

Prescribed Activity Application:

Application to Moor a Vessel on a Pile Mooring
Port Douglas Boat Harbour (Long Term)

Local Law No. 1 (Administration) 2020

You MUST complete ALL questions unless the form indicates otherwise. Incomplete forms or forms without all necessary information and documentation will result in your application not being a properly made application.

For all applications, you must:

- Complete the form; and
- Provide any mandatory supporting information identified on the forms; and
- Fees will be invoiced prior to approval being issued.

1. PILE MOORING NUMBER

Pile Mooring Number Offered:

2. APPLICANT DETAILS

Note: The applicant is the person who will hold the permit and will be legally responsible for complying with the applicable conditions. A business name or trust is not a legal entity and should not be entered in this field as the applicant. Where a person or company operates a business, the applicant is the person or company.

Applicant:

DOB:

Residential Address:

Postal Address:

(if different to above)

Does this postal address apply to all Council Departments (i.e. rates, water, permits, animals etc)

☐ Yes ☐ No

Telephone:

H:

W:

M:

Email:

3. EMERGENCY CONTACT DETAILS

The applicant **must** provide an emergency contact who will be contacted if the applicant (owner of the vessel) is unavailable. The emergency contact must be in a position to manoeuvre the vessel if required.

Full Name:

DOB:

Residential Address:

Postal Address:

(if different to above)

Telephone:

H:

W:

M:

Email:

4. VESSEL DETAILS

Vessel Name:

Registration No:

Copy Attach:

☐

Length Overall (metres):

Beam (metres):

Draft (metres):

Make & Model:

Vessel Type:

☐

Motor

☐

Sail

Colour:

Construction Material:

Type & specifications of engine:

Attach Photo:

☐

OFFICE USE

☐ Has proof of ownership & id been sighted and signed by staff (Section 5)? *Copy not required*☐ Have checklist items in Section 8 been provided?

Receipt Type: Invoice

Payment Amount: N/A

Receipt No:

Date:

CSO:

5. PROOF OF OWNERSHIP & IDENTIFICATION (to be sighted by Council Officer)

Owner Identification (Minimum one photo form of identification-must be verified by Council Staff))

☐ Driver's Licence ☐ Passport ☐ Other

Ownership of Vessel

☐ Registration Papers ☐ Bill of Sale ☐ Statutory Declaration

Documents above sighted & checked by Council Officer: ☐ Yes ☐ No

Council Officer Signature:

6. TRADE AND PERSONAL REFERENCES

Note: A minimum of 3 trade and personal references are required before an approval will be issued. A debtor account will be set up so that associated fees and charges can be invoiced. Please make your referees aware that Douglas Shire Council may be contacting them.

A personal reference is one that we can use to identify you and can vouch for your character. Suitable personal referees would be someone who knows you well but is not a member of your family.

A trade reference should come from someone with whom you have done some business, ideally someone who you have had business dealing with or owed funds to on a credit account basis.

Name of Person and/or Business:

Email: ☐ Personal ☐ Trade

Telephone: **H:** **W:** **M:**

Name of Person and/or Business:

Email: ☐ Personal ☐ Trade

Telephone: **H:** **W:** **M:**

Name of Person and/or Business:

Email: ☐ Personal ☐ Trade

Telephone: **H:** **W:** **M:**

7. INDEMNITY CLAUSE

In consideration of Douglas Shire Council ("Council") issuing me/us with The Approval for the purpose described or allowed under The Approval ("the activity/activities"), I/we:

1. release and discharge Council and Council's agents, servants, officers and insurers ("the Related Parties") from and in respect of all liability, claims, losses, damages or proceedings which I/we may have (either now or accruing in the future) against Council and/or the Related Parties in respect of, or arising out of, or in connection with the activity/activities;
2. agree that the release and discharge given under clause 1 may be pleaded by Council and the Related Parties as a bar to any action, suit or proceeding commenced now or taken at any time by Council and/or the Related Parties, against Council and/or the Related Parties, or to which Council and/or the Related Parties is or are joined as a party or parties, in respect of, or arising out of, or in connection with the activity/activities; and
3. agree that I/we am/are liable for and shall indemnify Council and the Related Parties against any liability, claim, loss, damage or proceeding in respect of, or arising out of, or in connection with the activity/activities.
4. The release and indemnity provided by you under 1-3 is, however, reduced to the extent that the Council and/or any of the Related Parties have caused or contributed to the relevant liability, claim, loss or damage.

The covenants given under this document are binding upon me/us and my/our heirs, executors, successors and permitted assigns.

8. CHECKLIST AND SUPPORTING DOCUMENTS	Applicant	Officer Checked
Read the conditions below and completed all sections and signed the form.	<input type="checkbox"/>	
Provide an emergency contact and 3 trade and personal referees.	<input type="checkbox"/>	<input type="checkbox"/>
Attach a recent photo of the vessel.	<input type="checkbox"/>	<input type="checkbox"/>
Provide photo identification of applicant and Council staff sighted and signed.	<input type="checkbox"/>	<input type="checkbox"/>
Attach proof of ownership (Registration Certificate, Bill of Sale) or Statutory Declaration witnessed and signed by a Justice of the Peace as evidence of ownership	<input type="checkbox"/>	<input type="checkbox"/>
Attach a copy of your vessel insurance documents (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>

9. DECLARATION	
To the Chief Executive Officer, Douglas Shire Council	
I / We make application under <i>Local Law No. 1(Administration) 2020</i> for approval to conduct the prescribed activity outlined in this application form and declare that the information provided by me in this application is true and correct and agree to comply with all requirements and conditions as approved.	
Print Name:	
Signature:	Dated:
Douglas Shire Council – Privacy Collection Notice: Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by <i>the Information Privacy Act 2009</i> (Qld). We are collecting your personal information in accordance with the <i>Local Government Act 2009</i> so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.	

10. PRESCRIBED FEE (Applicable from 1 July 2025 to 30 June 2026)	
New Application/Transfer Fee	Nil
Security Bond (Long Term Only)	1500.00
PD Boat Harbour Pile Mooring - Long Term (Annual Fee)	
• < 14 metre berth	1,401.00
• 14 - 17 metre berth	1,790.00
• 17 - 25 metre berth	1,973.00
• > 25 metres	2,187.00
PD Boat Harbour Pile Mooring - Casual Daily	
• Per day (full day)	24.00
• Per week	123.00

11. DEBTOR ACCOUNT TERMS & CONDITIONS
Renewals and associated fees and charges will be invoiced by Douglas Shire Council via a debtor account to the Applicant.
The Applicant shall settle all accounts in full no later than the due date shown on the invoices.
Where debtor accounts are overdue by 60 days or more, the debt may be referred to a credit reference agency and your permit/approval/license may be suspended or cancelled.
In the case that the Applicant shall be a company acting as a trustee for the trust, the Applicant hereby acknowledges that the trust shall be liable on the account, has sufficient assets to meet payment of the debtor account and is empowered to enter into the account agreement.

Statutory Declaration

QUEENSLAND
TO WIT

I [full name]

of [address] in the State of Queensland

do solemnly and sincerely declare that I am the legal owner of the vessel named and described below:

Vessel Name:	Registration No:	
Length Overall (metres):	Beam (metres):	Draft (metres):
Make & Model:	Vessel Type:	<input type="checkbox"/> Motor <input type="checkbox"/> Sail
Colour:	Construction Material:	
Description:		

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provision of the Oaths Act 1867.

Signature of declarant/deponent

Taken and declared before me at: [location]

on this _____ day of _____ 20__

Witness: _____
(print name of witness)

(signature of witness)

A Justice of the
Peace/Commissioner for
Declarations.