

Application form for Pilotage: Structured Training Programme approval

Last updated: August 2022

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 applying for approval of your:

- Structured Training Programme for Pilots
- Structured Training Programme for Pilot Exemption Certificate (PEC) Holders

Note on applications

You may send in your structured training programme and proficiency plan at the same time but you must complete an application form for each as they will be assessed separately.

There is guidance available to assist you in writing your structured training programme. You can access the guidance [here](#).

Items you must provide with this form:

- Microsoft Word (or equivalent) copy of the structured training programme you are applying for approval of.
- Evidence of consultation with the harbourmaster in the preparation of the structured training programme. (required under Rule 90.102(1)(c))
- Evidence of consultation with the port operator, pilotage provider and other interested parties as applicable in the preparation of the structured training programme. (required under Rule 90.102(1)(c))

1. Contact Details

Please complete all of these fields.

Applicant

Completed by

[contact name and date completed]

Email Address

Phone number

Pilotage Area

per Appendix to Part 90

Regional Council

Port Operator

(If different from pilotage provider)

Applying for approval of (tick only one)

Structured Training Programme
for Pilots

Structured Training Programme for PEC Holders

Declaration

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.

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 Privacy Officer at PO Box 25620, Wellington 6140, or phone (04) 473 0111.

2. Contact us

If you need more information about the requirements for your application, visit the pilotage training section of our website.

maritimenz.govt.nz/Pilotage

If you can't find the information you need, send us an email:

internationalshipping@maritimenz.govt.nz

Remember to include your contact details (email address and phone numbers).

3. Rule Requirements

The tables below must be completed. You must make clear reference to where in the training programme the Rule is addressed.

Complete all relevant tables to your application.

3.1 Rule requirements in your training programme for pilots

The rule requirements for pilots can be found under Rule 90.106(1).

The table below is for pilots only. Only complete this section if your structured training programme is for pilots. Complete 3.2 instead if your training programme is for PEC holders.

Mark this section N/A if you applying for approval of a structured training programme for PEC Holders.

#	Requirement of the rule	Clearly enter the page number and section in your plan that satisfies the relevant rule. (Copy and paste the text if necessary)
1a	Statement of purpose and objectives of the training programme	
1e	Description of grades of licence and privileges of each grade	
1d	The knowledge to be obtained, tasks to be performed and the standards to be met	
1c	Details of how the trainee will acquire the necessary knowledge and proficiency	

1g	The process for assessment during training to monitor development and progress	
1f	Details of the process for assessing a trainee's previous experience, where relevant, if modifying a previously approved training programme (also 90.105)	
1h	Details of the examinations, including the makeup of examination panels (also 90.112)	

3.2 Rule requirements in your training programme for PEC Holders

The rule requirements for PEC holders can be found under Rule 90.109(1).

The table below is for PEC Holders only. Only complete this section if your structured training programme is for PEC Holders. Complete 3.1 instead if your training programme is for Pilots.

Mark this section N/A if you applying for approval of a structured training programme for pilots.

#	Requirement of the rule	Clearly enter the page number and section in your plan that satisfies the relevant rule. (Copy and paste the text if necessary)
1a	Statement of purpose and objectives of the training programme	
1b	Maximum size or other limitation on ships, or type and size or category of ship, for which a PEC can be issued for the pilotage area as may be determined by the Director in accordance with rule 90.81(2)	
1e	The knowledge to be obtained, tasks to be performed and the standards to be met	
1d	Details of how the trainee will acquire the necessary knowledge and proficiency	
1f	Details of the processes for assessment of the trainee's skill in navigating in, and knowledge of the pilotage area, at	

	regular intervals during training to measure the trainee's development and progress	
1g	Details of the examination processes and procedures to be used, including the composition of examination panels, to verify that a trainee has acquired the requisite knowledge. NB. See also rule 90.113	

3.3 Knowledge requirements in your training programme for both Pilots and PEC Holders

The knowledge requirements for pilots can be found under Rule 90.106(2). The knowledge requirements for PEC holders can be found under Rule 90.109(2).

The table below indicates which knowledge areas are for pilots only.

Mark these sections *N/A for PEC Holders* if you are applying for approval of a structured training programme for PEC holders.

#	Knowledge Requirements	Note where the knowledge areas below are incorporated into the plan -page number and section (Copy and paste the text if necessary)
a	Limits of local pilotage areas	
b Pilots Only	COLREGS and other maritime and marine protection rules and bylaws that may apply to the area	
c	System of buoyage in the area	
d	Characteristics of the lights, their angles of visibility and the fog signals, racon and radio beacons and other electronic aids in use in the area	
e	Names, positions and characteristics of the light vessels, buoys, beacons, structures and other marks in the area	
f	Names, positions and characteristics of the channels, shoals, headlands and points in the area	

g	Bridge and similar obstruction limitations including air draughts	
h	Depths of water throughout the pilotage area and adjacent waters, including tidal effects and similar factors	
i	General set, rate, rise and duration of the tides and use of the tide tables and real-time and current data systems, if available, for the area.	
j	Proper courses and distances in the area, including (as applicable) alteration points and parallel index distances	
k	Anchorage in the area	
l	Ship handling for piloting, anchoring, berthing and unberthing, manoeuvring with and without tugs, and emergency situations	
m	Communications and availability of navigational information	
n	Systems of radio navigational warning broadcasts in the area and the type of information likely to be included in any such warning	
o	Traffic separation schemes, vessel traffic services and similar vessel management systems in the area	
p <i>Pilots Only</i>	Bridge equipment and navigational aids	
q <i>Pilots Only</i>	Use of radar and other electronic devices; their limitations and capabilities as navigation and collision avoidance aids	
r <i>Pilots Only</i>	Manoeuvring behaviour of the types of ships expected to be piloted and the limitations imposed by particular propulsion and steering systems	
s <i>Pilots Only</i>	Factors affecting ship performance such as wind, current, tide, channel configuration, water depth, bottom, bank and ship interaction including squat	
t	Weather and environmental conditions of the area which may affect safe navigation	

u	Use and limitations of various types of tugs	
v Pilots Only	English language to a standard adequate to enable the pilot to express communications clearly	
w Pilots Only	IMO Standard Communications Phrases (SMCP)	
x Pilots Only	IMO Code for the investigation of marine casualties and incidents	
y Pilots Only	Master-pilot relationship, pilot card, operational procedures	
z	Pollution prevention	
aa	Emergency and contingency plans for the area	
bb Pilots Only	Safe embarking and disembarking procedures	
cc	Any harbour safety management systems and risk assessments applicable to navigation in the pilotage area or harbour prepared by, or on behalf of, the Regional Council, the port operator or relevant parties.	
dd	Knowledge of any local bylaws or other regulations relevant to navigation in the pilotage area.	
ee Pilots Only	Knowledge of the ISPS Code as it affects any port within the pilotage area	
ff Pilots Only	Knowledge of the port infrastructure	
gg	Any additional areas of knowledge relevant to pilot training, not included above as recommended from time to time by the IMO	
hh	Any other relevant knowledge in respect of the pilotage area to which the structured training programme applies	
106.3a Pilots Only	Training in human factors and Bridge Resource Management (BRM)	
106.3b Pilots Only	Training in dealing with unexpected or emergency situations during pilotage, including the exercise of emergency scenarios	

4. Standard fees and payment

Application fee

There is a fee for your application, charged at an hourly rate of \$245.

The fee is in New Zealand currency and includes goods and services tax (GST).

You can pay:

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

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

You need to specify the name and address of the operator, 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"/>
Postcode	<input type="text"/>

5. Where to send your form

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

Sending your application by email is preferred. Remember to sign the declaration 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:

internationalshipping@maritimenz.govt.nz

or

Courier your application to:

Administrator, Technical Advice and Support
Maritime New Zealand
1 Grey Street
Wellington 6011
NEW ZEALAND

Or

Post your application to:

Administrator, Technical Advice and Support
Maritime New Zealand
PO Box 25620
Wellington 6140
NEW ZEALAND

6. When and how to apply

Apply when you have completed all of the application requirements. Once we have received all of the information we need from you, it may take us up to 20 working days to process your application, so send it in as soon as possible (and at least two months before you need your approval).

Make sure you include all of the documents we have asked for. Refer to *Section 7: Checklist* to make sure you have everything you need for your application.

Note

If your application is incomplete, it will not be processed and we will contact you to request the missing information.

Application process

This is the application process for the approval of your training programme. Complete each step before you move on to the next one.

1 Do you have the documents we need?

Include all of the documents we have asked for as outlined on the front page of this application form. You can also use the checklist below to help you.

Move to step 2 once you have copies of all of the documents we have asked for.

2 Complete the application form

You need to complete this form as part of your application. Make sure that you have provided all of the information we need by completing all the relevant sections in as much detail as possible. Use the checklist below to help you.

Move to step 3 once you have completed this form.

3 Send us your application by courier or email

There are two options for you to send your application:

1. Use a courier to send us your completed application forms, supporting documents, and cheque for the application fee (if using that payment option).
2. Send your application by email, attaching the scanned documents.

Move to step 4 when you've included everything and either couriered or emailed your completed application to Maritime NZ (using the address provided at *section 5 Where to send your application*).

4 Send confirmation and/or request

We will send you an email or letter to:

- confirm that we have received your application
- list any documents we need from you before we can assess your application.

5 Assessment

After you have sent us all the documents we need, we will assess your application and make a decision.

This will usually take 20 working days (about a month).

6 Issue approval

We will send you:

- your approval letter, if your application has been successful, including the length of time that your approval is valid for *or*
- an email or letter explaining why your application was unsuccessful.

7 Payment of fee

After you have been sent your approval you will receive an invoice for the hours it took to assess your application. You will need to pay the invoice by the date specified on the invoice. See maritimenz.govt.nz/how-to-pay.

7. Checklist before applying

On your application form:

Rule Requirements in the programme

I confirm that all of the Rule requirements in the checklist above have been covered and included in this form.

Knowledge areas covered in the programme

I confirm that all of the knowledge areas in the checklist above have been covered and included in this form.

Declaration

The declaration is signed.

Included with your application:

- Microsoft Word (or equivalent) copy of the structured training programme you are applying for approval of.
- Evidence of consultation with the harbourmaster in the preparation of the structured training programme. (required under Rule 90.102(1)(c))
- Evidence of consultation with the port operator, pilotage provider and other interested parties as applicable in the preparation of the structured training programme. (required under Rule 90.102(1)(c))