

Boating licence practical logbook



When is a licence required?

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

Anyone who is the master of a powered vessel operating recreationally on NSW waters at a speed of 10 knots (approximately 18.5 km/h) or more must have a boat driving licence.

Ten knots is the speed at which most accelerating boats will start to plane or 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 boat licence

A licence for people aged 16 years and over to operate a power-driven recreational vessel at 10 knots or more (excluding a PWC).

Young adult general licence

A restricted licence for those from 12 to 16 years of age. Unless holding prior approval from Roads and Maritime, a young adult licensee must:

- Be accompanied by the holder of a general boat licence when travelling at 10 knots or more
- Never exceed 20 knots
- Never exceed 10 knots after sunset and before sunrise
- Never exceed 10 knots when towing a person
- Not drive in any organised aquatic activity
- Never operate a PWC.

Personal watercraft (PWC) licence

A special licence is required to drive a PWC regardless of the speed it is driven. People who hold a general boat licence can upgrade to a PWC licence at any time. A PWC licence includes a general boat licence.

Young adult PWC licence

A restricted licence for those 12 to 16 years of age who wish to drive a PWC. The same restrictions which apply to the young adult general boat licence apply to this licence.

Additionally, a young adult PWC licence holder must be accompanied by a PWC licence holder on the PWC when operating at a speed of 10 knots or more.

Licence period

A general licence or PWC licence is available for one, three or five years. You will save money by selecting a three or five year licence. Young adult licences are only available for one year and expire on the applicant's birthday.

Licences are initially issued as paper licences, followed by a plastic card.

Obtaining a boat licence

To obtain an initial general boat or personal watercraft (PWC) licence, applicants must:

- Complete the compulsory general licence Boating Safety Course and/or the PWC licence Boating Safety Course
- Provide evidence of practical boating (logbook) experience
- Successfully undertake the general boat licence test and/or the PWC licence test.

The above requirements also apply for initial young adult general boat and young adult PWC licence applicants.

The Boating Safety Course(s) must be completed before the licence test(s) can be attempted. However, practical boating experience requirements can be completed at any stage.

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

On completion of the Boating Safety Course, practical boating experience and licence test requirements, the relevant boat licence will be issued to applicants on payment of the licence fee.

For more information on how to obtain a boat licence, call **13 12 56** (5 days a week, 8.30am – 5pm) or visit the boat licensing section of the Roads and Maritime website.

Set out below are the options available to licence applicants on how to comply with the Boating Safety Course, licence test and practical boating experience requirements.

How to comply with Boating Safety Course requirements

Boating Safety Course (BSC) requirements can be met by one of the following methods:

- By viewing the general and/or PWC Boating Safety Course presentations online
- By purchasing online or at any Roads and Maritime office, a DVD of the course(s) for viewing at home
- By attending a course conducted by Roads and Maritime **rms.nsw.gov.au/maritime** or Marine Rescue NSW **marinerescuensw.com.au**

- By attending a course conducted by a recognised training provider (RTP).

Regardless of the BSC method selected, a nominal fee applies and the applicant is issued a Certificate of Completion.

On presentation of the BSC Certificate of Completion, which is valid for 12 months, applicants can sit the licence test.

How to comply with boat licence test requirements

Both the general boat and PWC licence tests can only be attempted following completion of the Boating Safety Course(s) and initial PWC licence applicants must pass the general boat licence test before the PWC test can be attempted.

The general boat licence test comprises 40 multiple choice questions of which the first 15 must all be answered correctly. Of the remaining 25 questions a minimum of 20 questions must be answered correctly. A fee is payable for each licence test attempt.

The PWC licence test contains 15 questions of which a minimum of 12 must be answered correctly.

Licence tests can be undertaken at a Roads and Maritime Registry, a Service NSW Integrated Registry or at a Government Access Centre. If you attend a Government Access Centre you must present or send your stamped application form, together with your certificate of completion and completed logbook, to a Roads and Maritime office.

When attending for a licence test, applicants must provide the BSC Certificate of Completion and acceptable Proof of Identity.

Young adult licence applicants must be accompanied by a parent or legal guardian who must provide acceptable proof of identity.

PWC licence applicants must also provide two passport acceptable photographs.

How to comply with practical boating experience requirements

Practical boating experience can be gained by completing a Boating Licence Practical Logbook.

Initial general boat and initial PWC licence applicants must undertake, in the company of an experienced skipper, a minimum of three trips in a powered vessel (excluding PWC) operating under power.

An experienced skipper is a person who holds, as a minimum, a valid NSW or interstate general boat licence and has held the general boat licence for at least three years. Young adult licence holders are not considered experienced skippers for this purpose.

The vessel used to undertake practical experience must carry the prescribed safety equipment and be fitted with appropriate lights if undertaking night time navigation.

Details of each trip must be recorded in the logbook and be verified by the experienced skipper. The applicant and the experienced skipper must also confirm that all elements relating to practical experience competencies, as listed in the logbook, have been covered by initialling each element.

The logbook is available free of charge from any Roads and Maritime office and Government Access Centre or from rms.nsw.gov.au/maritime.

Only trips undertaken within the 12 months prior to the issue of a boat licence will be recognised for the purpose of satisfying practical experience requirements.

Alternative methods to obtain a boat driving licence

The following two options are available as alternative methods to obtain a boat driving licence:

- Completion of a General Boat and/or PWC Boating Education and Training Course conducted by a Roads and Maritime accredited Recognised Training Provider (RTP).

On completion of the course/s (including the licence test/s), successful applicants are issued a Certificate of Completion.

The compulsory practical boating experience requirement can also be undertaken with an RTP or the applicant can choose the logbook option.

Fees and conditions apply to attend a Boating Education and Training Course and to undertake the practical component.

A list of accredited RTPs with direct links to their websites can be found on the Roads and Maritime website.

- Successful completion of one of the following Yachting Australia (YA) courses:
 - Powerboat Program
 - National Yacht Cruising Scheme
 - RYA-YA Yacht Training Program (Motor).

YA courses are recognised as satisfying the full requirements, including the practical component, for the issue of a general boat licence.

Certificates of completion issued by an RTP or YA are only valid for 12 months from the date of issue.

Other qualifications may be recognised, please call **13 12 56** for more information.

When applying for a licence

- An applicant must provide acceptable Proof of Identity (POI) documentation before sitting a test
- 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 also required

- PWC licence applicants must provide two colour passport acceptable photographs with a light background. PWC licences are plastic photo cards
- An applicant must complete a licence 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.

Proof of Identity (POI)

To ensure the accuracy of records, applicants must provide acceptable Proof of Identity (POI) when conducting a business transaction.

POI documents must be original or certified copies. POI requirements can be met by providing a NSW photo driver's licence and, for young adults, an Australian full birth certificate and Medicare card.

For a full list of acceptable POI documents view the Proof of Identity brochure on our website or phone **13 12 56**.

Introduction of combined licence

Roads and Maritime customers are now able to combine their NSW driver licence and adult general boat or PWC licence onto one card.

Eligible customers will be able to opt in at the time of their NSW driver licence renewal and their photo card will be printed with an indicator on the reverse of the card that the licence holder also holds a NSW boat licence.

This option can only be taken up by the customer during the driver licence renewal period at a Service NSW Centre or Roads and Maritime Registry.

For more information, visit **rms.nsw.gov.au**.

**YOU'RE THE SKIPPER
YOU'RE RESPONSIBLE!**

Practical boating experience log

Date	Area	Experienced Skipper details (An experienced skipper is a person who holds, as a minimum, a current and valid NSW or interstate boat driving licence and has at any stage held a boat driving licence for at least three (3) consecutive years)			Signature of Experienced Skipper
		Name	Licence No.	Phone Number	
Trips – minimum 3	Note: Trips carried out between sunset and sunrise are optional. Only trips undertaken within 12 months of the date of applying for the boat licence will be recognised for the purpose of satisfying practical experience requirements.				
<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 Address:				Date of Birth:	
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:

- Weather
- Suitability of vessel for trip including conditions (weather, etc)
- 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

2.1 Manoeuvre and handle boat

Pre-start check carried out... at least one to be carried out by Trainee.

Motor prepared for start and started by trainee.

Trainee to manoeuvre the boat in various conditions and in accordance with key messages of:

- Proper lookout
- Safe speed
- Stay on right
- Awareness of boat impacts (eg wash, noise and discharge).

Drills undertaken:

- 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 assist skipper and trainee 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.

Anchor is retrieved and securely stowed by the trainee.

3 Respond to boating emergencies and incidents

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, EPIRB).

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

Boating licence practical experience

Skipper
Initial

Trainee
Initial

3.3 Deal with on-board emergency

Skipper discusses actions required to deal with an emergency situation including managing the emergency & protecting passengers.

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 overboard 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.

1.2 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 (if applicable).

Mooring and berth maintenance:

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

1.3 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
- Wave 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
- 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
- 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
- Engine kill switch lanyard
- 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.

2.1 Manoeuvre and handle boat

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

2.2 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, maintain a safe speed relevant 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 or anchorage
- Confined areas (narrow channels, marinas, moorings, obstructions)
- Sea-states: Bars, waves, rips, high seas, tidal surges, choppy conditions
- Low speed/high speed
- Wakes/wash/waves
- 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
- Picking up a towed person
- Berthing
- Standing-on/stemming the tide
- Retrieval of person overboard.

Monitoring:

- Cooling system
- Bilge, portholes and hatches
- Location and welfare of 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/wash/waves
- Safety of others
- Disturbance or injury to wildlife
- Disposal of waste, including sewage and grey water
- Effects of detergent

- Anti-foul
- Disposal of bilge water
- Fuelling arrangements
- Potential damage to seagrasses and other sensitive habitats, eg when anchoring or running aground.



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 PWCs, water skis
- Safety 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
- Pollution.

2.3 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.

3.1 Use safety equipment

Discuss the nature, type, accessibility and serviceability of all safety equipment on board (see list on page 11). Note that all safety equipment should only be used in a manner appropriate to the incident or emergency.

3.2 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.

3.3 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:

- Flares
- Flags
- Radio
- Hand signals
- Dye marker
- International Code Signal of Distress
- Sound signals (including voice)
- EPIRB – 406MHz

- V-sheet
- Reflective mirror
- Light signals
- Mobile phone.

Preparation for abandoning:

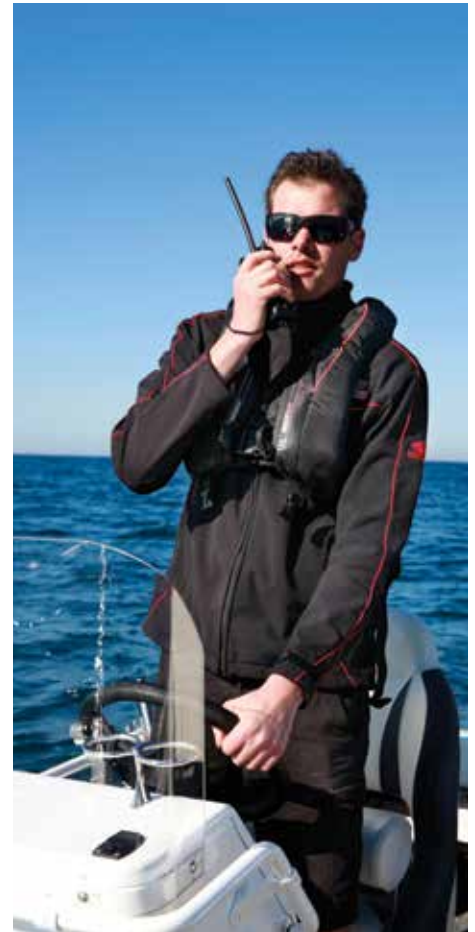
- Brief everyone onboard
- Donning of life jackets (if not already done)
- Identifying location of vessel
- Communicating to rescuers of actions taken or to be taken
- Readiness of life raft/life rings
- Activate EPIRB
- Identification and collection of emergency equipment, provisions, drinking water and clothing
- Deployment of anchor or sea anchor.

3.4 Assist others 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.



Boating trip checklist

By using this checklist as a guide, you will be able to check what needs to be organised on board before, during and after 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

Does the boat have current registration (if required) and are the label and numbers properly displayed?

Is the skipper and anyone else who will be driving the vessel carrying the correct and current 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 safety label, Australian Builders Plate (ABP) or manufacturers plate.

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 forecasts for the trip duration?

Listen to broadcast of up-to-date weather observations.

Is the boat suitable for the trip conditions e.g. offshore?

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.

Continued over page 

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.

Explain use of engine kill switch lanyard, test function before getting underway, attach lanyard to driver's lifejacket, clothing or wrist.

If required, log on with the local volunteer marine rescue group.



Put on lifejackets at times of heightened risk, such as crossing a coastal bar, boating alone, at night, in adverse conditions or if you are a poor swimmer. Children under 12 must wear a lifejacket at most times. For full details visit rms.nsw.gov.au/maritime.

Take care of the environment. Avoid polluting, watch your wash and noise and anchor away from seagrass beds.

Dispose of your rubbish ashore and never allow raw sewage, oily water or any chemicals to enter the waterway.

Limit alcohol consumption. Stay under 0.05 on the water (zero if less than 18 years old).

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 motor whilst preventing pollution from reaching drains or the waterway.

Inspect boat for wear and tear.

Boat, trailer, equipment care.

WEAR A LIFEJACKET

THERE'S ONE FOR YOUR FAVOURITE ACTIVITY



Find the right lifejacket for your favourite activity
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WEAR A LIFEJACKET IT NEVER RUINED A DAY ON THE WATER

For more information:

rms.nsw.gov.au/maritime



13 12 56 Licensing and registration

13 12 36 Other Maritime products

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