



**BOATING LICENCE
PRACTICAL LOGBOOK**

NSWIMARITIME

Boat Licensing

The speed at which a boat is driven determines whether a person needs to be licensed.

Any person who drives a powered vessel for recreational purposes on NSW waters at a speed of 10 knots or more must have a boat driver's licence.

Ten knots is the speed at which most accelerating boats will start to plane – that is rise up and skim on top of the water instead of ploughing through it.

The exception is that anyone who drives a personal watercraft (PWC) at ANY speed must have a PWC Licence.

Types of Licence

General Licence

A licence for people aged 16 years and over to drive any vessel, except a PWC at 10 knots or more.

General Young Adult Licence

A restricted licence for those aged from 12 to under 16 years. A Young Adult Licensee must:

- (1) be accompanied by the holder of a General Licence when travelling at 10 knots or more
- (2) never exceed 20 knots
- (3) never travel at 10 knots or more after sunset and before sunrise
- (4) never travel at 10 knots or more when towing an aquaplaner
- (5) never tow a water skier or wake boarder
- (6) not drive in any race, display, regatta or exhibition without prior consent from the NSW Maritime and
- (7) never operate a PWC unless the holder of a Young Adult PWC Licence.

Personal Watercraft (PWC) Licence

A special licence is required to drive a PWC regardless of what speed it is driven. To obtain an initial PWC Licence, the General Licence test must be passed before the PWC test can be attempted. Persons who hold a General Licence can upgrade to a PWC Licence at any time.

Young Adult PWC Licence

A restricted licence for those aged from 12 to under 16 years who wish to drive a PWC. The same conditions which apply to the General Young Adult Licence apply to this licence. A Young Adult PWC Licence holder must be accompanied by a PWC Licence holder when operating at a speed of 10 knots or more.

Licence Period

A General Licence or PWC Licence is available for either 12 months or three years. You will save money by selecting a three year licence. Young Adult Licences are only available for one year.

One-year General Licences and General Young Adult Licences are issued as paper licences. Three Year General Licences are issued as paper licences followed by a plastic card. All PWC Licences are issued as plastic photo identity cards.

How to Obtain a Licence from June 1 2009

To obtain a General Boat Drivers Licence you will need to:

- Complete the compulsory General Licence Boating Safety Course
- Produce evidence of practical boating experience
- Complete application for licence
- Pass the General Licence test
- Pay the licence fee.

To obtain an initial Personal Watercraft (PWC) Drivers Licence you will need to:

- Complete both the compulsory General and PWC Licence Boating Safety Courses
- Produce evidence of practical boating experience
- Complete application for licence
- Pass the General and PWC Licence tests. The general licence test must be passed before the PWC licence test can be attempted
- Pay the licence fee.

To upgrade your existing General Boat Drivers Licence to a PWC Drivers Licence you will need to:

- Complete the compulsory PWC Licence Boating Safety Course
- Pass the PWC Licence test
- Pay the licence fee

The above requirements also apply for initial young adult and young adult PWC licences.

Applicants wishing to upgrade their existing general licence to a PWC licence are not required to provide evidence of practical experience and need only comply with PWC Licence Boating Safety Course and PWC licence test requirements.

How to comply with Boating Safety Course (BSC) requirements

A number of methods are available to comply with BSC requirements, for which a nominal fee applies and include:

- Viewing the course presentation on NSW Maritime's website
- Purchasing a DVD of the course for viewing at home
- Attending a course conducted by NSW Maritime or a Volunteer Marine Rescue Organisation (VMRO). Recognised VMRO are the Australian Volunteer Coast Guard Association (AVCGA), Royal Volunteer Coastal Patrol (RVCP) and Volunteer Rescue Association (VRA). On completion of the BSC, a Certificate of Completion is issued, which is valid for 12 months. This certificate must be presented by the applicant when sitting the licence test. A licence test fee is payable for each licence test attempt.

NSW Maritime also recognises courses conducted by Recognised Training Providers (RTP) as satisfying BSC requirements. These organisations conduct courses, for which fees apply, that have a practical training option and include the NSW Maritime licence test in their assessment process. Successful applicants are given a Certificate of Satisfactory Completion which must be presented together with the licence fee, within 12 months, to a NSW Maritime Operations Centre in order to be issued a boat licence. These courses will satisfy the practical boating experience requirement.

Approved courses are available from:

- ABC Licence Training Pty Ltd
- All Hands On Deck Maritime Training
- Boating Licence Course
- Defence Maritime Services
- Maritime and Safety Training NSW
- NSW Boating College
- Sea School Australia Pty Ltd.

A full list of providers can be found at http://www.maritime.nsw.gov.au/rec_boating/boatingsafety.html

The following Certificates from Yachting Australia are also recognised as satisfying the full requirements (including the practical component) for a General Boat Licence:

- National Powerboat Training Scheme
- National Yacht Cruising Scheme
- National Motor Cruising Scheme.

How to comply with boat licence test requirements

Both the General and PWC Licence tests can only be undertaken following completion of the compulsory Boating Safety Course(s) and completing the practical requirements spelt out in this booklet.. Initial PWC Licence applicants

must pass the General Licence test before being permitted to sit the PWC test.

A test fee is payable for each licence test attempt and can be undertaken at any of the following venues:

- NSW Maritime Operations Centre
- Roads and Traffic Authority Registry
- Government Access Centre.

When attending a licence test, applicants must bring their Certificate of Completion and Proof of Identity, Boat licence tests can also be undertaken at the conclusion of Boating Safety Courses conducted by NSW Maritime, VMRO and RTP.

When Applying for a Licence:

- An applicant must provide Proof of Identity documentation before sitting the tests
- Young Adult Licence applicants must be accompanied by a parent or legal guardian when sitting the test. Proof of identity of the parent or guardian is required
- PWC Licence applicants must provide two colour passport acceptable photographs (light background)

PWC Licences are plastic photo cards and two new photos will be required each time the licence is renewed

- An applicant must complete an application form, declare any medical condition or physical disability which may affect their ability to safely operate a boat, meet eyesight standards and pay the appropriate fees.

HOW TO COMPLY WITH PRACTICAL BOATING EXPERIENCE REQUIREMENTS

To gain the required practical experience the following options are available:

- Complete a recognised practical course; or
- Complete the activities required in this Boating Licence Practical Logbook.

If you select the recognised practical course, the assessor will issue you a Certificate of Completion on conclusion of the course.

If you select the logbook option, trip details must be recorded and be verified by an experienced skipper (a person who has held a boat licence for a minimum of 3 years). For this purpose, a log is provided in this handbook or can be downloaded from our website. You must use this Boating Licence Practical Logbook.

Both general and PWC licence applicants can use any power driven vessel (other than a PWC) to gain practical experience as long as:

- the vessel carries the prescribed safety equipment
- the vessel is fitted with appropriate lights if undertaking optional night time navigation.



When can 10 knots be exceeded?

Not until a boat licence has been issued. It is recommended that a new boat licence holder is accompanied by an experienced skipper when first operating a vessel at speed.

A PWC cannot be used to gain practical experience. A PWC licence is required to operate a PWC at any speed.





If you're the skipper, always keep your eye on the ball.

When you're out in the middle and the bouncers are flying at you at 150km per hour it's vital you stay focused. On your boat it's also important you keep your eye on the ball at all times.

Remember, your eyes are your most valuable piece of safety equipment. Out on the water things can change in an instant – another boat can come out of nowhere or a wave can swamp you and you can suddenly find yourself in real trouble.

So if you're the skipper, always keep your eye on the ball.

Matthew Hayden, Australian Opening Test Batsman



Australia New Zealand
Safe Boating Education Group

NSWIMARITIME

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Phone: 02 9563 8605 | Fax: 02 9563 8522 | www.maritime.nsw.gov.au | Info Line: 13 12 56

PRACTICAL BOATING EXPERIENCE – LOG

Date	Area	Experienced Skipper details (a person who has held a boat licence for a minimum of 3 years)			Signature of Experienced Skipper
		Name	Licence No.	Phone Number	
Trips – minimum 3		Note: Trip(s) undertaken between sunset and sunrise is/are optional			
<p>DECLARATION: I declare I have completed a minimum of 3 trips in a power-driven boat, under power and I have completed the 'Boating Licence Practical Experience' section. I understand the nominated experienced skipper(s) may be contacted to verify information given in this log and my licence may be cancelled if information provided is found to be incorrect or untrue.</p>					
Applicant's Full Name:				Date:	
Applicant's Signature:					

BOATING LICENCE PRACTICAL EXPERIENCE	Skipper Initial	Trainee Initial
1 – Carry out trip preparation and planning		
1.1 MAINTAIN THE BOAT AND SAFETY EQUIPMENT		
Discuss the need for the boat to be maintained/serviced on a regular basis		
Discuss requirements for safety equipment to be carried and identify what safety equipment is required for the vessel		
Trainee to review safety equipment purpose, location, service requirements, and appropriate stowage		
1.2 MOORING, BERTHING AND TRAILERS		
Discuss need for mooring/berthing apparatus to be maintained/ serviced on a regular basis		
Discuss elements of launch and recovery of trailer vessel if applicable		
1.3 PLAN TRIP		
Skipper to discuss trip planning and need to check: <ul style="list-style-type: none"> • Weather • Suitability of vessel for trip including conditions • Number of passengers allowed accounting for equipment/gear (food/esky etc) • Emergency contact details • That you have let someone know where you are going • That person is informed of safe return 		
Trainee to prepare a trip plan using this checklist		

BOATING LICENCE PRACTICAL EXPERIENCE	Skipper Initial	Trainee Initial
2 – Safely operate a mechanically powered recreational boat		
Remember: “You’re the Skipper, You’re Responsible”		
ELEMENT – 2.1 MANOEUVRE AND HANDLE BOAT		
Pre-start check undertaken ... at least one to be undertaken by Trainee		
Motor prepared for start and started by trainee		
Trainee to manoeuvre the boat according to various conditions and in accordance with key messages of: <ul style="list-style-type: none"> • proper lookout • safe speed • stay on right, and awareness of boat impacts (eg wash, noise and discharge) 		
Drills undertaken: <ul style="list-style-type: none"> • drive boat forward and astern • approach and departure from buoy, jetty, beach and trailer (if using) 		
2.2 NAVIGATION		
Skipper describes navigations aids (port and starboard buoys, cardinal buoys, signage), and their purpose		
Skipper discusses collision avoidance techniques		
Trainee shows capacity to determine hazards and boating conditions when navigating the boat whilst underway		

Note: A guide to this table is on the following pages.

BOATING LICENCE PRACTICAL EXPERIENCE	Skipper Initial	Trainee Initial
2.3 ANCHOR THE BOAT		
Trainee selects safe anchorage site in accordance with prevailing and forecast conditions and in accordance with legislation		
Trainee selects correct type of anchor for location		
Anchor is lowered, set and monitored according to prevailing conditions by the trainee ... optional		
Anchor is retrieved and securely stowed by the trainee... optional		
3 – Respond to boating emergencies and incidents Remember: “You’re the Skipper, You’re Responsible”		
3.1 USE SAFETY EQUIPMENT		
Discuss nature, type, location, accessibility and serviceability of safety equipment		
Safety equipment use appropriate to a range of emergencies is discussed		
Trainee to put on a lifejacket		
3.2 RAISE ALARMS		
Discuss communicating alarm to passengers		
Discuss different kinds of emergency and how to identify		
Discuss use of distress signals (waving for assistance, v-sheet, flares, radio, mobile phone)		
3.3 DEAL WITH ON-BOARD EMERGENCY		
Skipper discusses actions required to deal with an emergency situation including managing the emergency & protecting passengers		

BOATING LICENCE PRACTICAL EXPERIENCE	Skipper Initial	Trainee Initial
Discuss how a boat's position is identified, recorded and communicated to emergency services along with passenger details and nature of emergency		
Discuss how assistance is summoned from other boats nearby.		
Discuss providing assistance to injured persons		
Discuss how communication with rescuers is maintained		
Discuss how to prepare for abandoning the boat, if required		
Discuss communicating end of emergency to appropriate personnel		
3.4 ASSIST OTHERS IN DISTRESS		
Undertake man-over-board simulation drill		
Discuss how distress signals from others are recognised and nature of assistance required is identified		
Discuss capability to safely assist or relay emergency taking into account own safety and physical proximity to the emergency incident		
Discuss how appropriate response to an emergency is prepared for and implemented		
Discuss communicating cessation of emergency incident to appropriate personnel		

Note: Practical experience elements are based on the National Marine Safety Committee's 'Guidelines for Recreational Boat Operator Competencies'.

TRIP PREPARATION CHECKLIST

By using this checklist as a guide, you will be able to check what needs to be organised or on board for each trip. You're the Skipper, and your passengers will appreciate knowing you're concerned about boating safety.

HOME OR MARINA MAINTENANCE (KNOW YOUR BOAT)

- Do you regularly service and maintain your boat?
- Has it been checked for this trip?

PRE-DEPARTURE

- Is the boat adequately marked and if relevant do you have registration certificate?
- Is the skipper and anyone else who will be driving the vessel carrying the correct licence if required?
- Plan the trip, including travel times, and select suitable anchorage locations if needed
- Carry charts (maps) for the area you plan to visit
- Do you know the maximum amount of people you can carry on this boat? Check the capacity sticker
- Do you have the required safety/ emergency equipment on board?
- Do you have an emergency plan for this trip?
- Do you have the latest weather observations for the trip duration?
- Listen to broadcast of up-to-date weather forecasts.
- Is the boat suitable for the trip conditions?
- Do you have tidal predictions and range?
- Do you have the latest bar crossing information?
- Calculate adequate fuel plus reserve.
- Are batteries charged?
- If undertaking night-time navigation, check navigation lights (running and anchored)
- Check tool kit and repair/replacement spares
- Replenish first aid supplies if necessary
- Check that all passengers have adequate clothing and sun protection

- Tell someone where you are going and the time you expect to return – use the “I’ve gone boating” form.

LAUNCHING AND GETTING UNDERWAY

- Check the bungs are firmly secured
- Secure all loose items in the boat
- Is there adequate ventilation in all areas and for all situations?
- Discuss safety requirements and use of safety equipment with passengers
- If required, log on with the local volunteer marine rescue group and with any change of location.
- Put on life-jackets before crossing designated coastal bars. It is recommended that lifejackets be worn at times of heightened risk such as boating alone, at night or in adverse conditions. Children and poor swimmers should wear a lifejacket at all times when in open areas of a boat underway.
- Take care of the environment (oil, chemical, sewage) how?
- Limit alcohol consumption - 0.05 on the water

UPON RETURNING

- Log off with the local volunteer marine rescue group if required
- Courtesy counts at the ramp, so when using a trailer, retrieve the boat then move away from the ramp before stopping to secure the boat and gear.
- Isolate all battery power sources
- After retrieving trailerable vessels, unscrew bungs to release water. Do not allow oily water to enter the waterway.



HOME OR MARINA MAINTENANCE (AT THE END OF THE TRIP)

- Clean and flush boat motor whilst preventing pollution to waterway
- Inspect boat for wear and tear
- Boat, trailer, equipment care

GUIDE TO ASSIST SKIPPER AND TRAINEE IN UNDERTAKING THE BOATING LICENCE PRACTICAL EXPERIENCE

Maintain the boat and safety equipment

Ensure your boat is seaworthy and ready for use. That means an overall check to ensure all fittings and equipment are in place and in good condition. Pay special attention to safety equipment, as well as electrical and fuel systems.

Maintenance/service of the motor:

- Oil levels and mix
- Belts
- Spark plugs
- Regular running and flushing of motor including manual starting
- Raw water intake filters
- Fuel lines, fillers and tanks
- Hoses
- Compliance with program maintenance
- Electrical wiring
- Dead Man's switch
- Steerage
- Propeller and shaft condition

Safety equipment:

- Lifejackets
- Bailers
- Dinghy/life-raft
- Paddles/oars
- Bilge pump
- Bucket and line
- First aid kit
- Fire extinguisher
- Distress signalling equipment
- Marine radio
- Waterproof torch
- Charts
- Anchor/Sea anchor
- Lifebuoy
- Compass
- Sound signal
- Drinking water
- Towing harness
- Isolating switches
- Tow rope
- Local emergency procedures book
- Sounding equipment
- EPIRB
- GPS
- Divers flag
- Suitable clothing

- Emergency steering
- Alternative means of propulsion.

Mooring, berthing and trailers

Ensure your mooring, berth or trailer is in good condition and ready for use. Take time to regularly inspect fittings and check for wear and tear. Replace any parts that look worn or suspect. Be able to launch and retrieve the boat safely using a trailer.

Mooring and berth maintenance:

- Appropriateness of mooring/berthing
- Regularity of checks
- Services by recognised contractor
- Serviceable mooring and berthing lines
- Fenders
- Anchors and other ground tackle.

Plan trip

The boat and its gear must be appropriate for the area of navigation. Consider contingencies for events such as adverse changes in weather, study local charts or maps, paying particular attention to any hazards, and plan for adequate supplies of food, water and fuel.

Tell someone where you are going and expected time of return, and leave your contact and/or emergency contact details with someone reliable. And of course, let that person know you have returned.

Ensure all gear on the boat is in good working order and stowed properly. When loading, keep the number of people and amount of gear within the safe design limits of the vessel.

Weather and conditions:

- Current forecast
- Wind
- Latest weather and conditions information
- Source of weather information
- Tides (flood and ebb tides)
- Rips and bars
- Waves height
- Visibility
- Day/night.

Area of operation:

- Hazards
- Local knowledge, rules and protocols
- Events
- Emergency response
- Access and exit points
- Safe havens
- Launching ramps
- Destination port.

Trip activity:

- Adequate fuel for distance to be travelled
- Way points
- Suitability of boat for the activity

- Radio used and frequency
- Call signs
- Trip intention forms
- Description of boat
- Registration number
- Trip departure and return time
- Area and nature of operation.

Persons to advise:

- Family member
- Neighbour(s)
- Water Police
- Recognised marine rescue services
- Local police
- Relative
- Organisation
- Club
- Harbour master
- Note in car, if appropriate
- Coastal radio stations.

Provisions:

- Water
- Food
- Ice
- Sun protection
- Wet weather gear
- First aid kit
- Personal medication for all passengers.

Provisions:

- Batteries
- Gas
- Adequate emergency fuel (reserve) and a method of fuel transfer.

Activity details to be communicated:

- Vessel description or photo
- Number of people in boat
- Departure/arrival times
- Types of radios
- Must advise trip conclusion
- Shore contact details
- Trailer registration number
- Fuel capacity and usage.

Pre-start check:

- Fuel is connected
- Battery is charged and connected
- Kill switch
- Fumes, petrol
- Fuel and water leaks
- Open hatches/windows/doors
- Ventilation
- Sea-cock opening
- Secure loose gear
- Turn on marine radio
- Checking bilge water levels
- Navigation lights
- Raising radio aerials.

Manoeuvre and handle boat

Carry out a pre-start check. Always operate your vessel safely and in accordance with the water traffic regulations. Keep a proper lookout at all times and be aware of your impact on other people and the environment.

Navigation

Observe the system of navigation markers at all times. Know and apply the rules for preventing collisions at sea eg., keep to the starboard (right) side of channels, give way to vessels approaching from the right, always keep to a safe speed for the conditions and always keep a proper lookout.

Be aware of hazards and local conditions and take these into account when navigating.

Manoeuvring conditions:

- From or to a ramp, pontoon, wharf, mooring, anchor
- Confined areas (narrow channels, marinas, moorings, obstructions)
- Sea-states: bars, waves, rips, high seas, tidal surges, choppy conditions
- Low speed/high speed
- Wakes
- Poor visibility
- Effect of wind
- Large vessels.

Safe manoeuvring:

- Steer straight line
- Astern
- Figure-eight
- Right of way
- Port-starboard
- Throttle control
- Emergency stop
- Trim and stability of vessel
- Towing or being towed
- Berthing
- Standing-on/stemming the tide
- Retrieval of person overboard.

Monitoring:

- Cooling system
- Bilge, portholes and hatches
- Location and welfare or persons on board
- Oil, fuel and water
- Radio
- Position of boat
- Other water users
- Battery and electrical systems
- Ventilation.

Hazards and conditions:

- Weather
- Set and drift
- Effect of wind, tides and currents

- Submerged objects
- Other boats/wash
- Restricted waters
- Crossing bars.

Aids to small craft navigation:

- IALA Buoyage System “A”
- Charts
- Compasses
- GPS
- Sounder
- Tide Tables
- Passage plan
- Marine references
- Notices to mariners
- Radio navigational warnings.

Impact of boat use on others and the environment:

- Noise
- Wake
- Safety of others
- Disturbance or injury to wildlife
- Disposal of waste
- Effects of detergent
- Anti-foul
- Disposal of bilge water
- Fuelling arrangements.

Legislation, procedures and rules:

Collision regulations such as:

- Navigating in narrow channels
- Giving way to other vessels
- Overtaking
- Proper lookout
- Sound signals, lights and shapes
- Responsibilities and duty of care
- Use of buoyage system
- Speed
- Recognition of lights and markers
- Rules of road
- Recognition of operation areas
- Specific activity rules eg: PWC's, water skis
- Equipment requirements
- Accident/Incident reporting.

Marine regulations such as:

- Safety regulations
- Licensing and registration
- Speed limit restrictions
- Distance off requirements
- Marine incident reporting
- Carrying capacity
- Alcohol limits
- Age of operators.

Anchoring

Ensure your anchor is appropriate for the size of boat, the location and the conditions eg., some anchors work better in sand than others. Understand the difference in anchor type. Always lower, set and monitor your anchor to suit the location and conditions. When retrieving your anchor, ensure it is stowed securely.

Types of anchors:

- Danforth
- Grapnel/Reef
- Bruce
- Plough
- Admiralty
- Sea anchor
- Sarca.

Anchoring systems:

- Multiple anchors
- Bow and stern anchors
- Mooring buoy.

Use safety equipment

Discuss the nature, type, accessibility and serviceability of all safety equipment on board. Note that all safety equipment should only be used in a manner appropriate to the incident or emergency.

Raise alarms

Be ready to identify and react to an emergency if needed. Ensure all on board are informed of any emergency. Be able to use appropriate distress signals at the appropriate time.

Respond to onboard emergency

Be prepared to inform all people onboard of necessary actions in order to respond to an emergency. Be prepared to identify and communicate your position should an emergency arise. You also need to be able to render assistance to injured people, be able to abandon the boat if required and communicate with rescuers.

Emergencies:

- Fire (smoke or heat)
- Collision
- Grounding
- Man overboard
- Person retrieval from water
- Capsize
- Swamping
- Sinking
- Motor breakdown or malfunction (electrical/mechanical)
- Fouled propeller
- Anchoring
- Flooding

- Lost
- Injuries/illnesses
- Hypothermia
- Lack of fuel
- Contaminated fuel.

Distress signals:

- Pyrotechnic distress flares
- Flags
- Radio
- Hand signals
- Dye marker
- International Code Signal of Distress
- Sound signals (including voice)
- EPIRB
- V-sheet
- Reflective mirror
- Light signals
- Mobile phone.

Preparation for abandoning:

- Brief on-board personal
- Drinking water
- Donning of life jackets
- Identifying location of vessel
- Communicating to rescuers of actions taken or to be taken
- Readiness of life raft/life rings
- Activate EPIRB

- Identification and collection of emergency equipment, provisions and clothing
- Deployment of anchor or sea anchor.

Assist other in distress

Understand the range of distress signals and the nature of response required. Be prepared to assess your capability to safely assist others, taking into account your own safety and proximity to the incident. Be prepared to assist in an emergency and to communicate the cessation of an emergency to appropriate people.



The logo for NSW Maritime, featuring the text "NSW | MARITIME" in a white, sans-serif font. A white wavy line is positioned below the text, resembling a stylized wave or a horizon line. The background of the entire page is a scenic photograph of a coastal bay with turquoise water, a white sandbar, and a clear blue sky. In the foreground, there are green trees and a small boat docked at a pier.

NSW | MARITIME

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www.maritime.nsw.gov.au

Info Line: 13 12 56

Opening Hours: Seven days a week
8.30 am-4.30pm

A white rectangular sign with black text and a small logo at the top. The text reads "JERVIS BAY COASTAL PATROL JETTY" and "TAKEN FROM THE PORT OF JERVIS BAY". The sign is located at the bottom center of the image, near a small boat docked at a pier.

JERVIS BAY
COASTAL
PATROL
JETTY
TAKEN FROM THE
PORT OF JERVIS BAY