

# Pilotage Exemption Certificate (PEC) application form

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Last updated: March 2021

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:

- a new pilotage exemption certificate (PEC)
- renewal of a PEC
- replacement of a PEC
- adding area(s) to an existing PEC
- adding vessel(s) to an existing PEC

**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 form correctly for your application to be valid, refer to *3.2 Items* in this form to make sure you have provided all of the information we need.

### Note

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

# 1. Personal details

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**All applicants must complete this section.**

Complete all of these fields.

Title (tick only one)

Mr

Mrs

Miss

Ms

Other (please specify)

Surname

Given name(s)

Nationality

Place of birth

City and country

Date of birth

DD / MM / YYYY

Home phone

Eg +64 1 234-5678

Mobile phone

Eg +64 21 123-4567

Fax number

Eg +64 1 234-6789

Email address

Postal or delivery  
address

City and country

Postcode

Preferred means of  
contact

(tick only one)

Email

Post

Phone

Fax

## 2. Photo and signature requirements


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All applicants must complete this section.

### Signature

**Make sure that your signature fits in the box.**

Sign here



### Photographs

You must include passport photos with your application.

You can send us your photos either by email or courier.

#### 1. Email

Email a copy with your application (ask the photographer to provide an electronic copy, which you can then forward to Maritime NZ).

#### 2. Courier

Courier two passport-sized photos of yourself with your application. Attach the photos (inside a sealed envelope) to the top of this page.

The photos must:

- be in colour
- be less than 12 months old
- only show your head and shoulders
- be 35mm wide x 45mm long
- be original, not scanned copies.

# 3. Purpose of your application

## All applicants must complete this section.

Please indicate what your application is for:

New pilotage exemption certificate

If you have ticked this box, you need to provide the items in the list below for a new pilotage exemption certificate 3.3(a)

Renewal of a pilotage exemption certificate

If you have ticked this box, you need to provide the items in the list below for a renewal of a pilotage exemption certificate 3.3(b).

Replacement pilotage exemption certificate

If you have ticked this box, go to Section 4.

Adding area(s) to a pilotage exemption certificate

If you have ticked this box, you need to provide the items in the list below for adding area(s) to a pilotage exemption certificate 3.3(c).

Adding vessel(s) to a pilotage exemption certificate

If you have ticked this box, go to Section 3.3(d).

## 3.1 Pilotage area

Please tick which pilotage area(s) you are seeking a certificate for.

- |   |  |   |                                       |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Auckland       | <input type="checkbox"/> Manukau   | <input type="checkbox"/> Queen Charlotte Snd    | <input type="checkbox"/> Timaru       |
| <input type="checkbox"/> Bay of Islands | <input type="checkbox"/> Napier  | <input type="checkbox"/> Stewart Island         | <input type="checkbox"/> Tory Channel |
| <input type="checkbox"/> Bluff          | <input type="checkbox"/> Nelson  | <input type="checkbox"/> Taharoa Terminal       | <input type="checkbox"/> Wellington   |
| <input type="checkbox"/> Fiordland*     | <input type="checkbox"/> Otago   | <input type="checkbox"/> Taranaki               | <input type="checkbox"/> Westport     |
| <input type="checkbox"/> Gisborne       | <input type="checkbox"/> Perlorus Sound,<br>Admiralty Bay and<br>French Pass | <input type="checkbox"/> Tauranga               | <input type="checkbox"/> Whangarei    |
| <input type="checkbox"/> Lyttelton      |  | <input type="checkbox"/> Other (please specify) |                                       |

\* For Fiordland, specify area below after referring to website for details.

For details of pilotage areas – please refer to Maritime Rules Part 90: Pilotage – Appendix 1: Pilotage areas and limits. This is available on the Maritime NZ website.

[www.maritimenz.govt.nz/rules](http://www.maritimenz.govt.nz/rules)

### 3. Purpose of your application (continued)

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#### 3.2 Items

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 for all of the above

- Fit and proper person form* – including sighted and signed copies of the ID documents specified on the form
- Copy of certificate of medical fitness for seafarers
- Two passport-sized photos *or* an electronic copy
- Copy of Certificate of Competency which entitles the holder to be Master of the vessel

#### 3.3 Additional items for each type of application

##### (a) **Additional items you must provide with this application form for a new PEC**

- Letter from harbourmaster(s) confirming that you have successfully completed an approved structured training programme and passed the exam for all areas you wish to obtain a PEC for.

##### (b) **Additional items you must provide with this application form for renewal of a PEC**

- Letter from harbourmaster(s) for each pilotage area endorsed on the PEC confirming that you meet the currency requirements for each area you are renewing.

##### (c) **Additional items you must provide with this application form when adding area(s) to an existing PEC**

- Letter from harbourmaster(s) confirming that you have successfully completed an approved structured training programme and passed the exam for the area you wish to add.

##### (d) **Items you must provide with this application form when adding vessel(s) to an existing PEC**

- Letter from the vessel operator(s) confirming that you have successfully completed a programme of familiarisation as a PEC holder for that vessel.

## 4. Issue of a replacement maritime document

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**Applicants applying for a replacement pilotage exemption certificate must complete this section. All other applicants go to Section 5.**

Complete this section if you are applying for a replacement for lost, stolen or destroyed certificate(s).

Certificate name(s)

Certificate number(s)

Date(s) of issue

Date(s) of loss or destruction

Location(s) of loss or destruction

Describe, in as much detail as possible, how and why your certificate(s) were lost or destroyed.

(Continue on a separate sheet of paper if necessary. Sign and date any separate pages you include with this form.)

When applying for replacement certificate(s) you do not have to send additional supporting documents.

## 4. Issue of a replacement maritime document (continued)

### Statutory declarations for a replacement certificate

#### Your declaration

By ticking this box, you (the above named person) agree that your certificate(s) have been lost or destroyed.

Tick only one

Lost

Destroyed

I

(Write name, place of residence and occupation)

solemnly and sincerely declare that the information contained in this statutory declaration for a replacement certificate is true and correct to the best of my knowledge.

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

Declared at

(Place, day, month and year)

Applicant

(Applicant's signature)

#### Authorised person's declaration

Before

(Authorised person's signature)

Name of authorised person

(Print the authorised person's name)

Title of authorised person

(Print or stamp the authorised person's title. People authorised to witness a statutory declaration include lawyers, notaries public, justices of the peace, court officials and some police officers.)

(As defined in the Oaths and Declarations Act 1957)

## 5. 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.

### 5.1 Fees and payment options

There is a fee for your application. Please refer to the Maritime NZ website for information about fees.

[www.maritimenz.govt.nz/fees](http://www.maritimenz.govt.nz/fees)

You will be invoiced once we have formally received your application. A reference number and instructions explaining how to pay will be sent with the invoice.

You can pay:

- online using a credit card or debit card, or
- by internet banking or bank deposit.

Please refer to the Maritime NZ website for information about how to pay.

[www.maritimenz.govt.nz/howtopay](http://www.maritimenz.govt.nz/howtopay)

Please indicate if you will be paying the application fee or if a company will pay this on your behalf (eg your employer). **Tick only one.**

I will be paying the application fee  
(you will be invoiced)

A company will be paying the fee on my behalf  
(company will be invoiced)

If a company is paying the application fee on your behalf, you need to provide written confirmation from the company with your application. We cannot accept applications where a company is paying the fee without this confirmation.

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 company or employer).

Name on the invoice

Purchase order number or  
reference (if applicable)

Postal address

City and country

Postcode



# 6. 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.

**Caution**

Providing false information or failing to disclose information relevant to the granting or holding of a maritime 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.

Your name

Your signature

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 6140, or phone (04) 473 0111.

## 7. Where to send your application

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Send your completed form and the other documents required to Maritime NZ 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 *Fit and proper person* form before scanning and attaching to the email along with your electronic photo and other documents or forms. Make sure the scanned copies of your documents are legible and of a good quality.

**Email your application to:**

seafarers@maritimenz.govt.nz

**Or**

**Courier your application to:**

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

**Or**

**Post your application to:**

Seafarer Certification  
Maritime New Zealand  
PO Box 25620  
Wellington 6140  
NEW ZEALAND