



**CONTACT DETAILS**

**In person:** 13 Kateena Street, Regency Park SA 5010  
**By post:** Boating Safety Unit, PO Box 2526, Regency Park SA 5942  
**E-mail:** DPTI.RecreationalBoatingUnit@sa.gov.au  
**Telephone:** 1300 183 046  
**Facsimile:** (08) 8348 9533  
**Internet:** www.sa.gov.au/boatingmarine  
**ABN:** 92 366 288 135

|                         |                  |          |                       |  |
|-------------------------|------------------|----------|-----------------------|--|
| <b>OFFICE USE ONLY:</b> | <b>Client Id</b> | <b>Q</b> | <b>Certificate Id</b> |  |
|-------------------------|------------------|----------|-----------------------|--|

**1. APPLICANT'S DETAILS**

|  |                      |                                      |  |
|--|----------------------|--------------------------------------|--|
| <b>Surname</b>   | <input type="text"/> | <input type="checkbox"/> <b>Male</b> | <input type="checkbox"/> <b>Female</b>                           |
| <b>Given name(s)</b>                                   | <input type="text"/> |                                      |  |
| <b>City/Town of birth</b>                              | <input type="text"/> | <b>Date of birth</b>                 | <input type="text"/> ___ / ___ / ___                             |
| <b>Residential address</b>                             | <input type="text"/> |                                      |  |
| <b>Suburb</b>  | <input type="text"/> | <b>State</b>                         | <input type="text"/> <b>Post Code</b> <input type="text"/>       |
| <b>Postal address<br/>(if different)</b>               | <input type="text"/> |                                      |  |
| <b>Suburb</b>  | <input type="text"/> | <b>State</b>                         | <input type="text"/> <b>Post Code</b> <input type="text"/>       |
| <b>Daytime phone number</b>                            | <input type="text"/> | <b>Mobile</b>                        | <input type="text"/>   |
| <b>Fax number</b>                                      | <input type="text"/> | <b>Other</b>                         | <input type="text"/>   |
| <b>Email</b>   | <input type="text"/> |                                      |  |
| <b>Highest deck certificate<br/>of competency held</b> | <input type="text"/> | <b>State issued</b>                  | <input type="text"/> <b>Or<br/>AMSA</b> <input type="checkbox"/> |

**2. APPLICATION DETAILS**

|  |  |  |  |
|--|--|--|--|
| <b>Application type</b>                | <input type="checkbox"/> <b>Issue</b>  | <input type="checkbox"/> <b>Renewal</b>    | <input type="checkbox"/> <b>Replacement</b>  |
| <b>Length category</b>                 | <input type="checkbox"/> <b>up to 65m</b>  | <input type="checkbox"/> <b>up to 155m</b> | <input type="checkbox"/> <b>up to 185m</b> <input type="checkbox"/> <b>&gt; 185m</b> |
| <b>Night navigation<br/>required?</b>  | <input type="checkbox"/> <b>(additional night voyages required – see Qualifying voyages on page 6)</b> |  |  |
| <b>Harbor or<br/>section of harbor</b> | <input type="text"/>   |  |  |
| <b>Applicant's signature</b>           | <input type="text"/>   |  | <b>Date</b> <input type="text"/> ___ / ___ / ___                                     |

*Note: please sign entirely within the box using only a black or blue pen.*

**PRIVACY NOTE**

The information provided on this form is protected according to the South Australian Government's Information Privacy Principles, but may be subject to access under the Freedom of Information Act 1991. The Act gives a person the right to be given access to information held by the Government in accordance with the Act. A person must not, in providing any information, make a statement that is false or misleading. **Penalties apply.**

### 3A. OFFICE USE ONLY – APPLICATION ASSESSMENT

Exemption category  Cat 1 (up to 65m)  Cat 2 (up to 155m)  Cat 3 (up to 185m)

Special pilotage exemption certificate (>185 m)

Night navigation endorsement?  Yes  No

Restrictions/  
comments

Signature  
Principal Advisor  
Navigation Environment

Date

\_\_ / \_\_ / \_\_

### 3B. OFFICE USE ONLY – APPROVED FOR ISSUE

Signature

Date

\_\_ / \_\_ / \_\_

Position title

## 4. INSTRUCTIONS TO APPLICANT

### A. Application Form

Complete all details on page 1 of this application form (form F 710) and sign it - to apply for the issue, renewal or replacement of a Pilotage Exemption Certificate.

### B. Applicant's photograph

You must include a photograph of yourself, which when taken:

- Is within 6 months of the date your application is received in our office
- Is passport-style
- Is colour
- is against a plain light coloured background
- Shows a full front view of your head and shoulders without any head covering or tinted glasses; and
- Shows you wearing prescription glasses (non-tinted), if you normally wear them.

Attach the  
Photograph of  
yourself here

### C. Evidence of identity

In addition to **A** and **B** above, you **must** submit evidence of identity, being a **certified** (by a JP) copy of any one of the following original documents:

- Current Passport; or
- Current Australian Driver's Licence; or
- Current state, territory or National Law domestic marine certificate of competency with photo id; or
- Current marine certificate of competency issued by the Australian Maritime Safety Authority under Marine Order 3 (Seagoing qualifications) with photo id.

### D. Application for 'Issue'

In addition to **A**, **B** and **C** above, an application for **issue** of a pilotage exemption certificate requires you to submit:

- A copy of your current marine certificate of competency (if not used as ID)
- Certificate of Medical Fitness for a Pilotage Exemption Certificate (form F 711), dated within last 6 months
- Eyesight Certificate for a Pilotage Exemption Certificate (form F 712) (*Note: An AMSA medical certificate issued under Marine Orders 9 issued within the last 6 months is acceptable in lieu of the above Medical and Eyesight forms*)
- Character Declaration for Pilotage Qualifications (on DPTI form F 710)
- A log of 'qualifying voyages' signed by a licensed Pilot or Pilot exempt Master (see page 4)
- A letter from the Port Authority, stating you have satisfactorily plotted the chart in relation to the harbor or section of harbor applied for
- If the exemption is for vessels >185 m, the Port Authority's 'letter of recommendation'; and
- Payment of the appropriate fee.

### E. Application for 'Renewal'

In addition to **A**, **B** and **C** above, an application for **renewal** of a pilotage exemption certificate requires you to submit:

- A copy of your current marine certificate of competency (if not used as ID)
- A Certificate of Medical Fitness for a Pilotage Exemption Certificate (form F 711), dated within last 6 months
- An Eyesight Certificate for a Pilotage Exemption Certificate (form F 712)  
(*Note: An AMSA medical certificate issued in accordance with Marine Orders 9, and issued within the last 6 months is acceptable in lieu of the above Medical and Eyesight forms*)
- A statement setting out the date on which you last navigated a vessel using the certificate and giving details of the voyage concerned; and that you navigated a vessel using the certificate at least as often as is required for the certificate to remain in force.  
(*Note: If your certificate has expired or is no longer in force, see Page 4 for 'Qualifying voyages required for Renewal'*); and
- Payment of the appropriate fee.

### F. Application for 'Replacement'

In addition to **A**, **B** and **C** above, an application for a **replacement** pilotage exemption certificate requires you to submit:

- A Statutory Declaration, if your certificate is lost, stolen or destroyed;
- Your damaged certificate, if is damaged; and
- Payment of the appropriate fee.

## 5. QUALIFYING VOYAGES

### G. QUALIFYING VOYAGES FOR ISSUE OF CERTIFICATE

**Qualifying entry voyage** means a voyage into the harbor (or section of the harbor) in respect of which your application is made, to a wharf, mooring or anchorage.

**Qualifying exit voyage** means a voyage out of the harbor (or section of the harbor) in respect of which your application is made, from a wharf, mooring or anchorage.

Qualifying voyages must:

- be undertaken with a licensed pilot (or a master with a current pilotage exemption certificate for that harbor or section of harbor) on board the vessel; and
- in the opinion of the department (formed after consultation with the relevant port operator), be satisfactorily completed; and
- Be undertaken within 12 months of the date on which the application is made.

#### **Category 1**

Where an applicant does not hold a current pilotage exemption certificate of any category, they must, as operator of a vessel >35 m in length, undertake a minimum of **2 entry** and **2 exit** voyages during daylight hours.

#### **Category 2, 3 and special exemption certificate**

Qualifying voyages must be undertaken on a vessel not less than the length appropriate to the category applied for.

Applicants **not** holding a current pilotage exemption certificate of any category, are required to undertake, either:

- **3 entry** and **3 exit** voyages during daylight hours; and
  - **1 further entry** and **1 further exit** voyage either during daylight hours or during the hours of darkness.
- OR...**
- **2 entry** and **2 exit** voyages during daylight hours; and
  - **as first mate** - **3 further entry** and **3 further exit** voyages during daylight hours (actively on duty on the bridge of the vessel) of such a vessel.

Applicants holding a current pilotage exemption certificate of another category must undertake as operator of a vessel of at least the length appropriate to the new category sought, **2 entry** and **2 exit** voyages during daylight hours.

### H. QUALIFYING VOYAGES FOR ISSUE OF 'NIGHT NAVIGATION' ENDORSEMENT

An endorsement for night navigation can be obtained by undertaking further qualifying voyages during the hours of darkness.

#### **Category 1**

Requires **1 further entry** and **1 further exit** voyage of the kind required for the certificate during the hours of darkness.

#### **Category 2, 3 and special exemption certificate**

Requires **3 further entry** and **3 further exit** voyages of the kind required for the certificate during the hours of darkness.

### I. QUALIFYING VOYAGES FOR RENEWAL OF CERTIFICATE THAT 'CEASES TO BE IN FORCE'

#### **Category 1 renewal**

The applicant has undertaken, as operator of a vessel > 35 m in length - **1 entry** and **1 exit voyage** during daylight hours; and if the application includes an application for an endorsement for night navigation - **1 further entry** and **1 further exit** voyage during the hours of darkness.

#### **Category 2, 3 or special pilotage exemption certificate renewal**

The applicant has undertaken, as operator of a vessel of not less than the length appropriate to the category of certificate:

- if the period since the applicant last navigated a vessel pursuant to the certificate is less than 12 months - **1 entry** and **1 exit** voyage during daylight hours; and if the application includes an application for an endorsement for night navigation - **1 further entry** and **1 further exit** voyage during the hours of darkness; or
- If the period since the applicant last navigated a vessel pursuant to the certificate is between 12 and 24 months— **2 entry** and **2 exit** voyages during daylight hours; and if the application includes an application for an endorsement for night navigation - **2 further entry** and **2 further exit** voyages during the hours of darkness; or
- If the period since the applicant last navigated a vessel pursuant to the certificate is 24 months or more - **3 entry** voyages and **3 exit** voyages during daylight hours; and if the application includes an application for an endorsement for night navigation— **3 further entry** and **3 further exit** voyages during the hours of darkness.

### J. USING 'ATTACHMENT A – LOG OF QUALIFYING ENTRY & EXIT VOYAGES'

If you use Attachment A (see next page) to record your voyages, you must ensure all voyages are signed off ('verified') by the Pilot or Exempt Master who supervised your voyages. You **must not** sign off your own voyages.

The Pilot or Exempt Master must also write their Pilot Licence Number or Pilotage Exemption Certificate Number under their signature.

# ATTACHMENT A – LOG OF QUALIFYING ENTRY & EXIT VOYAGES

| Vessel Id | Name of vessel | Length | Port/Harbor | In / Out | Date | Time | Day /<br>Night | Rank | Signature of Pilot or Exempt<br>Master (*) |
|-----------|----------------|--------|-------------|----------|------|------|----------------|------|--|
|           |                |        |             |          |      |      |                |      |  |
|           |                |        |             |          |      |      |                |      |  |
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|           |                |        |             |          |      |      |                |      |  |
|           |                |        |             |          |      |      |                |      |  |
|           |                |        |             |          |      |      |                |      |  |

(\*) Please see Section J. on page 4. The signature must be that of the supervising Pilot or Exempt Master. Do not sign this column yourself. The Pilot or Exempt Master must also write their Pilot Licence Number or Pilotage Exemption Certificate Number under their signature.