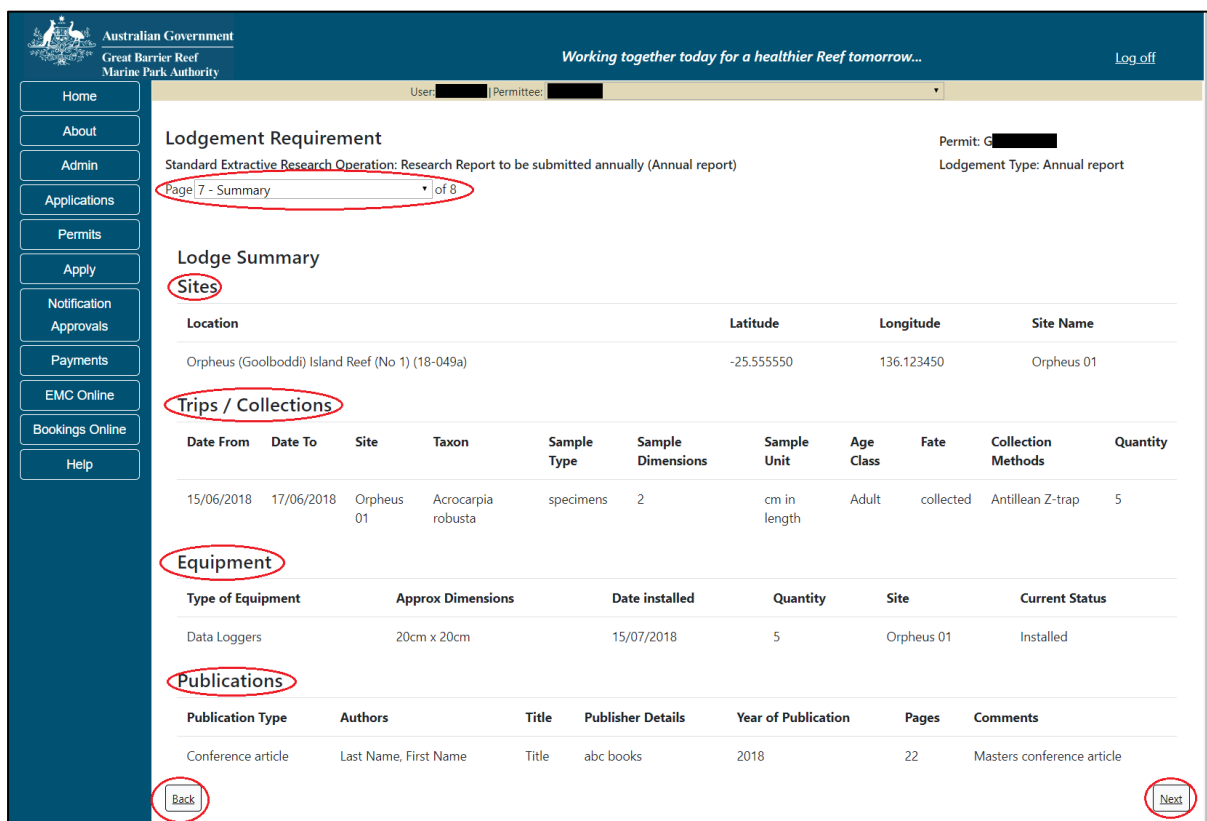


Figure 770 - Screenshot of publications page with red circles around page drop list, sites, trips, collections, equipment and publication titles, red circles around back and next buttons

## 22.1.7 Any Other Matters / Comments

Add details of any other matters or comments pertaining to the Research Report here. Select Next to progress.

Australian Government  
Great Barrier Reef  
Marine Park Authority

Working together today for a healthier Reef tomorrow... Log off

User: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments

**Lodgement Requirement**  
Standard Extractive Research Operation: Research Report to be submitted annually (Annual report)  
Permit: G [redacted]  
Lodgement Type: Annual report

Page 8 - Lodge Requirement Comments of 8

Comments or any other matters relevant to this report:  
Add details of any other matters or information that relates to the Research Report - Here

Back Next

Figure 771 - Screenshot of comments or any other matters page with a red circle around add details here section

## 22.1.8 Declarations

Each report that is submitted is required to have a set of declarations answered prior to final submission. Answer the questions accordingly and select Submit.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow... Log off

Logged In: [redacted] | Permittee: [redacted]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
EMC Online  
Bookings Online  
Help

**Declaration**

I am authorised to submit this report  Yes  No

I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge  Yes  No

I have disclosed all matters which may be relevant to this report  Yes  No

Back Submit

Figure 772 - Screenshot of Declarations screen with a red circle around the Yes and No answers

Once you submit your report the system will generate a PDF version which you can save or print the report.



Figure 773 - Screenshot of submitted report

Once the report is submitted the status will change on the main Lodge Requirements screen. You will be presented with 2 options; a Summary hyperlink and a Resubmit hyperlink. Summary will open a PDF version of the report. If Resubmit is selected, the report will then be able to be amended and resubmitted.

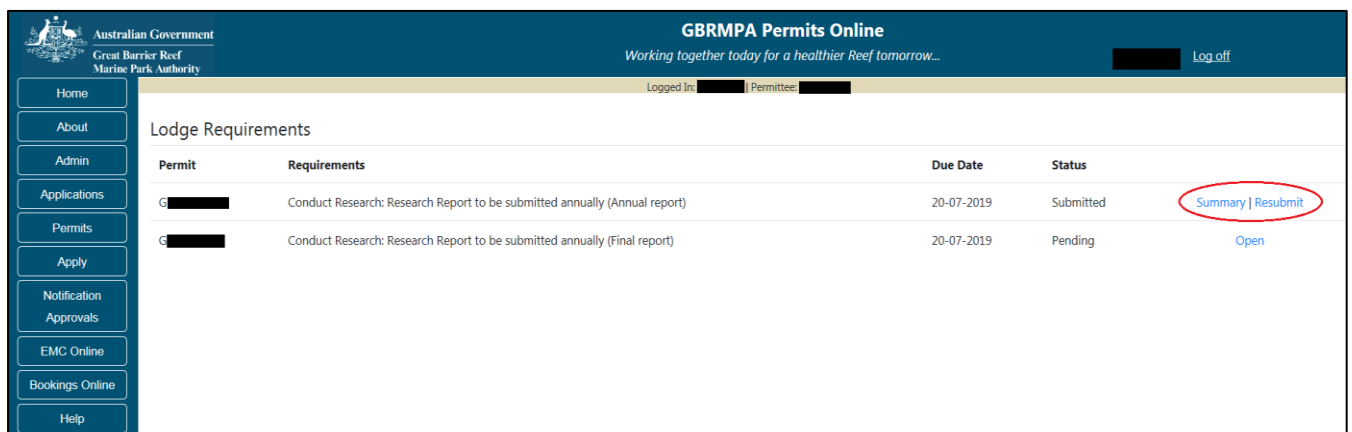


Figure 774 - Screenshot of Lodge Requirements page with a red circle around the summary and resubmit hyperlinks

### 22.1.9 Final Report

Depending on your reporting requirements you may need to lodge a Final Report. The Final report has all the same questions as the Annual Report.

## 22.1.10 Validations

Each page contains validations to flag where information is missing. Page 1 provides the basis for validating the report. For example if you select Yes to Were collections made? and you do not add any collections, you will receive an error message upon submission.

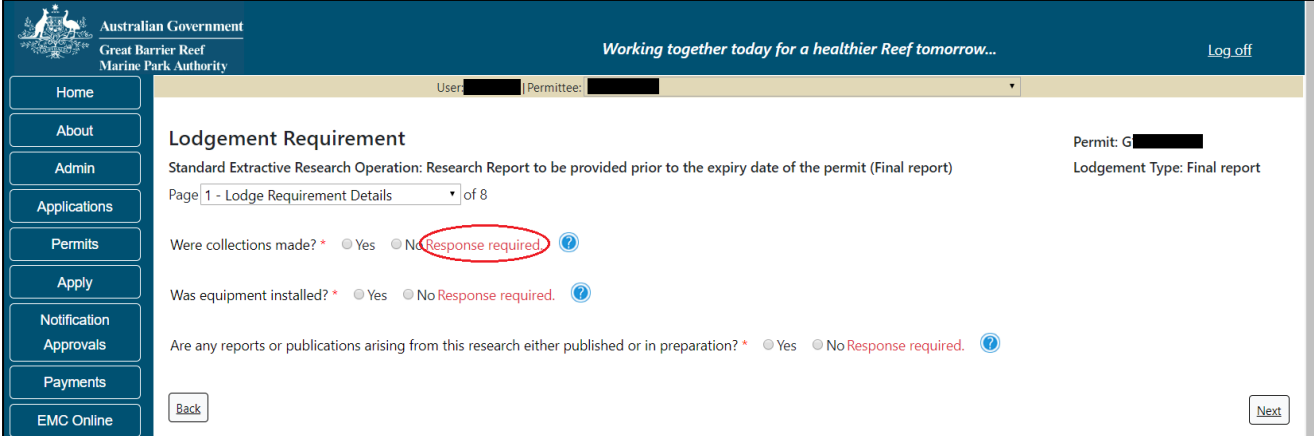


Figure 775 - Screenshot of Lodge Requirements page 1 with red circle around validation message Response required

Any questions on the Declaration screen that are answered with No will prompt an error message upon submission. The person submitting the report must be authorised to do so; the information in the report must be true and correct; and any other relevant matters should have been entered on Page 7 Any other matters.

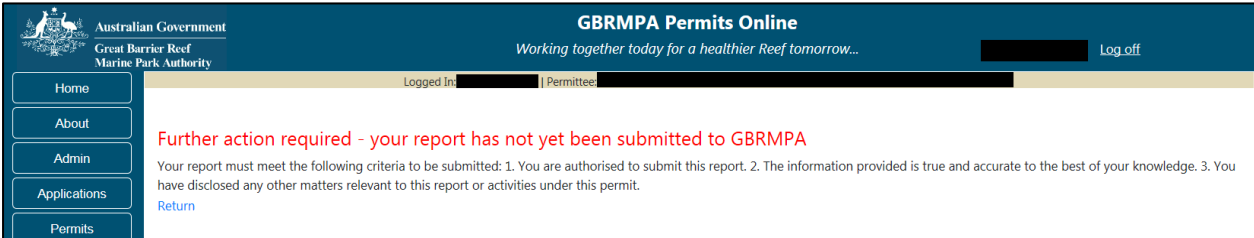


Figure 776 - Screenshot of validation screen

To fix any validation messages, select the Return hyperlink and you will progress back to page 1 to review your report from the beginning.

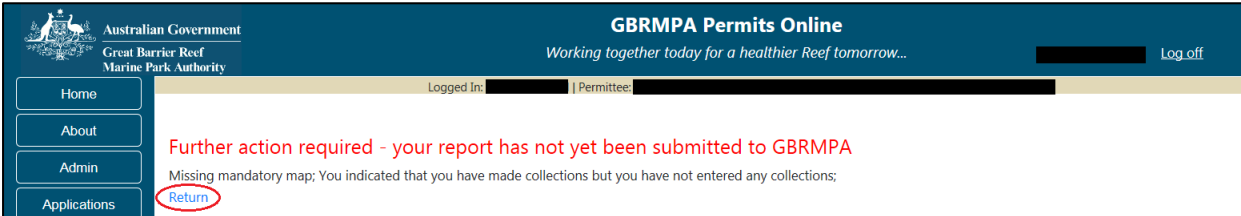
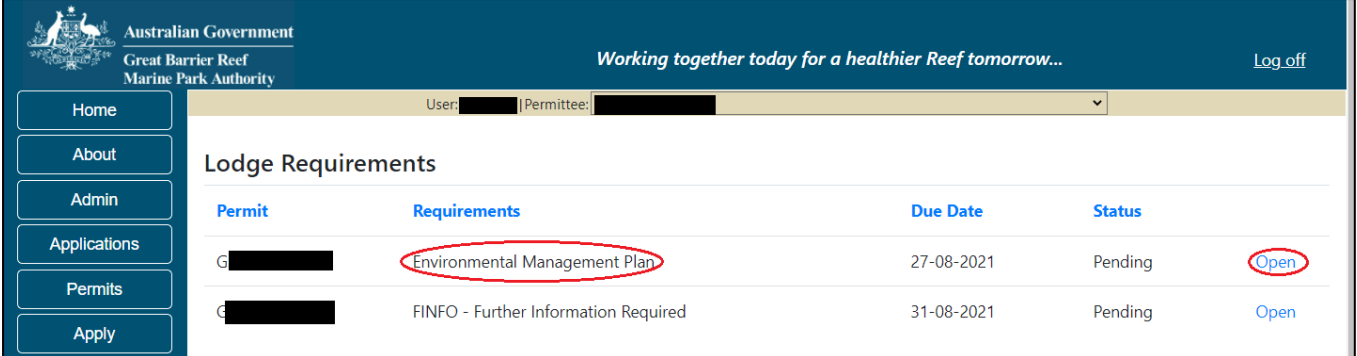


Figure 777 - Screenshot of validation screen with a red circle around return hyperlink

## 22.2 Lodge Requirements – Other Reports

Some permits require the lodgement of specific Reports to the Reef Authority. Reporting requirements are shown against each permit on the Lodge Requirements screen. Select the 'Open' hyperlink to enter required reporting information.



The screenshot shows the 'Lodge Requirements' screen for the Australian Government Great Barrier Reef Marine Park Authority. The page header includes the logo and the slogan 'Working together today for a healthier Reef tomorrow...'. A navigation menu on the left contains links for Home, About, Admin, Applications, Permits, and Apply. The main content area displays a table of requirements:

Permit	Requirements	Due Date	Status	
G [redacted]	Environmental Management Plan	27-08-2021	Pending	<a href="#">Open</a>
G [redacted]	FINFO - Further Information Required	31-08-2021	Pending	<a href="#">Open</a>

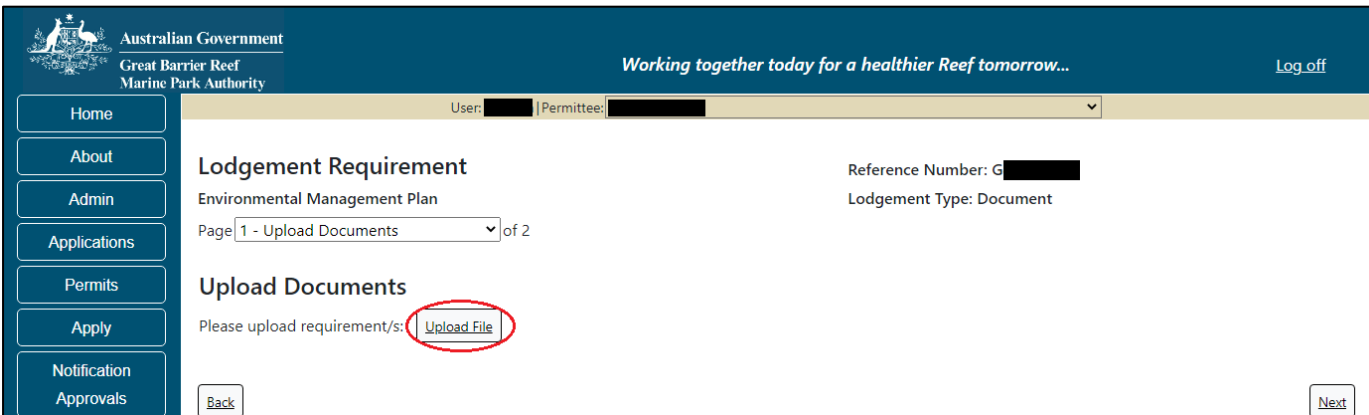
Figure 778 - Screenshot of Lodge Requirements screen with a red circle around the Requirement and the Open link

You will be presented with a series of questions relevant to your Permit Requirements. Answer with free text and progress through the pages using the 'Back' and 'Next' buttons. Some questions will require documents to be uploaded as part of your response.

Fill in the required information for each question

### 22.2.1 Upload Documents

Page 1 of the Lodge Requirements – Other Reports is a document upload page. Upload the required document/report/plan by selecting the Upload File button. Select the appropriate file from your C: Drive and select save. If multiple documents are required, upload each document separately.



The screenshot shows the 'Lodgement Requirement' screen for the Australian Government Great Barrier Reef Marine Park Authority. The page header includes the logo and the slogan 'Working together today for a healthier Reef tomorrow...'. A navigation menu on the left contains links for Home, About, Admin, Applications, Permits, Apply, Notification, and Approvals. The main content area displays the 'Lodgement Requirement' for 'Environmental Management Plan' with a reference number and lodgement type. The 'Upload Documents' section is active, showing 'Page 1 - Upload Documents' of 2. The 'Upload File' button is circled in red.

Figure 779 - Screenshot of Lodge Requirements screen with a red circle around Upload File button

Once a document is upload it will appear with the file name and an option to Remove. Once you have loaded all required documents, please select Next to continue to the next page

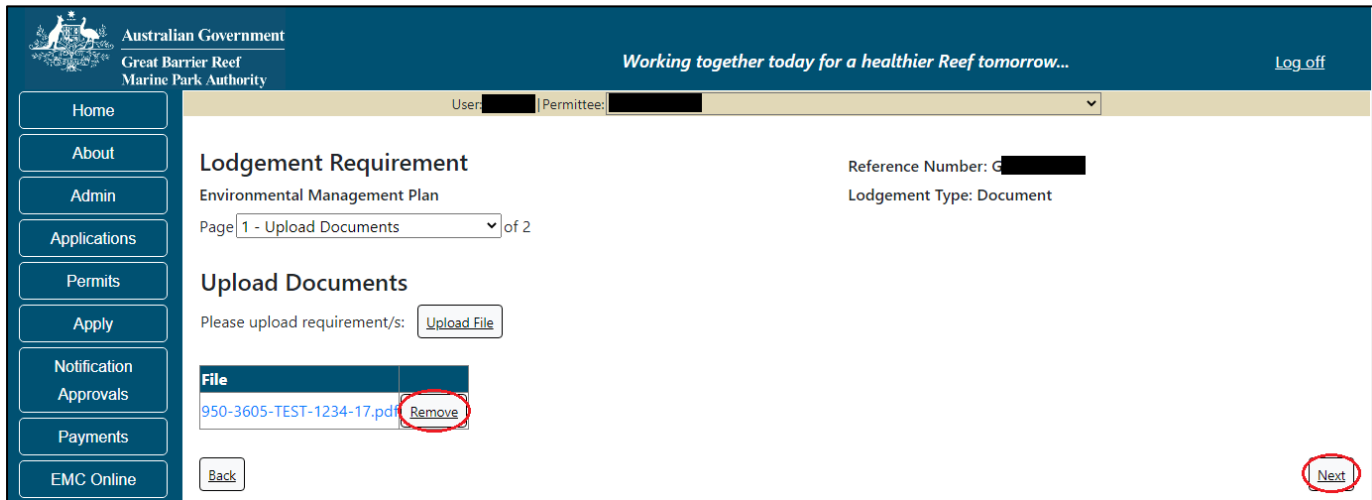


Figure 780 - Screenshot of Lodge Requirements screen with a red circle around the Remove button and Next button

### 22.2.2 Comments

Add details of any other matters or comments pertaining to the Report here. Select Next to progress.

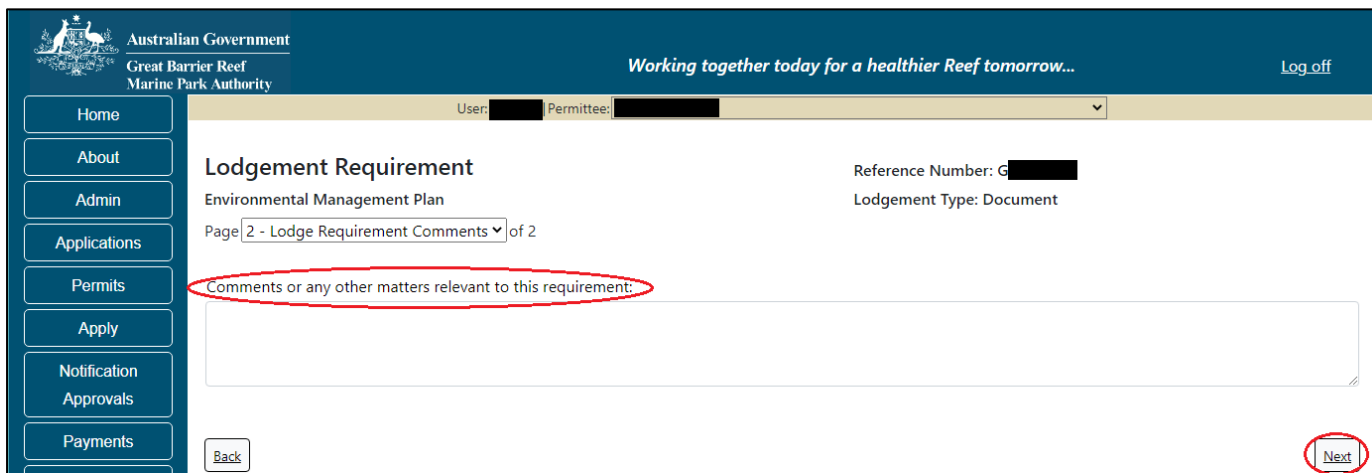


Figure 781 - Screenshot of comments page with a red circle around add details here section



### 22.2.3 Declarations

Each report that is submitted is required to have a set of declarations answered prior to final submission. Answer the questions accordingly and select Submit.

Australian Government  
Great Barrier Reef  
Marine Park Authority

Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] | Permittee: [redacted]

### Declaration

I am authorised to submit this requirement  Yes  No

I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge  Yes  No

I have disclosed all matters which may be relevant to this requirement  Yes  No

[Back](#) [Submit](#)

Figure 782 - Screenshot of Declarations screen with a red circle around the Yes and No answers

Once you submit your report the system will generate a PDF version which you can save or print the report.

Australian Government  
Great Barrier Reef  
Marine Park Authority

Working together today for a healthier Reef tomorrow... [Log off](#)

User: [redacted] | Permittee: [redacted]

### Thank you for submitting your report.

Please contact [permitscompliance@gbmpa.gov.au](mailto:permitscompliance@gbmpa.gov.au) if you have any questions about your report.

1 of 1

## Marine Parks Environmental Management Plan

**Permit Holder:** [redacted]  
**Permit:** G [redacted]

**Uploaded document:** 950-3605-TEST\_123.pdf

**Comments or any other matters relevant to this requirement:** Add details here or any comments

[redacted] I am authorised to submit this requirement Yes

[redacted] I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge Yes

[redacted] I have disclosed all matters which may be relevant to this requirement Yes

Figure 783 - Screenshot of submitted report

Once the report is submitted the status will change on the main Lodge Requirements screen. You will be presented with 2 options; a Summary hyperlink and a Resubmit hyperlink. Summary will open a PDF version of the report. If Resubmit is selected, the report will then be able to be amended and resubmitted.

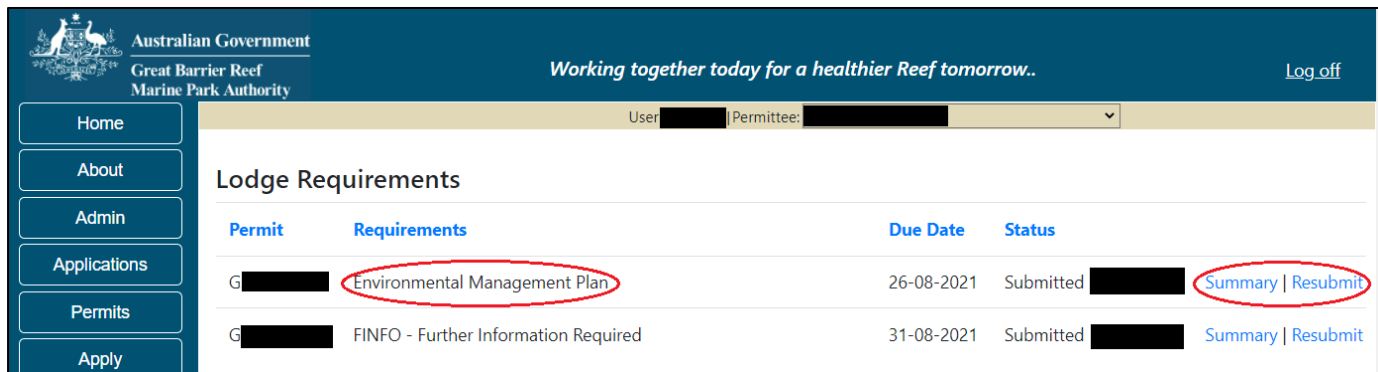


Figure 784 - Screenshot of Lodge Requirements page with a red circle around the summary and resubmit hyperlinks

### 22.2.4 Validations

Any questions on the Declaration screen that are answered with No will prompt an error message upon submission. The person submitting the report must be authorised to do so; the information in the report must be true and correct; and any other relevant matters should have been entered against 'Any other matters'.

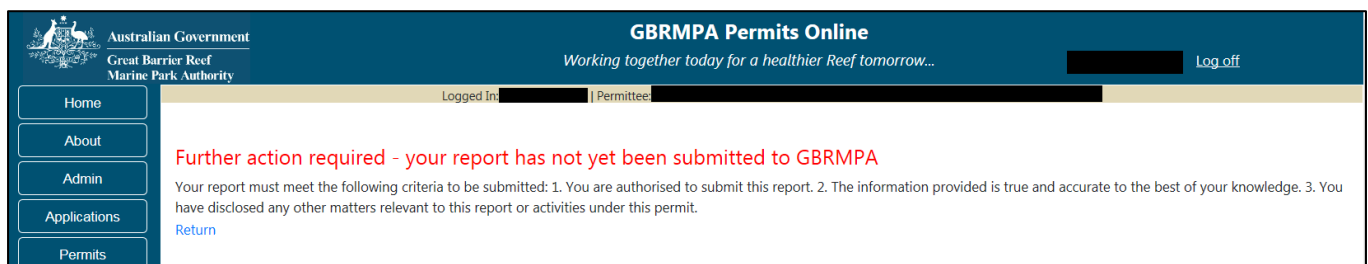


Figure 785 - Screenshot of validation screen

To fix any validation messages, select the Return hyperlink and you will progress back to page 1 to review your report from the beginning.

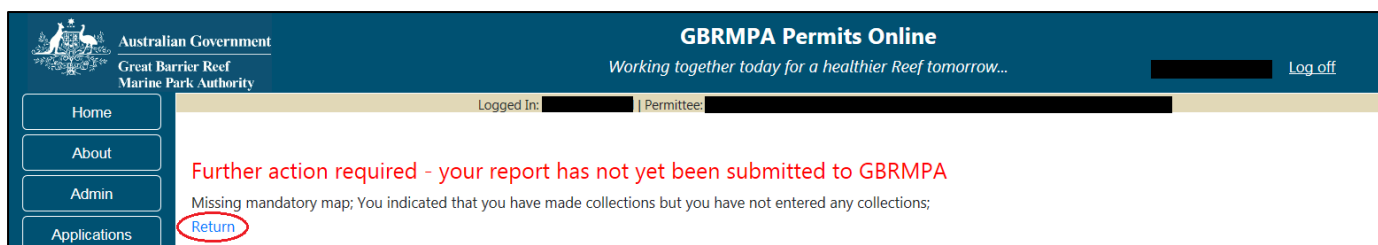
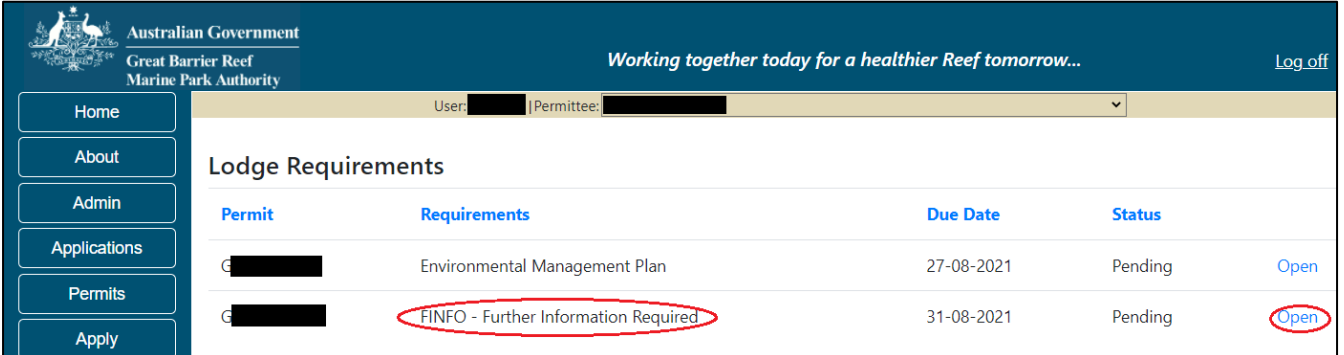


Figure 786 - Screenshot of validation screen with a red circle around return hyperlink

## 22.3 Lodge Requirements – Requests For Further Information

Depending on your reporting requirements you may need to lodge a Further Information (FINFO) Response. Reporting requirements are shown against each permit on the Lodge Requirements screen. Select the 'Open' hyperlink to enter required reporting information.

The **FINFO** has all the same questions as the Other Lodge Requirement Report area.



Permit	Requirements	Due Date	Status	
G [REDACTED]	Environmental Management Plan	27-08-2021	Pending	<a href="#">Open</a>
G [REDACTED]	FINFO - Further Information Required	31-08-2021	Pending	<a href="#">Open</a>

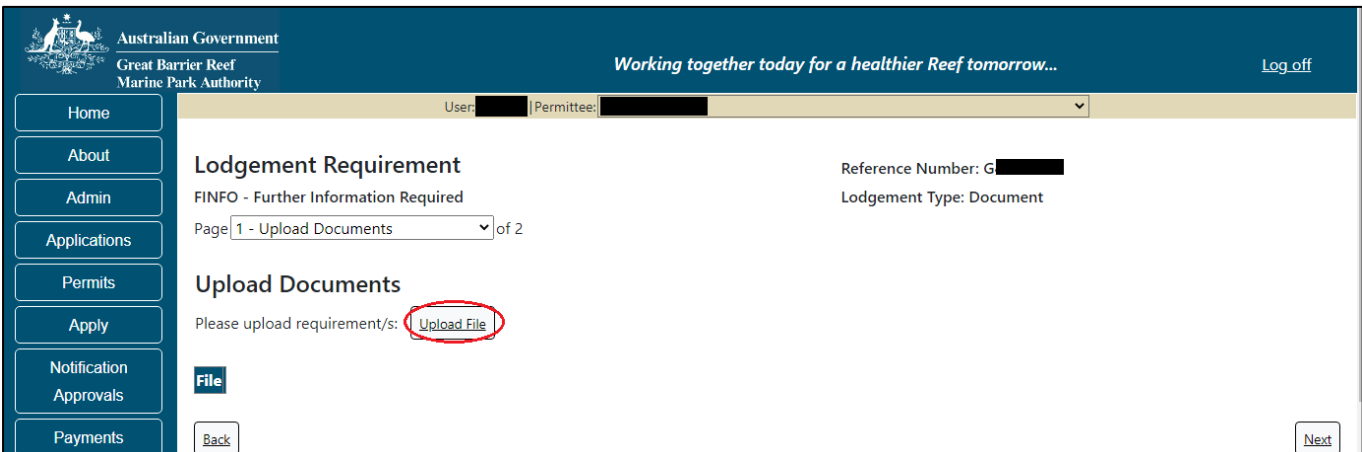
Figure 787 - Screenshot of Lodge Requirements screen with a red circle around the Requirement and the Open link

You will be presented with a series of questions relevant to your Permit Requirements. Answer with free text and progress through the pages using the 'Back' and 'Next' buttons. Some questions will require documents to be uploaded as part of your response.

Fill in the required information for each question

### 22.3.1 Upload Documents

Page 1 of the Lodge Requirements – Further Information Required is a document upload page. Upload the required information by selecting the Upload File button. Select the appropriate file from your C: Drive and select save. If multiple documents are required, upload each document separately.



Australian Government  
Great Barrier Reef  
Marine Park Authority

Working together today for a healthier Reef tomorrow... [Log off](#)

User: [REDACTED] | Permittee: [REDACTED]

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments

**Lodgement Requirement**  
FINFO - Further Information Required  
Page 1 - Upload Documents of 2

Reference Number: G [REDACTED]  
Lodgement Type: Document

**Upload Documents**  
Please upload requirement/s: [Upload File](#)

[File](#)

[Back](#) [Next](#)

Figure 788 - Screenshot of Lodge Requirements screen with a red circle around Upload File button

Once a document is upload it will appear with the file name and an option to Remove. Once you have loaded all required documents, please select Next to continue to the next page

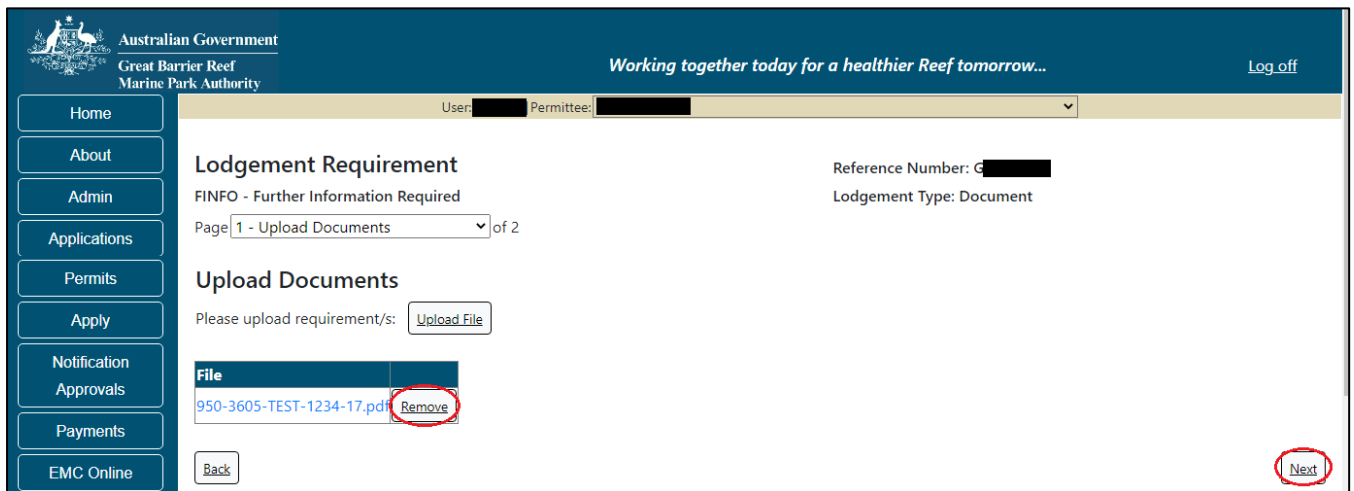


Figure 789 - Screenshot of Lodge Requirements screen with a red circle around the Remove button and Next button

### 22.3.2 Comments

Add details of any other matters or comments pertaining to the Report here. Select Next to progress.

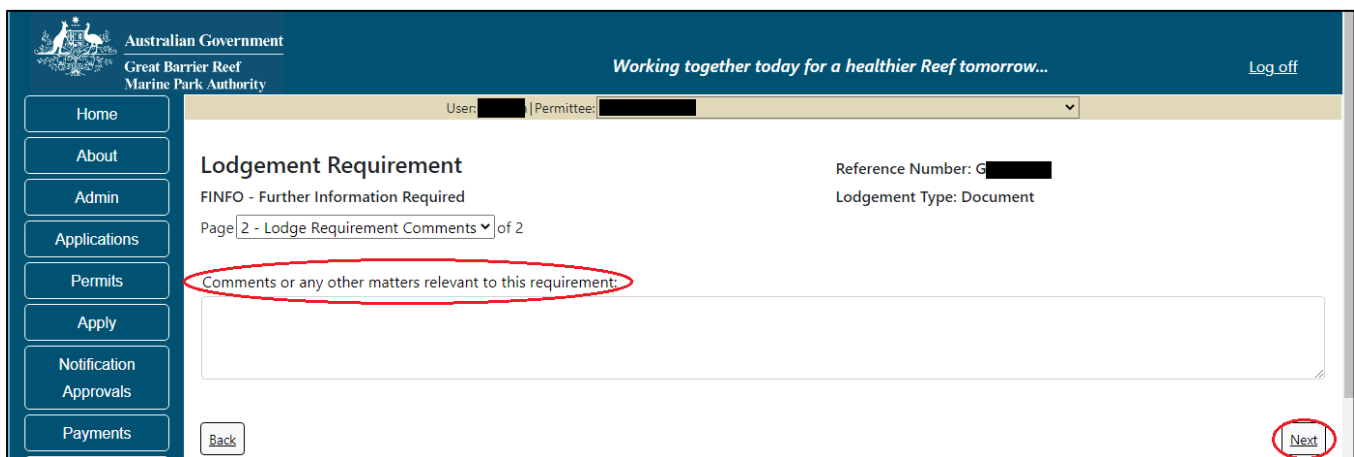


Figure 790 - Screenshot of comments or any other matters page with a red circle around add details here section and red circle around Next button

### 22.3.3 Declarations

Each report that is submitted is required to have a set of declarations answered prior to final submission. Answer the questions accordingly and select Submit.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

Logged in: [redacted] Permitee: [redacted] Log off

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
EMC Online  
Bookings Online  
Help

Declaration

I am authorised to submit this report  Yes  No

I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge  Yes  No

I have disclosed all matters which may be relevant to this report  Yes  No

Back Submit

Figure 791 - Screenshot of Declarations screen with a red circle around the Yes and No answers and Submit button

Once you submit your report the system will generate a PDF version which you can save or print the report.

Australian Government  
Great Barrier Reef  
Marine Park Authority

Working together today for a healthier Reef tomorrow... Log off

User: [redacted] | Permitee: [redacted]

Thank you for submitting your report.  
Please contact [permitscompliance@gbmpa.gov.au](mailto:permitscompliance@gbmpa.gov.au) if you have any questions about your report.

1 of 1

Page view | Read aloud | Draw | Highlight | Erase

**Marine Parks** Australian Government Great Barrier Reef Marine Park Authority Queensland Government

**Response to Further Information Request**

Permit Holder: [redacted]  
Permit: G [redacted]

Comments or any other matters relevant to this requirement: Add details here or any comments

[redacted] I am authorised to submit this requirement	Yes
[redacted] I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge	Yes
[redacted] I have disclosed all matters which may be relevant to this requirement	Yes

Submitted Date: 19 August 2021 Submitted By: [redacted]

Figure 792 - Screenshot of submitted report

Once the report is submitted the status will change on the main Lodge Requirements screen. You will be presented with 2 options; a Summary hyperlink and a Resubmit hyperlink. Summary will open a PDF version of the report. If Resubmit is selected, the report will then be able to be amended and resubmitted.

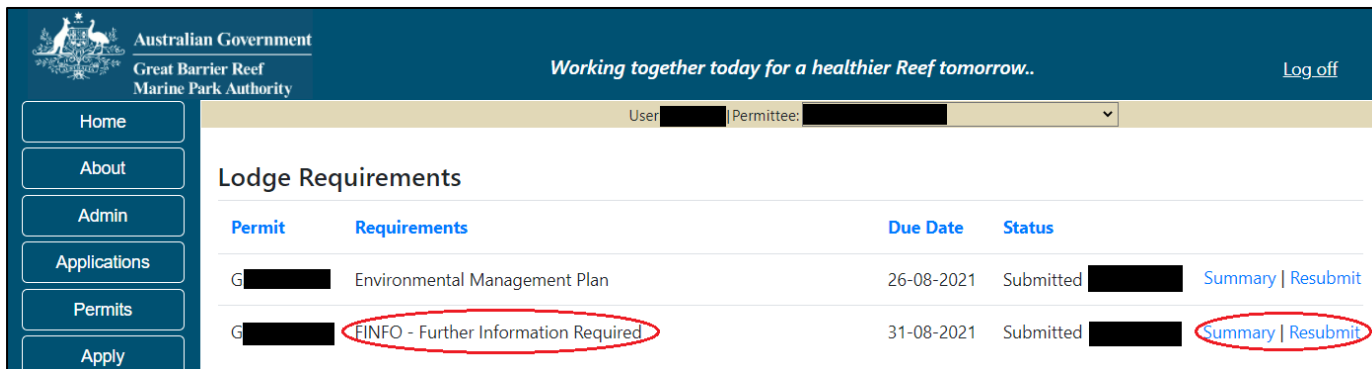


Figure 793 - Screenshot of Lodge Requirements page with a red circle around the summary and resubmit hyperlinks

### 22.3.4 Validations

Any questions on the Declaration screen that are answered with No, will prompt an error message upon submission. The person submitting the report must be authorised to do so; the information in the report must be true and; and any other relevant matters should have been entered on Page 2 Any other matters.

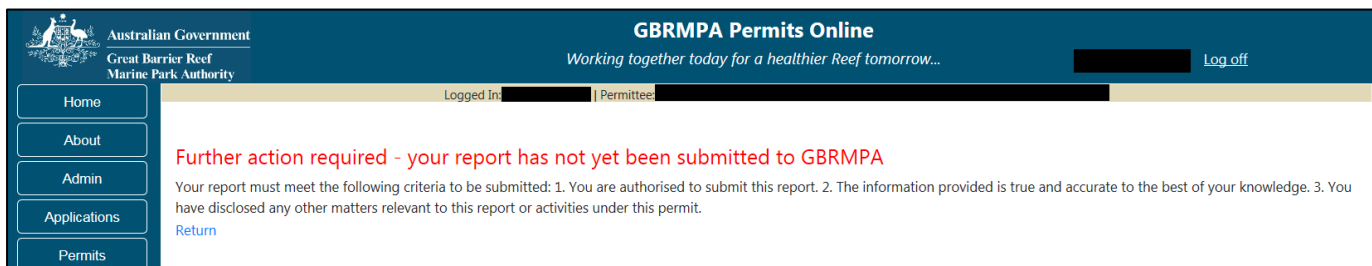


Figure 794 - Screenshot of validation screen

To fix any validation messages, select the Return hyperlink and you will progress back to page 1 to review your report from the beginning.

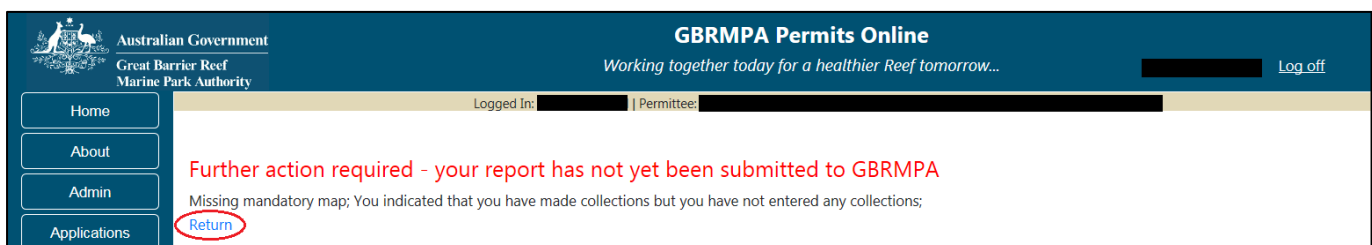


Figure 795 - Screenshot of validation screen with a red circle around return hyperlink

## 23.0 Notification Approvals

When you select the Notification Approvals Menu, a sub menu will appear. At this point, select the type of Notification Approval you wish to submit (Vessel/Ship, Aircraft, Mooring or Other).

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
*Working together today for a healthier Reef tomorrow...* [Log off](#)

User: [redacted] | Permittee: [redacted]

### Welcome to Permits Online

The Great Barrier Reef Marine Park Authority (GBRMPA) and the Queensland Parks and Wildlife Service (QPWS) are the primary regulators for protecting the Great Barrier Reef. Our role is to set the standards necessary to provide certainty about where uses may occur, the type of activities allowed and the conditions under which activities may proceed. This is achieved by using a combination of management tools and approaches, including zoning, plans of management, permits, education, compliance and enforcement.

This online system allows you to apply for, and manage, Marine Parks permits issued jointly by GBRMPA and QPWS.

Permits Online has been developed to provide you with a user-friendly, online platform to manage the full life cycle of your Marine Parks permits from application through to reporting requirements, updating vessel details and contacts.

To get started, please select from the menus at left of screen.

Home  
About  
Admin  
Applications  
Permits  
Apply  
**Notification Approvals**  
Vessel/Ship  
Aircraft  
Mooring  
Other  
Print  
Payments  
EMC Online  
Bookings Online  
Help

**Figure 796 - Screenshot of Permits Online Home page with a red circle around Notification Approval icon**

## 23.1 Vessel / Ship Notification Approval

The Notification Approvals – Vessel/Ship area in Permits Online enables Permit Holders to update vessel/ship details. Select the permit number associated with the vessel/ship then add the new details of the vessel/ship. Then Select Submit to submit the application to the Reef Authority. The maximum length of, and number of passengers you are permitted to carry on, your vessel is listed on your permit. Any vessels to be used under this permit in the Marine Parks must be within the allowed parameters of your permit.

User: [redacted] | Permittee: [redacted]

### Vessel/Ship Notification

**Contact Details**

Permit Number: Please select one

Operation: [dropdown]

Permittee: [redacted]

Contact Phone Number: [redacted]

**Current Vessel Details**

Name: [input]

Registration Number / Boat Mark: [input]

Length (m): [input]

Maximum Passengers: [input]

**Permitted Vessel Details**

Maximum Length (m): [input]

Maximum Permitted Passengers: [input]

**Intended Vessel Details**

Use Previous Vessel: [dropdown]

or add details below

Vessel Name\*: [input]

Registration Number / Boat Mark\*: [input]

Length (m)\*: [input]

Maximum Passengers\*: [input]

Maximum passenger number cannot exceed maximum permitted passenger number or surveyed passenger capacity, whichever is the lesser

I declare that the information given is true and correct

Please note you are replacing these vessel details. If you need additional vessels added to your permit please contact [assessments@brmpa.gov.au](mailto:assessments@brmpa.gov.au)

Please note: if you operate your vessel using a Vessel Identification Number (VIN), you do not need to provide specific vessel details and your permit will not be selectable on this screen. Please use the "Notification Approvals – Other" option from the menu at left of screen to request replacement VIN plaques.

[Save and select another Vessel/Ship](#) [Submit](#)

Figure 797 - Screenshot of Vessel Notification page with Title - Vessel/Ship Notification circled in red

Once submitted you will be presented with options to print a copy or email a copy of the Notification.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

Logged In [redacted] | Permittee: [redacted]

Home  
About  
Admin

Notification Submitted [Print](#) [Email](#)

[Log off](#)

Figure 798 - Screenshot of Notification Submitted page with Print and Email hyperlink options circled in red



## 23.2 Aircraft Notification Approval

The Notification Approvals – Aircraft area in Permits Online enables Permit Holders to update Aircraft details. Select the permit number associated with the aircraft, and then add the new details of the aircraft.

The type, and number of passengers you are permitted to carry on your aircraft is listed on your permit. Any aircraft to be used under this permit in the Marine Parks must be within the allowed parameters of your permit.

User: [redacted] | Permittee: [redacted]

**Aircraft Notification**

**Contact Details**

Permit Number: Please select one

Operation: [redacted]

Permittee: [redacted]

Contact Phone Number: [redacted]

**Current Aircraft Details**

Aircraft Type: [redacted]

Registration Number: [redacted]

Maximum Passengers: [redacted]

**Permitted Aircraft Details**

Maximum Permitted Passengers: [redacted]

**Intended Aircraft Details**

Use Previous Aircraft: [redacted]

or add details below

Aircraft Type\*: Plane

As regulated by the Civil Aviation Safety Authority – Planes & helicopters or Drones

Registration Number\*: [redacted]

Maximum Passengers\*: [redacted]

Please note: if you operate your aircraft using an Aircraft Identification Number (AIN), you do not need to provide specific aircraft details and your permit will not be selectable on this screen. Please use the "Notification Approvals – Other" option from the menu at left of screen to request replacement AIN plaques.

I declare that the information given is true and correct

Please note you are replacing these aircraft details. If you need additional aircraft added to your permit please contact [assessments@gbmpa.gov.au](mailto:assessments@gbmpa.gov.au)

[Save and select another Aircraft](#) [Submit](#)

Figure 799 - Screenshot of Aircraft Notification page with Title Aircraft Notification circled in red

Once submitted you will be presented with options to print or email a copy of the Notification.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow...

Logged In [redacted] | Permittee: [redacted] [Log off](#)

Home  
About  
Admin

Notification Submitted [Print](#) [Email](#)

Figure 800 - Screenshot of Notification Submitted page with Print and Email hyperlink options circled in red

### 23.3 Mooring Notification Approval

The Notification Approvals - Mooring area in Permits Online enables Permit Holders to update Mooring details. Select the permit number associated with the mooring, and then add the new details of the mooring. Associated documentation can also be uploaded.

**Request to change Notification Approval (Mooring)**

**Contact Details**

Permit Number: G [redacted]  
Operation: Mooring [redacted]

**Current Details**

GBRMPA Mooring Ref No: GM [redacted]  
MSQ No: [redacted]  
Local Site Name: Reef 1  
Location: [redacted]  
Design: Single point  
Primary/Ancillary: Primary  
DGPS Location: -11.12345600 136.45678900 (11° 07.407' S 136° 27.407' E)  
Status: Installed  
Method of Attachment: Pin System  
Drawing Number: GBRMPA Mooring 1

**New Details (what has changed?)**

Type of Change: \* -Select One-  
MNA change requested: \* -Select One-  
MSQ No: [redacted]  
Local Site Name: [redacted]  
Design: -Select One-  
Primary Or Ancillary: -Select One-  
Method of Attachment: -Select One-  
Drawing Number: [redacted]  
Status: \* -Select One-  
Date: dd/mm/yyyy  
Datum: -Select One-

**Status of changes**

- Proposed
- Complete

Compliance Certificate [Add](#)  
Design Drawing [Add](#)  
Photo or Statutory Declaration [Add](#)  
Schedule of Works [Add](#)

Location: Please specify co-ordinates: [Add New](#)

Latitude	Longitude	Depth (m)
[redacted]		

Additional Information: [redacted]

I declare the information provided is true and correct at time of submission

[Save and select another mooring](#) [Submit](#)

Figure 801 - Screenshot of Mooring Notification page with title Request to Change Notification Approval (Mooring) circled in red

Once submitted you will be presented with options to print or email a copy of the Notification.

Australian Government  
Great Barrier Reef  
Marine Park Authority

**GBRMPA Permits Online**  
Working together today for a healthier Reef tomorrow...

Logged In [redacted] | Permittee [redacted] [Log off](#)

Home  
About

Notification Submitted [Print](#) [Email](#)

Figure 802 - Screenshot of Notification Submitted page with Print and Email hyperlink options circled in red

## 23.4 Other Notification Approval

The Other Notification Approvals section can be used to update Moorings, Facilities, Bareboat and Equipment details. Select the permit number associated with the mooring, facility, equipment or bareboat, explain what you would like to change, and why, then select Submit.

User: [REDACTED] | Permittee: [REDACTED]

### Request to Change Notification Approval (Facility, Equipment)

**Contact Details**

Permit Number: [REDACTED]

Operation: [REDACTED]

Permittee: [REDACTED]

Contact Phone Number: [REDACTED]

**Notification Details**

File 1: upload

I declare that the information given is true and correct

Please note that this is not an automatic approval. Your application will be assessed by GBRMPA and a decision provided. For further information, please contact [assessments@gbmpa.gov.au](mailto:assessments@gbmpa.gov.au)

Figure 803 - Screenshot of Other Notification page with Title - Request to Change Notification Approval (Facility, Equipment) circled in red

Once submitted you will be presented with options to print or email a copy of the Notification.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

Home  
About  
Admin

Logged In [REDACTED] | Permittee: [REDACTED]

Notification Submitted

[Log off](#)

Figure 804 - Screenshot of Notification Submitted page with Print and Email hyperlink options circled in red

## 23.5 Notification Approvals – Print and Email

To print or email a copy of your notification approval, select the Notification Approvals icon, then select print from the sub menu. When you land on the Print / Email page, select the Type of notification approval, select the permit number, then select Submit.

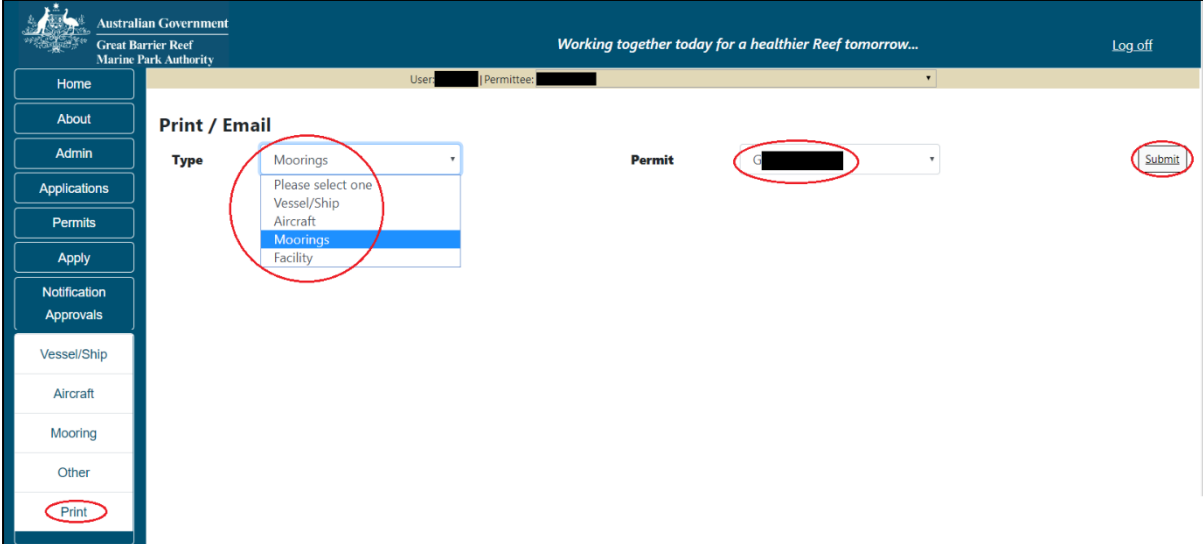


Figure 805 - Screenshot of Notification Approval Print / Email screen with a red circle around type, permit number and submit

Once submit is selected the notification approval details will display on the screen. You are given options to Print or Email the notification approval.

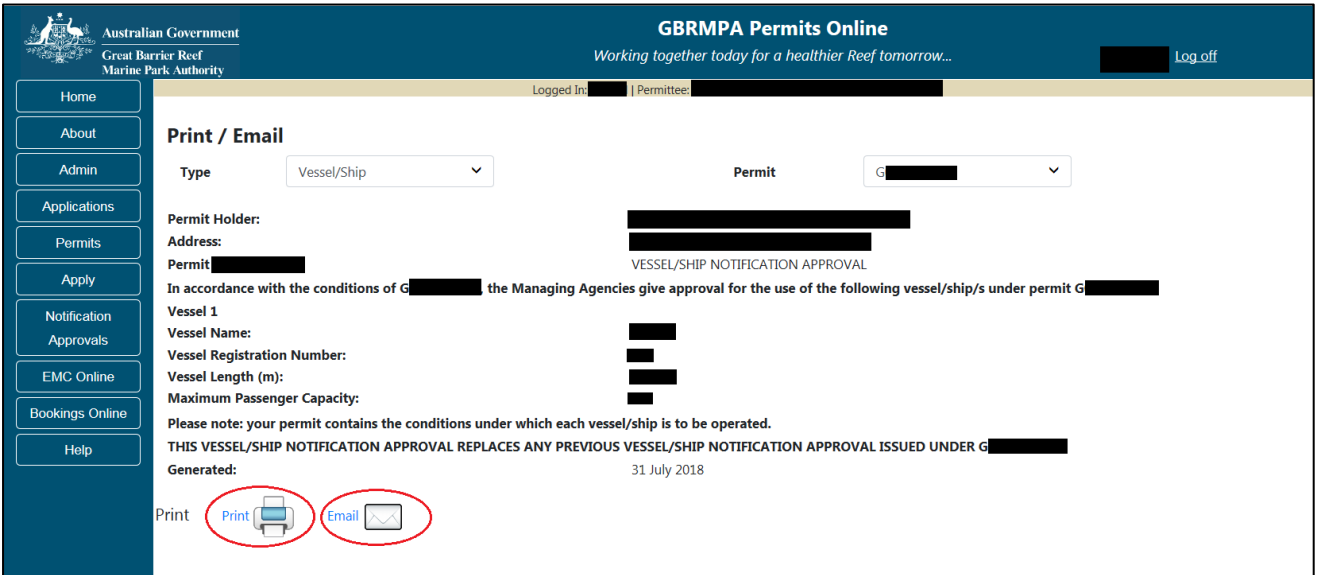


Figure 806 - Screenshot of Notification Approval print / email page with a red circle around the print and email buttons

## 24.0 Payments

### 24.1 Select Outstanding Charges

When the Payments icon is selected from the Menu, the Select Outstanding Charges screen will appear. If no payments are due then the screen will show a View Payments History button and a link to EMC online.

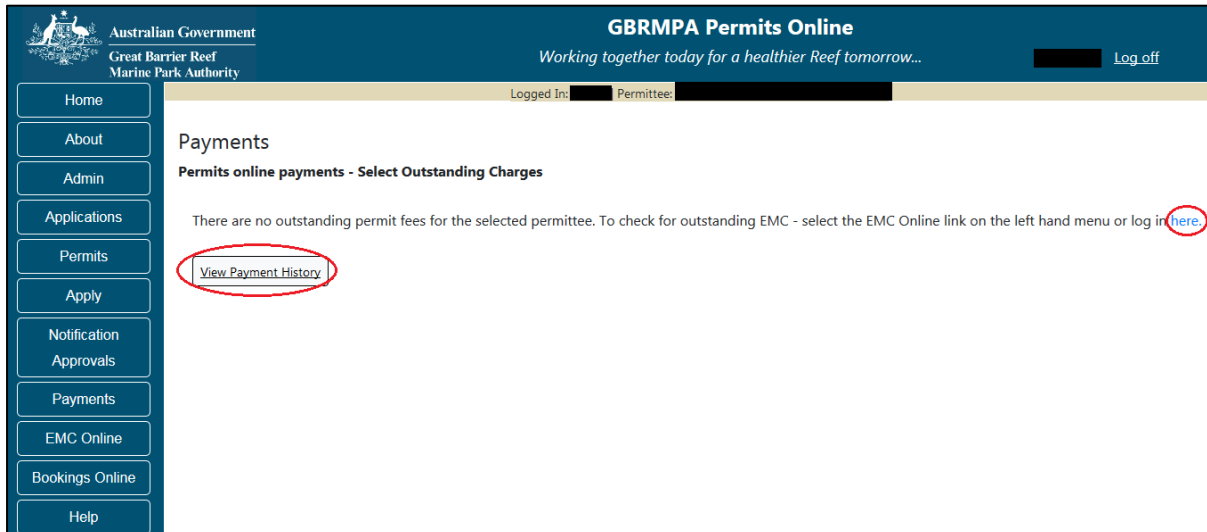


Figure 807 - Screenshot of Payments - Select Outstanding Charges screen with a red circle around the View Payments History button and a red circle around the here hyperlink to EMC Online

If charges are outstanding the Select Outstanding charges screen will show which charges are to be paid. Select the tick box of the payment/s you wish to make, then select Next. If Cancel is selected on this screen, you will progress to the Payments Management screen.

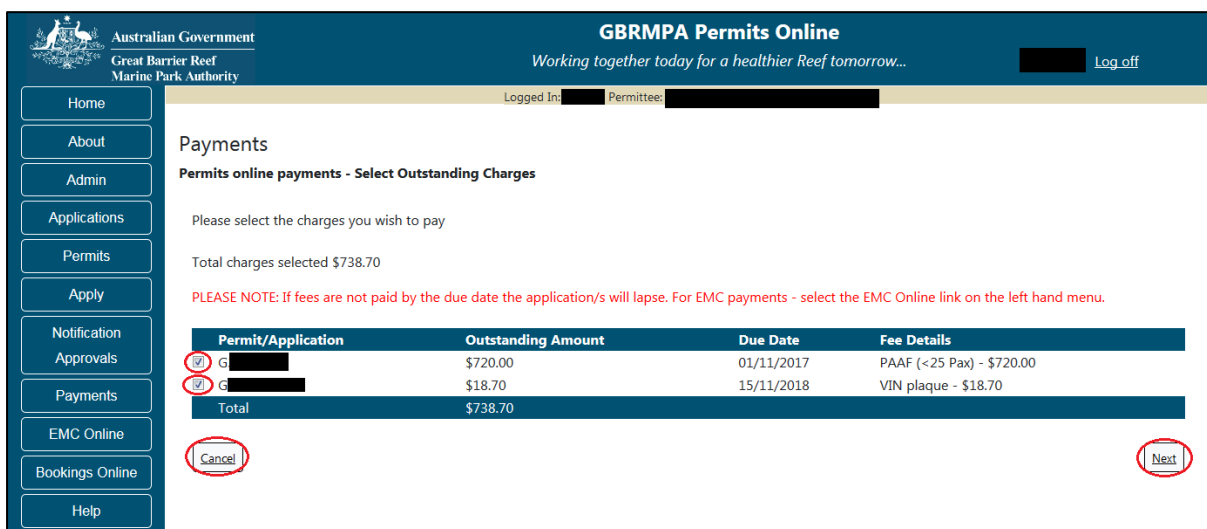
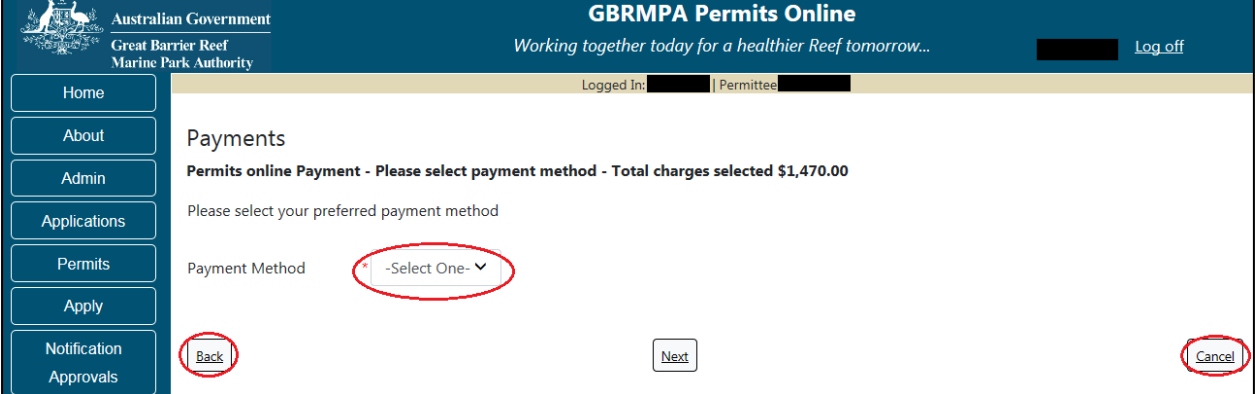


Figure 808 - Screenshot of Payments - Select Outstanding Charges screen with a red circle around the payment tick boxes and red circles around Cancel and Back buttons

## 24.2 Select Payment Method

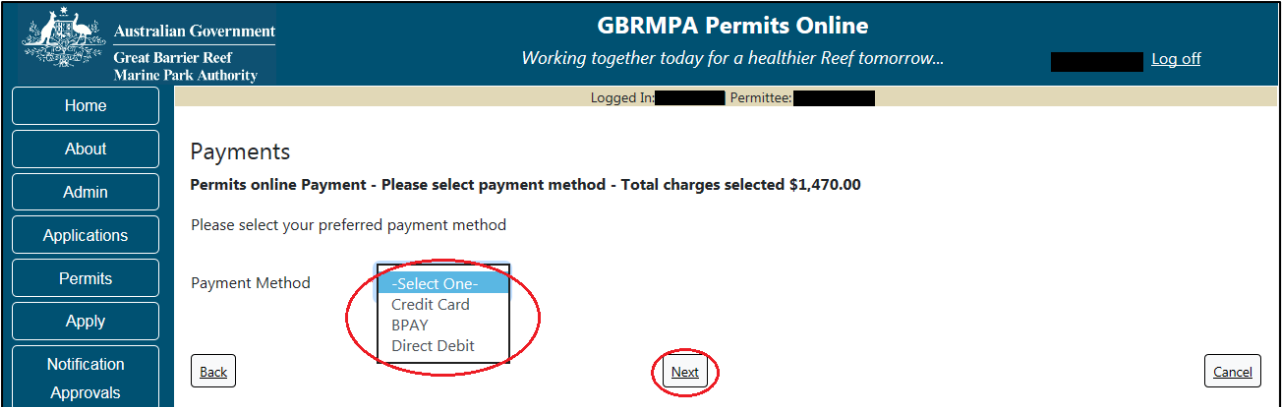
Once Next is selected from the select outstanding charges screen, you will progress to the Select Payment Method page. Options for Back and Cancel are available on the page. To select a Payment Method use the drop list to make your selection.



The screenshot shows the 'Select Payment Method' screen in the GBRMPA Permits Online system. The page header includes the Australian Government logo and the text 'GBRMPA Permits Online Working together today for a healthier Reef tomorrow...'. The user is logged in as 'Permittee'. The main content area is titled 'Payments' and displays 'Permits online Payment - Please select payment method - Total charges selected \$1,470.00'. Below this, it says 'Please select your preferred payment method'. A 'Payment Method' dropdown menu is currently set to '-Select One-'. At the bottom of the page, there are three buttons: 'Back', 'Next', and 'Cancel'. Red circles are drawn around the dropdown menu, the 'Back' button, and the 'Cancel' button.

**Figure 809 - Screenshot of Select Payment Method screen with a red circle around the payment method drop list. Red circles around back and next buttons**

The Payment Method drop list has 3 options. Credit Card, BPAY, and Direct Debit. Select which option you require from the list, then select Next to continue.



This screenshot shows the same 'Select Payment Method' screen as Figure 809, but with the 'Payment Method' dropdown menu open. The dropdown menu displays three options: 'Credit Card', 'BPAY', and 'Direct Debit'. The 'Next' button is circled in red, indicating the next step in the process.

**Figure 810 - Screenshot of Select Payment Method screen with a red circle around the payment method drop list which is displaying the 3 options in the list, and a red circle around the next button**

## 24.2.1 Select Payment Method – Credit Card

When the Credit Card method is selected, the screen will display the details required for the applicant / Permit Holder to make the payment immediately. Details include Credit card type, credit card number, name on credit card, Month, Year and Security Code. Add details of your credit card and select Next to continue. PLEASE NOTE PAYMENTS BY CREDIT CARD ATTRACT A 1% SURCHARGE

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

Home About Admin Applications Permits Apply Notification Approvals Payments EMC Online Bookings Online Help

Payments  
Permits online Payment - Please select payment method - Total charges selected \$1,470.00

Please select your preferred payment method

Payment Method **Credit Card**

Note: Payment by Credit Card attracts a 1% surcharge

Type of Credit Card \* -Select One-  
Credit Card Number \*  
Name on Credit Card \*  
Month/Year \* -- --  
Security Code \*

Back Next Cancel

Figure 811 - Screenshot of select payment method screen with a red circle around credit card option, a black box and red arrow indicating 1% surcharge and a red box around the credit card details area

## 24.2.2 Submit Credit Card Payment

Once Next is selected on the Select Payment Method screen, you will be presented with a Payment by Credit Card Confirmation screen. The details of the payment are displayed on the screen. Select the Submit Credit Card Payment Now button to continue.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

Home About Admin Applications Permits Apply Notification Approvals Payments EMC Online Bookings Online Help

Payments  
Permits Online Payment by Credit Card Confirmation - Total Charges Selected \$

Please confirm your intention to pay by Credit Card

Outstanding Amount	Due Date	Fee Details	Permit/Application
\$	21/11/2018	PAAF (<25 Pax) - \$	G
Total \$ (inc 1% surcharge)			

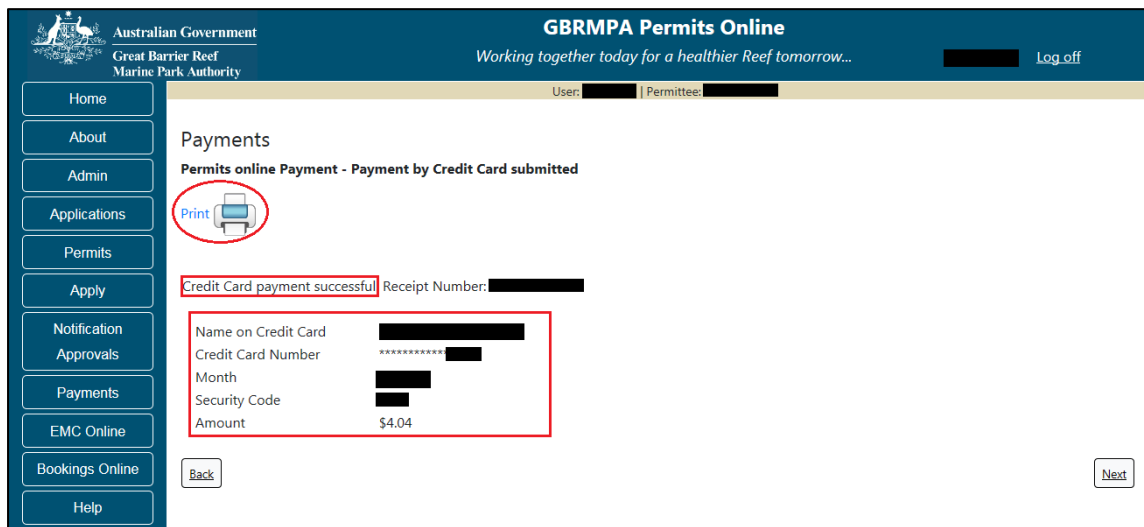
Note: Payment by Credit Card attracts a 1% surcharge

Name on Credit Card  
Credit Card Number  
Month  
Security Code  
Amount \$

Back Submit Credit Card Payment Now Cancel

Figure 812 - Screenshot of Payment by Credit Card Confirmation screen with a red circle around the Submit Credit Card Payment Now button

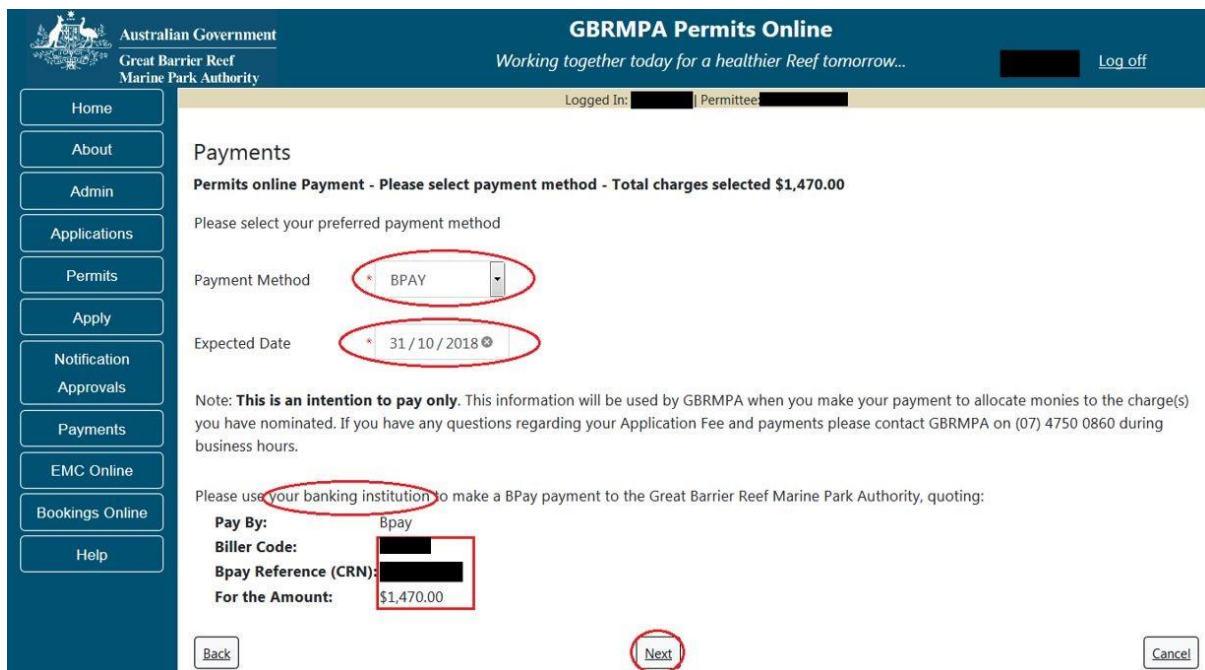
Once the Submit Credit Card Payment Now button is selected the payment will be processed. Details of the payment will appear on screen with a successful or unsuccessful message as well as an option to Print the payment details via a Print Icon.



**Figure 813 - Screenshot of Payment by Credit Card screen with a red circle around the Print icon. A red box surrounds wording Credit Card payment successful and a red box around the credit card payment details.**

### 24.2.3 Select Payment Method - BPAY

When the BPAY method is selected, the screen will display the details required for the applicant to submit the payment. Details include Expected Payment Date, Biller Code, BPAY Reference (CRN) and Amount. If the BPAY method is selected, the Payment is identified as a Payment Pledge.



**Figure 814 - Screenshot of Select Payment Method screen with a red circle around payment method drop list with BPAY selected. A red circle around the expected date and a red circle around wording your banking institute. A red box around the BPAY details and a red circle around the next button**



## 24.2.4 Submit Payment Pledge - BPAY

Once Next is selected on the Select Payment Method screen, you will be presented with a Payment Pledge by BPAY Confirmation screen. The details of the payment pledge are displayed on the screen. Select the Submit BPAY Intention Now button to continue.

The screenshot shows the 'Payments' section of the GBRMPA Permits Online system. The header includes the Australian Government logo and the text 'Great Barrier Reef Marine Park Authority'. The main content area displays 'Permits Online Payment Pledge By BPAY Confirmation - Total Charges Selected \$18.70'. Below this, a table lists the charges:

Outstanding Amount	Due Date	Fee Details	Permit/Application
\$18.70	14/11/2018	VIN plaque - \$18.70	G [redacted]
Total \$18.70			

Below the table, it states 'Expected Payment Date: 01/11/2018'. A note explains that this is an intention to pay only. At the bottom, there are instructions for making a BPAY payment, including fields for 'Pay By: Bpay', 'Billers Code: [redacted]', 'Bpay Ref (CRN): [redacted]', and 'For the Amount: \$18.70'. A 'Submit BPAY Intention Now' button is circled in red, along with a 'Cancel' button.

Figure 815 - Screenshot of Payment Pledge by BPAY Confirmation screen with a red circle around the Submit BPAY Intention Now button

Once the Submit BPAY Intention Now button is selected you will be presented with a Pledge Submitted screen with an option to print a pdf copy of the Pledge. Select Next to progress to the Payments Management screen.

The screenshot shows the 'Payments' section of the GBRMPA Permits Online system after the payment pledge has been submitted. The header is the same as in Figure 815. The main content area displays 'Permits online Payment - Pledge by BPAY submitted'. A 'Print' icon is circled in red. Below this, it states 'Expected Payment Date: 01/11/2018'. A note explains that this is an intention to pay only. At the bottom, there are instructions for making a BPAY payment, including fields for 'Pay By: Bpay', 'Billers Code: [redacted]', 'Bpay Ref (CRN): [redacted]', and 'For the Amount: \$18.70'. A 'Next' button is circled in red.

Figure 816 - Screenshot of Pledge by BPAY submitted screen with a red circle around Print icon and a red circle around the Next button

## 24.2.5 Select Payment Method – Direct Debit

When the Direct Debit method is selected, the screen will display the details required for the applicant to submit the Payment. Details include Expected Payment Date, Account Number, Account Name, Amount, Due Date and Reference Number. If the Direct Debit method is selected, the Payment is identified as a Payment Pledge.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

Logged In: [redacted] Permittee: [redacted] Log off

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online  
Bookings Online  
Help

Payments  
Permits online Payment - Please select payment method - Total charges selected \$1,470.00

Please select your preferred payment method

Payment Method \* Direct Debit

Expected Date \* 31/10/2018

Note: **This is an intention to pay only.** This information will be used by GBRMPA when you make your payment to allocate monies to the charge(s) you have nominated. If you have any questions regarding your Application Fee and payments please contact GBRMPA on (07) 4750 0860 during business hours.

Please use your banking institution to make a Direct Debit payment to the Great Barrier Reef Marine Park Authority, quoting:

Pay By:	Direct Debit
BSB:	064 817
Account Number:	00070271
Account Name:	Great Barrier Reef Marine Park Authority
Bank:	Commonwealth Bank of Australia
Branch:	Flinders Mall
Reference Number (CRN):	[redacted]
For the Amount:	\$1,470.00

Back Next Cancel

**Figure 817 - Screenshot of Select Payment Method screen with a red circle around payment method drop list with. A red circle around the expected date and a red circle around wording your banking institute. A red box around the Direct Debit details and a red circle around the next button**

## 24.2.6 Submit Payment Pledge – Direct Debit

Once Next is selected on the Select Payment Method screen, you will be presented with a Payment Pledge By Direct Debit Confirmation screen. The details of the payment pledge are displayed on the screen. Select the Submit Direct Debit Intention Now button to continue.

Australian Government  
Great Barrier Reef Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

Logged In: [redacted] | Permittee: [redacted] Log off

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online  
Bookings Online  
Help

Payments  
Permits Online Payment Pledge By Direct Debit Confirmation - Total Charges Selected \$720.00

Please confirm your intention to pay by Direct Debit

Outstanding Amount	Due Date	Fee Details	Permit/Application
\$720.00	19/11/2018	Continuation PAAF (<25 Pax) - \$720.00	[redacted]
Total \$720.00			

Expected Payment Date: 01/11/2018

Note: **This is an intention to pay only.** This information will be used by GBRMPA when you make your payment to allocate monies to the charge(s) you have nominated. If you have any questions regarding your Application Fee and payments please contact GBRMPA on (07) 4750 0860 during business hours.

Please use your banking institution to make a BPay payment to the Great Barrier Reef Marine Park Authority, quoting:

**Pay By:** Direct Debit  
**BSB:** 064 817  
**Account Number:** 00070271  
**Account Name:** Great Barrier Reef Marine Park Authority  
**Bank:** Commonwealth Bank of Australia  
**Branch:** Flinders Mall  
**Reference Number (CRN):** [redacted]  
**For the Amount:** \$720.00

PLEASE NOTE: If fees are not paid by the due date the application/s will lapse. For EMC payments - select the EMC Online link on the left hand menu.

Back Submit Direct Debit Intention Now Cancel

Figure 818 - Screenshot of Payment Pledge by Direct Debit Confirmation screen with a red circle around the Submit Direct Debit Intention Now button

Once the Submit Direct Debit Intention Now button is selected you will be presented with a Pledge Submitted screen with an option to print a pdf copy of the Pledge. Select Next to progress to the Payments Management screen.

Australian Government  
Great Barrier Reef Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

Logged In: [redacted] | Permittee: [redacted] Log off

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification Approvals  
Payments  
EMC Online  
Bookings Online  
Help

Payments  
Permits online Payment - Pledge by Direct Debit submitted

Print

Expected Payment Date: 01/11/2018

Note: **This is an intention to pay only.** This information will be used by GBRMPA when you make your payment to allocate monies to the charge(s) you have nominated. If you have any questions regarding your Application Fee and payments please contact GBRMPA on (07) 4750 0860 during business hours.

Please use your banking institution to make a Direct Debit payment to the Great Barrier Reef Marine Park Authority, quoting:

**Pay By:** Direct Debit  
**BSB:** 064 817  
**Account Number:** 00070271  
**Account Name:** Great Barrier Reef Marine Park Authority  
**Bank:** Commonwealth Bank of Australia  
**Branch:** Flinders Mall  
**Reference Number (CRN):** [redacted]  
**For the Amount:** \$720.00

Next

Figure 819 - Screenshot of Pledge by Direct Debit submitted screen with a red circle around Print icon and a red circle around the Next button

### 24.3 Print Icon

When the Print icon is selected a PDF will display the details of the Payment or Payment Pledge. A message of successful or unsuccessful will appear in the Payment Method line.

**Marine Parks** Australian Government Great Barrier Reef Marine Park Authority Queensland Government

Expected Payment Date 06/11/2018

Payment Method Credit Card payment successful. Receipt Number: [redacted]

Reference No (CRN) [redacted]

Permittee [redacted]

Total Amount \$4.04

Amount	Due Date	Fee Type	Permit/Application #
\$3.00	21/11/2018	PAAF (<25 Pax) - \$1.00; BIN plaque - \$1.00; Postage - \$1.00	G [redacted]
\$1.00	21/11/2018	PAAF (<25 Pax) - \$1.00	G [redacted]

**Figure 820 - Screenshot of PDF showing details of the credit card payment. A red circle is around the Credit card payment successful and receipt number. A red box is also around the total amount paid.**

### 24.4 Email Confirmation

All payment and pledge options, once completed, will automatically be emailed to the Permit Holder / applicant. Details on the email will contain.....

Reply Reply All Forward

Thu 1/11/2018 1:39 PM

[redacted]

Notification from Permits Online [SEC=UNCLASSIFIED]

To: [redacted]

If there are problems with how this message is displayed, click here to view it in a web browser.

**Payment Intention via Permits Online**

Permittee: [redacted]

Expected Payment Date: 01/11/2018

Total Amount: \$ [redacted]

Payment Type: Direct Debit

Amount	Due Date	Fee Type	Permit / Application #
\$ [redacted]	19/11/2018	Continuation PAAF (<25 Pax) - \$ [redacted]	G [redacted]

Please note that if payment is not received by the due date, your application will lapse and you will not be permitted to undertake the proposed activities in the Marine Parks.

**Figure 821 - Screenshot of system generated email once payment or pledge completed**

## 24.5 Validations

Validations on the select payment method – credit card screen are presented when any of the credit card fields have no details added.

The screenshot shows the 'Payments' section of the GBRMPA Permits Online interface. The page title is 'Permits online Payment - Please select payment method - Total charges selected \$1,470.00'. The user is logged in as 'Permittee'. The 'Payment Method' is set to 'Credit Card'. A note states: 'Note: Payment by Credit Card attracts a 1% surcharge'. A red box highlights the following fields and their validation errors:

- Type of Credit Card: -Select One- (The Type of Credit Card field is required.)
- Credit Card Number: (The Credit Card Number field is required.)
- Name on Credit Card: (The Name on Credit Card field is required.)
- Month/Year: (The Month field is required. The Year field is required.)
- Security Code: (The Security Code field is required.)

Buttons for 'Back', 'Next', and 'Cancel' are visible at the bottom of the form.

Figure 822 - Screenshot of Select Payment Method screen with a red box around Credit Card Validations

### 24.5.1 Validation – Credit Card Declined

If a credit card payment is declined, a message will appear on the screen. Select Back to amend the details and re-submit the payment.

The screenshot shows the 'Payments' section of the GBRMPA Permits Online interface. The page title is 'Permits online Payment - Payment by Credit Card submitted'. A 'Print' icon is visible. A red circle highlights the message: 'Credit Card Payment Declined. Please check with your bank to confirm the status of your credit card.' Below the message, the following details are displayed:

Name on Credit Card	██████████
Credit Card Number	*****██████████
Month	██/██
Security Code	██████
Amount	\$██████

A red circle highlights the 'Back' button at the bottom left of the screen.

Figure 823 - Screenshot of Credit card declined page, with a red circle around message Credit Card Payment Declined and a red circle around the Back button

## 24.6 Payments Management

The Payments Management screen will display details of Payments and Pledges.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification  
Approvals  
Payments

Payments Management  
Use the form below to view payments and payment pledges

Date From: 01/08/2018 Date To: 01/12/2018 Search View Outstanding Fees

PLEASE NOTE: If fees are not paid by the due date the application/s will lapse. For EMC payments - select the EMC Online link on the left hand menu.

Due Date	Amount	Paid Date	Fee Details	Action
	\$	26/10/2018	Credit Card payment for G (Receipt: )	View Payment
01/11/2018	\$		Payment Pledge (Direct Debit) for G - not yet received	View Pledge   Delete
01/11/2018	\$		Payment Pledge (BPAY) for G - not yet received	View Pledge   Delete

Figure 824 - Screenshot of Payments Management screen with red circles around Date From, Date To, Search Button, View Outstanding fees hyperlink, view payment hyperlink and delete hyperlink

### 24.6.1 Date from and Date to

The Date From and Date To fields are for use by the applicant when wanting to view payments history. The Date From will show as a default of today's date minus three months, and the Date to will display as today's date plus one month. Example if logged in on 01/11/2018 the Date From will display as 01/08/2018 and the date to will display as 01/12/2018. If you require to view information for a period longer than the defaults, select the Date From Field and enter the desired date. Select Search to display the desired results.

Australian Government  
Great Barrier Reef  
Marine Park Authority

GBRMPA Permits Online  
Working together today for a healthier Reef tomorrow...

Home  
About  
Admin  
Applications  
Permits  
Apply  
Notification  
Approvals  
Payments  
EMC Online

Payments Management  
Use the form below to view payments and payment pledges

Date From: 2018-08-01 Date To: 2018-12-01 Search View Outstanding Fees

PLEASE NOTE: If fees are not paid by the due date the application/s will lapse. For EMC payments - select the EMC Online link on the left hand menu.

Due Date	Amount	Paid Date	Fee Details	Action
26/10/2018	\$720.00		Payment Pledge (Direct Debit) for G - not yet received	View Pledge   Delete
29/10/2018	\$410.00		Payment Pledge (BPAY) for G - not yet received	View Pledge   Delete
29/10/2018	\$755.00		Payment Pledge (BPAY) for G, G - not yet received	View Pledge   Delete
01/11/2018	\$750.00		Payment Pledge (Direct Debit) for G - not yet received	View Pledge   Delete
01/11/2018	\$720.00		Payment Pledge (Direct Debit) for G - not yet received	View Pledge   Delete

Figure 825 - Screenshot of Payments Management screen with a red circle around Date From, Date To and Search button

Please Note: When Using Internet Explorer as the web browser, the dates displayed in Internet Explorer are in reverse, Example 2018/08/01.

## 24.6.2 View Outstanding Fees

If the View Outstanding Fees hyperlink is selected you will progress to the Select Outstanding Payments screen to view and pay any outstanding fees.

The screenshot shows the 'Payments Management' section of the GBRMPA Permits Online system. The header includes the Australian Government logo and the text 'Working together today for a healthier Reef tomorrow...'. The user is logged in as 'Permittee: [redacted]'. The page title is 'Payments Management' and it instructs users to use the form below to view payments and payment pledges. The form includes 'Date From' (2018-08-01) and 'Date To' (2018-12-01) fields, a 'Search' button, and a 'View Outstanding Fees' hyperlink circled in red. A note states: 'PLEASE NOTE: If fees are not paid by the due date the application/s will lapse. For EMC payments - select the EMC Online link on the left hand menu.' Below the note is a table of payment pledges.

Due Date	Amount	Paid Date	Fee Details	Action
26/10/2018	\$720.00		Payment Pledge (Direct Debit) for G [redacted] - not yet received	<a href="#">View Pledge</a>   <a href="#">Delete</a>
29/10/2018	\$410.00		Payment Pledge (BPAY) for G [redacted] - not yet received	<a href="#">View Pledge</a>   <a href="#">Delete</a>
29/10/2018	\$755.00		Payment Pledge (BPAY) for G [redacted], G [redacted] - not yet received	<a href="#">View Pledge</a>   <a href="#">Delete</a>
01/11/2018	\$750.00		Payment Pledge (Direct Debit) for G [redacted] - not yet received	<a href="#">View Pledge</a>   <a href="#">Delete</a>
01/11/2018	\$720.00		Payment Pledge (Direct Debit) for G [redacted] - not yet received	<a href="#">View Pledge</a>   <a href="#">Delete</a>

Figure 826 - Screenshot of Payments Management screen with a red circle around the View Outstanding Fees hyperlink

## 24.6.3 View Payment

If the View Payment hyperlink is selected, details of the payment will appear on screen.

The screenshot shows the 'Payments Management' section of the GBRMPA Permits Online system. The header includes the Australian Government logo and the text 'Working together today for a healthier Reef tomorrow...'. The user is logged in as 'Permittee: [redacted]'. The page title is 'Payments Management' and it instructs users to use the form below to view payments and payment pledges. The form includes 'Date From' (02/08/2018) and 'Date To' (02/12/2018) fields, a 'Search' button, and a 'View Outstanding Fees' hyperlink. A note states: 'PLEASE NOTE: If fees are not paid by the due date the application/s will lapse. For EMC payments - select the EMC Online link on the left hand menu.' Below the note is a table of payment pledges.

Due Date	Amount	Paid Date	Fee Details	Action
01/11/2018	\$11.11	26/10/2018	Credit Card payment for G [redacted] (Receipt: )	<a href="#">View Payment</a>
01/11/2018	\$1,160.00		Payment Pledge (Direct Debit) for G [redacted] - not yet received	<a href="#">View Pledge</a>   <a href="#">Delete</a>
01/11/2018	\$18.70		Payment Pledge (BPAY) for G [redacted] - not yet received	<a href="#">View Pledge</a>   <a href="#">Delete</a>
01/11/2018	\$18.70		Payment Pledge (Direct Debit) for G [redacted] - not yet received	<a href="#">View Pledge</a>   <a href="#">Delete</a>

Figure 827 - Screenshot of Payments Management screen with a red circle around the View Payment hyperlink

The details of the Payment will appear in a pop up window once View Payment is selected.

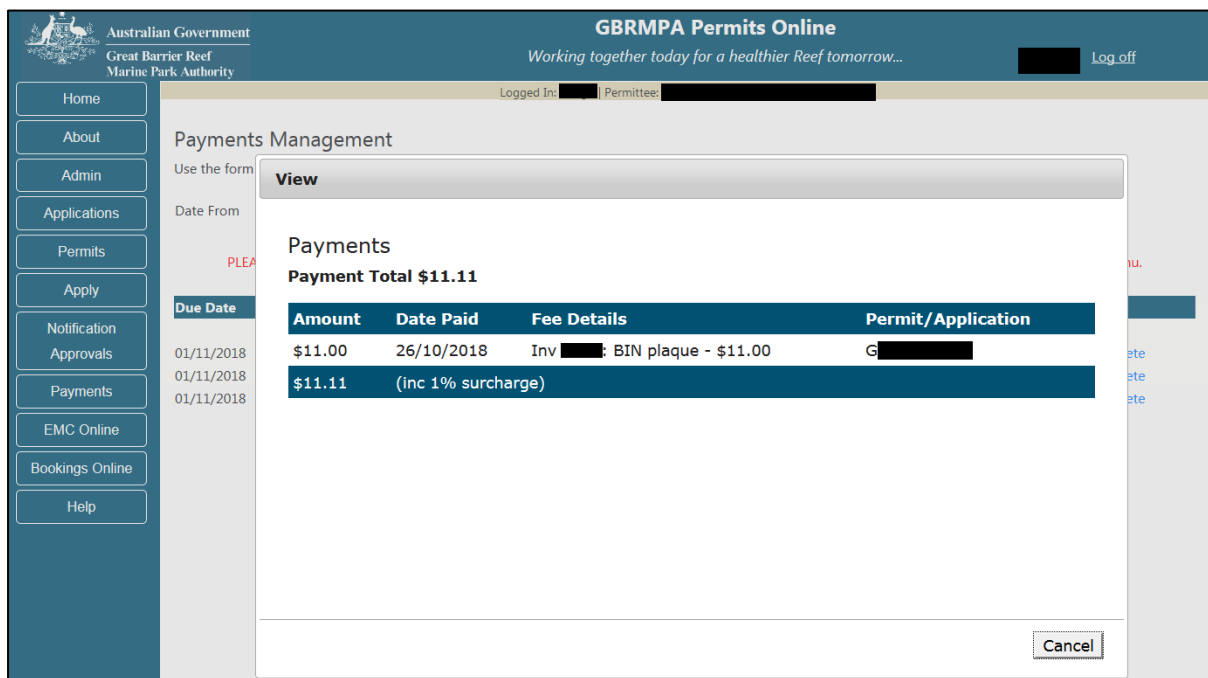


Figure 828 - Screenshot of View Payments pop up window

#### 24.6.4 View Pledge

If the View Pledge hyperlink is selected, details of the pledge will appear on screen.

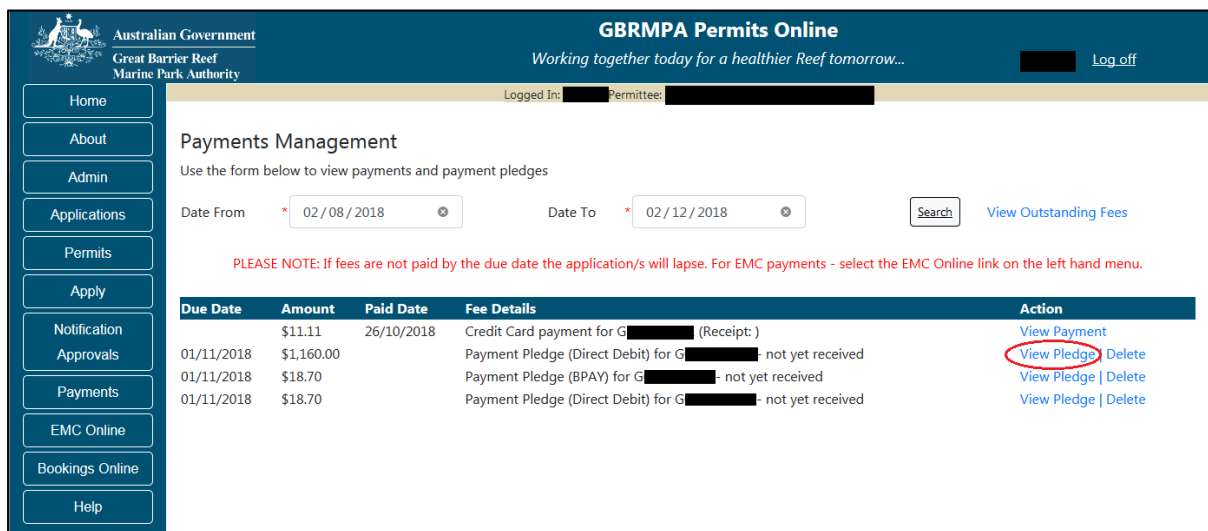


Figure 829 - Screenshot of Payments Management screen with a red circle around the View Pledge hyperlink



The details of the Payment Pledge will appear in a pop up window once View Pledge is selected.

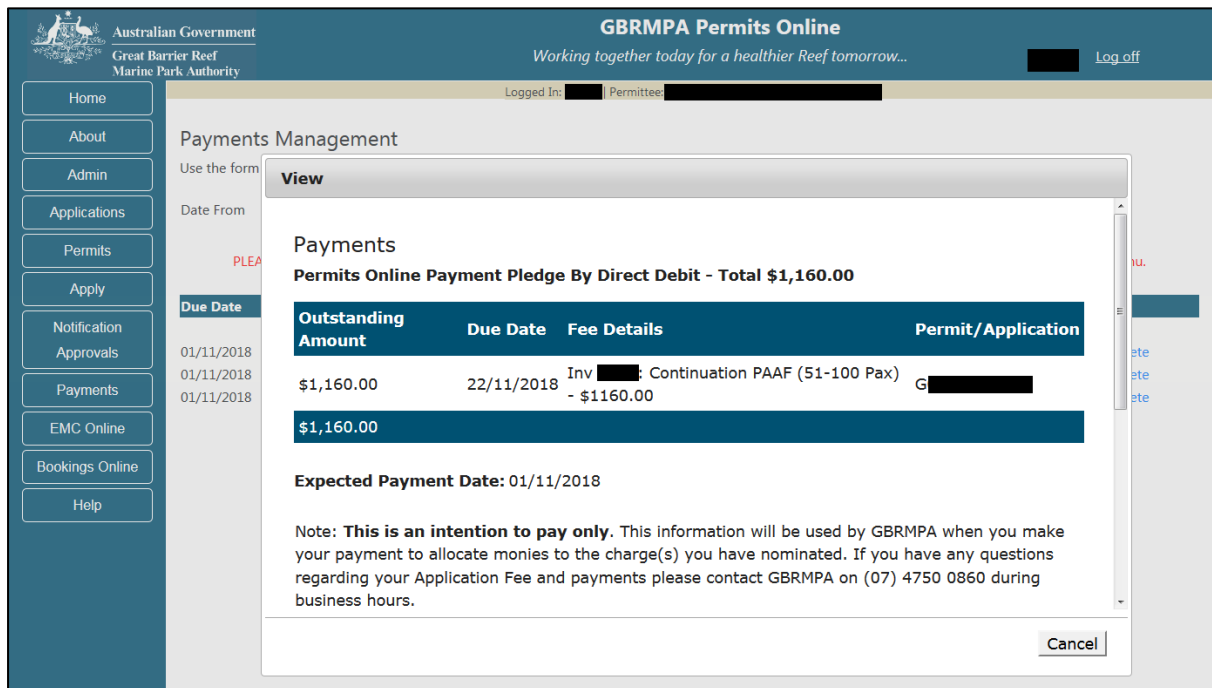


Figure 830 - Screenshot of View Payment Pledge pop up window

### 24.6.5 Delete

If the Delete hyperlink is selected it will delete the associated Payment Pledge. Once deleted the outstanding amount will re-appear on the Select Outstanding Charges screen to be paid or re-pledged.

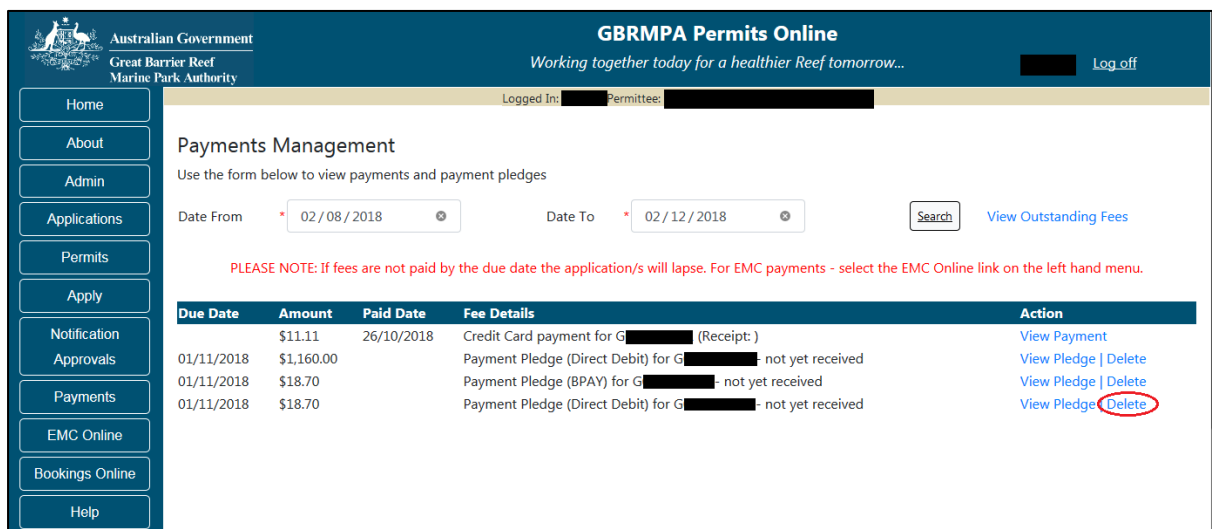


Figure 831 - Screenshot of Payments Management screen with a red circle around the Delete hyperlink

Comments and questions regarding this document are welcome and should be addressed to:



**Australian Government**  
**Great Barrier Reef**  
**Marine Park Authority**

Great Barrier Reef Marine Park Authority  
280 Flinders Street  
(PO Box 1379)  
Townsville QLD 4810, Australia  
Phone: (07) 4750 0700  
Email: [info@qbrmpa.gov.au](mailto:info@qbrmpa.gov.au)  
[www.qbrmpa.gov.au](http://www.qbrmpa.gov.au)

For permits that involve tailored assessment please contact the Environmental Assessment and Protection Unit for further information.

Phone (07) 4750 0860 during business hours or Email: [assessments@qbrmpa.gov.au](mailto:assessments@qbrmpa.gov.au).

All feedback regarding the Permits Online system or its data should be sent directly to:  
Email: [assessments@qbrmpa.gov.au](mailto:assessments@qbrmpa.gov.au).