



# Application for Boat Licence Training Provider

## For General Boat and Personal Watercraft Driving Licences

### Applicant's Business details

Registered business name

Trading name/Organisation name

Business address

Postal address (if different from above)

ACN/ARBN

ABN

Business phone number

Business email address

### Applicant's authorised representative

Full name

Position

Mobile number

Preferred contact email address

### Type of application

New  Renewal

### What licensing components will your training organisation be providing (tick applicable):

- Boat driving licence practical training only
- Boat driving licence practical training, theory course and knowledge testing
- Boat driving licence - theory course and knowledge testing

### Ensure that you read the following Boat Driving Licence Training Provider Scheme documents before complete this application:

- Provider Guide Yes
- Agreement Yes

### Eligibility of applicant

#### Confirm that your business is:

- Located within Australia Yes
- A Registered Training Organisation (RTO) with Australian Skills Quality Authority (ASQA) Yes

### Confirm the vessels that your business uses for the purpose of providing boat driving licence training:

- Hold a Certificate of Survey and Operation or relevant Exemption(s) Yes
- Complies with the requirements of the *Marine Safety (Domestic Commercial Vessel) National Law Act 2012* and subordinate legislation Yes

### Does your business have the following insurance?

- Broadform Public liability insurance with a minimum insured sum of at least \$20 million for any single occurrence Yes
- Marine Hull insurance for not less than the reinstatement value of the vessels being used for practical training Yes
- Workers Compensation insurance for not less than the minimum required under applicable legislation Yes
- Professional Indemnity for not less than \$5 million in respect of any single occurrence Yes

### Applicant's Nominated Representatives

A prospective Provider must nominate designated staff to conduct boat driving licence training and/or knowledge testing. Nominated staff must be suitably qualified and satisfy any requirements prescribed by Transport for NSW.

A separate "Application for Nominated Representative - Boat Driving Licence Training Provider" must be completed and included with this application for each person being nominated.

## Application Checklist

Applicant to  
complete

Official Use  
Only

Along with this completed application form you will need to include with your application (tick if included), the following requirements and acceptable evidence:

### Proof of current business registration Certificate of Registration as a business or corporation

- Certificate of Registration as a business or corporation, or
- Print out from the Australian Business Register. Search for your company name at <https://abr.business.gov.au/Search/Advanced> and provide a PDF print out

### Details of business structure, quality assurance and reporting requirements. Include relevant information about any franchising and sub-contracting arrangements

- Organisation chart showing business structure, staff, contractors, training locations

### Proof of RTO status with ASQA and accredited courses

- Print out report from ASQA. (Search [training.gov.au/search/searchorganisation](http://training.gov.au/search/searchorganisation) to produce an RTO summary)

### A copy of the Work Health and Safety plan for the organisation (the plan must cover all the venues used for providing licensing components)

- Safety Management System can be used as evidence with the additional pages showing list of training locations (theory and practical) and vessels used for training

### A copy of the complaints management policy and process for the organisation

- Link to complaints management policy on your website

### A copy of the below current insurance covers including a spreadsheet with details of policy numbers and expiry and vessel certificate

- A copy of your Public Liability insurance certificate
- A copy of your Marine Hull insurance certificate
- A copy of your Workers Compensation insurance certificate
- A copy of your Professional Indemnity insurance certificate

### A copy of the required vessel certification

- Current Certificate of Survey and Operation or relevant exemption(s) for the vessels being used for training

### A copy of the training materials and delivery plans

- Proposed boat driving licence practical training, theory course and knowledge testing delivery plans
- Copies or images of proposed training/theory materials, eg powerpoint slides, diagrams, images of markers etc

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

## 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](http://www.transport.nsw.gov.au/about-us/transport-privacy)

## Declaration

I/we declare that the information provided in this application is true and correct. I acknowledge that the submission of this application does not guarantee approval as a Boat Driving Licence Training Provider.

Name

Position

Signature

Date

**Please submit completed form and documentation to:**

boatlicenceprovider@transport.nsw.gov.au

## Official Use Only

Provider has satisfied the requirements of the application and provided the required evidence Yes  No

Provider has confirmed their Nominated Representatives and provided the required evidence as requested by Transport for NSW Yes  No

Application approved Yes  No

Manager or delegate name

Manager or delegate signature

Date