



## Member Documentation Requirements

All financial Kalbarri Visitor Centre members operating within Kalbarri and surrounding areas require certain licensing certificates to trade.

For the Visitor Centre to book and recommend your product, we are required to hold on file a current copy of each of the relevant documents that pertain to your business operations. These are compulsory requirements for every member upon annual renewal of membership and throughout the year when documents expire. Depending on what business you have, we always recommend the first place of contact is the Shire of Northampton for their guidance.

This checklist is a guide only, and all members should refer to relevant industry or government bodies for full information relevant to their business.

### ***Accommodation Members***

- Complete KVC membership form
- Current Certificate of Insurance including Public Liability for your business
- Current financial member of the KVC

### ***Dining Members***

- Complete KVC membership form
- Current Certificate of Insurance including Public Liability for your business
- Current financial member of the KVC

### ***Local Business Members***

- 1) Complete KVC membership Form
- 2) Current Certificate of Insurance including Public Liability for your business
- 3) Current financial member of the KVC

### ***Tour Operator Members***

- 1) Complete KVC membership Form
- 2) Current Certificate of Insurance for your intended Tour Operation and covering Public Liability
- 3) Current financial member of the KVC
- 4) Using Shire of Northampton managed land or the Murchison River?

You need permission from Shire and a licence, follow this link:

<https://www.northampton.wa.gov.au/shire-services-town-planning.aspx>



5) Operating in the Kalbarri National Park or Interacting with Ocean Wildlife?

You need a Commercial Operations licence, follow this link:

<https://parks.dpaw.wa.gov.au/for-business/commercial-operations-licensing>

6) Transporting paying passengers – your vehicle and the driver require a licence from Department of Transport.

Vehicle - <https://www.transport.wa.gov.au/On-demandTransport/charter-vehicle-licence.asp>

Drivers - <https://www.transport.wa.gov.au/licensing/become-a-bus-taxi-or-charter-vehicle-driver.asp>

7) Using a domestic or commercial vessel in Australia

You need a licence from the Australian Maritime Safety Authority (AMSA), follow this link:

<https://www.amsa.gov.au/vessels-operators/domestic-commercial-vessels/certificates-operation>

Your Vessel must be in survey with AMSA.

<https://www.amsa.gov.au/audiences/surveyor-domestic-commercial-vessels>

If taking paying customers recreational fishing, you require a Fishing Tour Operators Licence (FTOL) from Department of Primary Industries and Regional Development.

<http://www.fish.wa.gov.au/Fishing-and-Aquaculture/Recreational-Fishing/Pages/Charter-Boats.aspx>

8) Operating on Unallocated Crown Land (UCL)

You require permission and Licence from Department of Planning Lands and Heritage.

<https://www.dplh.wa.gov.au/information-and-services/crown-land/licences-to-use-crown-land>

9) Using an Aircraft for your tours – you require a licence from the Civil Aviation safety Authority (CASA)

<https://www.casa.gov.au/standard-page/licence-structure-and-types>

*Failure to supply these documents may result in suspension or cancellation of your membership with the KVC*