



Application for Nominated Representative - Boat Driving Licence Training Provider

This form must be completed by the Boat Driving Licence Training Provider and its Nominated Representative.

This application is to become a Nominated Representative who will (tick applicable):

- 1. Conduct general boat licence practical training (Practical Trainer) Yes No
- 2. Conduct general boat and PWC driving licence knowledge testing and check customer proof of identity (POI) and may conduct theory course (Examiner) Yes No
- 3. Provide administration assistance on delivering general boat and PWC driving licence knowledge testing (Assistant) Yes No

Details of Boat Driving Licence Training Provider

Registered business name

Trading name/Organisation name

Business address

Postal address (if different from above)

Business phone number

Business email address

Details of the Nominated Representative

First name

Surname

Position

Day contact phone number

Mobile number

Email address

• I am an employee of the Applicant Yes

• I work for or am a subcontractor for the Applicant Yes

Complete Contractors/sub-contractors section and provide required evidence

Contractors/Sub-contractors

Business/Company Name

ABN/ACN

Contractors/Sub-contractors must also provide:

- A letter from the provider requesting authority to sub-contract services
- A copy of the Certificate of Registration for a business or corporation
- A copy of appropriate insurance cover (\$20m Public Liability, Marine Hull, \$5m Professional Indemnity)
- A copy of the Certificate of Operation and Survey for the vessel being used for training

The Nominated Representative must meet the following criteria and provide evidence:

	Evidence checklist	Official Use Only
• Be 18 years of age and provide Proof of Identity certified by an authorised witness	<input type="checkbox"/>	<input type="checkbox"/>
• Hold a current First Aid Certificate (HLTAID003 Provide First Aid equivalent or above)	<input type="checkbox"/>	<input type="checkbox"/>
• Hold a Working with Children Check clearance	<input type="checkbox"/>	<input type="checkbox"/>
• Hold a National police check clearance (dated within the last three months of the date of this application)	<input type="checkbox"/>	<input type="checkbox"/>

Additionally, Examiners and Practical Trainers must:

- Hold a current and valid Certificate IV in 'Training and Assessment' qualification (equivalent or above)
- Hold a current and valid General Boat Driving Licence and have held that licence for a minimum of 3 consecutive years without conditions, or a higher grade of qualification
- Hold a National Certificate of Competency appropriate for the training vessel being operated

Nominated Representatives are required to complete a Code of Conduct for Transport for NSW that will be sent upon assessment of the application.

Proof of Identity must be certified by an authorised signatory. A list can be found at roads-maritime.transport.nsw.gov.au/maritime/licence/pol.html

Transport for NSW reserves the right to request further information and evidence from the Nominated Representative to support the application.

Boat Driving Licence Training Provider Declaration

I declare that the Nominated Representative specified in this form is appropriately qualified and experienced to meet the requirements of the Boat Driving Licence Training Provider Scheme in relation to:

Provider name

Name and position of providers authorised representative

Signature

Date

Privacy Statement

Transport for NSW is collecting your personal information in connection with your application to become a Nominated Representative under the Boat Driving Licence Provider Scheme and we may retain and use it for marine legislation purposes. Providing this information is voluntary but we may not be able to assess your application unless you provide it. We may disclose your personal information in order to assess your application or verify the information you provide. We may also share your information in respect of inquiries regarding marine accidents, and to other agencies responsible for marine management or vessel registration and licencing. Otherwise we will not disclose your personal information without your consent unless authorised by law. Your personal information will be held and managed by Transport for NSW in accordance with the Privacy and Personal Information Protection Act 1998. To access or amend your personal information please use the access and amendment application forms available at www.transport.nsw.gov.au/about-us/transport-privacy

Name of Nominated Representative (Examiner/Practical Trainer/Assistant)

Signature

Date

Please submit completed form to:
boatlicenceprovider@transport.nsw.gov.au

Official Use Only

Proof of Identity Record

Stand alone or primary proof

Secondary proof

Document number/Expiry date

Document number/Expiry date

Approval

Has the Nominated Representative previously been suspended or terminated by Transport for NSW from delivering any licencing components under the Boat Driving Licence Training Provider Scheme. Yes No

Code of Conduct completed Yes No

Nominated Representative Induction completed Yes No

Criteria met and application approved Yes No

Manager or delegate name

Manager or delegate signature

Date