

# Pilotage Exemption Certificate (PEC) Application Form

## APPLICATION FOR A MARITIME EXEMPTION

MSF055

Maritime New Zealand, Seafarer Certification, PO Box 25620, Wellington 6146. Phone 0508 732 237

### SECTION 1 To be completed by all candidates

Surname: \_\_\_\_\_ First Name(s): \_\_\_\_\_  
 Nationality: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 (Postal) \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 \_\_\_\_\_ Code: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

### SECTION 2 Please tick what you are applying for

New PEC	<input type="checkbox"/>	Existing PEC – add area(s)	<input type="checkbox"/>	Renewal of PEC	<input type="checkbox"/>
		Existing PEC - add vessel(s)	<input type="checkbox"/>	Replacement of PEC	<input type="checkbox"/>

Name all vessel(s) to be added to PEC: \_\_\_\_\_

### SECTION 3 Please tick which pilotage area(s) you are seeking a certificate for

Auckland	<input type="checkbox"/>	Napier	<input type="checkbox"/>	Taranaki	<input type="checkbox"/>
Bay of Islands	<input type="checkbox"/>	Nelson	<input type="checkbox"/>	Tauranga	<input type="checkbox"/>
Bluff	<input type="checkbox"/>	Otago	<input type="checkbox"/>	Timaru	<input type="checkbox"/>
Fiordland (specify area below after referring to website for details**)	<input type="checkbox"/>	Pelorus Sound, Admiralty Bay and French Pass	<input type="checkbox"/>	Tory Channel	<input type="checkbox"/>
Gisborne	<input type="checkbox"/>	Queen Charlotte Sound	<input type="checkbox"/>	Wellington	<input type="checkbox"/>
Lyttelton	<input type="checkbox"/>	Stewart Island	<input type="checkbox"/>	Westport	<input type="checkbox"/>
Manukau	<input type="checkbox"/>	Taharoa Terminal	<input type="checkbox"/>	Whangarei	<input type="checkbox"/>

Other \*\* - please specify: \_\_\_\_\_

\*\*For details of pilotage areas – please refer to Maritime Rule Part 90: Pilotage - Appendix 1: Pilotage areas and limits: [www.maritimenz.govt.nz/Rules/List-of-all-rules/](http://www.maritimenz.govt.nz/Rules/List-of-all-rules/)

For the requirements of applying for a Pilot Exemption Certificate please refer to Maritime New Zealand Rule Part 90.61.

If you want to authorise a person or company to act as your agent in respect of this application you will need to complete an 'Authority to Act as an Agent' form as well.

**SECTION 4**

**All applicants must read and sign this section**

**Personal Information**

I HEREBY DECLARE that the particulars entered in this application form are true and correct and that the documents sent with this form are true and genuine documents given and signed by the persons whose names appear on them; I HEREBY AUTHORISE Maritime New Zealand to:

1. Use any of the foregoing personal information provided for the purpose relating to maritime safety, or to further the lawful activities of Maritime New Zealand; and
2. Disclose the information to any division of Maritime New Zealand or its agents, or its contractors, or to any other person where such disclosure is necessary to further the purposes, activities or objectives specified in 1 above.

Signature .....

Date .....

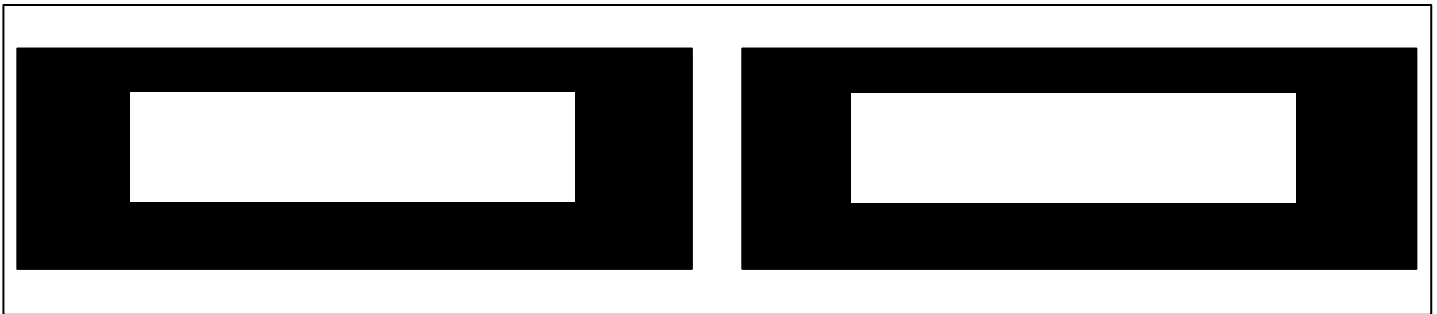
**Note:**

Maritime New Zealand will keep the information secure and only disclose it in the manner stated above. Maritime New Zealand recognises that you are entitled to see and correct the information referred to above.

**SECTION 5**

**Signatures and photos**

You must sign **inside** the two boxes below and attach 2 passport size and style photos of head and shoulders (35mm wide x 45mm length) inside a sealed envelope to the top of this page. Photos must be less than 12 months old and in colour.

The image shows two large, side-by-side rectangular boxes. Each box is filled with a solid black color and contains a smaller, horizontally-oriented white rectangle in the center. These white rectangles represent the designated areas for the applicant's signature and for attaching two passport-sized photos. The entire set of boxes is enclosed within a thin black border.

**Note:** Applicants applying for a replacement certificate must complete Section 6 – everyone else proceed to Section 7 to ensure your application is complete and all relevant documentation is enclosed.

**SECTION 6****To be completed only for the issue of a replacement Maritime Document****Grade(s) / Area(s)****Certificate Number(s)****Date(s) of Issue**


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**Declaration:**

I, \_\_\_\_\_ (Full Name)

of \_\_\_\_\_ (Address)

do solemnly and sincerely declare that:

my certificate(s)/licence(s), particulars of which are given above, was/were lost/destroyed (circle correct option)

at \_\_\_\_\_ (Place)

on \_\_\_\_\_ (Date)

under the following circumstances: (give full details – continue on separate sheet of paper if necessary)

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The statements made herein, and in sections 1, 2 and 3 of this form, are correct and true to the best of my knowledge and belief.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

**(CAUTION – Every person who makes a false representation for the purpose of obtaining a Maritime Document is liable to imprisonment for a period not exceeding 12 months or to a fine not exceeding \$5,000).**

Signature: \_\_\_\_\_

Declared at: \_\_\_\_\_ on \_\_\_\_\_

Before me: \_\_\_\_\_

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(a person authorised to take a statutory declaration within the meaning of the Oaths and Declarations Act 1957, e.g. Justice of the Peace, Barrister or Solicitor of the High Court of New Zealand – the person must sign and state his/her full name and qualification for taking the declaration)

Please proceed to Section 7 to ensure your application is complete and all relevant documentation is enclosed

**SECTION 7****The following items will make up your completed application****All applicants must submit:**

- Maritime New Zealand Application form
- Fit and Proper Person form including Consent to Disclosure form. The Consent to Disclosure form will be sent to New Zealand Police Vetting Service for processing. Applicants should note New Zealand Police can take up to 20 working days to process the request.
- Copy of current Certificate of Medical Fitness (Category A or B only) from an MNZ approved medical practitioner
- Two passport size and style photos of head and shoulders (35mm wide x 45mm length) inside a sealed envelope and attached to the top of this page. Photos must be less than 12 months old and in colour.
- Copy of current non-New Zealand Certificate of Competency or current Certificate of Competency recognised or accepted by the Director under the Maritime Transport Act 1994 (refer rule 90.61(1)(b)), which entitles the holder to be Master of the vessel.
- Application fee of \$663. Please refer to our website for details on how to pay:  
[maritimenz.govt.nz/howtopay](http://maritimenz.govt.nz/howtopay)
- Please indicate how you have paid the application fee:
  - Online using a credit card or debit card
  - Internet banking or bank deposit
 And if applicable, the date of payment:

- Cheque (attached to application)
- Invoice (for companies only)

Name on the invoice (company)

Postal address

City and country

Postcode


**Now check off the specific documentation you will need to supply for your personal application, as below:****New PEC (first issue for a pilotage area)**

- Certified copy of birth certificate or passport
- Letter from harbourmaster(s) confirming that the applicant has successfully completed an approved structured training programme and has met the required standards (refer rule 90.61(1)(d))

**Additional area(s) or vessel(s) to PEC**

- Original PEC(s) – if not expired
- To add a new pilotage area(s) for a vessel already endorsed on a PEC
  - Letter from harbourmaster(s) confirming that the applicant has successfully completed an approved structured training programme for the new area and the named vessel and has met the required standards (refer rule 90.68(2)(b))
- To add a new vessel for a pilotage area(s) already endorsed on a PEC
  - Letter from harbourmaster(s) confirming that the currency requirements of rule 90.66 have been met for each pilotage area endorsed on the PEC
  - Letter from the vessel operator confirming that the applicant has completed a programme of familiarisation as a PEC holder for that vessel (evidence of completion may be requested)

**Renewal of existing PEC**

- Letter from harbourmaster for each pilotage area endorsed on the PEC confirming that the currency requirements of rule 90.66 have been met for that area. This must include verification that the recent experience requirements for all the vessels endorsed on the PEC have been met. (refer rule 90.69(b))

All forms and a list of approved medical practitioners can be found on our website [www.maritimenz.govt.nz](http://www.maritimenz.govt.nz)