



# BOATING LICENCE PRACTICAL LOGBOOK

# Getting Into Boating

## Boat Driving Licence

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

Any person who is the master of a powered vessel operating recreationally on NSW waters at a speed of 10 knots (18.5kph) or more must have a boat driving 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 Boat Licence

A licence for people aged 16 years and over to drive a powered vessel at 10 knots or more (excluding a PWC).

### Young Adult General 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

Boat 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 a person.
- (5) Not drive in any organised aquatic activity without prior approval from NSW Maritime.
- (6) 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 the speed it is driven. Persons who hold a General 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 aged from 12 to under 16 years who wish to drive a PWC.

The same restrictions which apply to the Young Adult General Licence apply to this licence. Additionally, 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 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.

All PWC licences are issued as plastic photo licence cards.

## Obtaining a boat licence

To obtain an initial General 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; and
- Successfully undertake the General Boat Licence test and/or the PWC Licence test.

The above requirements also apply for initial Young Adult General 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, contact NSW Maritime on 13 12 56 (7 days a week, 8.30am – 4.30pm) or visit our boat licensing section of the NSW 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:

1. By viewing the General and/or PWC Boating Safety Course presentations online.
2. By purchasing online or at any NSW Maritime Operations Centre, a DVD of the course(s) for viewing at home.
3. By attending a Boating Safety Course conducted by NSW Maritime or Marine Rescue NSW.

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 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 Licence test before the PWC test can be attempted.

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

A fee is payable for each licence test attempt, which can be sat an unlimited number of times. Licence tests can be undertaken at any of the following venues:

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

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 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 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), and under power. An experienced

skipper is a person who holds, as a minimum, a valid NSW or interstate General Licence and has at any stage held the General Licence for at least three (3) consecutive 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 optional 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 NSW Maritime Operations Centre, RTA Registry and Government Access Centre or by download from [www.maritime.nsw.gov.au](http://www.maritime.nsw.gov.au). 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.

1. Completion of a General and/or PWC Boating Education and Training Course conducted by a NSW 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 is available by accessing NSW Maritime's website [www.maritime.nsw.gov.au](http://www.maritime.nsw.gov.au).
2. Successful completion of one of the following Yachting Australia (YA) courses:
  - National Powerboat Training Scheme
  - National Yacht Cruising Scheme

- National Motor Cruising Scheme
- YA courses are recognised as satisfying the full requirements (including the practical component) for the issue of a General Licence. Certificates of completion issued by an RTP or YA are only valid for 12 months from the date of issue.



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



# WEAR IT



NEW RULES NOV 1, 2010

Go to [www.maritime.nsw.gov.au](http://www.maritime.nsw.gov.au) or call 13 12 56

## LIFEJACKET – WEAR IT

Lifejackets save lives. But a lifejacket will not save your life if you are not wearing it. Remember:

- You must carry a lifejacket for every person on board
- Children under 12 must wear a lifejacket at most times
- Wear one at times of heightened risk such as crossing a coastal bar
- PWC drivers and passengers must wear them at all times
- Don't just have lifejackets on board, make sure you and your passengers wear them.

**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 Driver Licence and has at any stage held a Boat Driver Licence for at least three (3) consecutive years)			Signature of Experienced Skipper
		Name	Licence No.	Phone Number	
Trips – minimum 3		Note: Trip(s) undertaken between sunset and sunrise is/are optional. <b>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.</b>			
<b>DECLARATION:</b> 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.					
<b>Applicant's Full Name:</b>				<b>Date:</b>	
<b>Applicant's Address:</b>				<b>D.O.B:</b>	
<b>Applicant's Signature:</b>					

<b>BOATING LICENCE PRACTICAL EXPERIENCE</b>	<b>Skipper Initial</b>	<b>Trainee Initial</b>
<b>I – Carry out trip preparation and planning</b>		
<b>I.1 MAINTAIN THE BOAT AND SAFETY EQUIPMENT</b>		
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		
<b>I.2 MOORING, BERTHING AND TRAILERS</b>		
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		
<b>I.3 PLAN TRIP</b>		
Skipper to discuss trip planning and need to check: <ul style="list-style-type: none"> <li>• Weather</li> <li>• Suitability of vessel for trip including conditions (weather, etc.)</li> <li>• Number of passengers allowed accounting for equipment/gear (food/esky etc)</li> <li>• Emergency contact details</li> <li>• That you have let someone know where you are going</li> <li>• That person is informed of safe return</li> </ul>		
Trainee to prepare a trip plan using this checklist		

<b>BOATING LICENCE PRACTICAL EXPERIENCE</b>	<b>Skipper Initial</b>	<b>Trainee Initial</b>
<b>2 – Safely operate a mechanically powered recreational boat</b>		
<b>Remember: “You’re the Skipper, You’re Responsible”</b>		
<b>2.1 MANOEUVRE AND HANDLE BOAT</b>		
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"> <li>• proper lookout</li> <li>• safe speed</li> <li>• stay on right</li> <li>• awareness of boat impacts (eg wash, noise and discharge)</li> </ul>		
Drills undertaken: <ul style="list-style-type: none"> <li>• drive boat forward and astern</li> <li>• approach and departure from buoy, jetty, beach and trailer (if using)</li> </ul>		
<b>2.2 NAVIGATION</b>		
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
<b>2.3 ANCHOR THE BOAT</b>		
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		
<b>3 – Respond to boating emergencies and incidents Remember: “You’re the Skipper, You’re Responsible”</b>		
<b>3.1 USE SAFETY EQUIPMENT</b>		
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		
<b>3.2 RAISE ALARMS</b>		
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)		
<b>3.3 DEAL WITH ON-BOARD EMERGENCY</b>		
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		
<b>3.4 ASSIST OTHERS IN DISTRESS</b>		
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 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 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, ABP, 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 observations for the trip duration?
- Listen to broadcast of up-to-date weather forecasts.
- Is the boat suitable for the trip conditions eg. 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 – 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 - stay under 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
- Steering
- Propeller and shaft condition

#### Safety equipment:

- Lifejackets
- Bailers/bucket
- Paddles or oars/rowlocks
- Bilge pump
- Fire Bucket
- First aid kit
- Fire extinguisher
- Distress signalling equipment
- Marine radio
- Waterproof floating torch
- Map/Charts (paper)
- Anchor/Sea anchor with chain/line
- Lifebuoy
- Compass (magnetic)
- Sound signal (air horn whistle/bell)
- Drinking water
- Tow rope
- Isolating switches
- Local emergency procedures book
- Sounding equipment
- EPIRB - 406MHz
- GPS
- Divers flag
- Suitable clothing
- Safety Label
- 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
- 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.

**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. 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, 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, anchor
- 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
- 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
- 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.

## **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:**

- 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 on-board personnel
- 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.





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