

Temporary maritime event application form

Last updated: December 2019

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

About this form

Use this form if you are the person organising a race, speed trial, competition or other organised water activity:

- requiring a reserved area or speed uplifting
- in an area of navigable waterway where safety is managed by Maritime New Zealand.

How to complete this form

You need to read and understand all of the information on this form including:

- section 7. *Explanatory notes* (page 12)
- the *Maritime New Zealand navigation safety areas* table (page 13)

You need to provide all of the information we require including any additional documentation outlined in this form.

Refer to section 4. *Checklist* for all additional documentation you may need to provide.

Note

We need to receive this completed form at least four weeks before the date of the maritime event, or your application may not be processed in time.

1. Applicant details

All applicants must complete this section.

Complete all of these fields.

Title (tick one only) Mr Mrs Miss Ms
Other (please specify)

Surname

Given name(s)

Organisation

Position held

Home phone
Eg +64 1 234-5678

Mobile phone
Eg +64 21 123-4567

Fax number
Eg +64 1 234-6789

Email address

Postal address

City

Postcode

Preferred means of contact Email Post Phone Fax
(tick one only)

2. Event details

All applicants must complete this section.

Location details

Region	<input type="text"/>		
Location (specific area)	<input type="text"/> Eg Upper Taieri River - between the Old Hanley Ferry Red Bridge to Outram Glen		
Estimated number of vessels	<input type="text"/>	Estimated number of participants	<input type="text"/>

Event times

Please include set-up and pack-down time required on water

Start time	<input type="text"/> Eg 2.30pm or 16:30	Start date	<input type="text"/> DD / MM / YYYY
End time	<input type="text"/>	End date	<input type="text"/>

Alternative event times (in case of postponement)

Please include set-up and pack-down time required on water

Start time(1)	<input type="text"/>	Start date(1)	<input type="text"/>
End time(1)	<input type="text"/>	End date(1)	<input type="text"/>
Start time(2)	<input type="text"/>	Start date(2)	<input type="text"/>
End time(2)	<input type="text"/>	End date(2)	<input type="text"/>

Type of event

Please indicate what type of event your application is for (tick one only):

Power boat	<input type="checkbox"/>	If you have ticked this box, complete section 2.1. Power boat event.
Sail boat	<input type="checkbox"/>	If you have ticked this box, complete section 2.2. Sail boat event.
Paddle craft	<input type="checkbox"/>	If you have ticked this box, complete section 2.3. Paddle craft event.
Other	<input type="checkbox"/>	If you have ticked this box, please provide details about the event below. <input type="text"/>

2. Event details (continued)

Type of event (continued)

2.1 Power boat event

Complete this section if you are applying for a power boat event (tick one only).

- | | |
|--|---|
| <input type="checkbox"/> Power boat race | <input type="checkbox"/> Thundercat race |
| <input type="checkbox"/> Power boat race offshore | <input type="checkbox"/> Water ski race |
| <input type="checkbox"/> PWC race
(jet skis and similar personal water craft) | <input type="checkbox"/> Jet boat race or rally |

2.2 Sail boat event

Complete this section if you are applying for a sail boat event (tick one only).

- | | |
|---|--|
| <input type="checkbox"/> Sail race | <input type="checkbox"/> Sail training |
| <input type="checkbox"/> Sail race offshore | <input type="checkbox"/> Sail board race |
| <input type="checkbox"/> Sail regatta | <input type="checkbox"/> Kite boarding race or event |

2.3 Paddle craft event

Complete this section if you are applying for a paddle craft event (tick one only).

- | | |
|--|--|
| <input type="checkbox"/> Dragon boat race | <input type="checkbox"/> Rowing |
| <input type="checkbox"/> Waka ama | <input type="checkbox"/> Kayaking or canoeing |
| <input type="checkbox"/> Stand up paddle board | <input type="checkbox"/> Rafting or adventure racing |

3. Event requirements

All applicants must complete this section.

3.1 Maritime rules

Reserved area

A reserved area means an area of waterway temporarily set aside for the exclusive use of the event participants and support vessels.

Does the event require a reserved area (tick one only)?

Yes No

Speed uplifting

Does the event require a speed uplifting (tick one only)?

No

Yes If you have ticked this box, please specify the uplifting you require below (tick all options that apply).

Upliftings apply:

- within 200 metres of shore
- within 200 metres of a structure
- within 50 metres of a person in the water
- within 200 metres of a divers flag
- when anyone has any part of their body extending over the bow or sides of a vessel
- participating vessels
- support vessels

3. Event requirements (continued)

Personal Flotation Devices (PFDs)

Does the event involve participants not carrying a PFD?

No

Yes If you have ticked this box, choose below the grounds for not carrying a PFD (tick one only).

A support boat in the immediate vicinity carries sufficient PFDs or buoyancy aids (rule 91.4(4))

The event is to be supervised in accordance with a safety system of a national sporting organisation approved by Maritime NZ (rule 91.4(2)(d)). If you tick this box, attach a copy of the approval under rule 91.4(3).

Exemptions

Does the event require an exemption from any maritime rules (tick one only)?

No

Yes If you have ticked this box, you will need to complete an application form for an exemption to maritime rules and include this with this application.

3. Event requirements (continued)

3.2 Event safety plan

You are required to complete a safety plan for this event and include this (plus any other supporting documents) with this application.

Your safety plan should at least include the following:

- analysis of all risks involved in the event and what measures will be used to eliminate, isolate or minimise hazards
- numbers and types of vessels and/or people involved
- average and maximum vessel speeds involved
- a chart (or map) of event course(s) and required reserved areas
- weather limits for event
- numbers and types of patrol/marshal/safety vessels and how they will be used to manage risk including preventing unauthorised vessels from entering any reserved areas (including crew list and their qualifications)
- details of any significant safety incidents from previous events that; have been held by the event organiser, or the event safety officer has been involved in, within New Zealand in the last 5 years. Please provide details of lessons learnt and measures used to reduce similar incidents occurring.
- a communications plan between event organisers and Maritime NZ
- schedule of safety briefings and key messages
- justification for any reserved areas and speed uplifting requested
- first aid and medical response provision for participants including, as appropriate, key medivac locations (land, water and air)
- qualifications and/or experience of event organiser and event safety officer
- contact details of event organiser and event safety officer
- affiliations to any national bodies that oversee the event or standards that apply to the event.

Note

We recommend that you to obtain experienced assistance if you have never completed a safety plan before. This will ensure you meet any safety requirements for this event such as those that come under the Health and Safety at Work Act 2015.

4. Checklist

All applicants must complete this section.

To complete this application, you need to provide all of the information we require.

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:

- A safety plan for the event incorporating a detailed chart or map of the area in which the event is to take place
- A draft public notice for publication in a local daily newspaper if the grant is made, and evidence of consultation with affected interests
- A description of your past experience in managing similar events
- Agreement or contract for externally provided medical response capability (if applicable)
- A copy of your public liability insurance policy that details the insurer, insurance cover amount, relevant exclusions and policy expiry date (if applicable)
- A copy of the application for a test certificate for an outdoor pyrotechnic display (if applicable)
- Written authorisation from the occupier/trustee of any foreshore land intended to be used in connection with the proposed event/activity (if applicable)
- Evidence that you have consulted with potentially affected parties

Remember

- The event must take place in an area where Maritime NZ is the local navigation safety authority. Where navigation bylaws are in place, applications must be made to the appropriate regional council
- Send your application to us as early as you can and at least 4 weeks prior to the event

5. Fees and payment

After receiving your application, event safety plan and other supporting documents, Maritime NZ will send you an invoice for the hours taken to complete the assessment.

Application fee

There is a fee for your application. This is charged at an hourly rate.

Refer to the Maritime NZ website for more information about fees and how to pay.

maritimenz.govt.nz/fees

maritimenz.govt.nz/howtopay

Invoice

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.

You need to specify the name and address if the operator is a group of individuals, or if you want the invoice made out to a different entity or individual.

Name to use on invoice	<input type="text"/>
Postal Address	<input type="text"/>
	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

6. Declaration

All applicants must complete this section.

I declare that I am authorised to act as the applicant for the purpose of the temporary maritime event.

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 Maritime NZ functions 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 Sign here

Date
DD / MM / YYYY

Privacy information

Personal information collected in this form will be used for the purpose of assessing your application. Maritime NZ 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 Maritime NZ holds about you, please contact the Maritime NZ Privacy Officer at PO Box 25620, Wellington 6140 or phone (04) 473 0111.

7. Where to send your application

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 any additional documents that are required will need to be scanned and to the email. Make sure the scanned copies of your documents are legible and of a good quality.

Email your application to:

maritime.events@maritimenz.govt.nz

Or

Courier your application to the:

Exemptions Officer
Maritime New Zealand
1 Grey Street
Wellington 6011
NEW ZEALAND

Or

Post your application to the:

Exemptions Officer
Maritime New Zealand
PO Box 25620
Wellington 6140
NEW ZEALAND

8. Explanatory notes

1. An application is for a grant of a reserved area of navigable waterway and/or the suspension of speed of vessel requirements that ordinarily apply to craft operating close to shore or in the vicinity of other craft for the purpose of a temporary maritime event, such as a race, speed trial, competition or other organised water activity.
2. Before granting an application, under maritime rule 91.19, the Director must be satisfied that there is no danger to the public and that affected parties have been consulted. The Director may impose conditions on temporary events in the interests of maritime safety.
3. The Director only considers applications in respect of areas where Maritime New Zealand manages local navigation safety. In other areas, which are subject to navigation bylaws, consideration of an application for the grant of a reserved area and/or suspension of speed of vessel requirements is a regional council responsibility. Some councils have application forms for this purpose on their websites. Refer to the *Maritime New Zealand navigational safety areas* table over the page.
4. A reserved area means an area of waterway temporarily set aside for the exclusive use of the event participants and support vessels.
5. If an exemption to a maritime rule is required for your application, you will need to complete a separate exemption application form.

8. Explanatory notes (continued)

Maritime New Zealand navigation safety areas

Region	Maritime NZ areas	Council bylaw areas
Northland	Rivers and lakes only.	Northland Regional Council: <ul style="list-style-type: none">oceans only
Auckland		Auckland Council: <ul style="list-style-type: none">All waterways (oceans, rivers, lakes).
Waikato	Port Taharoa only.	Waikato Regional Council: <ul style="list-style-type: none">all other waterways (oceans, rivers, lakes).
Taranaki	All waterways (oceans, rivers and lakes).	Taranaki Regional Council: <ul style="list-style-type: none">Port Taranaki only.
Hawkes Bay	Lakes Waikareiti and Lake Waikaremoana.	Department of Conservation: <ul style="list-style-type: none">Te Angiangi Marine Reserve. Hawkes Bay Regional Council: <ul style="list-style-type: none">all other waterways (oceans, rivers, lakes).
Manawatu	All waterways (oceans, rivers and lakes). Exceptions apply.	Horizons Regional Council: <ul style="list-style-type: none">Manawatu River and tributaries only. River City Port Ltd: <ul style="list-style-type: none">Port of Wanganui.
Wellington	Ruamahanga River only.	Greater Wellington Regional Council: <ul style="list-style-type: none">all other waterways (oceans, rivers, lakes).
Marlborough	Rivers and lakes only. <ul style="list-style-type: none">see Wairau River Draft Navigation Safety Plan.	Marlborough District Council: <ul style="list-style-type: none">oceans only
West Coast	All waterways (oceans, rivers and lakes). Exceptions apply. <ul style="list-style-type: none">see Lake Brunner Navigation Safety Plan.see Lake Kaniere Draft Navigation Safety Plan.	Grey District Council: <ul style="list-style-type: none">Port of Greymouth Buller District Council: <ul style="list-style-type: none">Port of Westport
Otago	All waterways (oceans, rivers and lakes). Exceptions apply. <ul style="list-style-type: none">see Lake Waiholo Draft Navigation Safety Plan.	Otago Regional Council: <ul style="list-style-type: none">Dunedin Harbour and Karitane Harbour Queenstown Lakes District Council: <ul style="list-style-type: none">Queenstown Lakes District waterways. Central Otago District Council: <ul style="list-style-type: none">Lake Dunstan.