



Australian Government

Great Barrier Reef  
Marine Park Authority



Queensland  
Government

# A Guide for Current Permit Holders

Essential reading for Great  
Barrier Reef Marine Parks  
permit holders.

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The Great Barrier Reef Marine Parks are managed by the Commonwealth Great Barrier Reef Marine Park Authority and the Queensland Department of Environment and Science in a collaborative and successful 40-year partnership.

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Aboriginal and Torres Strait Islander readers are advised this publication may contain names and images of deceased persons.

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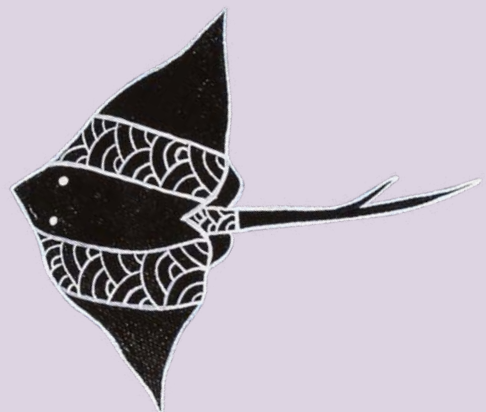
**Australian Government**

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*The Great Barrier Reef Marine Park Authority and the Department of Environment and Science acknowledge the continuing Sea Country management and custodianship of the Great Barrier Reef by Aboriginal and Torres Strait Islander Traditional Owners, whose rich cultures, heritage values, enduring connections, and shared efforts protect the Reef for future generations.*



# Do you hold a Marine Parks permit to conduct activities in the Great Barrier Reef Marine Parks?

*yes!*

## **This booklet is for you.**

As a permit holder, you need to operate safely and with respect to the natural environment, your fellow businesses, local communities and stakeholders in your industry.

This booklet has been designed to help you navigate the sometimes confusing waters that permit holders are confronted with. We are here to help you succeed in presenting the values of the Reef and help you and your customers to enjoy the Reef in an ecologically-sustainable way.

Success and longevity require two things – planning and energy. Let us help you make the planning easier, so your energy can be directed at making your business or project a success.

Comprising the Commonwealth Great Barrier Reef Marine Park and Queensland Great Barrier Reef Coast Marine Park; these marine parks are an iconic Australian natural wonder. With your help, we can ensure that they can continue to be enjoyed by future generations.

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# Marine parks zoning and planning

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The Commonwealth Great Barrier Reef Marine Park Zoning Plan 2003 and Queensland Marine Parks (Great Barrier Reef Coast) Zoning Plan 2004 (the Zoning Plans) identify the activities that require a permit from the Great Barrier Reef Marine Park Authority (the Authority) and the Department of Environment and Science (DES) before entering or using that part of the marine parks.

*The Great Barrier Reef Region extends 915 metres into the air and 1,000 metres beneath the seabed and land surface.*

# Activities Guide

The Great Barrier Reef Marine Parks are a multiple-use area. The Zoning Plans provide for a range of ecologically sustainable recreational, commercial and research opportunities and for the continuation of traditional activities.

Zoning helps to manage and protect the values of the marine parks that people enjoy. Each zone has different rules for the activities that are allowed, prohibited and require a permit. Zones may also place restrictions on how some activities are conducted.

ACTIVITIES GUIDE (see relevant Zoning Plans and Regulations for details)	Zoning Plans							
	General Use Zone	Habitat Protection Zone	Conservation Park Zone	Buffer Zone	Scientific Research Zone <sup>3</sup>	Marine National Park Zone	Preservation Zone	State Zoning Only Estuarine Conservation Zone
Aquaculture	Permit	Permit	Permit <sup>1</sup>	X	X	X	X	Permit
Bait netting	✓	✓	✓ <sup>2</sup>	X	X	X	X	✓
Boating, diving, photography	✓	✓	✓	✓	✓ <sup>3</sup>	✓	X	✓
Crabbing (trapping)	✓	✓	✓ <sup>4</sup>	X	X	X	X	✓
Harvest fishing for aquarium fish, coral and beachworm	Permit	Permit	Permit <sup>1</sup>	X	X	X	X	X
Harvest fishing for sea cucumber, trochus, tropical rock lobster	Permit	Permit	X	X	X	X	X	X
Limited collecting	✓ <sup>5</sup>	✓ <sup>5</sup>	✓ <sup>5</sup>	X	X	X	X	✓
Limited spearfishing (snorkel only)	✓	✓	✓ <sup>1</sup>	X	X	X	X	✓
Line fishing	✓ <sup>6</sup>	✓ <sup>6</sup>	✓ <sup>7</sup>	X	X	X	X	✓
Netting (other than bait netting)	✓	✓	X	X	X	X	X	✓
Research (other than limited impact research)	Permit	Permit	Permit	Permit	Permit	Permit	Permit	Permit
Shipping (other than in a designated shipping area)	✓	Permit	Permit	Permit	Permit	Permit	X	Permit
Tourism programme	Permit	Permit	Permit	Permit	Permit	Permit	X	Permit
Traditional use of marine resources	✓ <sup>8</sup>	✓ <sup>8</sup>	✓ <sup>8</sup>	✓ <sup>8</sup>	✓ <sup>8</sup>	✓ <sup>8</sup>	X	✓ <sup>8</sup>
Trawling	✓	X	X	X	X	X	X	X
Trolling	✓ <sup>6</sup>	✓ <sup>6</sup>	✓ <sup>6</sup>	✓ <sup>6,9</sup>	X	X	X	✓

**PLEASE NOTE:** This guide provides an introduction to Zoning in the Great Barrier Reef Marine Parks.

- Restrictions apply to aquaculture, spearfishing and harvest fishing for aquarium fish, beachworm and coral in the Conservation Park Zone.
- No take of bream, flathead or whiting by commercial bait netters.
- Except for One Tree Island Reef (SR-23-2010) and Australian Institute of Marine Science (SR-19-2008) which are closed to public access and shown as orange, all other Scientific Research Zones are shown as green with an orange outline.
- Limited to 4 catch apparatus per person (eg. crab pots, collapsible traps or dillies).
- By hand or hand-held implement and generally no more than 5 of a species.
- Maximum of 6 hooks attached to no more than 3 hand-held rods or handlines per person.
- Limited to 1 hook attached to 1 hand-held rod or handline per person. Only 1 dory detached from a commercial fishing vessel.
- Apart from traditional use of marine resources in accordance with s.211 of the *Native Title Act 1993*, an accredited Traditional Use of Marine Resources Agreement or permit is required.
- Pelagic species only. Seasonal Closures apply to some Buffer Zones.

Detailed information is contained in the *Great Barrier Reef Marine Park Zoning Plan 2003* and *Regulations* and the *Marine Parks (Great Barrier Reef Coast) Zoning Plan 2004*.

- Permits are required for most other activities not listed above.
- Commonwealth owned islands in the Great Barrier Reef Marine Park are zoned "Commonwealth Islands Zone" - shown as cream.
- All Commonwealth Islands may not be shown.
- Special Management Areas may provide additional restrictions at some locations.
- The Zoning Plan does not affect the operation of s.211 of the *Native Title Act 1993*.

**ACCESS TO ALL ZONES IS PERMITTED IN AN EMERGENCY.**

## Where are the zones?

Download the Eye on the Reef app (from our website, App Store or Google Play) for a general guide. You can cross-check the zones on our free zoning maps, or refer to the Zoning Plans for precise coordinates.

Zoning maps are available on the website at [www.gbrmpa.gov.au](http://www.gbrmpa.gov.au). See Map 1 for marine parks boundaries.

## Which zones can I access as a permit holder?

As a permit holder, the zones you can access are outlined on your permit. See the **What does a current permit look like** section for some examples.

You should check your permit conditions for further access restrictions as some activities are not allowed within particular zones. Some examples include:

- A tourist operator may be permitted to access a Conservation Park Zone (yellow zone) for swimming, snorkelling and scuba diving, but would not be allowed to conduct certain types of fishing in this zone.
- A researcher may be permitted to perform visual fish surveys in a Buffer Zone (olive green zone), but not allowed to take fish in this zone.

## What is a Management Area?

Marine parks management areas are sometimes used to describe the main zoning sections within the Great Barrier Reef Region: Far Northern, Cairns/Cooktown, Townsville/Whitsunday and Mackay/Capricorn.

As a permit holder, the management areas you are permitted to access are outlined in your permit.

## What and where are the planning areas?

Plans of management apply to all users and complement marine parks zoning by addressing issues specific to an area, species or community in greater detail.

The Authority has three (3) area based plans of management:

- **Cairns Area Plan of Management**
- **Hinchinbrook Plan of Management**
- **Whitsundays Plan of Management**

Plans of Management protect and conserve marine park values at a regional scale and allow for a range of experiences and types of use while still allowing the iconic area to be enjoyed.

These plans closely manage access (vessel length and group sizes), types of tourism operations, frequency of visits, private mooring facilities, activities such as motorised water sports, aircraft landing areas and anchorages. There are also rules about how often you can access a planning area.

Refer to the **Inside planning areas** section for further information on planning areas. See Maps 2, 3 and 4 for planning area maps.

## What is site specific management?

The Authority protects sensitive values and balances multiple uses at a localised scale through site planning. Site specific management can take several forms — special management areas and site specific plans. The access and use section of the Authority's website lists each of these according to Management Area. Refer to the **Conditions of your permit** section for further information on site specific management.

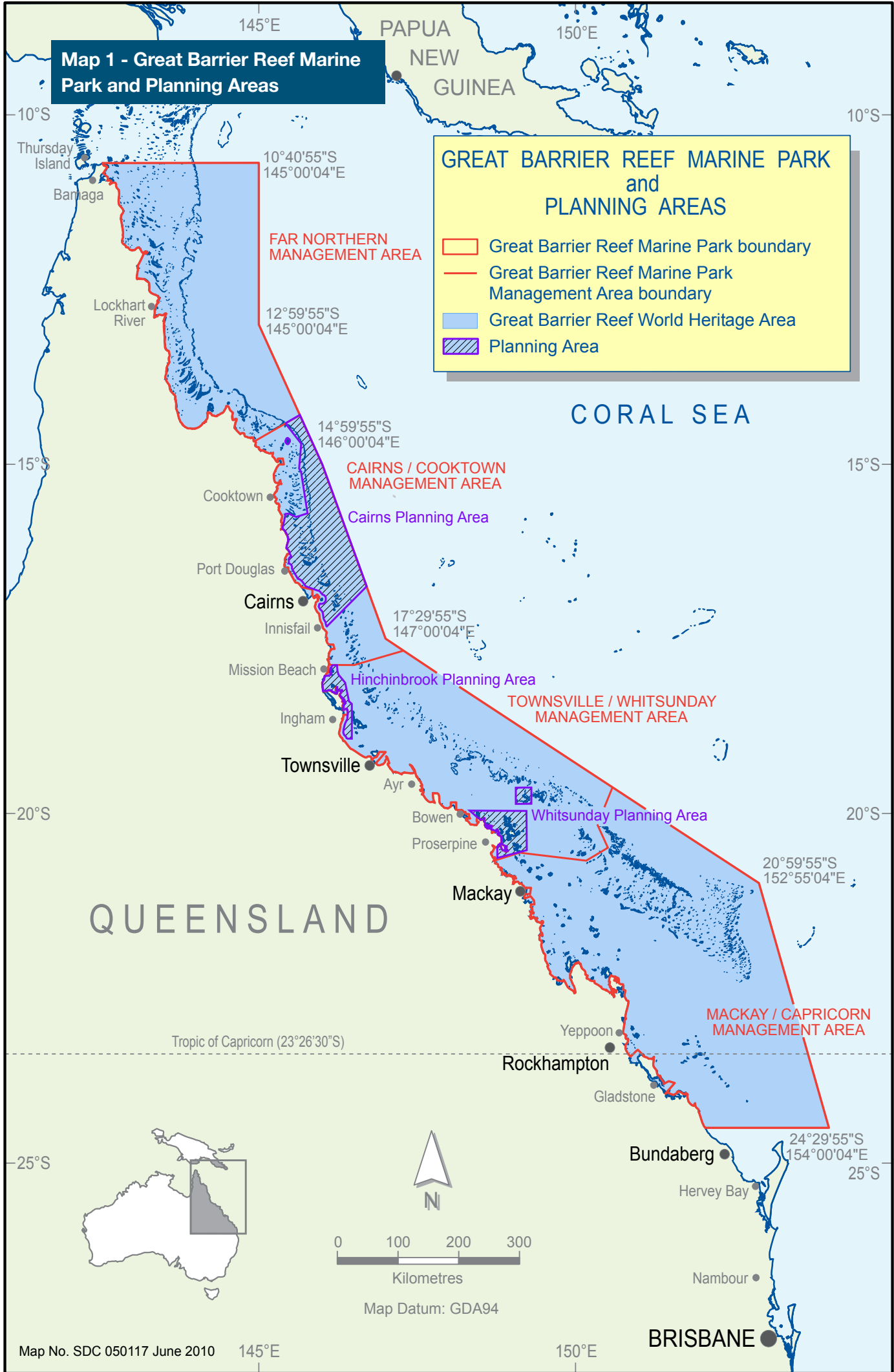
For maps of the Authority's site plans, site management arrangements and special management areas, please visit the website at [www.gbrmpa.gov.au](http://www.gbrmpa.gov.au).



**Map 1 - Great Barrier Reef Marine Park and Planning Areas**

**GREAT BARRIER REEF MARINE PARK and PLANNING AREAS**

- Great Barrier Reef Marine Park boundary
- Great Barrier Reef Marine Park Management Area boundary
- Great Barrier Reef World Heritage Area
- Planning Area



QUEENSLAND

PAPUA  
NEW  
GUINEA

CORAL SEA



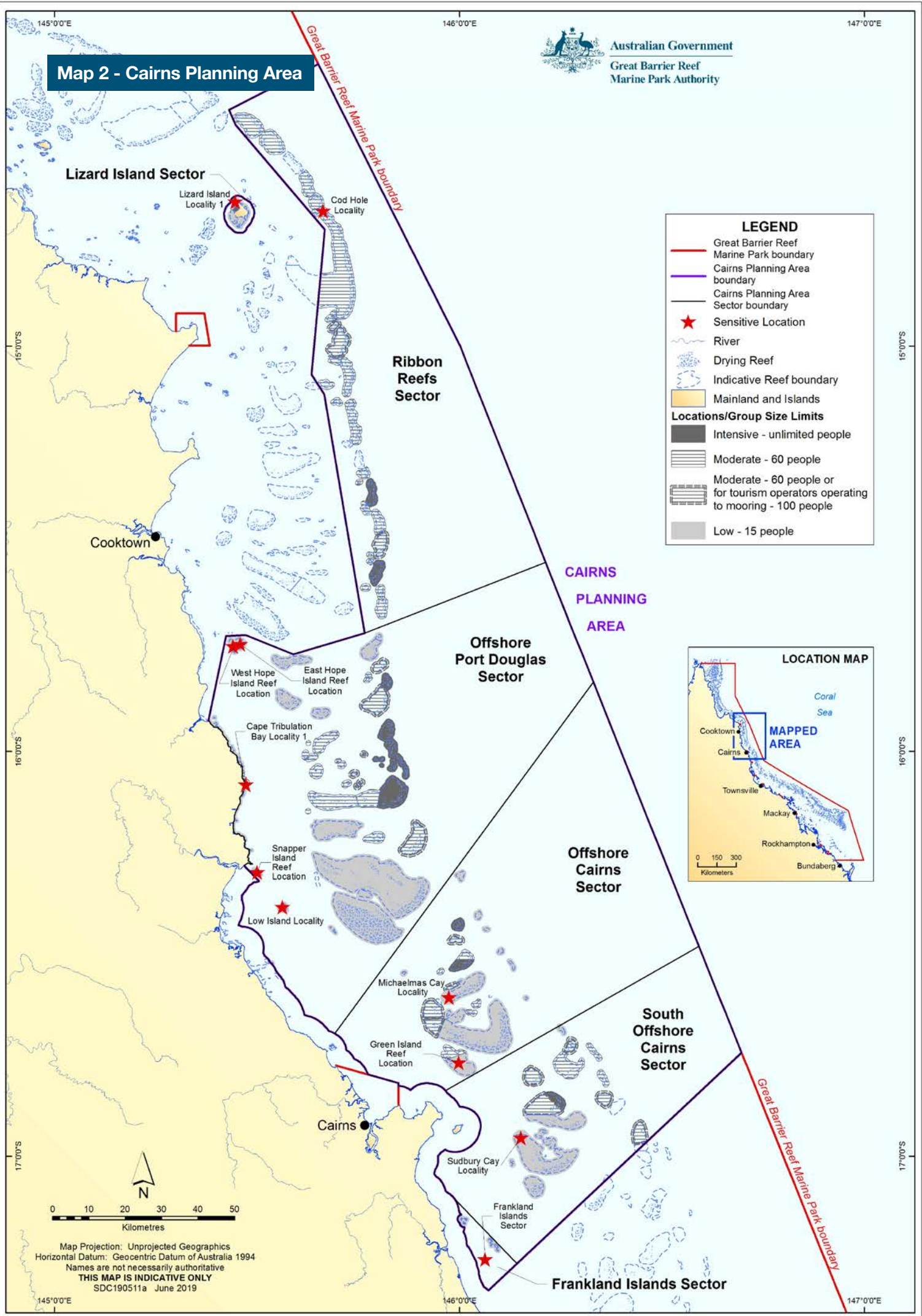
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# Map 2 - Cairns Planning Area



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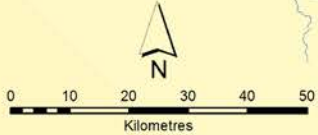


**LEGEND**

- Great Barrier Reef Marine Park boundary
- Cairns Planning Area boundary
- Cairns Planning Area Sector boundary
- ★ Sensitive Location
- ~ River
- ⊘ Drying Reef
- ⊘ Indicative Reef boundary
- Mainland and Islands

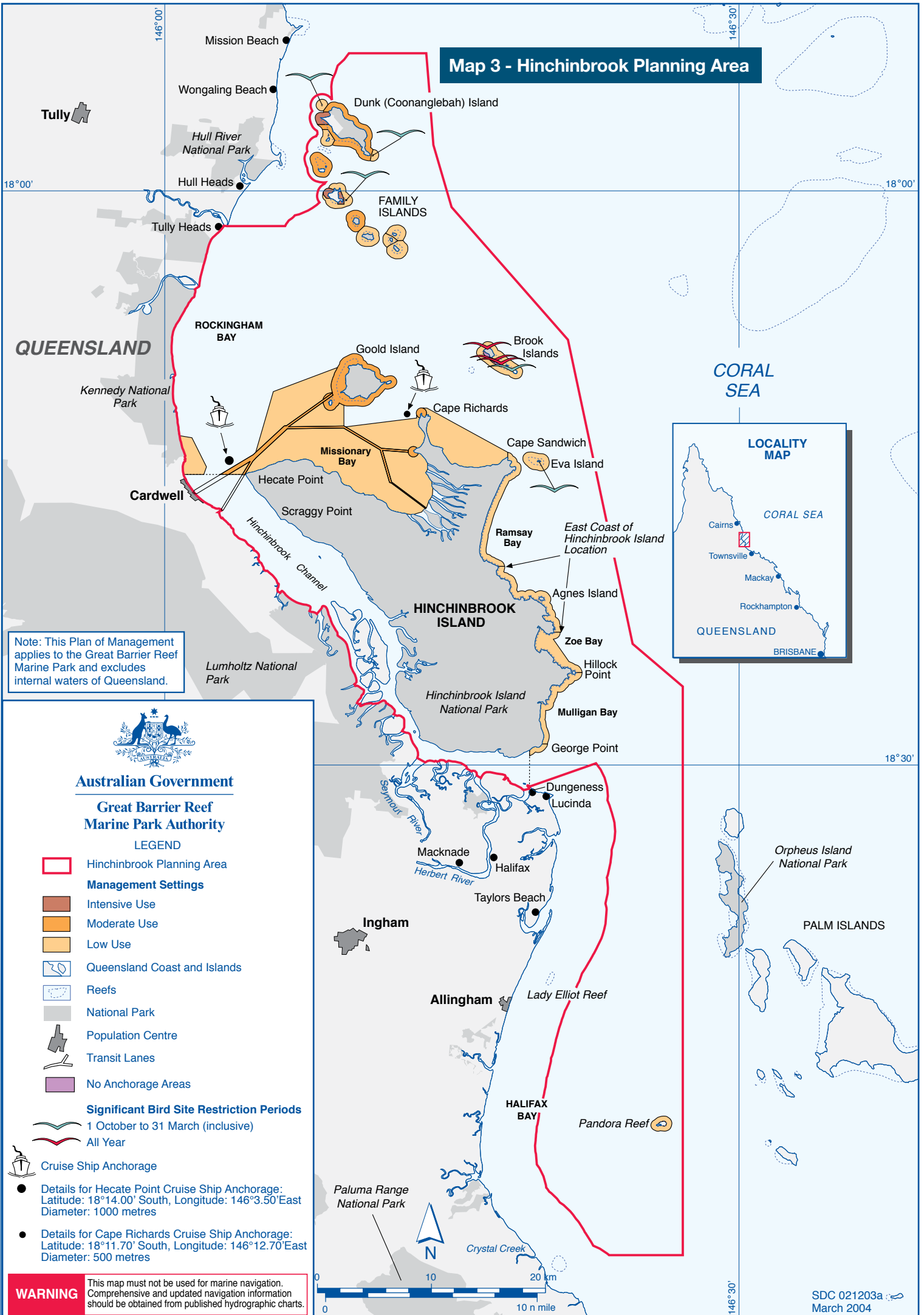
**Locations/Group Size Limits**

- Intensive - unlimited people
- Moderate - 60 people
- Moderate - 60 people or for tourism operators operating to mooring - 100 people
- Low - 15 people



Map Projection: Unprojected Geographics  
Horizontal Datum: Geocentric Datum of Australia 1994  
Names are not necessarily authoritative  
**THIS MAP IS INDICATIVE ONLY**  
SDC190511a June 2019

# Map 3 - Hinchinbrook Planning Area



Note: This Plan of Management applies to the Great Barrier Reef Marine Park and excludes internal waters of Queensland.



## Australian Government Great Barrier Reef Marine Park Authority

### LEGEND

Hinchinbrook Planning Area

### Management Settings

- Intensive Use
- Moderate Use
- Low Use

Queensland Coast and Islands

Reefs

National Park

Population Centre

Transit Lanes

No Anchorage Areas

### Significant Bird Site Restriction Periods

~~~~~ 1 October to 31 March (inclusive)

~~~~~ All Year

⚓ Cruise Ship Anchorage

● Details for Hecate Point Cruise Ship Anchorage:  
Latitude: 18°14.00' South, Longitude: 146°3.50' East  
Diameter: 1000 metres

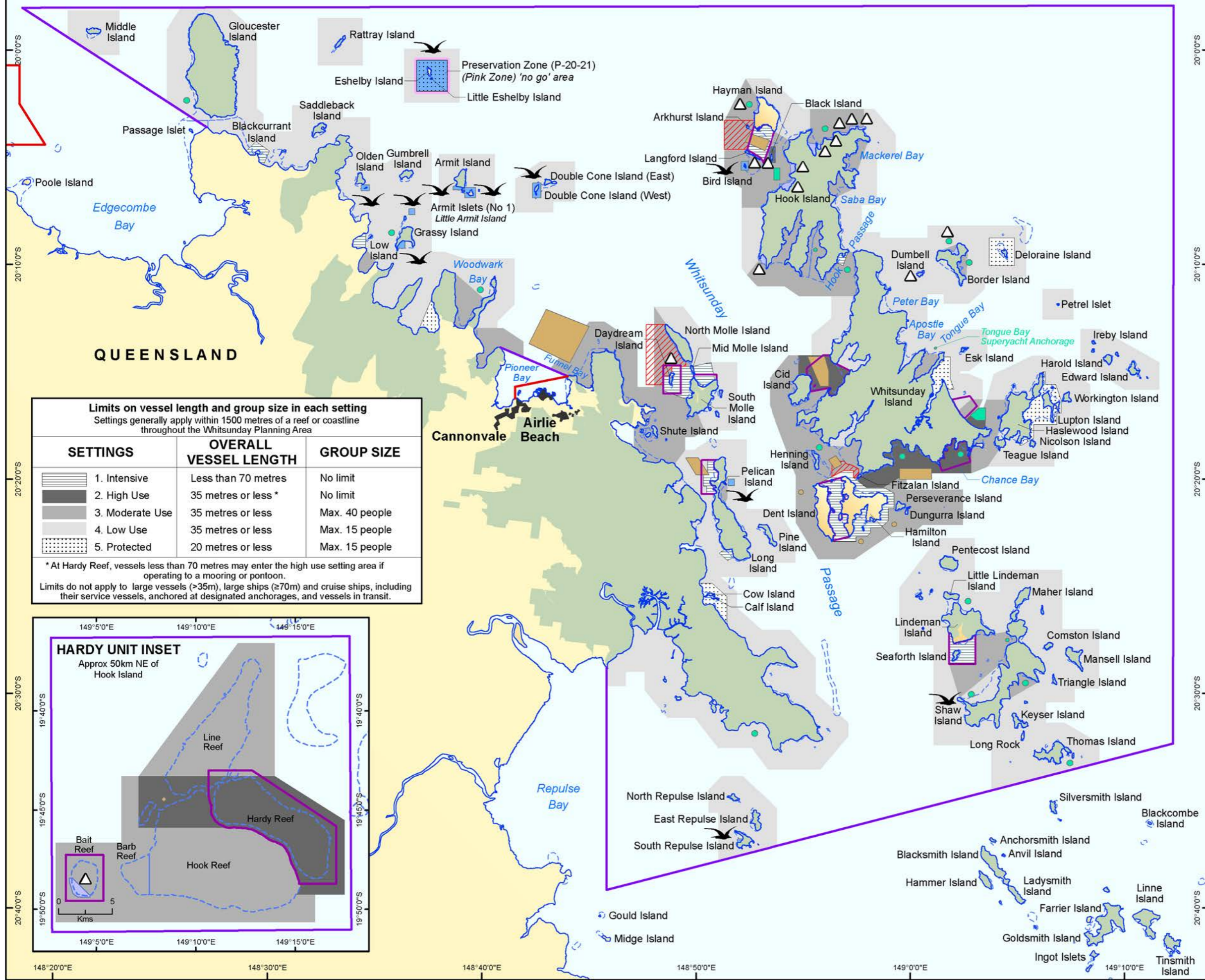
● Details for Cape Richards Cruise Ship Anchorage:  
Latitude: 18°11.70' South, Longitude: 146°12.70' East  
Diameter: 500 metres

**WARNING** This map must not be used for marine navigation. Comprehensive and updated navigation information should be obtained from published hydrographic charts.

# Map 4 - Whitsunday Planning Area

**THIS MAP IS INDICATIVE ONLY**

Boundaries depicted on this map are indicative only. Users must refer to the Whitsundays Plan of Management 1998 and the Great Barrier Reef Marine Park Regulations 2019 for precise boundary descriptions.



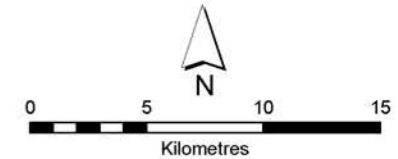
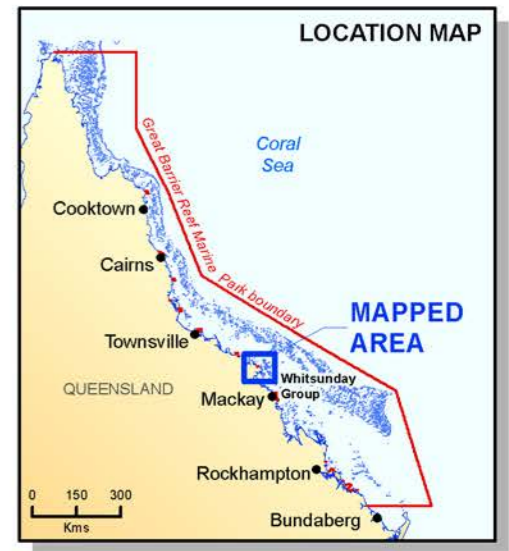
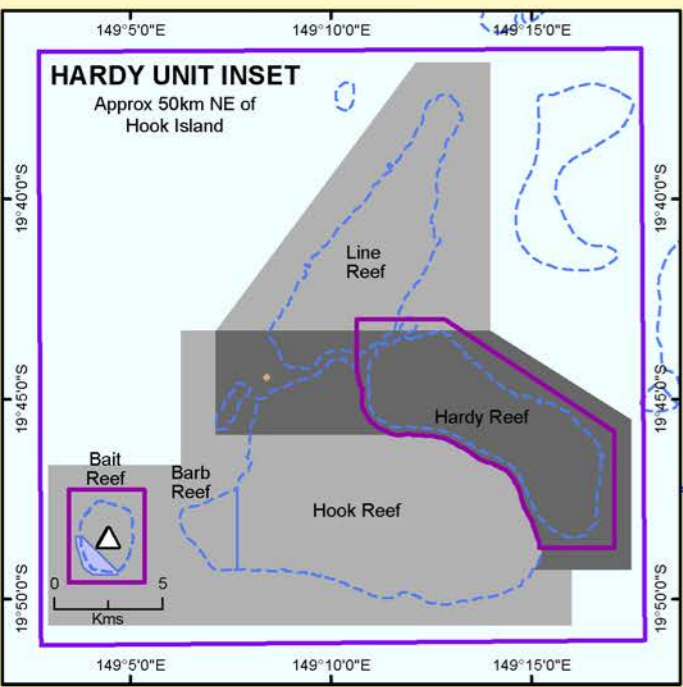
### LEGEND

- Great Barrier Reef Marine Park boundary
- Whitsunday Planning Area boundary
- Designated Motorised Water Sports Area
- Regular Aircraft Landing Area
- Superyacht Anchorage (<70m)
- Designated Anchorage
- No Anchoring Area
- Significant Bird Site
- Indicative Reef boundary
- National Park
- Town
- Mainland and Islands

**Limits on vessel length and group size in each setting**  
Settings generally apply within 1500 metres of a reef or coastline throughout the Whitsunday Planning Area

| SETTINGS        | OVERALL VESSEL LENGTH | GROUP SIZE     |
|-----------------|-----------------------|----------------|
| 1. Intensive    | Less than 70 metres   | No limit       |
| 2. High Use     | 35 metres or less *   | No limit       |
| 3. Moderate Use | 35 metres or less     | Max. 40 people |
| 4. Low Use      | 35 metres or less     | Max. 15 people |
| 5. Protected    | 20 metres or less     | Max. 15 people |

\* At Hardy Reef, vessels less than 70 metres may enter the high use setting area if operating to a mooring or pontoon.  
Limits do not apply to large vessels (>35m) and cruise ships, including their service vessels, anchored at designated anchorages, and vessels in transit.





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# How to report poaching in your patch

*It's simple...*



## WHO?

### Vessel identity

Name and registration number of offending vessel



## WHAT?

### Brief description of activity

If possible and practical, photos can be supplied



## WHEN?

Time and date of incident



## WHERE?

Provide the nearest landmark,  
reef or coordinates



## WHY?

Poaching from no-take **green zones** impacts us all.  
It threatens the health and resilience of the Reef.  
Reports can be made anonymously.

GD-2019-0423

## HELP PROTECT THE REEF

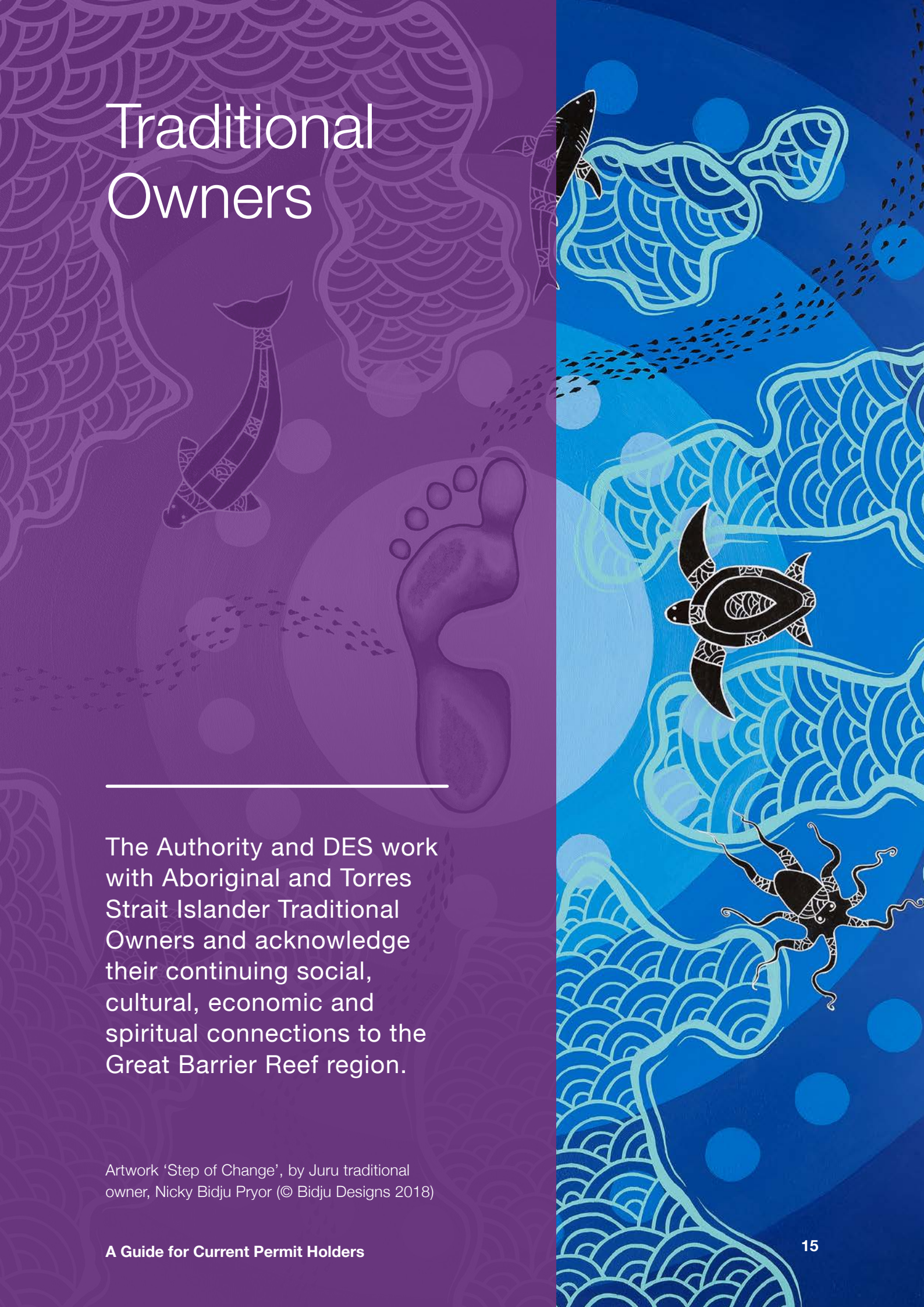
24-HOUR HOTLINE 1800 380 048 OR [WWW.GBRMPA.GOV.AU/REPORT-AN-INCIDENT](http://WWW.GBRMPA.GOV.AU/REPORT-AN-INCIDENT)

# Traditional Owners

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The Authority and DES work with Aboriginal and Torres Strait Islander Traditional Owners and acknowledge their continuing social, cultural, economic and spiritual connections to the Great Barrier Reef region.

Artwork 'Step of Change', by Juru traditional owner, Nicky Bidju Pryor (© Bidju Designs 2018)



## Respectfully consult with Traditional Owners

The Authority recognises that establishing an effective and meaningful partnership with Traditional Owners is essential to protecting cultural and heritage values, conserving biodiversity and enhancing the resilience of the Reef.

**The Authority strongly encourages all permit holders to contact Traditional Owners for the areas they are operating in, and where appropriate, work with Traditional Owners to help ensure the best outcomes for the management of the marine parks.**

Traditional Owners will be interested in the type of activity and the specific areas where the activity will be conducted to ensure their cultural heritage values are not negatively impacted by your activity. They may also be interested in opportunities to support or add value to your activities.

Traditional Owners have inherent rights and responsibilities for the well-being of their Sea Country and those who enter it. There are often cultural protocols that need to be respected for significant cultural areas. This can be managed by contacting the appropriate Traditional Owners for the area of Sea Country in which you are operating and discussing your activities with them. It is important that the right people speak for the right country.

The Authority's Traditional Owner Heritage Assessment Guidelines outline the rich cultural heritage of the Marine Park, how activities may impact on this heritage, and how to engage with the right Traditional Owners to minimise this impact.

To assist permit holders contacting Traditional Owners for the area of their permitted activities, the Authority suggests working through this process:

- If the Traditional Owners for the Sea Country are known, make contact with their appropriate representative organisation/corporation/body, etc. Most organisations have a website with their current contact details.
- If the Traditional Owners for the Sea Country are not known, make contact with the Native Title Representative Body nearest to the location of your permitted activity. For a guide, please visit **<https://www.qld.gov.au/atsi/environment-land-use-native-title/native-title/native-title-representative-body>**. Map 5 identifies the jointly accredited Traditional Use of Marine Resources Agreements and Indigenous Land Use Agreement, providing another source of Traditional Owners contact details.
- Once you have made contact, inform the person you are speaking to that you have a permit to operate in the marine parks and you are seeking advice on who the Sea Country Traditional Owners are for the area of your activity.

Contacting relevant Traditional Owners must be carried out in a respectful manner that acknowledges there may be strong cultural connections to the area of your permitted activities. If there is more than one Traditional Owners group that has connections to that area, all groups should be contacted.

More information on Traditional Owners' connections to Sea Country, the rich cultural heritage of the Marine Park, and links to best practice resources to assist with engagement can be found in the **Traditional Owner Heritage Assessment Guidelines**. Specific detailed guidance for the Great Keppel region is contained in the **Woppaburra Heritage Assessment Guidelines**. Links to Traditional Use of Marine Resources Agreements organisations can be found at **[www.gbrmpa.gov.au](http://www.gbrmpa.gov.au)**.

Further information can be found at **[www.gbrmpa.gov.au](http://www.gbrmpa.gov.au)** or by contacting the Authority on (07) 4750 0700 or **[info@gbrmpa.gov.au](mailto:info@gbrmpa.gov.au)**.

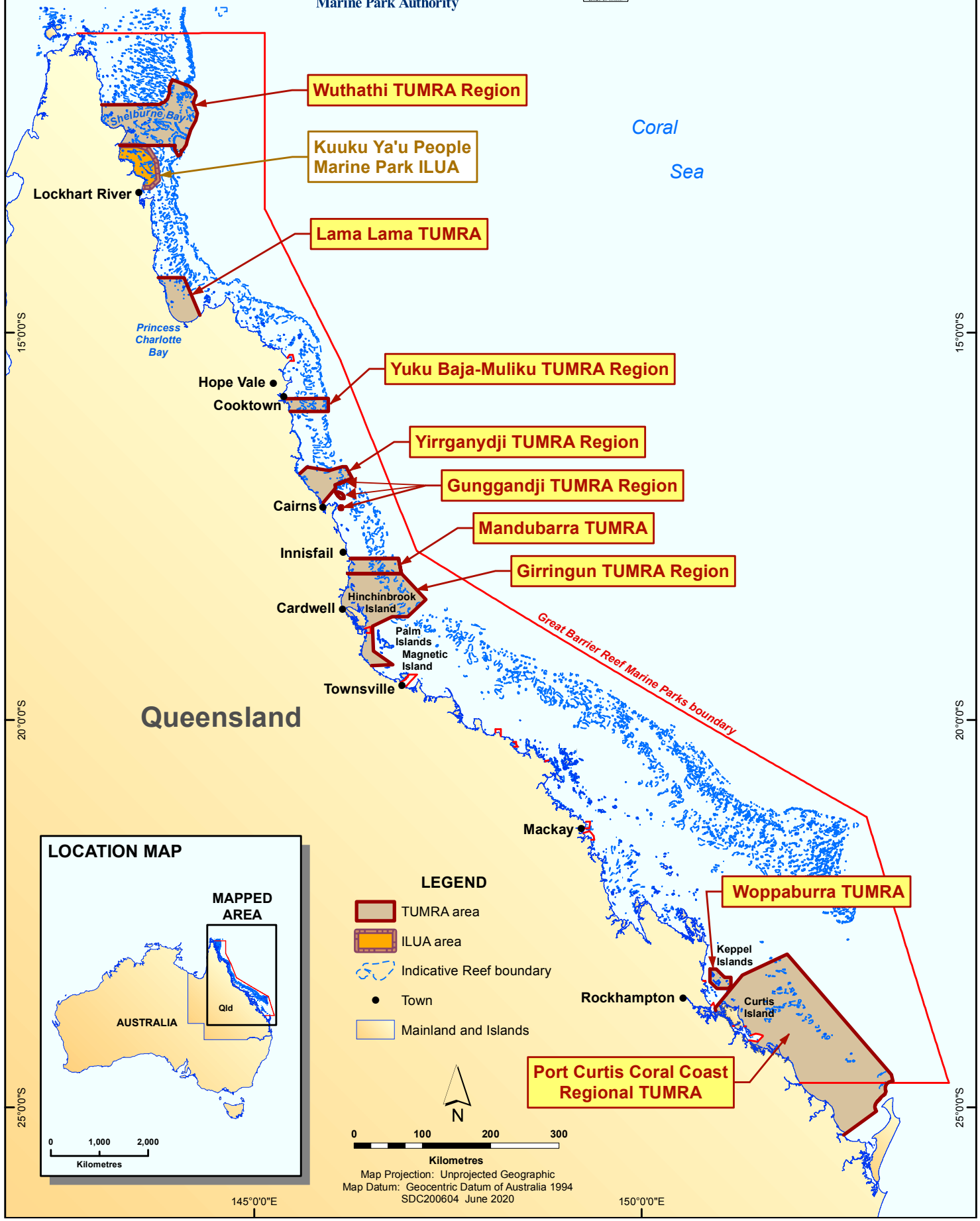
**Map 5 - As at June 2020, Joint Traditional Use of Marine Resources Agreement (TUMRA) and Indigenous Land Use Agreement (ILUA) areas within the Great Barrier Reef Marine Park**



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Marine Park Authority



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- LEGEND**
- TUMRA area
  - ILUA area
  - Indicative Reef boundary
  - Town
  - Mainland and Islands

N

0    100    200    300

Kilometres

Map Projection: Unprojected Geographic  
Map Datum: Geocentric Datum of Australia 1994  
SDC200604 June 2020



# Frequently asked questions

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This section covers some common queries from permit holders, such as why a permit is needed, obligations as a permit holder and who to contact should issues arise.

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Photographer: C. Jones



## What is a permit?

Joint Marine Parks permits grant use and entry to both the Commonwealth and State of Queensland (Coastal) Great Barrier Reef Marine Parks. Permits are legal documents, which detail the permission(s) granted and how activities are to be conducted. A permit may include one or more permissions.

## Why do I need a permit?

The Great Barrier Reef Marine Park Zoning Plan 2003 and the Marine Parks (Great Barrier Reef Coast) Zoning Plan 2004 identify what activities need a permission in the marine parks. Our permit system is designed to help everyone enjoy our iconic Great Barrier Reef, while minimising our impact on the global and cultural icon.

## Who manages the permits?

The Commonwealth and Queensland governments jointly manage the World Heritage Area. Some other permissions within Queensland only waters or for island national parks are managed by the Queensland Government through DES.

The joint permission system is generally administered by the Authority and has been established to streamline the process for applicants. See page 22 and 23 for other organisations you may need to talk to.

## Who do I contact if I have an issue with my permit?

If you have any questions, or are in any doubt about what your permit covers or how to make a booking, please contact permit enquiries on (07) 4750 0860 between 9am and 2pm AEST Monday, Wednesday or Friday or email [assessments@gbmpa.gov.au](mailto:assessments@gbmpa.gov.au).

If you have any questions regarding your Environmental Management Charge, please contact [emc@gbmpa.gov.au](mailto:emc@gbmpa.gov.au) or phone (07) 4750 0837 during business hours.

If you have any questions regarding compliance matters, please contact [permitscompliance@gbmpa.gov.au](mailto:permitscompliance@gbmpa.gov.au).

You may also contact Queensland by emailing [permitsgbr@des.qld.gov.au](mailto:permitsgbr@des.qld.gov.au) for any questions related to the Great Barrier Reef Coast Marine Park or island national parks.

## Can I hold multiple permits?

Yes.

## What are my obligations as a permit holder?

Just like any permit, you must be able to produce your permit (in hard or electronic copy) and any approvals or permissions when operating in the marine parks. You must understand and comply with all sections of your permit (see **Different sections on a permit** section). You must comply with your permit or it may be suspended or revoked.

## What happens if I don't comply with my permit?

The Authority will work closely with you to ensure your permit requirements are met however you must pro-actively manage your permit by notifying the Authority of any breaches to your permit requirements.

Depending on the situation, the Authority may take a range of actions. You may be fined and also have your permit suspended or revoked.

## **Why should I consult with Traditional Owners?**

The Authority and DES work with Aboriginal and Torres Strait Islander Traditional Owners and acknowledge their continuing social, cultural, economic and spiritual connections to the Great Barrier Reef region.

Establishing an effective and meaningful partnership with Traditional Owners is essential to protecting cultural and heritage values, conserving biodiversity and enhancing the resilience of the Reef.

See pages 16 and 17 for more details on how to engage respectfully with Traditional Owners.

# General permit information

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To undertake an activity in the marine parks, it is important to understand your permit and what is required.

© Commonwealth of Australia GBRMPA.  
Photographer: D. Chaplin, Pine Creek Pictures



## What does a current permit look like?

Your permit is similar to a driver's licence, giving you access to the marine parks. If your permit has expired, you must not use it to conduct your activities. You can find the expiry date of your permit on the top left hand corner of the first page. Some examples of what a current permit looks like are shown below. Your permit may look slightly different to the below examples, it will always however outline the same information. Your permit number is written on your permit. Quote this number in all correspondence with the Authority and DES about your operation.

## Different sections on a permit

A permit comprises the following:

**Core Matters** – These are elements of your permit that if changed, could change the public's view on the proposal or the decision maker's view as to whether the permission should be granted. These are detailed on the front page or outlined in the individual schedules of your permit:

- identity of permit holder
- permit term (start date and expiry date)
- permission(s) and activities you may conduct
- zones and general areas you can access
- number and type of vehicles or equipment you may use
- permitted passenger capacity

**Schedules** – Your permit may be divided into schedules. These schedules include conditions relevant to a specific program identified in the core matters of your permit.

**Conditions** – Your conditions refer back to the permissions granted on your permit. They may limit or extend where you can go, your frequency of access and the activities you are allowed to undertake. You are expected to understand and comply with your conditions. See the **Conditions of your permit** section for more information.

**Interpretation and Definitions** – This section explains the terms used in your permit. A full list is included in your permit.

**Attachments** – Your permit may include attachments (e.g. authority form, maps or reporting forms) which are referenced in your permit conditions.

## Being a responsible permit holder

The Commonwealth and Queensland governments jointly manage the World Heritage Area to ensure a complementary approach between Queensland and Commonwealth marine parks.

When you are operating in the marine parks, you must comply with all the legal requirements contained in relevant acts, regulations, the zoning plans, plans of management and your permit. It is important to note that your permit may not include details of all these legal requirements. You must take all reasonable steps to prevent or minimise harm to the environment in the Marine Park and are encouraged to adopt best environmental and **responsible reef practices** in all your activities.

You should also be familiar with relevant policies and the requirements that relate to your activities in the places you are visiting. For example:

- a separate permit may be required from DES if you propose to conduct activities including guided tours in other protected areas (national parks, conservation parks or resources reserves)
- a separate permit may be required from DES if you plan to conduct research on a protected species under the Queensland **Nature Conservation Act 1992** or on an island national park

- some specific activities (such as charter fishing as part of a tourist program, harvest fisheries or the use of speargun on scuba) or access to specific areas (such as historic shipwrecks) may require additional permits from the Queensland Department of Agriculture and Fisheries and the Queensland Museum
- you will need to hold a commercial marine licence from Maritime Safety Queensland to operate a commercial vessel
- in addition to a Marine Parks permit, a buoy mooring authority may be required from Maritime Safety Queensland for private moorings
- persons who access islands or hold permission to access a Commonwealth Island should also be aware that leases may exist over part or the whole of the island. The leaseholder's consent must be obtained in order to access the leased area.



## PERMIT

**G20/12345.1**

Permit number

Great Barrier Reef Marine Park Regulations 2019 (Commonwealth)  
Marine Parks Regulation 2017 (Queensland)

### CORE MATTERS

These permissions remain in force, unless sooner surrendered or revoked for the following period:

DAY/MONTH/YEAR TO DAY/MONTH/YEAR

Permit expiry date

Permission is granted to:

PERMIT HOLDER:

**PERMIT HOLDER  
TRADING AS  
ADDRESS1  
ADDRESS2  
ADDRESS3**

Permit holder details

ADDRESS:

for use of and entry to zones in the **Amalgamated Great Barrier Reef Marine Park Section** (as established by the *Great Barrier Reef Marine Park Act 1975* (Cth)) and the **Great Barrier Reef Coast Marine Park** (as established by the *Marine Parks Act 2004* (Qld)) in accordance with the details set out herein.

NOT FOR SIGNATURE – EXAMPLE ONLY

DD/MM/YYYY

NOT FOR SIGNATURE – EXAMPLE ONLY

DD/MM/YYYY

Delegate for the  
Great Barrier Reef Marine Park Authority

Delegate for the Chief Executive of the  
Department of Environment and Science

### THE PURPOSE/S OF USE AND ENTRY MAY ONLY BE UNDERTAKEN IN THE ZONE/S DESCRIBED BELOW

#### ZONE/S TO WHICH THE PERMISSION APPLIES:

- All zones EXCEPT Preservation Zones, Special Management Areas in accordance with the Conditions of Permission and those locations during the periods listed as exclusions in the Conditions of Permission.

#### PURPOSE/S OF USE AND ENTRY AUTHORISED BY THE PERMISSION:

##### Conduct of a Research Program – being:

- Surveying, sampling and monitoring of environmental variables.

General areas you can access

Permission(s) granted



## PERMIT

**G20/12345.1**

Permit number

Great Barrier Reef Marine Park Regulations 2019 (Commonwealth)  
Marine Parks Regulation 2017 (Queensland)

### CORE MATTERS

These permissions remain in force, unless sooner surrendered or revoked for the following period:

DAY/MONTH/YEAR TO DAY/MONTH/YEAR

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Permission is granted to:

PERMIT HOLDER: **PERMIT HOLDER  
TRADING AS  
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NOT FOR SIGNATURE - EXAMPLE ONLY Date: DD/MM/YYYY

NOT FOR SIGNATURE - EXAMPLE ONLY Date: DD/MM/YYYY

Delegate for the  
Great Barrier Reef Marine Park Authority

Delegate for the Chief Executive of the  
Department of Environment and Science

### THE PURPOSE/S OF USE AND ENTRY MAY ONLY BE UNDERTAKEN IN THE ZONE/S DESCRIBED BELOW

General areas you can access

| ZONE/S TO WHICH THE PERMISSION APPLIES IN ACCORDANCE WITH EXCLUSIONS AND RESTRICTIONS SPECIFIED IN THE CONDITIONS OF PERMISSION: |                  |                                     |
|--|------------------|-------------------------------------|
| PERMISSION   | PROGRAM          | ZONES                               |
| Conducting a Tourist Program   | Vessel           | All Zones EXCEPT Preservation Zones |
|  | Aircraft         |                                     |
|  | Craftless        |                                     |
| Conduct of a Charter Operation   | Vessel Charter   | All Zones                           |
|  | Aircraft Charter |                                     |

| PURPOSE/S OF USE AND ENTRY AUTHORISED BY THE PERMISSION: |                  |               |                    |             |
|--|------------------|---------------|--------------------|-------------|
| PERMISSION   | PROGRAM          | PASSENGERS    | VESSEL OR AIRCRAFT | ANCILLARIES |
| Conducting a Tourist Program                             | Vessel           | more than 150 | number vessel(s)   | Yes         |
|  | Aircraft         | more than 150 | number aircraft    | No          |
|  | Craftless        | more than 150 | nil                | No          |
| Conduct of a Charter Operation                           | Vessel Charter   | more than 150 | number vessel(s)   | Yes         |
|  | Aircraft Charter | more than 150 | number aircraft    | No          |

Permitted maximum passenger capacity across all programs: more than 150

Permission(s) granted



## Safety warnings

The fact that an activity is allowed by the Zoning Plans, or under a permit granted by the Authority or DES, does not mean that it is necessarily safe. Other hazards may exist in the marine parks so it is important for you to adhere to safety warnings.

It is your responsibility to assess potential hazards in the conduct of permitted activities. Under the Queensland **Work Health and Safety Act 2011**, 'persons conducting businesses or undertakings' are required to exercise due diligence to meet their work health and safety obligations to their clients and staff.

## Using your permit

Joint Marine Parks permits are granted only to the permit holder, just like a driver's licence.

The name of the permit holder is stated on the first page of your permit. This may be a company, institution, individual or group of individuals. The permit holder is legally responsible for the permit and any Environmental Management Charge obligations.

You must be able to produce your permit and associated approvals (such as a Vessel Notification Approval or Mooring Notification Approval) in hard or electronic copy when operating in the marine parks.

If you have multiple permits it is expected that you will be able to identify which permit you are operating under if inspected by marine parks officers. If in doubt, please contact permit enquiries on (07) 4750 0860.

The Authority operates a permission compliance program to monitor compliance with Marine Parks permits and will work closely with you to ensure you understand and are able to comply with your permit requirements. Your permit can be suspended or revoked if:

- it is necessary to do so to protect the environment or the living resources of the marine parks
- you don't commence operations within two years of the grant of the permit
- you fail to comply with a permit condition
- you fail to submit your log books or pay your Environmental Management Charge by the due date.

# Conditions of your permit

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Along with the regulations, plans of management and the Zoning Plans, your permit conditions are the ‘road rules’ for your use of the marine parks.

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Photographer: A. Chinn



## Types of permit conditions

Your permit may contain conditions relating to:

- visitation frequency (e.g. daily or 50 days per year with a booking)
- excluded locations or closure periods
- site specific management
- Queensland marine park rivers, streams and inlets
- indemnities and insurances
- permit deeds and bonds
- submission of documents for approval (e.g. reporting, sampling and analysis plans, inspections for facilities including moorings, schedule of works, environmental management plans and notifications)
- environmental site supervision.

For additional information on any of the items, please refer to the **Authority's Guidelines for Assessment and Decisions** which can be viewed at <http://hdl.handle.net/11017/3229>.

**Failure to comply with the conditions of your Marine Parks permit may result in substantial penalties being incurred. Compliance history will also be considered in future applications for permissions.**

*The Great Barrier Reef Marine Park Act 1975 (Cth) (Section 38EA and 38EB) and the Marine Parks Act 2004 (Qld) (Section 49) set the maximum penalties for contravening the conditions of a permit.*

## Visitation frequency

Specific requirements for individual locations outside a planning area are described in the conditions of your permit.

At the same time, requirements for individual locations within the Cairns and Hinchinbrook Planning Areas or setting areas within the Whitsunday Planning Area are described within each plan of management.

This includes the permitted frequency of visitation, closure periods, booking requirements and activity restrictions.

### **Inside planning areas**

Permit holders operating within planning areas must adhere to the relevant plan of management. See Maps 2, 3 and 4.

Understanding the detail of particular plans of management for any planning area you may visit is very important. These include visitation frequency, maximum vessel lengths and group sizes in certain areas and activity restrictions at specific locations such as no-anchoring areas.

Your permit will tell you if you can operate in a planning area. If you are able to operate in a planning area, you should:

- visit [www.gbrmpa.gov.au](http://www.gbrmpa.gov.au) to find out what you need to know about the plan of management and obtain a copy of the plan of management
- check the plan of management for additional requirements and restrictions related to your operation
- check your permit for any conditions of operation
- check whether you are required to make a booking to operate in the area (see the **Bookings to planning areas** section for details on how to make a booking)
- check for additional endorsements that allow you exceptions to the plan of management.

Typically, tourism operators are allowed to access the whole planning area for 50 days per year with a booking. Some tourism operators hold a special tourism permission or endorsement to enter the area more frequently. See the **Reasonable level of use required for special tourism permissions** section for information on reasonable use requirements for holders of special tourism permissions.

You should be aware that permits with 50 days per year access to a planning area are intended to be used by operators occasionally visiting the Cairns, Hinchinbrook and Whitsunday Planning Areas and are not intended to be used to establish or conduct a regular operation based in these areas.

Please note that Bookings Online will not allow a particular vessel or aircraft to be booked into the planning areas for more than 50 days a year and that booking requirements may be further constrained in the future.

See **What and where are the planning areas** section for more details.

### ***Outside planning areas***

Sometimes the locations you are permitted to access will have visitation frequency requirements to avoid overcrowding and protect marine parks values. Where visitation frequency is not stated in your permit, it is generally implied daily access is permitted.

#### **These restrictions often apply to tourism operators.**

A location outside a planning area may be any of the following and includes the airspace above the area:

- a zone
- a reef
- an inter-reefal area
- a beach.

Most tourism operators are only allowed to visit a location for two (2) visits in any seven (7) consecutive day period when the location is outside a planning area. This limit reduces the risk of anchor damage at high use locations and minimises potential impacts on marine parks values. For vessels, a visit is accessing a location, without departure, for a period not exceeding 24 hours. For aircraft, a visit is one landing and one take-off at a location. Check the conditions of your permit for your particular requirements.

## **Excluded locations or closure periods**

Even if you are permitted to use or enter a zone, there may be specific locations within that zone you are not allowed to enter.

These locations are restricted to protect important values of the marine parks such as seabirds, marine turtles, heritage or amenity.

You should check your permit conditions for location specific access restrictions and ensure you do not operate in these sensitive areas during the periods specified.

## **Site specific management**

The Authority protects the sensitive values and balances multiple uses at specific sites through site specific management.

Site specific management establishes rules for these sites, which are considered by the Authority when granting your permit.

As an example, a Special Management Area is one type of site specific management. If you are permitted to visit a Special Management Area, it will be specified either on the front page of your permit or outlined in individual schedules.

Restrictions relevant to site specific management areas may be identified in your permit conditions; however, you should be aware of the current management arrangements at these sites when operating in these areas.

For a complete list of all site plans, site management arrangements and Special Management Areas, please visit **[www.gbrmpa.gov.au](http://www.gbrmpa.gov.au)**.

## Queensland marine park rivers, streams and inlets

Your permit may grant access to Queensland rivers, streams and inlets (tidal waters) with specific conditions relating to those areas.

Recognising the types of operations that often take place in Queensland rivers, streams and inlets, permit applications are assessed with consideration of the suitability of the activity, nominated location(s) and access frequency. A permit may then be granted with access that can allow for operational flexibility, while still regulating permitted access at a reasonable and realistic level.

Access granted on one application does not mean any future rights of access will be granted to areas that have not been significantly utilised during the term of the permit.

For further information, contact Queensland by emailing [permitsgbr@des.qld.gov.au](mailto:permitsgbr@des.qld.gov.au). If cultural heritage or items are located, advice must be sought from the State of Queensland by contacting 13 74 68.

## Indemnities and insurances

Conditions of your permit may include a requirement for indemnity and insurance.

In some cases, these requirements are included within a permit deed. The role of indemnities and insurances is to protect the Commonwealth and the Australian public from costs or other liabilities associated with a permit holder's activities.

If required, you must take out and maintain the following insurances for the term of the permit:

- Public Liability Insurance Policy to cover the amount specified in your permit or permit deed arising from any one event in respect of the death of, or injury to persons, or loss or damage to property
- Insurance under the Queensland **Workers' Compensation and Rehabilitation Act 2003** to cover workers, eligible persons, self-employed contractors, directors, trustees and partners.

**You should not rely upon the Authority's and DES insurance requirements to indicate what is sufficient insurance for your operation. This is a minimum requirement.**

You should seek independent insurance advice concerning the level and type of cover that is appropriate for your specific operation and its associated activities.

## Permit deeds and bonds

A condition of your permit may require that you enter into a permit deed.

The permit deed legally binds the permit holder to certain obligations to protect marine parks values, above and beyond what the permit conditions require.

The permit deed will be in the name of the permit holder and will either be an agreement between the permit holder and the Authority (a 'two-party' permit deed), or an agreement which also includes the DES (a 'three-party' permit deed).

**The permit deed must be entered into and returned to the Authority within the timeframe specified in your permit.**

If you are required to execute a permit deed, there may be a requirement for a bond to be lodged with the Authority. The bond amount is specified in the permit deed and may be in the form of a bank guarantee or cash bond.

**The bond must be lodged with the Authority within the timeframe specified in the permit deed and will be retained for the life of the permit plus an additional two (2) years, unless a new bond amount is determined through a re-assessment process and lodged to replace the existing bond. This re-assessment could be of the permit or the bond.**

The bond may be called upon at any time to cover the costs of clean up or remediation.

## How to execute your permit deed

1

### If you are a company:



If a company does not wish to execute the permit deed by affixing its common seal, it may be executed in one of the following ways:



#### ***If your company has more than one director:***

- 1 the last page of ALL copies of the permit deed must be signed by:
  - two directors of the company OR a director and the company secretary, in the presence of a witness who is not a party to the permit deed; and
  - the witness, attesting to the signatures of both signatories; and
- 2 all pages (except the last page) of ALL copies of the permit deed must be initialled in the bottom right hand corner by both the signatories to the permit deed.



#### ***If your company has a sole director:***

- 1 the last page of ALL copies of the permit deed must be signed by:
  - the sole director who is also the sole company secretary, in the presence of a witness who is not a party to the permit deed; and
  - the witness, attesting to the signature of the sole director; and
- 2 all pages (except the last page) of ALL copies of the permit deed must be initialled in the bottom right hand corner by the sole director.



***If it is intended that the permit deed be executed by a person acting under a power of attorney*** on behalf of the permit holder, you must discuss this with the Authority before the permit deed is executed.



***The permit deed CANNOT be validly executed on behalf of a company by an individual acting with the company's express or implied authority (i.e. agent).***

### If you are an individual:



For ALL copies of the permit deed:

- 1 the last page must be signed by:
  - each individual permit holder, in the presence of a witness who is not a party to the permit deed; and
  - the witness, attesting to the signatures of the permit holder(s); and
- 2 all pages (except the last page) of the permit deed must be initialled in the bottom right hand corner by each permit holder named on the permit deed.

2

### All Permit Holders:



- **It is not necessary to date the permit deeds. They will be dated by the Authority when the permit deeds are fully executed.**
- Return ALL copies of the permit deed (executed as per Step 1 above) to the Authority by registered post in the enclosed reply paid envelope.
- An original copy of the completed and executed permit deed will be returned to you by registered post for your records. The Authority and, where appropriate, the DES will each retain a copy.

## Submission of documents for approval

### **Reporting**

Your permit may have reporting requirements depending on the permission(s) held.

For example, if you are a tourism operator and your permit grants access to rivers, streams or inlets, you may be required to provide certain information relating to your tourist program in those areas. This information must be supplied every three (3) months or upon request of a DES officer.

If you are a researcher or educational provider, you are usually required to provide a report of the research or educational activities undertaken. Depending on risk, this reporting may be required only at the end of a project or regularly throughout the project (annually or more often). More information is available in the **Authority's Guidelines for Managing Research in the Great Barrier Reef Marine Park** which can be viewed at <http://hdl.handle.net/11017/3227>.

See the **Environmental Management Charge** section for further information on Environmental Management Charge reporting requirements.

### **Sampling and analysis plans**

Your conditions may require you to submit a sampling and analysis plan prior to conducting specific activities in the marine parks. These plans typically detail the objectives, methodology, sampling design and equipment for research or dredging activities.

### **Inspections for facilities including moorings**

There are different minimum inspection requirements depending on the type of facility you are permitted to operate.

**If you hold permission to operate a facility including mooring facilities, compliance certificates or inspection reports are generally required.**

Inspections usually require either schematic or design drawing(s) to be read in conjunction with the compliance certificate(s).

Facilities must be maintained in accordance with the schematic or design drawings that have been approved. The type of drawing required will be specified in your permit conditions and is based on the type of facility installed. You should refer to your permit conditions to ensure you meet your permit requirements.

Moorings must be maintained on an annual basis to ensure that all permitted moorings are fit for purpose and not likely to cause harm to the marine parks.

Moorings should permanently and legibly display their approved Mooring Reference Number (a unique number listed on your permit) on all mooring buoys associated with the specific mooring arrangement. This allows for illegal moorings to be identified. It is preferable to use the unique number listed on your permit. Alternatively, a Buoy Mooring Number granted by Maritime Safety Queensland can be displayed where relevant.

**Mooring compliance certificates, completed within the last year and signed by an appropriately experienced person, must be provided to the Authority within 20 business days of request or the continuing (renewing) or transferring of permits.**

- A mooring compliance certificate template can be downloaded from our website at <http://hdl.handle.net/11017/3244>.
- An appropriately experienced (formally known as a qualified) person is defined in the Authority's **Policy on Moorings** which can be viewed at <http://hdl.handle.net/11017/587>. **How to become an appropriately experienced person** is outlined on page 33.

Inspection, maintenance and reporting requirements for pontoon facilities are outlined in the Authority's **Guidelines for Activity impact assessment - Pontoons** available at <http://hdl.handle.net/11017/3281>.

The Authority and DES may conduct audits to verify the accuracy of information provided. Failure to adequately maintain a facility including moorings in the permitted location and in accordance with the approved drawings and notification approval may result in compliance action.

## How to become an appropriately experienced person

1

### Do you meet one of the pre-approved criteria?



**Registered Professional Engineer of Queensland**



**moorings or marine contractor with relevant experience in the installation and maintenance of moorings**

If the answer is yes, you do not require approval from the Authority to inspect a mooring. If the answer is no, proceed to the next step.

2

### Apply for approval by the Authority



**Permit holders can submit a proposal to the Authority for approval of a nominated individual at any time during the permit period. An application form is available on our website at <https://hdl.handle.net/11017/3244>.**



**A proposal must contain a Statutory Declaration that demonstrates competencies in mooring maintenance by providing the following details:**

- 1 Name of the nominated individual
- 2 Level of nominated individual's experience in undertaking mooring work including:
  - types of moorings maintained (for example, size, location, depth)
  - types of maintenance tasks performed (for example, inspections, replacement of components)
  - number of years' experience performing mooring maintenance
  - other permit holders the individual has performed mooring work for
- 3 Confirmation that they agree to provide true and accurate information on all submitted mooring compliance certificates.

3

### Obtain approval by the Authority



**The nominated individual must first be approved by the Authority as being recognised as an 'appropriately experienced person' before inspecting a mooring.**

After a decision is made on your proposal, the Authority will notify you in writing.

4

### Limitations



**Should a person be recognised by the Authority, there are limitations to the types of work and who may perform that work under Queensland legislation.**

Permit holders should ensure mooring maintenance is in accordance with the Occupational Diving Work Code of Practice 2005. This generally limits mooring maintenance to those persons holding Divemaster (PADI) or Dive Controller (SSI) qualifications or higher with tasks confined to cleaning, inspecting, maintaining and searching for a mooring. This does not include installing, dismantling, moving or removing a mooring (commercial diving qualifications required).

**Note: Your status may be revoked if the inspections conducted are inaccurate.**



## **Schedule of works**

Most facility maintenance activities including mooring works will require the permit holder to submit a schedule of works for approval prior to any maintenance activities taking place.

A schedule of works is a static document with a start date and an expiry date. It describes proposed works, risks and risk management measures but does not generally include long-term monitoring or operational requirements.

Following receipt of your schedule of works, you will be advised in writing whether or not environmental site supervision of the works is required. Works must not be undertaken until written approval is provided.

From time-to-time, mooring works may be needed such as installation, relocation, maintenance, de-tackling, re-tackling or removal from the marine parks.

Any uninstalled moorings must be installed in the marine parks within six (6) months of the permit commencement date unless otherwise approved. Moorings must remain installed at the permitted latitude and longitude at all times unless approval is granted to relocate.

**It is a requirement to notify the Authority and/or DES 20 business days prior to any mooring works being conducted.** A template for a mooring schedule of works can be downloaded from our website at <http://hdl.handle.net/11017/3244>.

**Moorings works must not be undertaken until written approval is provided. Any changes to mooring status or location will need to be reflected in your Mooring Notification Approval which forms part of your permit. Also note that moorings may be de-tackled with approval for a period of up to two (2) years in line with policy.**

## **Environmental management plans**

Your permit conditions may require you to provide and comply with an environmental management plan. If required, the environmental management plan must be approved by the Authority and/or DES.

The environmental management plan will identify relevant impacts of the activity on the values of an area and provide details about how the activity will be managed to avoid, mitigate, offset and monitor those impacts.

## **Notifications**

Your conditions may require you to notify the Authority before, during or after a specific occurrence such as entering a Preservation Zone. Some notifications may require approval from the Authority and/or DES.

## **Environmental site supervision**

As part of the permit process, you may incur site supervision fees for cost recovery purposes if a representative of the Authority and/or DES is required to supervise or inspect your works. Contact the Authority and/or DES for information regarding the daily rate for site supervisors.

Site supervision is an essential component to manage projects with the capacity to cause impacts on the marine parks and its users.

The Authority and/or DES will inform the applicant at least 48 hours beforehand if site supervision costs are to be recovered.

As a guide, site supervision costs may consist of:

- airfares, accommodation and transport to and from the site to be inspected
- salary costs and travel allowance for the site supervisor inspecting your activity.

## How to meet your requirements if you hold a permission for a mooring

1



Permission granted for a mooring

Are you conducting work on your mooring?

NO

YES

2



**Provide a Schedule of Works to the Authority (20 business days prior to works)**  
A template for a Schedule of Works is available at <https://hdl.handle.net/11017/3244>.

3



**Schedule of works approved by the Authority**  
Your Mooring Notification Approval may be updated by the Authority and DES to reflect the proposed works.

4



**Works Occur**  
The Authority will notify you if Environmental Site Supervision is required.

5



**Provide compliance certificates and date works were undertaken to the Authority (30 business days of works completion)**  
A template for a compliance certificate is available at <https://hdl.handle.net/11017/3244>.

6



**Compliance certificates approved by the Authority**  
Your Mooring Notification Approval must be updated by the Authority and DES to reflect the completed works.

7



**Obtain Compliance Certificates (Annually)**  
Submit the compliance certificates to the Authority within 20 business days of being called upon to do so.

# Manage your permit

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In order to effectively manage your permit, it is important that you are aware of your post permit obligations. These include ensuring your permit remains current, your details are up-to-date and requirements of your permit are met.

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Photographer: Ron and Valerie Taylor



## Continuing your permit before it expires

The expiry date is written on the top left hand corner of the first page of your permit. If you wish to continue operations beyond the expiry date, you must lodge a new, properly-made application before the permit expires.

This can be completed via Permits Online (<https://secure.gbrmpa.gov.au/permitsonline>) and allows you to continue operating, in accordance with your existing permission(s), until a decision is made on your application.

The application is assessed by the Authority and DES in the same way as an initial application. Permit application assessment fees apply for activities of a commercial nature, however the fee for continuations may be less than the amount charged for the initial application assessment process if there are no changes requested, or if the changes requested do not require an additional assessment.

As part of your application for continuation, you may need to submit extra information to support the application before it can be considered properly made. You should refer to the

**Checklist: Information required to be submitted at the time of application**, which is available on our website at <https://bit.ly/3nvuhGv>, for details on the information you must provide with your application.

**As a permit holder, it is your responsibility to submit an application to continue your permit and we recommend you do this at least one month prior to expiry.**

Expired permits cannot be reinstated unless you hold a special permission and the Authority decides to treat the application as made before the expiry date in accordance with the Great Barrier Reef Marine Park Regulations 2019. If your permit expires, you will have to cease operations immediately.

## Others who can use your permit under an 'Authority'

The ability to use joint Marine Parks permits extends to all employees of the permit holder, or other persons who are acting on behalf of, or at the direction of, the permit holder for the purposes specified in the permission.

In addition, the permit may contain conditions allowing the permit holder to grant an authority that allows other people to conduct operations under the permit, not necessarily on behalf of the permit holder.

The authorised party must have a copy of the signed authority and corresponding permit on-board their vessel, aircraft or ship while operating in the marine parks. It is also recommended that you provide a copy of the signed authority to the Great Barrier Reef Marine Park Authority.

**The permit holder remains legally responsible for any actions undertaken by those they authorise including compliance with permit conditions.**

Liability for the Environmental Management Charge remains at all times with the permit holder regardless of whether the permitted operations are being conducted under an authority given by the permit holder to another party, an agent/principal agreement or other similar arrangement. Therefore, the permit holder must ensure that anyone operating under an authority is providing the correct Environmental Management Charge returns against that permit.

## Commencing operations and new facility installations

**You are required to commence operations and install new facilities under your permit within the first two (2) years of the start date of the permit, except for moorings, which must be installed in the marine parks within six (6) months of the permit start date. Extensions of time may be considered on a case-by-case basis.**

## Reasonable level of use required for special tourism permissions

If you hold a **special tourism permission** (that is, permissions endorsed for a tourism activity that are capped or limited under regulation or a plan of management), the amount you have used that permission will be reviewed when you apply to continue the permission.

Reasonable use will be an average of 50 days per year over the term of the permit, unless otherwise specified in the tourism permission or the policy. If you have multiple vessels or aircraft on a permit, only some of them may be permitted to undertake the limited activity.

We will generally look separately at the use made of each special endorsed vessel and aircraft on your permit. However, if you have more than one endorsed vessel or aircraft listed on a permit, you may have the flexibility to spread the use of any of your endorsed or non-endorsed vessels or aircraft across all your endorsed vessels or aircraft.

If you have made reasonable use of the permission, you will have first option to continue your operation under a further tourism permission. You can check your reasonable use through Permits Online (<https://secure.gbrmpa.gov.au/PermitsOnline/>).

For more information, please refer to the Authority's policy on **Managing Tourism Permissions to operate in the Great Barrier Reef Marine Park (including Allocation, Latency and Tenure)** which is available on our website at <http://hdl.handle.net/11017/588>.

## Discharge of sewage, grey water and other waste

As a permit holder, the Authority and DES encourage you to undertake best practice waste management.

When operating a vessel, you are expected to comply with all relevant Annexes of the International Marine Pollution Convention (MARPOL 73/78). These obligations relate to vessel sewage, and oil and air pollution and are given effect in Australia by the *Protection of the Sea (Prevention of Pollution from Ships) Act 1983* and in Queensland by the *Transport Operations (Marine Pollution) Act 1995*. Further information about MARPOL is available on our website at [www.gbrmpa.gov.au](http://www.gbrmpa.gov.au).

If you hold a permit that allows discharge of waste from a land facility (such as through a pipeline), you are required to regularly monitor the treated effluent discharge as per your permit conditions. This generally requires that you provide the concentration of total nitrogen, total phosphorus, dissolved oxygen, enterococci organisms, and other parameters of the discharge and the volume of the discharge to the Authority for the purposes of compliance and Environmental Management Charge reporting.

## Changing your permit or permit details

If you wish to change aspects of your permit, an application must be lodged with the Authority clearly stating the desired changes. Depending on the type of change, this can be done through Permits Online (<https://secure.gbrmpa.gov.au/permitsonline>) or by emailing [assessments@gbrmpa.gov.au](mailto:assessments@gbrmpa.gov.au) (see the **Applications** section for further information).

Some common changes are:

- adding or changing a vessel
- increasing the number of passengers
- changing the types of activities undertaken
- adding or changing locations
- varying your permit conditions
- updating research aims, methods or collection taxa and numbers.

If changes require further assessment by the Authority, and your activity is of a commercial nature, an assessment fee will be charged. A schedule of permit application assessment fees is available on the Authority's website at <http://hdl.handle.net/11017/3249>.

## Updating authorised contacts

As a permit holder, you can nominate one or more authorised contact(s) who can act on your behalf in all future dealings.

The Authority will not discuss your permit or liaise with anyone about your permit unless they are an authorised contact. This ensures confidentiality and control for the permit holder and compliance with the *Privacy Act 1988*.

**Providing the Authority with up-to-date details of your authorised contacts is your responsibility. You should give careful consideration to who is an authorised contact on your behalf.**

You are able to restrict the authorised contact(s) roles. For example, you may limit them to only handling administrative matters or lodging your quarterly Environmental Management Charge obligations.

Only the permit holder, permit manager, or – in the case of a company – the director or company secretary can authorise contacts. You can add, remove and administrate authorised contacts for your joint Marine Parks permit and applications through Permits Online (<https://secure.gbrmpa.gov.au/permitsonline>).

| <b>Roles and Abilities of Authorised Contacts</b>     | <b>Permit Holder</b>  | <b>Permit Management</b>  | <b>Primary Contact</b>   | <b>Operational Liaison and Reporting</b>  |
|---|---|---|--|---|
|   | <i>An individual, group of individuals or company director.</i> | <i>Authorised to make applications, but not complete declarations / sign applications.<br/>Able to administrate all aspects of contact details and authorised contacts.</i> | <i>First contact for ALL Authority matters related to the selected permit(s).<br/>May also hold Permit Management role</i> | <i>Predominantly view access only.<br/>This role is exclusive of Primary Contact and Permit Manager roles</i> |
| View Permittee / Applicant List                       | ✓   | ✓   | ✓  | ✓   |
| Edit Permittee / Applicant List                       | ✓   | ✓   | ✓  | ✗   |
| View Authorised Contacts                              | ✓   | ✓   | ✓  | ✓   |
| Add Authorised Contacts                               | ✓   | ✓   | ✗  | ✗   |
| Edit Authorised Contact Details                       | ✓   | ✓   | ✗  | ✗   |
| Add Primary Contact                                   | ✓   | ✓   | ✗  | ✗   |
| Remove Authorised Contacts                            | ✓   | ✓   | ✗  | ✗   |
| Apply for Notification Approvals / Identifiers        | ✓   | ✓   | ✓  | ✗   |
| View Applications                                     | ✓   | ✓   | ✓  | ✓   |
| Withdraw Applications                                 | ✓   | ✓   | ✗  | ✗   |
| View Current Permits                                  | ✓   | ✓   | ✓  | ✓   |
| View Historical Permits                               | ✓   | ✓   | ✓  | ✓   |
| Check Reasonable Use                                  | ✓   | ✓   | ✓  | ✓   |
| Draft Application - New Permit                        | ✓   | ✓   | ✓  | ✗   |
| Draft Application - Continue Permit                   | ✓   | ✓   | ✓  | ✗   |
| Draft Application - Transfer Permit                   | ✓   | ✓   | ✓  | ✗   |
| Draft Application - Surrender Permit                  | ✓   | ✓   | ✓  | ✗   |
| Draft Application - Vary Permit                       | ✓   | ✓   | ✓  | ✗   |
| Draft Application - Appropriately Experienced Persons | ✓   | ✓   | ✓  | ✗   |
| <b>Submit Declarations and Applications</b>           | ✓   | ✗   | ✗  | ✗   |

### ***Change to beneficial ownership***

If you are a company or other body corporate, and there is a change in the persons holding an interest in 50 per cent or more of the total voting shares of the company or the company becomes a subsidiary of another company, you must notify the Authority in writing within 20 business days after the change occurs.

### ***Change to vehicle, equipment or facility details***

The Notification Approval attached to your permit identifies the specific vessels, ships, aircraft, equipment and facilities you are permitted to operate.

In accordance with conditions of your permit, you must apply for and receive a Notification Approval prior to using any vessel, aircraft, ship, equipment or facility in the marine parks. You may also hold a notification approval to access particular Queensland intertidal areas.

You may apply to change any of the details on your notification approval(s). For some notification approvals (such as vessels, aircrafts and ships), this can be done instantly without a fee through the Permits Online system. Changes to all other notification approvals (such as moorings, facilities and intertidal areas) can be requested by emailing [assessments@gbmpa.gov.au](mailto:assessments@gbmpa.gov.au) and may be subject to a fee.

If your permit allows for the use of identifier plaques (such as a vessel, aircraft or bareboat identification number), you may choose the vessel, aircraft or bareboat that you wish to use on any particular day so long as the parameters are within those permitted on your permit. You may apply for an identifier plaque by emailing [assessments@gbmpa.gov.au](mailto:assessments@gbmpa.gov.au).

### ***Variations to permit conditions***

You may also apply to modify a condition of your permit at any time subject to approval by the Authority and DES by emailing [assessments@gbmpa.gov.au](mailto:assessments@gbmpa.gov.au).

### ***Splitting and/or merging your permit(s)***

As a permit holder, you are able to apply to split or merge your permit by emailing [assessments@gbmpa.gov.au](mailto:assessments@gbmpa.gov.au).

You may wish to separate multiple permissions on one permit document into multiple permits (a split) because you plan to transfer one of the permits or combine the permissions on multiple permit documents into one permit (a merge) so you can more easily manage the permit, or apply reasonable use across multiple vessels.

The permit holder must be the same entity on each permit and a processing fee applies. The fee amount and assessment process is dependent on whether you also apply to change the expiry date of the permits.

### ***Transferring your permit***

Subject to approval by the Authority and DES (if relevant), all permission(s) on a current permit (not suspended, revoked or expired) may be transferred to another person, group or entity.

The proposed date of transfer must be before the permit is due to expire and there must be enough time remaining on the permit to allow for the transfer (at least 20 business days).

You may apply to transfer your permit in Permits Online if all current and intended permit holders complete the required declarations and have fulfilled the Environmental Management Charge obligations.

If you have multiple permissions on your permit document, it may be possible for individual permissions to be transferred once they are appropriately split into separate permits. The split requires additional time and must occur prior to submission of the transfer application.

Where the permission being transferred is a facility (including a mooring), additional information must be supplied with the application, such as compliance certificates or inspection reports, for it to be considered properly made.

For additional information, please refer to the **Authority's Guidelines for Applications for Joint Permissions** which can be viewed at <http://hdl.handle.net/11017/3226>.

### ***Surrendering your permit***

If you no longer wish to conduct the permissions granted under your permit, you may surrender the permissions through Permits Online. Before the Authority and DES accepts the surrender, you will need to fulfil all permitting obligations such as:

- fulfilment of any outstanding Environmental Management Charge requirements
- decommissioning and/or removal of any permitted facilities.

Note: If the permission is a facility, you will most likely be required to submit a decommissioning and removal plan for approval by the Authority and DES prior to removing the facility from the marine parks.

## How to apply to transfer a permit for a facility including a mooring

### APPLY TO TRANSFER THE PERMIT



**Submit application using Permits Online.**



**Declarations must be completed in Permits Online by the current permit holder(s) and the intended permit holder(s).**

Where one or both parties is a company, the declaration must be completed by a Director of the company.



**Supply relevant information with the application as listed below.**



**If the permit being transferred includes a mooring**

Information specified below **must** be provided.



**If the permit being transferred includes a facility (other than a mooring)**

Information specified below **must** be provided.



#### **Compliance Certificate**

< 12 months old attesting the mooring facility has been maintained in accordance with the design drawing(s)



#### **Copy of Current Design Drawing**

Design drawing is a technical drawing of a mooring system, approved or certified by a Registered Professional Engineer of Queensland (RPEQ)



#### **Location(s) of Mooring Facility**

Differential Global Positioning System (DGPS) preferably (but can be GPS)



#### **Mooring Reference Number(s)**

Proof they are legibly displayed on the mooring buoy(s) (e.g. photograph or statutory declaration)



#### **Compliance Certificate**

< 12 months old attesting the facility has been maintained in accordance with the design drawing(s)



#### **Copy of Current Design Drawing**

Design drawing is a technical drawing of a facility, approved or certified by a Registered Professional Engineer of Queensland (RPEQ)



#### **Location(s) of Facility**

Differential Global Positioning System (DGPS) preferably (but can be GPS)



#### **Draft Bank Guarantee**

The intended permit holder(s) must provide this if the permit has a bond requirement

#### **Mooring Compliance Certificate**

The certificate must be approved by an appropriately experienced person and demonstrate that the mooring has been installed and maintained in accordance with the approved design drawing or approved schematic drawing.

The certificate must include the following design specifications:

- ✓ type of mooring system – single point mooring or fore-and-aft mooring
- ✓ intended use – ancillary mooring or primary mooring
- ✓ mooring components – type of anchor (screw/block/pin), anchor dimensions (weight and dimensions), mooring riser line details (specifications of anchor chain, mooring line, subsurface buoy, shackles), surface buoy details (dimensions and volume)
- ✓ vessel capacity (length and weight)
- ✓ design conditions (wind speed, maximum wave height, water depth, current)

**Note: Transfer applications that are not properly completed, or properly signed, or do not include all required information will be notified that they have 30 business days after the notice is given to provide the required information.**

**If the required information is not provided by the due date, the transfer application will be withdrawn.**



# Applications, bookings and Environmental Management Charge

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Our online systems are easy to use and allow for some changes to be made in 'real time'.

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Photographer: J. Maynard



If you have not accessed Permits Online, Bookings Online or Environmental Management Charge Online (EMC Online), our friendly team will contact you within two (2) weeks of receiving your permit to assist with the initial setup and provide your login details. You will have the same user name and password for Permits Online, Bookings Online and EMC Online.

## Applications

You can manage your applications and current joint Marine Parks permits via the Authority's Permits Online system. Details on how to apply are available at [www.gbrmpa.gov.au](http://www.gbrmpa.gov.au). Please ensure your contact details in this system are current.

Permits Online allows you to:

- add, remove and administrate authorised contacts
- apply for new permissions
- apply to continue existing permissions and make changes
- surrender current permissions
- manage and track applications
- transfer permissions
- submit reports
- pay Permit Application Assessment Fees (PAAF)
- check reasonable use of special permissions
- change existing vessel and aircraft details
- reprint your permit, Notification Approval and other documentation.

Permits Online is available via the internet at <https://secure.gbrmpa.gov.au/PermitsOnline/> and can also be accessed directly through the Authority's external website secure login facility at [www.gbrmpa.gov.au](http://www.gbrmpa.gov.au).

Help in using this system can be accessed in the Permits Online user manual available through the 'Help' menu in Permits Online.

If you require assistance, please contact permit enquiries on 07 4750 0860 between 9am and 2pm AEST Monday, Wednesday or Friday or email [assessments@gbrmpa.gov.au](mailto:assessments@gbrmpa.gov.au).

## Bookings to planning areas

You must check your permit to determine if you are required to make a booking to a planning area before commencing your trip (see the **Inside planning areas** section).

A booking provides tourism operators (vessel and aircraft), cruise ships and superyachts with access to planning areas, sensitive locations within planning areas and designated anchorages for a specific period of time. Most tourism operators can book to the Cairns and Hinchinbrook Planning Areas for up to 50 days in any 365-day period or to the Whitsunday Planning Area for up to 50 days in a calendar year (1 January – 31 December).

Each planning area has a limit to the number of bookings that it will take on any one day.

Bookings Online provides you with a user-friendly, online platform to make and manage bookings. The system will automatically:

- advise you of the number of booking days you have remaining to a planning area for the last 365 days if booking to the Cairns and Hinchinbrook Planning Areas or 1 January – 31 December (calendar year) if booking to the Whitsunday Planning Area
- indicate if the sensitive location is available for booking on that day

- indicate if the designated or superyacht anchorage is available at that time
- send you a confirmation email after making your booking
- provide you with access to personalised reports which can help you manage your bookings.

Bookings Online is available via the internet at <https://secure.gbrmpa.gov.au/bookingsonline/> and can also be accessed directly through the Authority's external website secure login facility at [www.gbrmpa.gov.au](http://www.gbrmpa.gov.au).

Help in using this system can be accessed in the Bookings Online user manual available through the 'About' menu in Bookings Online.

Booking enquiries can be made by contacting (07) 4750 0700 (during business hours) or [bookings@gbrmpa.gov.au](mailto:bookings@gbrmpa.gov.au).

## Bookings outside planning areas

You must check your permit to determine if you are required to make a booking for locations outside of planning areas.

Bookings outside of planning areas are usually a requirement under a Queensland Government Management Plan. For example, most tourism operators can book to the Fitzroy Marine Management Area for up to 50 days in any 365-day period.

Bookings can be made by contacting (07) 4222 5240 (during business hours) or [permitsgbr@des.qld.gov.au](mailto:permitsgbr@des.qld.gov.au).

## Environmental Management Charge

The Environmental Management Charge is a fee associated with most commercial activities including tourism operations, non-tourist charter operations and facilities operated under a permit issued by the Authority.

Please remember that even if you did not operate under one or more of your permissions on your permit, you must advise us of any nil returns.

The Great Barrier Reef Marine Park Regulations 2019 require all permit holders to meet their Environmental Management Charge obligations. This includes maintaining appropriate records and submitting logbooks and payments by the due dates.

All Environmental Management Charge visitation data and payments must be submitted quarterly to the Authority by the following due dates:

| Dates of quarters        | Due date   |
|--------------------------|------------|
| 1 January to 31 March    | 30 April   |
| 1 April to 30 June       | 31 July    |
| 1 July to 30 September   | 31 October |
| 1 October to 31 December | 31 January |

If the Authority does not receive your Environmental Management Charge data or payment by the due date, penalties may apply:

- late payment penalty of \$250 or 20 per cent of the total amount outstanding, whichever is greater
- suspension and subsequent revocation of your permission(s).

You can avoid penalties by ensuring payment(s) and data are received by the due date.

Current Environmental Management Charges can be found on our website at [www.gbrmpa.gov.au](http://www.gbrmpa.gov.au).

## Payment Options

All Environmental Management Charge payments including fixed charges for beach hire, marinas, pontoons, underwater observatories, sewage and vending operations can be made using the following options.

Please ensure you use your individual reference number (787...). This will ensure we can accurately identify payments.

You can manage your Environmental Management Charge obligations via the Authority's EMC Online system.

This user-friendly, web-based system is designed to assist you in managing all your Environmental Management Charge obligations, including nil returns.

Once you have entered your visitation data, the amount owing is calculated for you.

A secure online payment facility provides ready access to arrange payment. EMC Online aids in integrating EMC reporting into daily business practices and provides the ability to resolve accounts online.

EMC Online is available via the internet at <https://secure.gbrmpa.gov.au/EMC/> and can also be accessed directly through the Authority's external website secure login facility at [www.gbrmpa.gov.au](http://www.gbrmpa.gov.au).

A comprehensive user manual is available via the 'Help' menu.

For further information or assistance, please contact [emc@gbrmpa.gov.au](mailto:emc@gbrmpa.gov.au) or phone (07) 4750 0837 during business hours.

## How to make an Environmental Management Charge payment

### BPAY

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Billers Code (131-292) and your reference number.  
Reference Number 787.....

### Direct Deposit

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Bank details: Commonwealth Bank of Australia  
BSB: 064-817 ACC: 00070271  
Reference Number 787.....

### BPOINT

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*1% surcharge applies*



#### **Credit/Debit Card Payments**

[www.bpoint.com.au/payments/gbrmpa](http://www.bpoint.com.au/payments/gbrmpa)  
Billers Code: 1380336 Customer Ref: 787.....



#### **Credit/Debit Card Payments**

Phone: 1300 276 468  
Billers Code: 1380336 Customer Ref: 787.....

### Credit card

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*1% surcharge applies*



#### **Login to EMC Online to make Environmental Management Charge payments by credit card.**

If you have any questions regarding the management of your Environmental Management Charge obligations, how to register or use EMC Online, please contact the Authority on **(07) 4750 0837** or email **([emc@gbrmpa.gov.au](mailto:emc@gbrmpa.gov.au))**.

# High Standard Tourism Operators

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Becoming a High Standard  
Tourism Operator is a way of  
being formally recognised for  
your sustainable operation.

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Photographer: M. Fitzpatrickz



## What is a High Standard Tourism Operator?

High Standard Tourism Operators are ecologically sustainable operators within the Great Barrier Reef. They help to protect and present the marine parks to a consistently high standard and are recognised by the Authority for their good standards.

## How can operators obtain certification?

Tourism businesses that are operating to a high standard in the Marine Park can apply to become recognised as a High Standard Tourism Operator. This process involves independent eco certification and then application to the Authority.

Interested Marine Park tourism operators are encouraged to review the available certification schemes and levels of certification and choose a scheme and certification level that best suits their own operations.

Ecotourism Australia and EarthCheck each provide two levels of certification that are acceptable under the Authority's assessment criteria for high standard tourism operations:

1. Marine Park tourism operators can be certified by **Ecotourism Australia**, at either the Ecotourism or Advanced Ecotourism levels.
2. Marine Park tourism operators can be certified by **EarthCheck** at either the EarthCheck Certified or EarthCheck Evaluate levels.

## Are there benefits to becoming certified?

The Authority has developed benefits to both reward high standard operators and provide incentives for other operators to improve their performance. The major benefit offered by the Authority is an extended permit term of 20 years for tourism program permits.

High Standard Tourism Operators can be eligible to apply for a 20-year permit for certified tourism product(s). Applicants will need to complete a Marine Parks permit application in **Permits Online** and provide evidence of their certification. The application will be assessed as per standard assessment timeframes and an **assessment fee** will apply.

In addition, **High Standard Tourism Operators** are listed on our website, and become eligible for the Master Reef Guide program.

To find out more on how to become a High Standard Tourism Operator, and the benefits of being involved, please visit the website at [www.gbrmpa.gov.au](http://www.gbrmpa.gov.au).

# Be Reef Smart

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When enjoying the many different activities and experiences on the Great Barrier Reef, it's important permit holders and marine parks users participate in a Reef-friendly way.

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Photographer: C. Jones



# BE REEF SMART

When enjoying the many different activities and experiences in the Great barrier Reef World Heritage Area, it is important to enjoy them in a responsible and 'reef smart' way.

## DO NOT ANCHOR ON CORAL



## DO NOT THROW FOOD SCRAPS OVERBOARD

For more information go to: [www.gbrmpa.gov.au/be-reef-smart](http://www.gbrmpa.gov.au/be-reef-smart)

# BE OUR EYES ON THE REEF

Contribute to citizen science on the Great Barrier Reef

## SIGHTINGS NETWORK

Encourage staff and guests to report wildlife and unusual events in real time via a free smartphone app and view the sightings on the interactive website:  
[www.gbrmpa.gov.au/sightings-network](http://www.gbrmpa.gov.au/sightings-network)

## TOURISM WEEKLY MONITORING

Get to know your dive sites better! Commit staff to this high frequency method to build a time-line of reef health at your permitted tourism site.

## RAPID MONITORING

“Be a Marine Biologist for a Day” Use Rapid Monitoring surveys with schools and groups to submit reef health data as part of your educational programs.

## REEF HEALTH AND IMPACT SURVEY

Support reef management by using a scientific tool that provides robust reef health assessments directly to managers and scientists.



Australian Government  
Great Barrier Reef  
Marine Park Authority



View current survey activity at  
[www.gbrmpa.gov.au/eye-on-the-reef](http://www.gbrmpa.gov.au/eye-on-the-reef)

Contact [eyeonthereef@gbrmpa.gov.au](mailto:eyeonthereef@gbrmpa.gov.au)  
to become a trained surveyor





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[www.gbrmpa.gov.au](http://www.gbrmpa.gov.au)