

CAIRNS CRUISING YACHT SQUADRON

PERMIT TO OCCUPY CHECKLIST

This checklist is to be used by person issuing a permit to occupy application form.

- Before filling in the permit to occupy form applicant must read, sign and date the conditions of permit (found on the reverse side of the permit to occupy form).
- Applicants must have current liability insurance against liability for any loss or damage to property and for the death or injury to any person caused by, through or in connection with the vessel to at least \$10,000,000 and comprehensive insurance, or insurance which includes full fire, salvage costs, and environmental clean-up.
- Applicants must provide the CCYS office a copy of insurance before entering the marina
- Applicant to complete a permit to occupy form. (check all parts have been filled in correctly and signed and dated).
- A deposit of \$50.00 is to be collected for each key issued to the applicant (amenities, trailer park). The key number is to be written on the permit to occupy form as well as in the key register.
- Copy vessel insurance papers.
- Applicants may choose a commencement and expiry date or, a week to week, month to month or yearly. (pile moorings and trailer park only) booking.
- Enter the total due by calculating it using the schedule of fees form.
- All fees must be paid in advance.

Provide applicant with:

- a copy of CCYS Permit to occupy and conditions of permit (both sides of the form). (signed and dated by the applicant)
- a copy of either marina By-laws, pile mooring By-laws or trailer park By-laws.
- **Bottom section of permit to occupy form (office use only) must be fully completed by the issuer.**