



Advisory Note 05/2017
Supersedes: 12/2010 & 06/2012

COASTAL PILOT LICENCE ISSUE AND RENEWAL

Purpose

This advisory note reminds all AMSA-licensed coastal pilots of the procedure to issue or renew pilot licences.

The criteria for the issue and/or renewal of all coastal pilot licences is detailed in Marine Order 54 (MO54). Applicants should ensure that all criteria are met *prior* to submitting an application to AMSA.

Applications

The coastal pilot licence application / renewal form (AMSA 1021) can be downloaded from the AMSA website at: <http://www.amsa.gov.au/forms-and-publications/AMSA1021.pdf>. The AMSA 1021 form is to be used for both initial applications and licence renewals.

The credit card payment authorisation form (AMSA 144) must be submitted with the AMSA 1021, otherwise the application will not be processed. The AMSA 144 form can be located at: <http://www.amsa.gov.au/forms-and-publications/AMSA144.pdf>

Completed AMSA 1021 and 144 forms can be emailed to coastal.pilotage@amsa.gov.au or mailed to:

Advisor - Coastal Pilotage
Operations Division
Australian Maritime Safety Authority
GPO Box 2181
CANBERRA ACT 2601

Licence Issue

AMSA's Certification and Pilotage System (CPS) allows coastal pilot licences to be renewed up to three (3) months before the date of expiry. Coastal pilots are urged to complete the renewal criteria in a timely manner and submit renewal applications well before licence expiry. Note that the renewed licence will retain the original anniversary date of expiry, therefore the licence term is not reduced by submitting an early application.

Once a licence has been renewed, a letter is despatched advising that the pilot is authorised to conduct pilotage operations in accordance with the restrictions detailed in the letter. The letter is sent via email to the pilot's email address nominated in AMSA's Certification and Pilotage System (CPS). The letter should be retained until the physical licence card is received in the mail (which may take up to two weeks following authorisation). Once the new licence card is received the old licence card should be destroyed.

Contact Details

Coastal pilots should ensure all postal and email address details contained in CPS are correct, in accordance with MO54 requirements.

Draught Upgrades

For Inner Route and GNEC restricted coastal pilot licences, draught restriction upgrades will occur when the pilot has completed the requisite number of pilotages. CPS records the pilot's voyage count and initiates the draught upgrade process automatically. There is no need for the pilot to submit a licence application and payment form for draught restriction upgrades.

Unrestricted Licences

Coastal pilots can apply to AMSA for an unrestricted licence (using AMSA 1021 and 144 forms in accordance with the instructions above) once all criteria detailed in MO54 for the issue of an unrestricted coastal pilot licence have been met.

Any queries regarding licensing requirements should be directed to AMSA via email to coastal.pilotage@amsa.gov.au, or by contacting the Advisor - Coastal Pilotage per the address details above, or by phoning (02) 6279 5929.

Please forward any queries about this PAN to coastal.pilotage@amsa.gov.au.
