



**HAMILTON ISLAND**  
GREAT BARRIER REEF AUSTRALIA

# **Vehicle Ownership Guidelines**

**November 2024**

**Hamilton Island Enterprises Limited**

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## 1 Purpose of Document

The purpose of this document is to clarify the process for the purchase/registration or transfer of ownership of a Vehicle for use on Hamilton Island, to ensure consistency in the management of Vehicles on the Island.

## 2 Definitions

Authorised by HIE	means an entity or person that has received express approval by HIE in writing and has completed the relevant processes and procedures required by HIE;
Carry on Business on the Island or from Shute Harbour	means any work or purposeful activities and carried out on a continual and regular basis by a business/company, and its employees, agents and authorised representatives on Hamilton Island, on a commercial basis or with the intention of making a profit that contributes to the income generated by the business/company whether that business/company has its registered office or principal place of business based on Hamilton Island or not;
Community Page	means the resources available to Persons and referred to in the Rules and Regulations, located online at <a href="https://www.hamiltonisland.com.au/community-and-development">https://www.hamiltonisland.com.au/community-and-development</a> ;
Employees	means any Person employed by HIE;
Golf Buggy	means a 2/4 seat buggy, which is a standard chassis length with seats and without a tray back, that is a motorised vehicle used to transport persons and their belongings around Hamilton Island. Often referred to as “buggies”, “golf buggies” and “golf carts”;
Guest	means a Person who is a visitor to the Island;
HIE	means Hamilton Island Enterprises Limited (ABN 61 009 946 909) and each of its related entities, subsidiaries, related bodies corporate and business operations conducted under its associated brands;
HIE Vehicle Permit Sticker	means the permit issued by HIE approving a Vehicle for use on the Island;
ISD Office	means the Island Security Department office located on Hamilton Island, see the Community Page for details;
Island	means Hamilton Island, including the Hamilton Island Marina;
Manufacturer’s Certificate	means the certificate issued by the maker of the Vehicle advising the Vehicle is suitable for the Island roads;
Person/s	means any person who visits and/or works on the Island, for any period of time, and can include Guests, Employees, Workers, Relevant Stakeholders and Property Owners;
Property Owner/s	means a Person or entity that is the legal registered owner of a sub-lease or a sub-sub-lease on Hamilton Island;
Queensland Department of Transport Registration	means the registration issued by the government body known as Queensland Department of Transport and Main Roads;
Queensland Department of Transport Registration Certificate	means the document that is issued by the government body known as Queensland Department of Transport and Main Roads to confirm the legal name(s) or entity in which the Vehicle(s) are registered in;
Registered Business	means those persons or businesses/companies that may Carry on Business on the Island or from Shute Harbour and have been Authorised by HIE;

Relevant Stakeholder	means the employees, workers, volunteers, agents, contractors, or any Person otherwise engaged by a Registered Business or engaged to Carry on Business on the Island or from Shute Harbour;
Resident	means a person who resides on the Island on a permanent basis who is either an Employee, Relevant Stakeholder or Worker who has been allocated accommodation or a Property Owner;
Roadworthy Certificate	means the record that verifies the Vehicle is fit for use on roads;
Rules and Regulations	means the Hamilton Island and Dent Island Rules and Regulations as amended from time to time;
Vehicle/s	means any motorised carriage used in the transport of persons or goods, any trailer, or Golf Buggies (including utility Golf Buggies);
Vehicle Administration Fee	means the annual charge relating to the issue of the HIE Vehicle Permit Sticker;
Vehicle Application	is the form used to apply for approval to obtain a Vehicle for use on the Island;
Vehicle Coordinator	means the HIE employee who administers Vehicles on Hamilton Island;
Vehicle Workshop	means the mechanical workshop operated by HIE, see the Community Page for details;
Worker	means employees, contractors or subcontractors, employees of contractors or subcontractors, labour hire workers, interns, apprentices, trainees, work experience students and volunteers as defined in the various State and Federal legislation and engaged b HIE.

### 3 Background

Hamilton Island covers an area of 674.78 hectares with a population of approximately 5000 people and this will expand as further development takes place.

Some privately owned residences have entitlement by way of sub-lease or sub-sub-lease to purchase a Vehicle for use on the Island. In addition, some Registered Businesses operating on the Island, either by way of a license agreement or registered business agreement, require Vehicles to operate those businesses.

HIE regulates the specifications and types of Vehicles, which may be used on the Island. HIE shall manage the overall number of Vehicles that share the roads in a manner that is consistent with a resort ambience. Vehicle traffic results in a multitude of issues, from noise, congestion at intersections, adequacy of parking and maintenance. Use of buses to transport guests and residents reduces the need for individual Vehicles, and as a general rule, is the preferred mode of transportation.

HIE is the responsible authority for issuing permission for Golf Buggies and Vehicles to drive on the Island. HIE is under no obligation to issue access, and any access granted may be rescinded at any given time at the sole discretion of HIE, and subject to the sub-lease or sub-sub-leases.

### 4 Rules and Regulations

Hamilton Island is privately owned and operated by HIE. HIE has in place Rules and Regulations that protect the amenity of the Island for all the Residents and Guests to enjoy now and in the future. The specific policies, which refer to the use of Vehicles on the Island, are contained in the Rules and Regulations. Vehicle owners may obtain a copy of the Rules and Regulations from the ISD Office or online at <https://www.hamiltonisland.com.au/community-and-development/policies-forms>.

In accordance with the Rules and Regulations, HIE will take all measures to remove any Vehicle that does not comply with either this policy or the Queensland Department of Transport and Main Roads' (**Queensland Department of Transport**) regulations.

In addition to these current Vehicle Ownership Guidelines and Rules and Regulations, HIE reserves the right to impose further requirements regarding Vehicles in the interests of safety, compliance and sustainability or make changes as technology transitions. This may include monitoring devices, tracking devices, or management systems. A transitional period will be implemented to allow owners sufficient time for compliance.

## 5 Island Roads

All roads on Hamilton and Dent Islands are governed by the Queensland Department of Transport and as such all traffic and road rules apply. All drivers must hold a valid class C and provisional (restrictions may apply) or open driver license and children under the age of seven years must be restrained in accordance with HIE's Special Circumstances Permit (Appendix 2).

If the driver is required to display driving plates, such as "P Plates," then these must be displayed. As noted, Queensland Road Rules apply, including but not limited to:

1. seatbelts must be worn, including the use of child restraints where required;
2. overloading of passengers is not permitted;
3. using a mobile device is not permitted whilst driving;
4. feet and arms must remain inside the Vehicle;
5. driving under the influence of drugs or alcohol is not permitted;
6. driving with open alcohol in the Vehicle is not permitted; and
7. drivers must adhere to all road signs and markings.

All Vehicles must hold current Queensland Department of Transport Registration. Please refer to the Queensland Department of Transport website for further details on Queensland Department of Transport regulations: <https://www.tmr.qld.gov.au/safety/queensland-road-rules>.

## 6 Non Compliance with the Guidelines and the Law

Any Vehicle found to be non-compliant with the Vehicle Ownership Guidelines, the Rules and Regulations or Queensland Department of Transport Regulations, may be restrained by use of chains or wheel clamp devices and/or removed from the Island with all costs to be the responsibility of the Vehicle owner. This action will be in accordance with the Rules and Regulations and the Vehicle Ownership Guidelines.

## 7 Vehicle Entitlement

Individual sub-leases may contain the rights to acquire a Vehicle that, subject to HIE approval, may be driven on the Island roads. These rights may not be sold or beneficial title transferred to another Person or entity, or used in connection with another sub-lease. The Vehicle may only be used by the Property Owner and their Guests in connection with that sub-lease, and may not be hired out to another Person or entity. Doing so may result in HIE withdrawing approval for the Vehicle and it will be required, within one month, to either be sold to the holder of an entitlement to acquire a Vehicle, or removed from the Island with all associated costs being paid for by the registered owner.

In order to achieve the outcomes HIE desire regarding ambience on the Island, a cap has been placed on the number of Vehicles that will be permitted on the Island. This cap will only be increased in line with new developments resulting in an increased population.

A Vehicle approved to be driven on the Island roads must hold current Queensland Department of Transport Registration and display a current HIE Vehicle Permit Sticker.

HIE is under no obligation to issue access and any access granted may be rescinded at any given time at the sole discretion of HIE and in accordance with any relevant sub-leases or sub-sub-leases.

## 8 Purchasing a Vehicle (Buggy) – Private Resident

Vehicles approved by HIE for use in connection with an individual sub-lease are ordinarily restricted to Golf Buggies with a maximum length of 2.7m, width of 1.2m and turning circle of 5.8m (this is a standard 2 or 4 seat buggy with no tray back), this being subject to HIE’s discretion. A Golf Buggy may not be used on the Island roads unless it is equipped with and complies with all items in the *Appendix 1 – Buggy Technical Specifications*.

Prior to purchasing a Golf Buggy for a private residence, the Vehicle Coordinator must be contacted to confirm if there is a Golf Buggy entitlement and that the proposed purchase is an approved model for use on the Island. If an entitlement exists, the Vehicle Coordinator will provide a *Vehicle Application* to complete. A Golf Buggy must not be purchased unless signed approval has been issued by the Vehicle Coordinator. The Golf Buggy purchased must be registered in the same name in which the property is held.

The Golf Buggy must be fit for use on the Island roads and be built to manufacturer’s specifications. It is noted that only some Golf Buggies have specifications that are fit for use on the Island as set out in Appendix 1 currently and this is subject to change. No modifications should be made to any Golf Buggy without manufacturer’s approval or an engineering certificate. HIE reserves the right to refuse use of Golf Buggies on the Island as a result of modifications, at HIE’s discretion.

Once a Golf Buggy preference has been selected and a Manufacturer’s Certificate has been obtained, the applicant must complete and submit a *Vehicle Application* along with a copy of the Manufacturer’s Certificate to the Vehicle Coordinator. Once the Vehicle Coordinator has notified that an application has been approved then a Golf Buggy may be purchased.

Before the Vehicle arrives on the Island it must be registered with the Queensland Department of Transport.

When the Queensland Department of Transport Registration Certificate is obtained a copy must also be sent to the Vehicle Coordinator to ensure the Vehicle is in the same name in which the property is held. Once the Vehicle Coordinator confirms registration on the Queensland Department of Transport website an invoice for a Vehicle Administration Fee will be issued. On confirmation of payment, the Vehicle Coordinator will advise the owner that the Vehicle maybe transported to the Island. The HIE Vehicle Permit Sticker will be provided to the Vehicle Workshop/dealer. When the Vehicle arrives on the Island, it must be taken immediately to the Vehicle Workshop/dealer for a safety inspection and the issuing of subsequent compliance documentation. If an invoice for a new Vehicle or a Roadworthy Certificate for used Vehicles is supplied to HIE then a safety inspection may not be necessary, this being subject to HIE’s discretion.

Once the Vehicle is confirmed fit for use on the Island roads, the Vehicle Workshop/dealer will attach the HIE Vehicle Permit Sticker and the owner will be notified to collect the Vehicle. No Vehicle is authorised to use the Island roads unless it clearly displays a HIE Vehicle Permit Sticker, holds current Queensland Department of Transport Registration and is fitted with number plate/s in accordance with Queensland Department of Transport requirements.

The HIE Vehicle Permit Sticker is required to be displayed in the bottom right corner of the Vehicle’s front windscreen. Non-current stickers must be removed from the Vehicle.

Please note, HIE will not issue permanent Vehicle applicants with an interim Temporary Vehicle Permit (TVP). The Vehicle Coordinator must have received all the required paperwork prior to a Vehicle arriving on the Island. In summary, the following checklist must be followed:

- Contact the Vehicle Coordinator to confirm entitlement
- Submit completed *Vehicle Application* along with Manufacturer’s Certificate
- Receive notification from the Vehicle Coordinator for approval to acquire a Vehicle
- Purchase Vehicle
- Advise the Vehicle Coordinator of Queensland Department of Transport Registration
- Supply a copy of the Queensland Department of Transport Registration Certificate
- Receive and pay the invoice for the Vehicle Administration Fee
- Contact the Hamilton Island Logistics Office to obtain a Barge Freight Booking form
- Transport the Vehicle to the Island
- Pass the Hamilton Island Workshop safety inspection where required and receive compliance documentation as necessary
- Ensure the Vehicle is fitted with number plate/s in accordance with Queensland Department of Transport

- requirements
- Vehicle Workshop attach HIE Vehicle Permit Sticker to the windscreen

The Vehicle may now be used on the Island roads

## 9 Purchasing a Vehicle – Registered Business

A Registered Business owner wishing to use a Vehicle for a business on the Island must first contact the General Manager, Retail, Activities and Marina (RAM) to discuss entitlement. If approved, the General Manager RAM will provide the Registered Business Owner with a *Vehicle Application* to complete. If purchasing a Golf Buggy it must ordinarily not be more than 5 years old, although this is at the discretion of HIE. All Golf Buggies must be fitted with number plates in accordance with Queensland Department of Transport requirements.

A Vehicle may not be used on the Island by the Registered Business until the Vehicle Coordinator has issued signed approval and the above procedure for *Purchasing a Vehicle (buggy) - Private Resident* has been completed. The Vehicle must also have a business logo or is able to be identified via business markings, please refer to section 19. Please note, the requirement to provide a Manufacture’s Certificate only relates to a Golf Buggy that has not been previously approved by HIE.

## 10 Contractor Vehicle (approved projects only)

The Engineering and Services department administers Vehicles required to be on the Island temporarily for Engineering and Services contract purposes. All contractor Vehicles must be removed from the Island during the Christmas construction shutdown period.

## 11 Service and Maintenance

Vehicle owners are responsible for ensuring Vehicles are maintained and serviced in accordance with the manufacturer’s guidelines.

## 12 Vehicle Administration Fee

The Vehicle Administration Fee is due at the beginning of each financial year. The Vehicle Administration Fee is reviewed annually and comprises a contribution towards road infrastructure, annual roadworthy inspection and administration costs.

The following is required to obtain a HIE Vehicle Permit Sticker:

1. A roadworthy report by 30<sup>th</sup> of June each year; and
2. Full payment of the Vehicle Administration Fee is due no later than 30<sup>th</sup> of June of the issuing year.

## 13 Vehicle Roadworthy Report

Vehicles are required to be maintained in roadworthy condition. Before the end of the financial year Vehicles must be presented for an annual roadworthy inspection. Annual roadworthy inspections on private Golf Buggies are conducted by Club Car Australia and The Buggy Shop. Annual roadworthy inspections on Vehicles other than Golf Buggies are conducted by the Vehicle Workshop. It is at HIE’s discretion to accept other evidence such as a stamped log book, invoices or other evidence to satisfy roadworthiness in accordance with manufacturer’s guidelines.

The cost of the annual roadworthy inspection is included in the Vehicle Administration Fee. However, the work required in order for the Vehicle to be certified roadworthy is the responsibility of the owner. Roadworthy reports will be issued for mechanically sound Vehicles including but not limited to working brakes and lights, no apparent rust and good exterior and interior condition and appearance. Roadworthy inspections include confirmation of Queensland Department of Transport registration.

## 14 Compulsory Third Party (CTP) Insurance

All Vehicles are required to be covered by Compulsory Third Party (CTP) Insurance. CTP insurance is included in the annual Queensland Department of Transport Registration. Queensland Department of Transport Registration is checked when the annual roadworthy inspection is undertaken. HIE does not require further proof of CTP cover.

## 15 Ownership Transfer

A Vehicle owner wishing to sell a Vehicle to a Person, entity or Registered Business located on the Island must first contact the Vehicle Coordinator for approval. The Vehicle Coordinator will advise if the proposed owner is eligible to purchase a Vehicle and will provide the applicant with a *Vehicle Ownership Transfer* application. An owner is ordinarily not permitted to sell a Golf Buggy to a Registered Business if it is more than 5 years old, although this is at the discretion of HIE. The Golf Buggy that is being sold must also be fitted with number plates in accordance with Queensland Department of Transport requirements.

For property sales, it is assumed that ownership of a Golf Buggy will transfer to the new owner of the property at settlement. Queensland Department of Transport Vehicle Registration must be transferred within 14 days after obtaining the Vehicle. A copy of the Queensland Department of Transport Registration Certificate must be supplied via post or email to the Vehicle Coordinator within the above-mentioned time frame, this is to confirm the Vehicle has been transferred into the legal name(s) or entity of the purchaser(s) or the property which it is attached to. The Vehicle Administration Fee will be transferred with the Vehicle; no credit will be raised to any Person or entity unless the Vehicle is removed from the Island and not replaced. With all new vehicle transfers the Golf Buggy may not be used on the Island roads unless it is equipped with and complies with all items listed in the *Appendix 2 – Buggy Technical Specifications* and all the terms of the Vehicle Ownership Guidelines have been compiled with.

## 16 Removing a Vehicle from the Island

If a Vehicle Owner removes a Vehicle from the Island and does not replace it, HIE will raise a credit for the unused portion of the Vehicle Administration Fee, once the Vehicle is removed from the Island. The owner is required to obtain proof of removal from the Shute Harbour Terminal Coordinator. A credit will be calculated using the date from the proof of removal once it is provided and the unused portion will be credited to the owner's account, should the owner require it to be transferred into a nominated bank account the owner(s) must contact the Vehicle Coordinator in writing or email with the required details – BSB, Account Number and Account Name(s).

An owner upgrading a Vehicle to another Vehicle of the same type must notify the Vehicle Coordinator who will transfer the Vehicle Administration Fee to the new Vehicle, once proof is provided that the old Vehicle has been removed from the Island or sold in accordance with these procedures.

## 17 Barge Transfer Booking

A barge booking to transport a Vehicle on or off the Island may be made online using the following link <https://www.hamiltonisland.com.au/barge-booking-requests>. A fee will apply to transport a Vehicle on the barge. Space on the barge is limited, so please book ahead to avoid disappointment. Should you have any questions please contact the Logistics Terminal on 07 4948 9502 (Shute Harbour) and see further contact details in section 20 below.

## 18 Trailer

Trailers used on the Island must be registered with Queensland Department of Transport and HIE. To register a

trailer with HIE a *Vehicle Application*, accompanied by proof of Queensland Department of Transport registration, must be submitted to the Vehicle Coordinator for approval. A trailer approved to be used on the Island roads must hold current Queensland Department of Transport Registration and display a current HIE Vehicle Permit Sticker. Trailers may only be towed by a Queensland Department of Transport and HIE registered Vehicle.

Trailers may only be used on the Island:

- During daylight hours;
- When a safety chain is used;
- When loads are adequately secured; and
- In accordance with the towing Vehicle manufacturer’s towing specifications

Annual renewal of HIE trailer registration is free of charge. A roadworthy certificate must be obtained in order for a HIE Vehicle Permit Sticker to be issued for the trailer. All roadworthy inspections for trailers are conducted by the Vehicle Workshop or otherwise to HIE’s satisfaction. A Golf Buggy is not permitted to tow a trailer under any circumstance.

## 19 Vehicle Colour, Artwork, Signage and Business Logo

The General Manager of RAM must approve artwork, signage or business logos for any Vehicle that is attached to a Registered Business before it is applied to a Vehicle. Application for approval should be made in writing and must include a proof of the artwork. Any defamatory artwork will not be approved. In accordance with the Hamilton Island Signage Guidelines, HIE has a cautious approach to approving any Vehicle signage and remains committed to unbranded Vehicles as an overall approach to the ambience of the Island.

In addition to business logos HIE have implemented a compulsory identification sticker that will be affixed to any Vehicle or Golf Buggy. Dark blue identification stickers will be for lighter coloured Golf Buggy’s or Vehicles and silver identification stickers will be for darker coloured Golf Buggy’s or Vehicles.

Lettering being no larger than 25mm in height, length is dependent on the business name, all letters will be capitals and will be installed on either front quarter panels, with all costs being paid for in full by the Golf Buggy or Vehicle owner. The identification sticker will be installed by the Hamilton Island Vehicle Workshop at the time of the Vehicle’s compulsory annual safety inspection, for Golf Buggy’s it will remain the sole responsibility of the owner(s) to arrange to have this sticker made and installed to their Golf Buggy(s).

Should your Vehicle already be approved with company sign writing this sticker will not be installed.

See below examples for reference:

**EXAMPLE NAME**  25mm

**EXAMPLE NAME**  25MM

The General Manager of RAM must approve artwork, signage or business logos for any Vehicle that is attached to a Registered Business.

## 20 Contact Details

Contact	Telephone Number	Email Address	Postal Address
Vehicle Co-Ordinator	07 4946 8118	vehiclecoordinator@hamiltonisland.com.au	PO Box 163, Hamilton Island Queensland 4803

Logistics Terminal – Barge & Proof of Vehicle Removal	07 4948 9502	bargebookings@hamiltonisland.com.au	
Retail, Activities & Marina Office - Registered Business Signage & Approvals	07 4946 8053	concessionaires@hamiltonisland.com.au	
Contractor Vehicles (approved projects only)	07 4946 8111	HIE Projects: projects@hamiltonisland.com.au Private Projects: approvals@hamiltonisland.com.au	
QLD Department of Transport Cannonvale	07 4948 2981		
QLD Department of Transport Mackay	07 4951 8300		
Club Car Sales and Service	Main 07 55 299 499 Service 0427 050 409	hiworkshop@golfcarsaustralia.com.au	
	Lachlan Sergis (Sales) 0481 383 080	lachlan.sergis@golfcarsaustralia.com.au	
EZGO Dealer – of buggies authorised for use on the island	Vernon Roberts 0428 106 002	admin@thebuggyshop.com.au	

## Appendix 1 – Golf Buggy Technical Specifications

### 1. Walkaway Mode

If the Golf Buggy is brought to a standstill on a gradient with the key “On or Off” the Golf Buggy must not move away at a speed in excess of 5kph and should have an audible signal when it starts moving. This is considered a safety feature on the Vehicle.

### 2. Governor

The Golf Buggy must be fitted with an electrical governor that prevents the Vehicle exceeding 20kph at all times. A mechanical governor is not deemed suitable for the application.

### 3. Operation when ignition key turned to Off or Neutral mode

The Golf Buggy must be capable of maintaining the governed speed while travelling down a gradient, even if the key is turned to either off or neutral. As the governors on these Vehicles will be set to nominally 20kph the Vehicle must not exceed this speed when going down the gradient with the key is turned off or if the selector is in the neutral position.

### 4. Roll Over Protection

The Golf Buggy is to be fitted with suitable engineered roll over protection for the occupants of the Vehicle in the event of a roll over. This may be in the form of a Tip Over Protection Structure (TOPS) or any other structure that the manufacturer deems suitable for the speed and application of the Vehicle on the road system on the Island.

### 5. Seat Belts

Seat belts must be fitted to the front and rear passenger seats of the Vehicle. The front and rear passenger seat belts are both to be of the lap sash diagonal style, which are of the inertia retractable type suitable for being externally mounted to the Vehicle. As the retractable assembly is most likely mounted in an area that will be subject to the elements of weather the model must be suitable for this application. Both sets of seat belts are to be suitably mounted so as to help protect the occupant in the event of an accident and adhere to the relevant Standards and Acts. All Golf Buggies require seat belts, Golf Buggies without seat belts will not be granted HIE registration and will require removal from the island at the owner's expense.

### 6. Child Restraints

Baby capsules, baby car seats and child car seats must be mounted in accordance with Special Circumstances Permit issued by Queensland Department of Transport shown below.  
Under this permit;

- A passenger less than six months old must be restrained in a rearward facing infant restraint, located in the front seat and secured to an engineered anchor point and fitted seatbelt.
- A passenger at least six months old, but less than four years old must be restrained in an approved forward facing child restraint and secured to an engineered anchor point and fitted seatbelt.
- A passenger at least four years old, but less than seven years must be restrained in either an approved forward facing child restraint or by fitted seatbelt.
- No passenger under the age of 7 is permitted to travel in a petrol powered golf cart
- No passenger under the age of 7 is permitted to travel in a vehicle without fitted seatbelts

### 7. Drive Away Protection while Charging

While the Vehicle is being charged, an interlock system is to be provided so that the Vehicle cannot be driven away until the battery charger is turned off and the mains power cord disconnected.

## **8. Hill Descent Control**

The Vehicle is to be supplied with a regenerative braking system so that the electric drive motor is being used to slow the Vehicle while descending. Vehicles must also be fitted with a mechanical braking system as a secondary means of stopping the vehicle should the electric regenerative braking system fail.

## **9. Covers / Clears**

Covers or clears designed to provide protection from rain may be installed on the Golf Buggy, provided they present well and do not impede ventilation, lights, indicators or number plates.

## **10. Other**

Other items required include:

- Headlamps, tail lights and amber coloured indicators
- Windscreen
- Rear vision mirrors, from top centre of the windscreen
- Roof
- Compliance with Queensland Department of Transport, Vehicle Standards Instruction (General 27.0) – Vehicle Standards for Conditionally Registered Vehicles.
- No modifications are permitted to be made to Golf Buggies without HIE approval, which will require a letter from the manufacture or engineer.
- No petrol Golf Buggies will be approved to operate on Hamilton Island for private or residential purposes. Exceptions may be considered for commercial use only at the sole discretion of HIE.
- No Golf Buggies with a seating capacity greater than 4 seats will be approved to operate on Hamilton Island for private or residential purposes.

DEPARTMENT OF TRANSPORT AND MAIN ROADS

SPECIAL CIRCUMSTANCES PERMIT

*Transport Operations (Road Use Management—Accreditation and Other Provisions) Regulation  
2015 – (s128 and s129)*



**Issued to:** Hamilton Island Enterprises Limited  
**Permit number:** 165534-RSRL

Hamilton Island Enterprises Limited is granted, subject to the conditions stated on this permit, an exemption from the rules regarding the wearing of seatbelts by passengers under seven years old, for sections 266(2B)(a), 266(2B)(b), 266(2B)(3) and 266(2B)(3A) of the *Transport Operations (Road Use Management – Road Rules) Regulation 2009* (Road Rules) in relation to golf carts **driven on roads on Hamilton Island:**

**THIS PERMIT SHALL REMAIN IN FORCE FROM 18 March 2021 to 17 March 2026  
UNLESS SOONER SUSPENDED, SURRENDERED OR CANCELLED.**

**PREVIOUSLY ISSUED PERMITS TO HAMILTON ISLAND ENTERPRISES ON 29 APRIL 2016  
(E84815) and 16 FEBRUARY 2021 (164893) ARE REVOKED**

CONDITIONS:

This permit only applies under the following conditions:

1. The permit must only be used by operators of golf carts driven on Hamilton Island roads.
2. The golf carts must be:
  - a. powered by one or more electric motors; and
  - b. speed limited to a maximum speed of 20 km/h.
3. The driver of the golf cart must hold a valid class C provisional or open driver licence or a driver licence that corresponds to class C provisional or open driver licence.
4. A passenger less than seven years old must occupy the front passenger seating position.
5. However, despite condition (4), a passenger four years old or older must not occupy the front passenger seating position if there is another passenger who is less than four years old.
6. A passenger less than six months old must be restrained in a rearward facing infant restraint.
7. A passenger at least six months old, but less than four years old must be restrained in an approved rearward facing or forward-facing child restraint.
8. A passenger at least four years old, but less than seven years old must be restrained in an approved forward-facing child restraint or by a seatbelt.
9. Each golf cart must be inspected every 12 months to ensure compliance with the Vehicle Standards for conditionally registered vehicles (Vehicle Standards instruction (General 27)).
10. The authorised person must take reasonable care when contravening a Road Rule and contravention of the rule must be safe in the circumstances.
11. It must be reasonable that the authorised person not comply with the rule in the circumstances.
12. The authorised person must perform their duties in compliance with the relevant Hamilton Island Enterprises Limited policies and guidelines.
13. A copy of this permit must be held at an appropriate location on Hamilton Island. The location must be accessible so that the permit may be produced at any time, together with appropriate identification as an authorised driver of a golf cart, at the request of an enforcement officer.

Issued in Brisbane on 18 March 2021.

A handwritten signature in black ink that reads "Joanna Robinson".

Joanna Robinson  
Executive Director (Policy Safety and Regulation)

## Vehicle Ownership Guidelines Vehicle Application Form – Business

To be used for concessionaires, registered business and contractors. All vehicle types require an application, including trailers.

### 1. Applicant & Business Details

Applicant Name		Business Name	
Applicant Phone Number		Business Phone Number	
Applicant Email Address		Business Email Address	

### 2. Vehicle Eligibility

Total number of vehicles currently registered in business name operating on Hamilton Island			
Reason for vehicle requirement			
Is the vehicle replacing an existing vehicle?	<input type="checkbox"/> Yes (complete below)	<input type="checkbox"/> No (continue to section 3)	
Existing Vehicle Registration	<input type="checkbox"/> Removal from island Date _____	<input type="checkbox"/> Trade In Date _____	

### 3. New Vehicle Details

Please note that all vehicle model types must be an approved model type for use on Hamilton Island.

Vehicle Type	<input type="checkbox"/> Buggy	<input type="checkbox"/> Ute/Van	<input type="checkbox"/> Other _____
Vehicle Make		Vehicle Model	
Vehicle Year		Vehicle Colour	
Vehicle Signage	<input type="checkbox"/> HIE Vehicle ID Sticker (compulsory)	Compulsory identification sticker will be applied to any commercial or vehicle larger than a 2 or 4 seater.	
	<input type="checkbox"/> Business Logo (optional)	Any signage or logo must have prior approval by HIE before being applied to the buggy.	
Who will be the regular driver of this vehicle	Name		
	Contact Details		
Where will the vehicle be housed at night			

### 4. Acknowledgement

By signing below the applicant confirms that all the information detailed above is true and correct and that they acknowledge that they must abide by the Vehicle Ownership Guidelines, Hamilton Island Rules & Regulations and Code of Conduct at all times.

<b>Full Name:</b>		<b>Signature :</b>	
		<b>Date:</b>	

- All information and details on this form must match the vehicle brought onto the island any inconsistencies found may result in the vehicles removal from island at the owners expense.
- The Applicant agrees to indemnify HIE against any claims, of any type whatsoever, should there be any change to legislation or insurance requirements that affect the ownership and operation of the vehicle as approved in this application.
- All approved Applicants and vehicles are subject to Qld Government Legislation and Registration.
- Renting or hiring of a buggy or using it with another property that is hired out will result in this approval being retracted.

### 5. HIE Approval

**GM Concessionaires & Registered Businesses / GM Engineering & Services / Development Manager**

Full Name	
Signature	

**GM Civil & Services & Operations / Vehicle Co-Ordinator**

Full Name	
Signature	

### 6. Contact & Lodgement Information: VEHICLE CO-ORDINATOR

Vehicle Ownership Guidelines

Vehicle Application Form – Private Residence

To be used for a private residence. All vehicle types require an application, including trailers.

**Note: A vehicle purchased for a property must be in the same name as a property**

**1. Applicant & Property Details**

Applicant Name		Property Name	
Applicant Phone Number		Property Lot / Plan Number	
Applicant Email Address		Property Street Address	

**2. Vehicle Eligibility**

Total number of vehicles currently registered under this property			
Is the vehicle replacing an existing vehicle?		<input type="checkbox"/> Yes (complete below)	<input type="checkbox"/> No (continue to section 3)
Existing Vehicle Registration		<input type="checkbox"/> Removal from island Date _____	<input type="checkbox"/> Trade In Date _____

**3. New Vehicle Details**

Please note that all vehicle model types must be an approved model type for use on Hamilton Island.

Vehicle Type		Vehicle Make	
Vehicle Model		Vehicle Year	
Vehicle Colour		Vehicle Signage *	
* Any signage or logo must have prior approval by HIE before being applied to the buggy.			
Who will be the regular driver of this vehicle	Name		
	Contact Details		
Where will the vehicle be housed at night			

**4. Acknowledgement**

By signing below the applicant confirms that all the information detailed above is true and correct and that they acknowledge that they must abide by the Vehicle Ownership Guidelines, Hamilton Island Rules & Regulations and Code of Conduct at all times.

Full Name:		Signature :	
		Date:	

1. All information and details on this form must match the vehicle brought onto the island any inconsistencies found may result in the vehicles removal from island at the owners expense.
2. The Applicant agrees to indemnify HIE against any claims, of any type whatsoever, should there be any change to legislation or insurance requirements that affect the ownership and operation of the vehicle as approved in this application.
3. All approved applicants and vehicles are subject to Qld Government Legislation and Registration.
4. Renting or hiring of a buggy or using it with another property that is hired out will result in this approval being retracted.

**5. HIE Approval**

GM Civil & Services & Operations / Vehicle Co-Ordinator

Full Name:		Signature :	
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**6. Contact & Lodgement Information: VEHICLE CO-ORDINATOR**

Vehicle Ownership Guidelines

**Vehicle Transfer of Ownership Form**

To be used for all vehicle types and/or trailers for private residence, concessionaire, registered business and contractor.

**Please ensure that a copy of the Queensland Transport and Main Roads Registration Certificate is also supplied with this document.**

**1. Current Vehicle Owner Details**

Private Residence	<input type="checkbox"/> Yes <input type="checkbox"/> No	Business	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name		Phone Number	
Email Address		Vehicle Registration	
Property Name (if applicable)		Business Name (if applicable)	
Current Owner Signature			

**2. New Vehicle Owner Details**

Private Residence	<input type="checkbox"/> Yes <input type="checkbox"/> No	Business	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name		Phone Number	
Email Address		Vehicle Registration	
Property Name (if applicable)		Business Name (if applicable)	
Current Owner Signature			

**Note: A vehicle purchased for a property must be in the same name as a property**

**3. Vehicle Eligibility**

Total number of vehicles currently registered under new applicants name (property / business)			
Is the vehicle replacing an existing vehicle?		<input type="checkbox"/> Yes (complete below)	<input type="checkbox"/> No (continue to section 3)
Existing Vehicle Registration		<input type="checkbox"/> Removal from island Date _____	<input type="checkbox"/> Trade In Date _____
Who will be the regular driver of this vehicle	Name		
	Contact Details		
Where will the vehicle be housed at night			

**4. New Owner Acknowledgement**

By signing below the applicant confirms that all the information detailed above is true and correct and that they acknowledge that they must abide by the Vehicle Ownership Guidelines, Hamilton Island Rules & Regulations and Code of Conduct at all times.

Full Name:		Signature :	
		Date:	

1. All information and details on this form must match the vehicle brought onto the island any inconsistencies found may result in the vehicles removal from island at the owners expense.
2. The Applicant agrees to indemnify HIE against any claims, of any type whatsoever, should there be any change to legislation or insurance requirements that affect the ownership and operation of the vehicle as approved in this application.
3. All approved applicants and vehicles are subject to Qld Government Legislation and Registration.
4. Renting or hiring of a buggy or using it with another property that is hired out will result in this approval being retracted.

**5. HIE Approval**

**GM Civil & Services & Operations / Vehicle Co-Ordinator**

Full Name:		Signature :	
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**6. Contact & Lodgement Information: VEHICLE CO-ORDINATOR**