

# Certificate of Compliance or Certificate of Approval application form

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Last updated: June 2024

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 certificate of compliance (CoC) for an operator of commercial fishing boats 6 metres or less
- a certificate of compliance (CoC) for an operator of recreational dive boats 6 metres or less
- a certificate of approval (CoA) for a safety case under Maritime Rules Part 40G.

You can also use this form:

- if you have added or removed a boat(s) from your operation or made changes to the boats in your operation
- to advise Maritime NZ if you are no longer operating.

**To complete this application you need to provide all the information we require and complete and sign the declaration section.**

# 1. Operation and contact details

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All applicants must complete this section.

## Details of Operation

Name of Operator

Name of Legal Entity   
(if different from above)

Physical address

Type of operation  Commercial fishing  Recreational diving  Safety case  
(tick only one)

## Contact details

Surname

Given name(s)

Home phone   
eg +64 1 234-5678

Mobile phone   
eg +64 21 123-4567

Fax number   
eg +64 1 234-5678

Email address

Postal address

Postcode

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

## 2. Applying for a certificate of compliance or certificate of approval

Complete this section if you are applying for a new certificate of compliance or a certificate of approval or you wish to renew either.

Please select type of application (tick only one)  New  Renewal

OPN Number/UIN   
For renewal only

Date of boat(s) inspection

Person responsible   
For safe operating plan (SOP) or fit and proper person (FPP)

Areas of operation

### Boat details

Complete the following information for the boat(s) you operate. Add additional pages if you need to.

MNZ Number	Boat Name	Overall Length	Year of Build	No of Passengers

### Other documents required

Provide the following documents with your application, as applicable:

- Copy of your safe operational plan
- Inspection report for each boat
- Copy of certificates of fitness for each boat (applies to CoA for Safety Case only)
- Completed and signed fit and proper person form (applies to all new and renewal applications)
- Ministry of Justice criminal record check (applies to renewal applications or current certificate holders) This must be less than 90 days old at the time you apply.

### 3. Changes to boat(s)

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Complete this section if you have added or removed a boat(s) from your operation. It may be necessary to issue a new certificate on receipt of this application.

OPN Number/UIN

Date of boat(s) inspection

Person responsible

For safe operating plan (SOP) or fit and proper person (FPP)

Areas of operation

#### Boat details

Complete the following information for the boat(s) **entering** your operation. Add additional pages if you need to.

MNZ Number	Boat Name	Overall Length	Year of Build	No of Passengers

Attach a copy of the inspection report for each boat entering your operation.

Complete the following information for the boat(s) **leaving** your operation.

MNZ Number	Boat Name	Overall Length	Year of Build

## 4. Ceasing operation

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Complete this section if you are no longer operating and wish to exit your safety system.

Date ceased  
operating

Reason for ceasing  
operation

For example, business sold, operator retiring, etc.

You will need to provide a completed change of vessel status form for each boat in your operation. This form can be found on our website. Search for “Change vessel status”.

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

## 5. Fees and payment

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### All applicants must complete this section.

There is a fee for your application.

- The fee for a new or renewal of a certificate of compliance is \$368.00.
- The fee for a new or renewal of a certificate of approval is charged at an hourly rate of \$245.00.
- The fee for changes to boat(s) is charged at an hourly rate of \$245.00.
- There is no fee for informing Maritime NZ that you have ceased operation and wish to exit your safety system.

### Application fee payment

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

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

### Invoice

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

For CoA applications and changes to boat(s) you will be invoiced for the application fee once we have formally processed 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 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

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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 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.

## 7. Where to send your form

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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 *Declaration (Section 6)* before scanning and attaching to the email along with any other documents or forms required. 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 6140  
NEW ZEALAND