

# Application for approval of a Ballast Water Management Plan

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Last updated: July 2018

This document is uncontrolled if printed, please refer to the Maritime New Zealand website for the latest version.

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## About this form

Use this form if you are applying for approval of a Ballast Water Management Plan (BWMP) under the provisions of Marine Protection Rules Part 300.

**To complete this application, you need to provide all of the information we require. If you do not provide all of the required information we cannot process your application and we will return it and your other documents to you.**

To help you complete this application correctly, *refer to 4.2 Checklist* in this form and the Ballast Water Management guideline ([maritimenz.govt.nz/ballast](http://maritimenz.govt.nz/ballast)) to make sure you have provided all of the information we need and your ballast water management plan provides the information required.

**Note:**

If you want to authorise a person or company to act as your agent for this application, you need to complete an *Authority to act as an agent form* as well.

# 1. Ship details

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## All applicants must complete this section

Name of ship

MNZ number

IMO number (if applicable)

Gross tonnage

Port of registry

Non-permanent Ballast water capacity   
Cubic metres

Name of ship owner

Name of contact person   
First name Last name

Role   
Position held within company

Telephone   
E.G. +64 1 234-5678

Mobile phone   
E.G. +64 12 234-5678

Email address

Date of application   
DD / MM / YYYY

Preferred method of contact  Email  Phone  Post  
(tick only one)

I have attached the Ballast Water Management Plan for the ship named above

### Note:

The BWMP is approved by Maritime NZ as the first stage of the BWM application process, and must be completed and approved prior to the application for the BWM certificate.

## 2. Expert reviewer details

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To ensure the Ballast Water Management on board the ship will not compromise the stability or structural integrity of the ship, Maritime NZ requires that the BWMP is reviewed by a design approver or a degree qualified naval architect. An expert reviewer can develop the aspects of the BWMP that address stability and structural integrity.

Your application needs to include a declaration from the person to the effect that they are satisfied that the vessel can safely undertake the ballast water operations proposed in the ballast water management plan submitted. Please include this person's details below:

Name of expert

Address

Telephone

E.G. +64 1 234-5678

Mobile phone

E.G. +64 12 234-5678

Email address

Reviewer's designation (tick one)

**Design approver**

**Degree qualified naval architect** (if this option is selected you will need to provide a copy of the person's degree)

**Other** (please advise what expertise the approver holds)

### 3. Expert reviewer declaration

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**Caution**

Providing false information or failing to disclose information relevant to the granting or holding of a Marine Protection Document is an offence under section 406 of the Maritime Transport Act. The penalty for this offence in the case of an individual is imprisonment for a term of up to 12 months or a fine of up to NZ\$10,000.

I  declare that I have reviewed the ship  
 MNZ/IMO no.  and I  
am satisfied that the proposed Ballast Water Management on board the ship will not adversely affect  
the stability or structural integrity of the ship.

Signature and/or  
stamp

Date   
DD / MM / YYYY

## 4. When and how to apply

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### All applicants must complete this section.

To complete this application, you need to provide all of the information we require. If you do not provide all of the required information we cannot process your application and we will return it and your other documents to you.

### 4.1 Fees and payment options

There is a charge for your application of \$235 (including GST) per

Refer to the MNZ website for more information about fees and how to pay your fees.

[maritimenz.govt.nz/fees](https://maritimenz.govt.nz/fees)

[maritimenz.govt.nz/howtopay](https://maritimenz.govt.nz/howtopay)

**MNZ will send you an invoice for the application. You will be invoiced for the hourly charges once your application has been assessed**

Invoice



The invoice will be in your name **unless** you indicate below the name and address of a different entity or individual who has agreed to be invoiced (eg your employer).

Name on the invoice

Postal address

City and country

Postcode

### 3. When and how to apply (continued)

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## 4.2 Checklist

Use this checklist to make sure that you have everything you need for your application.

Check that your documents are complete and have been signed and dated as required.

### Items you must provide with this application form:

- the Ballast Water Management Plan for the ship
- full contact details of the design approver, degree qualified naval architect or other expert reviewer you engaged
- copy of degree held by naval architect (if used as expert reviewer)
- any associated ballast water calculations or diagrams of your ship
- declaration by the expert reviewer regarding the safety of the ballast water operations described in the submitted ballast water management plan

### Remember:

- If you want to authorise a person or company to act as your agent for this application, you need to complete an *Authority to act as an agent form*
- Send your application to us as early as you can
- Maritime NZ will invoice you for the hourly charges once your application has been assessed.

# 5. Standard declaration

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**All applicants must complete this section.**

I declare that the details provided on this form are true and correct. I confirm that any other documents sent with this form are true and genuine, and were given and signed by the persons whose names appear on them.

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Your name

Your signature Sign here

Date   
DD / MM / YYYY

**Privacy information**

Personal information collected in this form will be used for the purpose of assessing your application. MNZ will not disclose personal information other than when permitted or required by law to do so.

If you wish to access or correct personal information MNZ holds about you, please contact the MNZ Privacy Officer at PO Box 25620, Wellington 6146, or phone (04) 473 0111.

## 6. Where to send your form

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Send your completed form and the other documents required to MNZ by email, courier or post.

If your application is incomplete, we will return all your application documents to you.

Sending your application by email is preferred. Remember to sign the *Application for approval of a Ballast Water Management Plan* before scanning and attaching to the email along with your other documents. Make sure the scanned copies of your documents are legible and of a good quality.

**Email your application to:**

operators@maritimenz.govt.nz

**Or**

**Courier your application to:**

Operator Certification  
Maritime New Zealand  
1 Grey Street  
Wellington 6011  
NEW ZEALAND

**Or**

**Post your application to:**

Operator Certification  
Maritime New Zealand  
PO Box 25620  
Wellington 6146  
NEW ZEALAND